

## **PROFESSIONAL DEVELOPMENT POLICY Crawford Middle School**

The Principal in conjunction with ILT shall prepare a Professional Development plan and budget based on PD needs identified in the Comprehensive School Improvement Plan. This plan and budget shall be submitted to the SBDM Council for approval no later than the scheduled May SBDM meeting.

The Professional Development chair and committee members will make the necessary arrangements to implement the plan and will complete all necessary paperwork for required expenditures. The Principal and ILT will ensure that each expenditure fits the funds available and the criteria listed in the Comprehensive School Improvement Plan. If those requirements are met, no further Council approval will be needed based on the original plan submitted. However, should changes be necessary during the course of the year, these changes will be presented to SBDM council for approval.

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

The PD committee shall use the following guidelines for receiving requests and processing professional development leave:

1. Applicants shall submit applications to the Principal to ensure appropriate funds are available per timelines required by the district office.
2. The Principal will give final approval.
3. Attendees may be required to share information gained from the conference/workshop with appropriate staff.
4. The Principal may request the applicant attend particular conferences/sessions to meet the needs of our faculty.

### **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 9/23/2010

Date Reviewed or **Revised**: 5/10/22