

Policy 12.01

Professional Development

Applicable Laws and or Policies

Related Statutes and Regulations: KRS 45.101 and 200 KAR 2:006.

Related Board Policies: Professional leave for certified, 03.1911; Professional leave for classified, 03.2911; Expense Reimbursement for certified, 03.125; Expense reimbursement for classified, 03.225.

Other: FCPS Professional Leave and Travel Handbook

Committee Operations

The Bryan Station Middle School Professional Development Committee shall complete the tasks outlined below:

- Coordinate the development and implementation of the professional development plan and budget.
- Annually review the professional development policy.
- Complete all necessary paperwork for required professional development expenditures.
- Annually review assessment data to determine areas for professional development.
- Submit a monthly professional development budget report to the council for review.

Each year the professional development committee shall, at its first meeting of the new school year, review this policy and make recommendations to the council regarding the following areas:

- Necessary policy changes.
- Professional leave budget allocation for the current school year.

The Chairperson(s) of the Professional Development Committee shall be selected by the principal.

Committee members are representatives of their peers and should seek stakeholder input from teachers, parents, and students as appropriate.

Approval of Professional Leave Requests

Procedures

Individuals requesting leave for professional development activities shall submit a ***Bryan Station Middle School Pre-Trip Report*** ~~written explanation~~ detailing the connection between the professional development activity and either the individual's Professional Growth Plan, the school improvement plan, KDE program reviews, the district improvement plan, or other state mandates. Professional Leave requests for state mandated professional development activities shall be granted priority.

No more than 2 teachers from a single team or department may attend any single professional development activity. If the need should arise for more than 2 team members from a single team or department to attend the same professional development activity the interested parties must request approval from the professional development committee.

Persons attending professional development activities will be required to fill out the ***Bryan Station Middle School Post-Trip report and*** present the materials learned with all pertinent staff members upon returning to school.

Any single professional development request shall not exceed the maximum daily substitute rate for the days of the requested leave, and a maximum registration rate to be approved by the Professional Development Committee.

Requests for professional leave requiring out of state travel must be approved by the Professional Development committee, SBDM Council, and the Board of Education.

Leave requests may be approved by majority vote either at a regularly scheduled committee meeting or by electronic mail voting.