

Guidelines for In-service West Carroll Special School District

West Carroll Special School District recognizes the importance of the five in-service days required by the state of Tennessee for teachers. The following guidelines have been established to clarify procedures regarding these days:

1. Two types of in-service days, (1) required days and/or (2) optional days, may be scheduled.
2. All staff must attend the required days unless an emergency arises as described in the staff handbook under Sick Leave-
Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law
or special permission is granted by appropriate supervisor. See number 6 below.
3. A sick or personal day may be taken for emergencies as described in number 2 (two). Staff members will be responsible for completing an absentee form for days missed.
4. Teachers who miss required in-service days for reasons other than those listed in number 2 (two) will not be allowed to "make-up" the days. The number of days missed will be deducted from the teacher's salary.
5. Staff members will contact the principal of their school if they are unable to attend any required in-service days. The principal will report this information to the appropriate supervisor.
6. Special permission may be granted by appropriate supervisor for a teacher to attend in-service other than the required days. This permission must be in writing.
7. The school system will plan at least 5 in-service days either required or optional at the beginning of the school year.
8. Teachers who choose to complete optional days outside those planned by the school district will have all days completed with paperwork submitted by the last day of the school year. A teacher's last pay check will be held until the paperwork is submitted. If five days of in-service have not been completed by the last day of the school year, the number of days not completed will be deducted from the teacher's salary. If a teacher did not complete the days because of an emergency as described in number 2 (two), he/she will be allowed to use sick day(s) to make up the deficiency.
9. Supervisors will send information about staff development activities to schools to be posted during the school year. However it is the teacher's responsibility to register and pay for any optional in-services and to be sure in-service activities are completed on time.
10. When the district requests that a teacher attend an in-service activity outside the district with a registration fee, the district will pay the fee. Occasionally, funds may be available to pay for other optional in-service activities outside the district. Interested teachers should contact the appropriate supervisor about the availability of such funds.
11. Optional in-service days cannot be completed on any of the 180 days scheduled for school.
12. Teachers who are hired after in-service begins should contact the appropriate supervisor to determine the number of in-service days they will complete. Generally, days missed will be deducted from the teacher's salary.