

**Squires Elementary School
Lexington, Kentucky**

**Policy Number: 11.3
Policy Area: Professional development**

Rationale: Teachers who attend professional development bring back to the school information and expertise. To utilize fully the professional development resources, this information and expertise should be shared with interested staff members in a formalized manner.

Summary: Within five working days of returning from a professional development activity funded through school-based funds, participants shall post a brief description of the activity on the school e-mail. Reimbursement forms for professional development activities will be provided to the participant once this posting is made. At the next scheduled staff meeting, the participant will share a brief account of the activity, making available any pertinent printed material. Staff members wishing to receive more information will request this from the participant, who will then schedule a time and place for a presentation.