

Procedures

1. The teacher or other professional staff member identifies a professional development program that could be of value and matches one or more of the criteria described above.
2. The teacher completes a *Request for Professional Development* and **obtains the building principal's signature at least 10 business days in advance of the program**. Brochures or other descriptive material, completed registration forms, and purchase orders (if needed) are attached to the *Request*. In order to get approval for in-service credit for external programs offered during the regular workday, the teacher completes the *Proposal for In-service Credit*. A maximum of twelve in-service hours or one in-service credit can be earned per request for professional development attended during the regular workday. However, for programs longer than twelve hours, additional in-service credit may be granted on a case-by-case basis by the Professional Development Committee based upon the proposal for in-service credit. (For programs that combine duty and non-duty time delivery, the in-service credit for the non-duty time portion of the program would be in addition to the twelve hour maximum per request.)

For high school departments, the *Requests* are submitted to Curriculum Team Leader, Coordinator, or Liaison. Teachers who are members of specific K-12 programs submit the *Request* to their program supervisor. This person reviews the request and forwards it to the principal. All other *Request* forms are given directly to the principal.

3. The principal reviews the *Request*. If a specific funding source is available (e.g., a grant or a funded school initiative), that information, if known, should be provided on the *Request*. If a purchase order is required, it is prepared at the school and attached to the *Request*. If school PD funding is used, the PO will be generated at the school. If necessary, budget coding is completed at the Central Office.

The principal then returns the *Request* to the teacher who forwards the packet to the Assistant Superintendent/Co-chair who makes the packets available to the Superintendent and the Teacher Co-chair. The Assistant Superintendent maintains the file of *Requests* for review by the Professional Development Committee.

4. The Superintendent/Assistant Superintendent and the Committee's Co-chair approves or disapproves the *Request* using the same criteria, verifies any in-service credit to be granted, and completes information about funding, expense reimbursement and tuition reimbursement in accordance with Appendix A of the teachers' contract. The Superintendent can approve full or partial reimbursement of the expenses requested.

If the Superintendent denies the *Request*, she informs the Committee of her decision in writing at the next monthly Committee meeting. The decision of the Superintendent shall not be subject to grievance procedure and arbitration.

**Approval from the Superintendent/Assistant Superintendent must be obtained prior to attending the professional development activity.*

5. The form is processed by the Assistant to the Assistant Superintendent in the Central Office and a copy returned to the individual with a copy to the Assistant Superintendent who maintains a file for the Professional Development Committee. The Central Office processes the purchase order and submits any needed registration. **When the individual receives approval, he or she immediately contacts the substitute procurer to arrange for a substitute.**
6. After attending the professional development program, the teacher submits documentation of attendance and successful completion and any receipts needed for reimbursement.