

## **INSERVICE**

**537**

Long-range and annual inservice plans shall be developed according to the following procedures:

1. The Superintendent, working with other administrative and teaching personnel, shall prepare a study of needed and necessary areas for educational improvement within the District.
2. The needs shall be ranked on a priority basis with terminal and continuous areas identified, and then presented to the School Board for consideration.
3. The inservice committee, working with the Superintendent, shall plan each annual inservice program, specifying the goals to be achieved, the means of attaining the goals, and the evaluative procedures to be used.
4. The inservice program shall include plans to meet the needs of the District (K-12), the needs by individual buildings, and the needs of individual staff members.
5. An annual report of inservice programs and progress shall be made to the Board of Education.

*Approved: 06/11/74*

*Reviewed: 01/17/00*