



Shonto Governing Board of Education, Inc.

Policy Statement

SUBJECT: EARLY RELEASE FOR CLASSIFIED STAFF TAKING COLLEGE COURSES

POLICY NUMBER: GCCAF

EFFECTIVE DATE: 12/28/16

DATE OF ORIGINAL POLICY: 1/3/2005

DATE OF NEXT REVIEW: 12/2019

CANCELS POLICY NUMBER: N/A

DATED: 12/28/16

I. PHILOSOPHY STATEMENT:

The Shonto Governing Board wishes all personnel to aggressively pursue higher levels of education. It has also established a provision that all personnel hired after July 1, 2004 will have a high school diploma or its equivalency. The district recently received a grant which provides a \$5,000 grant for classified employees to attend college to receive an AA degree or BS degree. It is not always easy for staff to enroll in courses that easily fit their work schedules. Therefore, the Governing Board establishes the following policy.

II. POLICY STATEMENT:

It is the policy of the Governing Board that classified personnel may be given approval by their direct supervisors and with the Superintendent's endorsement to leave the worksite up to 1 ½ hours early, for a maximum of three occasions per week, to attend college courses, providing that the employee makes up the time as necessary to meet the hours required for the position.

III. EXCEPTIONS TO POLICY:

1. The Superintendent is authorized to discontinue an early release approval of any employee if it is determined that the employee is doing college related work on district time, leaves earlier than was authorized, receives poor performance evaluations, is disciplined by the Superintendent for violations of district policy, or does not make up time necessary for the regular hours required for the position.
2. Certified teaching personnel are not eligible for the provisions of the policy as it is not possible to make up time permitted for an early release.
3. Administrative personnel are not covered under the provisions of this policy and must apply for an early release directly to the Governing Board. The Superintendent is expected to recommend or reject any such approval request.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

None

V. DELEGATION OF AUTHORITY:

1. The Superintendent of Schools is directly responsible for communicating this policy to all appropriate parties and enforcing its provisions.
 2. Each school principal/supervisor is responsible for communicating this policy to all staff under his/her jurisdiction.



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VI. REPORTS:

None

VII. FORMS:

None


VIII. EXPIRATION DATE:

This policy will not expire, but will be up for review three (3) years after its acceptance unless re-approved.

VIII. SIGNATURE BLOCK:

Submitted by: Lemual B. Adson Date: 12/28/16
Superintendent

Approved: December 28, 2016

Established: 
Martha Tate, President,
Shonto Governing Board of Education, Inc.