

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

## IN-SERVICE REQUIREMENTS AND COMPLETION POLICY

It is the policy of the Clarksville-Montgomery County School System that all contracted teachers comply with the State Department of Education's annual in-service requirements. The State Department of Education requires each full year, 100% contract teacher to complete a minimum of five days or 30 hours of in-service each year (6 hours equals one day). To meet this requirement, Clarksville-Montgomery County School System (CMCSS) builds these 30 hours into the teacher's 200-day calendar, as follows:

1. Two of the five days (12 hours) are built into the calendar as required days at the beginning of the school year.
2. Three of the five days (18 hours) are built into the calendar as days that appear during Spring Break but are completed at the discretion of the individual teacher after school, on weekends or in the summer on time not otherwise part of the 200 day calendar.

To meet in-service completion requirements, teachers may choose from in or out-of system activities. In-system activities are district-approved activities offered at the building or district level. Out-of-system activities are activities which meet our in-service guidelines but are offered outside the district. Out-of-system activities must be pre-approved by the building principal, immediate supervisor or the Staff Development Coordinator for in-service credit to be awarded.

Completion of in-service hours is a contractual requirement. Hours must be completed within the contract year. Teachers are expected to complete the number of hours required by their contract based on hire date, percent contract and/or leave taken during a contract year.

Teachers may exceed the number of required hours and use them toward certificate renewal. They may not, however, carry hours forward or "bank" hours to count toward future years' in-service requirement.

Professional Development will publish annual guidelines detailing the types of activities which may be awarded for in-service credit. This will be posted on the web-site under the Staff Development section of Employee Information.

Implementing Procedures: In-service Hours Reporting Procedure ([CER-P003](#))

Associated Documents: [State Department of Education](#), T.C.A., Section 49-6-3004  
Memorandum of Agreement between  
CMCSS Board of Education and CMCEA  
In-Service Guidelines ([PRD-P001](#))

### Revision History:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 2/20/06      |             | Initial Release                 |

\*\*\* End of Policy \*\*\*