

Guidelines for Professional Development

District Provided Professional Development

30 Total Hours, five days offered each year, plus additional PD opportunities)

1. All qualify as DPPD and will be uploaded to MOECS as SCECHs for certification purposes
2. None are during instructional time
3. All qualify as options for PD Stipend
4. BEA only has to sign in/attend 30 of these hours to receive 2.8%
5. Hours must be completed by May 1
6. Additional hours may be added by administrators offering approved PD before or after school.

Professional Development Alternatives

If a BEA member misses DPPD offered by the District, they may submit and ask for administrative approval for an alternative professional development that is not scheduled during instructional time. Alternatives are not considered DPPD for the purposes of certification.

Approval Guidelines:

- The BEA member must submit request at least two weeks prior to the session. PD attended prior to approval may not be submitted.
- The BEA member may not submit for an alternative during instructional time or for university coursework/graduate credits.
- Alternative PD may not be scheduled for a day/time when district-wide PD is offered.
- Alternative PD must be relevant to their teaching and aligned with the school improvement plan.
- Alternative PD may be appealed to the Assistant Superintendent of Instruction if denied by building administration
- Teachers will be required to submit documentation of their attendance (sign in/out sheet) as well as the sessions attended (agenda).
- Teachers will be expected to share their learning with colleagues/grade level/department.

Alternative Individual Request for Professional Development

Name: _____ Date: _____

Building: _____ Grade Level/Subject: _____

Alternative Professional Development/Conference Title:

Description (attach agenda):

Date(s) of Professional Development/Conference:

Hours of Professional Development:

How will this alternative increase student learning?

How will this information be shared with colleagues/grade level/department?

Where does this alternative align with the school improvement plan?

How will you provide evidence of attending this professional development alternative?

Teacher Signature: _____

Administrator Signature: _____

Administrative Checklist:

- Request received 2 weeks before professional development
- Serve the purpose of increasing student learning
- Align with your school improvement plan