

General Personnel

5:100 AP

Administrative Procedure –Professional Development Opportunities Outside of the District

Professional development opportunities both inside and outside of the district are encouraged for all employees. Employees may attend conferences, workshops, professional conventions, visit exemplary programs, as well as participate in other professional growth activities with the Superintendent's/designee's approval. At the time of approval, the Assistant Superintendent for Curriculum and Instruction/designee will indicate which expenses, if any, will be reimbursed by the District.

After participation in any of the activities listed above, a written report shall be submitted to the department chair/supervisor summarizing the activity's highlights. Faculty and staff members may be requested to present to departments or other administrative groups.

Ethics and Employee Conduct

The requirements and directives of the Ethics Policy (Policy 5:120) apply equally to employees' attendance/conduct at professional development opportunities outside of ETHS.

While attending professional development opportunities outside of the district, all district employees are expected to maintain high standards in their school relationships, to demonstrate high integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, employees, and others. Any employee who harasses a student, parent or another employee (sexually, verbally or physically) creates a hostile environment or otherwise violates an employee conduct standard will be subject to discipline, up to and including dismissal.

While attending professional development opportunities outside of the district, all district employees are representatives of the district and are expected to use good judgment and to attend all sessions, workshops, and events that have been paid for by the district.

All employees are expected to honor the public trust when entrusted with public funds and property by acting with a high level of honesty, accuracy, and responsibility. Violations of this standard include, but are not limited to: (a) misusing public or school-related funds; (b) failing to account for funds collected from students or parents/guardians; (c) submitting fraudulent requests for reimbursement of expenses or for pay; (d) co-mingling District or school funds with personal funds or checking accounts.

Any employee who violates the above standard will be subject to discipline, up to and including dismissal.

LEGAL REF.: 105 ILCS 5/2-3.48, 5/2-3.53, 5/2-3.56, 5/2-3.59, 5/2-3.60, 5/3-11, 5/3-14.8, 5/10-20.35, 5/10-22.39, and 5/10-23.12.

23 Ill.Admin.Code §226.800, 525.110.

77 Ill.Admin.Code §527.800.

Policy 5:100 Staff Development Program

Policy 5:120 Employee Ethics; Conduct; and Conflict of Interest

DATED: May 22, 2018