

Clock Hour Procedures

General Information

1. Approval will be granted for individual school or district inservice/training programs offered during regular school hours and/or non-contracted times.
2. Approval will be granted for program offerings of at **least three hours duration**. Breaks, passing time, organized meal time, or other recesses held within an inservice program must not exceed one hour per five hours of program time (20%) and cannot be included in the total clock hours offered.
3. Clock hour programs may be a single day, or held over a series of days. (e.g., A ten-hour clock hour course may be 10 one-hour sessions, 5 two-hour sessions, etc.)
4. Program offerings are to be credited in increments **rounded down** to the nearest half hour. (e.g., A program lasting 3 hours and 45 minutes will receive 3.5 clock hour credits.)
5. **Participants are responsible for keeping their own clock hour records.**
6. **Each clock hour offering must be evaluated by all inservice participants using the *Inservice Program Evaluation* form.**
7. Repeat proposals are only available for those inservice programs provided during the current academic year. (i.e., Any course offered during 2010/11 can be repeated only during the 2010/11 academic year.) Repeat proposals must be taught by the same facilitator to be considered a repeat proposal.
8. **Individuals requesting program approval will also be responsible for the following:**
 - **registration of participants seeking clock hour credit;**
 - **attendance records (participants must sign in for each class);**
 - **completion of the program evaluations (on the form provided);**
 - **providing all participants with an InService Registration form; and**
 - **returning all evaluations and attendance records to the Human Resource Office.**
9. Approval will not be granted for either district or building routine staff meetings or area meetings within an agency, district, or building to discuss or explain operation policies or administrative practices with the agency, district, or building.

Approval Criteria

1. An approved program offering must be related to a predetermined needs analysis.
2. An approved program offering must include measurable objectives that express a clear purpose and are consistent with the time and credit allocated.
3. An approved offering must be appropriate for the continuing professional development of educators.

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4. The methodology of the program delivery should reflect the elements of effective classroom applications.
5. Program proposals must be received and approved at least 15 calendar days prior to the beginning of the proposed inservice.
6. In addition to a completed program proposal form, the application must include a vita/ résumé of the presenter(s).

Application Procedures

New Program Proposals:

1. Program proposals must be submitted on a *Clock Hour Program Proposal* form.
2. Program proposals must include a completed *Vita/Résumé* form for program presenter(s) if vita is not already on file. To determine if a vita is on file, contact Human Resources extension 2222.
3. Electronically submit your completed *Clock Hour Program Proposal* form and *Vita/Résumé* form (if required) to Human Resources.
4. Program proposals must be **approved** at least 10 calendar days prior to the beginning of the proposed inservice.

Repeat Program Proposals:

1. Applications for repeat classes must be submitted to Human Resources on a *Clock Hour Repeat Program Proposal* form at least 15 days prior to the beginning of the inservice.
2. Repeat course proposals must be **approved** at least 10 calendar days prior to the beginning of the proposed inservice.
3. Repeat programs are programs that have been previously approved during the current school year. A repeat program must contain the same objectives, topics, hours, and facilitator(s) as the original program.

Notes:

- Upon approval of the inservice, notice shall be given to the facilitator which will include the inservice number that must be on all forms. This packet contains all the required forms. Forms are also available electronically on the district website, www.sw.wednet.edu, Site Shortcuts, Staff Resources, Forms. The facilitator is responsible for filling out all forms prior to the inservice, requiring all participants complete an evaluation and requiring all participants to sign in on the attendance sheet. Once the inservice is completed, the facilitator is responsible for returning **all** documentation to Human Resources.
- Programs that offer both clock hours and college credit can be taken for only one or the other.