

**Oceanside School District Professional Development  
Credit/Attendance Policy  
EFFECTIVE September 1, 2008**

**Instructors/Classes are selected based on...**

- Annual Needs Assessment
- State and Local Goals
- Professional Development Outcome Planner
- Expertise in Subject Area
- Budget
- Availability of Dates

**Instructors and Participants are to adhere to the following  
Staff Development Policies**

**Instructors**

Instructors must plan an agenda, and have sufficient materials and seating for participants. Advance request for projection devices, technology and media should be made. Failure to adhere to the Professional Development Standards can result in an instructor not be invited to give future workshops.

**Attendance/Credit Policy**

- Attendance will be taken at the start of the class.
- Participants are required to sign in during the first 15 minutes of a class.
- Lateness/Leaving Early: No credit will be given to participants who miss more than 10% of class time for a class of 4-20 hours. Participants may not miss more than 20 minutes for a class of 2-4 hours.
- Participants are expected to stay until the end of the class.
- No Show Policy: Registrants who cannot attend a course are expected to cancel one week prior to the start of class. “No Shows” will be notified of their “No Show” status and reminded of their responsibility to attend classes for which they have registered. This may result in being limited to registering for contractual hours only.
- Multi-session classes (five days or more): Participants must attend all sessions of multi-session courses in order to receive credit. Partial attendance will result in forfeiture of hours for the class
- In the event of an actual emergency or illness, participants will be required to produce a make-up assignment which will be submitted in lieu of their signature on attendance sheet. The nature of this assignment is at the discretion of the instructor. A maximum of one absence will be allowed.