

## **DIXIE MAGNET ELEMENTARY SCHOOL PROFESSIONAL DEVELOPMENT POLICY**

### **PROFESSIONAL DEVELOPMENT:**

1. The principal or his/her designee will ensure that the professional development needs of the Dixie staff are included in the school improvement plan.
2. The principal or his/her designee will ensure that the school plans professional development in coordination with the other schools and the professional development coordinator for the Fayette County Public Schools.
3. The principal or his/her designee will ensure that all professional development approvals follows the Commonwealth of Kentucky Administrative Regulations and Fayette County Board of Education Policy when allocating school professional development money for professional conferences/training and travel.

### **Procedures for PROFESSIONAL DEVELOPMENT:**

1. Procedures for receiving credit for attendance at school-based or district-based training:
  - Participant must be signed in and ready to begin at the posted time to receive credit.
  - Participant must stay for the entire training to receive credit. No partial credit will be given for participants who do not stay for the entire training unless the professional development committee approves blocks of time prior to the training.
  - Participants must fill out an evaluation form at the conclusion of the training.
2. Procedures for staff members who present professional development training to the Dixie staff:
  - The staff member presenting the training shall write a short synopsis of the training, the goals of the training, and how it relates to the school and/or district School Improvement Plan.
  - The PD training must be approved by the principal in order for the school staff to receive credit and for the presenter to receive credit or a stipend.
  - The presenter shall receive a maximum of 6 hours credit per school year.
  - PD credit may only be granted for presenting each training one time. If the same training is repeated, a stipend MAY be paid provided it does not conflict with the duties listed in the job description of the representative.

- Stipends may be paid if money is available and if the principal deems that the training is necessary to complete the school's and/or district's mission and goals contained in the Consolidated Plan.
  - In keeping with the district's guidelines, no credit or stipend shall be paid to a presenter who is using the training to complete requirements for college credit which is required for certification or a pay raise.
3. Procedures for participating in conferences and workshops:
- The training must relate to the School Improvement Plan or the teacher's Professional Growth Plan.
  - The staff member should plan to present a professional development session to the appropriate Dixie staff at the request of the Professional Development Committee or principal.
  - A Request for Professional Leave and Sub Request Form must be submitted in a timely manner, allowing time for inclusion on the Fayette County Board Agenda if necessary. In the event that a PD presents itself at the last minute, a post approval may be requested, but it is not guaranteed.
4. Procedures for disbursement of Professional Development money for conferences, workshops, travel, and stipends:
- Registration fees may be requested.
    - a. Full-time Dixie staff members may request up to \$300 registration fees and registration can be paid in two ways:
      - The staff member pays the fee and is reimbursed after the conference. Upon return from the conference or workshop, a Request for Professional Leave Reimbursement Form is completed and includes original receipts.
      - The staff member may use a district PD Purchase Order. In this case, a Request for PD Funds Form must be submitted to the district PD office through the PD chair, allowing enough time for approval of funds and a purchase order number is used for registration.
    - b. Registration fees above \$300 must be approved by the principal and the Professional Development committee chair.
    - c. Registration fees for staff members assigned less than full-time will be decided upon on a case-by-case basis, depending on relevancy to job performance and/or student achievement goals.
  - Dues to professional organizations cannot be paid unless required as part of registration.
  - The following can be requested:
    - a. In-Town Conferences/Workshops

- Up to \$300 for registration
- Substitute for up to 3 days
- Food and mileage are not covered
- b. Out-of-Town Conferences/Workshops
  - Up to \$300 for registration
  - Substitute for up to 3 days
  - Mileage at the currently approved Commonwealth of Kentucky Administrative Regulations rate
  - Parking at the hotel up to one hour before and after the conference times
  - Airfare will be considered and depend on available funds
  - Reasonable lodging expenses according to FCPS policy if an overnight stay is required
  - Food is not covered (unless prior principal permission is given)
  - Tolls are not covered
- The following may be reasons for disapproving PD requests:
  - a. No funds and/or substitutes are available.
  - b. Staff member has been approved for another conference earlier in the year.
  - c. Staff member is unwilling to share information.
  - d. Conference/Workshop does not address the school's current School Improvement Goals or the teacher's Professional Growth Plan.
  - e. Conference/Workshop presents information already presented in the school PD activities.
  - f. Application is not received in time for approval and inclusion on the board agenda.
  - g. Staff member has unexcused absence for flexible professional development session.

## **POLICY EVALUATION**

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

Date Adopted: 12/04/09

Date Reviewed or Revised: 03/16/10

Date Reviewed or Revised: 06/05/14