

**PROFESSIONAL STAFF CONTINUING EDUCATION – COURSE REIMBURSEMENT  
AND INSERVICE TRAINING**

This policy will serve as a complement to and not in conflict with the advance approval by the Superintendent for courses to be taken by teachers for reimbursement purposes as outlined in the current comprehensive agreement.

The teacher is to provide proof of the relationship between the course and his or her present teaching/professional field of study in cases when the relationship is not readily evident by the course description as given. The Board is to be notified.

Any non-teaching employee may be reimbursed up to the full cost of any course, conference attended, or in-service training in which the Board/Superintendent requires or requests the employee to participate. Educational Technicians taking courses to become highly qualified per the NCLB Act Definition will follow the same procedure as used by members of the teaching staff.

DATE ADOPTED: July 1, 2003