

Fremont Unified School District
In Lieu of 2008-2009 Staff Development Day Form

Complete this form if you are unable to attend the Aug. 28, 2008, Aug. 29, 2008 or Feb. 9, 2009 staff dev. day(s)

How to use this form: Per FUDTA/FUSD contract Article 22.2.1: **“Three (3) mandatory staff development days occur within the work year for Schedule A unit members.”** *If you are unable to attend one/or more of the staff development days, fill-out this form, sign it, obtain your principal’s signature and submit to Tess Melendez, Interim Dir. of Elem. Ed., for pre-approval.* Responsibility to make-up missed staff development hours rests with the teacher.

Approved Activities Guidelines: Your make-up activity must fit within these parameters:

1. **All trainings, workshops, classes, or course work, must be held outside of the school/work day.**
2. Topics acceptable by the State of California are: 1) teaching strategies; 2) classroom management, and other training designed to improve pupil performance; 3) conflict resolution; and 4) academic content in the core curriculum.
3. District alternative staff development days provided by FUSD as a courtesy, can be applied such as CLAD, K-6 Prep Teachers, Assessment, other teaching subjects, or District Approved Standing Committee meetings. **(that do not count as part of your additional 40 hours)**. Non-district workshop, training or conference related to the academic core/elective subject(s) you teach, can be used.
4. College/university course work related to your area of teaching.
5. College/university to maintain your credential. You are responsible for your own fees if fees are charged and the course work **without submitting a request for reimbursement of payment.**
6. District provided activities **without receiving an incentive stipend for attending.**
7. Advanced Placement course required to teach my class or an activity/workshop must be done on your own time.
8. **Any workshop or course work approved in lieu of the 08/28/08, 08/29/08, and/or 02/09/09 staff developments cannot be used for credit advancement on the salary schedule.**
9. You may submit **other workshops** you have completed throughout the **current school year (beginning July 1, 2008 and completed by April 30, 2009)** on your own time, **for which you were not paid a stipend by the district/county/state, nor can you submit for reimbursement of payment** for fees you have paid.

Proof of Completion: Please attach a ‘Certificate of Attendance’ or ‘proof of completion’ for workshops held outside of FUSD to this form that includes the date(s), time of workshop(s), and number of hours you attended. If you are taking a course, provide a copy of your transcript. *Days or hours not made-up and documented by May 1, 2009 will result in a loss of pay; see Article 22.2.6 in the FUDTA/FUSD contract.* Part-time employees must fulfill their required staff development hours in accordance with their FTE, regardless of what day or what hours they work during the week.

Alternate Activities: You may also go online to our registration system at: <https://ero.eschoolsolutions.com> to register for workshops. The Alameda County Office of Education workshops can be found on <http://www.acoe.k12.ca.us> for a small fee. Resource Area for Teachers (RAFT) also offers workshops through <http://raft.net> for a small fee

Please check (✓) appropriate statement and fill in the information requested below:

<input type="checkbox"/> I am unable to attend on 08/28/08 staff development (p.m. only). See Article 22.2.3		<input type="checkbox"/> I am unable to attend the 08/29/08 staff development.		<input type="checkbox"/> I am unable to attend the 02/09/09 staff development.	
Date(s) of make-up Workshop(s)	To & From Time of Day & a.m., p.m., or all day?	Indicate Category 1 – 8 listed above:	Title of make-up activity or workshop. <u>Attach a copy of the description of the course work or registration form (for non-district activities/workshops.):</u>	Total # of Hours:	How Funded? (Who paid?):

If you are unable to make-up the hours that you owe by May 1, 2009, then check and sign below:

Sorry, I am unable to attend the afternoon of Aug. 28, 2008, or part or all of Aug. 29, 2008, and/or Feb. 9, 2009 workshop(s) nor will I be able to make-up _____ hours missed (6-hours. per day). I understand that **I will be docked for the hours missed** based on the current practice in the amount the district is funded by the State of California, currently set at **\$354.92** per day or **\$59.15** per hour.

Please print name: _____ School/work site: _____

Teacher/employee’s signature: _____ Date: _____

Signature of Principal/Administrative Supervisor: _____ Date: _____

Activity/workshop approved by Tess Melendez: _____ Date: _____