

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.7

Effective Date: June 1, 2009

Revised Date: Revised 03/06/14 *Denotes change; 02/14/17 **Denotes change

Section: Personnel

Subject: In-Service Procedures

Related Policy: 5.113

I. DEFINITIONS

II. PROCEDURES

- All teachers hired at the beginning of school will be expected to complete the full 30 hours of in-service by the end of the third nine-weeks. *If the 30 hours of in-service has not been completed on a contract, teachers hired mid-year may complete those in-service hours by the end of the third nine-weeks.
- All in-service opportunities not on the county-wide in-service list must be approved by the Office of *Curriculum and Instruction and the principal. If a teacher attends an in-service outside of the county, an out-of-county verification form must be signed by the principal **and the supervisor of instruction before attending, signed by the presenter following the workshop, **and returned to the supervisor of instruction's office. These forms along with any certificates received should be forwarded to the office of Curriculum and Instruction after completion of the in-service.
- In-service credit is maintained by the Office Of Instruction.

III. ATTACHMENTS

5.7Addendum-A Out-of-County Verification form

Signature on File

Jacob Sorrells, Director of Schools