

EDYTHE J. HAYES MIDDLE SCHOOL

FIRST READING: MAY 3, 2005

SECOND READING: MAY 26, 2005

APPROVED ON: MAY 26, 2005

AMENDED ON: JANUARY 28, 2014

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REVIEWED ON: DECEMBER 1, 2021

REVIEWED ON: NOVEMBER 22, 2022

REVIEWED ON: NOVEMBER 28, 2023

PROFESSIONAL DEVELOPMENT POLICY

REQUIRED LAW THAT POLICY MEETS (IF APPLICABLE)

Please list laws here.

POLICY

A Professional Development plan and budget based on professional development needs identified in the School Improvement Plan (SIP) shall be developed annually by the principal, through consultation with the department chairs. The date will be determined by the district professional development office.

The department chairs will be responsible for completing all paperwork relating to expenditures for professional development, in consultation with the principal or designee. The SBDM council will be made aware of any changes to the PD plan at the next meeting date.

The Principal will approve professional leave requests as needed to meet needs from the SIP and Individual Professional Growth Plans (PGP). These leave approvals and current expenditures shall be reported monthly to the Council.

Professional development shall be divided into three categories- school-wide, department, and individual.

School-wide professional development

The principal shall set the school-wide professional development requirements, using the School Improvement Plan and appropriate assessment data to determine school-wide needs. The initial school-wide plan will be developed by June 1 of each school year. Adjustments shall be made once statewide accountability data is released and analyzed.

Department professional development

The department chairs will collaborate with their department members to determine department professional development needs, using appropriate assessment data. The initial department plan will be developed by June 1 of each school year. Adjustments shall be made once statewide accountability data is released and analyzed.

Individual professional development

Individual teachers will work with administration to determine individual professional development needs, which will be reflected in the teacher's Individual Professional Growth Plan, and based on state evaluation standards. The individual plan will be due according to district developed timelines.