

Medford Area Public School District

Professional Development Form & Guidelines

Name	School Alt HS RVA SOAR MASH MAMS MAES SES DO	Dept.
Title of Inservice (Please attach appropriate documentation.)		
Location (Facility & Town)	Date(s)	Time
If known, others attending from the district		

Teaching - Professional development must fall into one of three categories.

	District will pay the following:	Limitations:
<input type="checkbox"/> District Initiative The professional development is part of the district's overall goals and the staff member is asked to attend.	Registration School Vehicle Meals Lodging (if over 100 miles)	Limited by district policy / procedures
<input type="checkbox"/> Required The professional development is part of mandatory training for the staff person's job, the staff person is on the state board of directors of a state convention, or the staff person has been chosen to present or receive an award.	Registration School Vehicle Meals Lodging (if over 100 miles)	Limited by district policy / procedures <input type="checkbox"/> Staff are limited to two required training days per year. After two days, staff may use enrichment days if available. Note: This does not apply to mandatory training for staff.
<input type="checkbox"/> Enrichment Any workshop that would enhance a staff person's knowledge or skills and falls under the job description, but does not fall under the district initiative or required categories.	Registration School Vehicle Meals Lodging (if over 100 miles)	<input type="checkbox"/> Overnight conference - once every two years. <input type="checkbox"/> One-day workshop. Overnight and day workshops combined cannot exceed <u>three</u> teaching days every <u>two</u> years.

Coaching - Professional development must fall into one of two categories.

	District will pay the following:	Limitations:
<input type="checkbox"/> Coaching Clinics	Registration/Hotel Reservation School Vehicle \$75 Total Expenses per person	Not to exceed three staff gone per day / per building. One coaching clinic per year / per sport.
<input type="checkbox"/> State Tournaments	Cost of ticket School Vehicle	Head coach and assistant coaches can not exceed 4 days per year / per sport.

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Additional Guidelines to Follow for Professional Development

Meals	District pays for meals, up to \$75 per person, per day.
Conference Registration	Conference registration will automatically be made by the HR department at the District Office once professional leave has been approved.
Overnight Stay	District will pay for a room if the conference is over 100 miles away from Medford.
* Room Reservations (see below)	Room reservations will automatically be made by the HR department at the District Office once professional leave has been approved. District will pay for one room per 2 staff members (same gender).
** School Vehicle Reservations (see option below)	School vehicle, if available, will automatically be made by staff at the District Office once professional leave has been approved. If a school vehicle is unavailable you must submit an expense reimbursement form for mileage.
Substitutes	Substitutes for professional leave will not exceed 3 per building / per day.
Exceptions	Administration reserves the right to exceed the 3 substitutes per day rule for district initiatives and required training.
Professional Development Unit	One hour of training equals one PDU. A PDU can be defined as attending or facilitating conferences and seminars, are intensive and educational, and will ideally incorporate an implementation and evaluation stage.

*** Room Reservations:**

- I am requesting ____ hotel room(s) for ____ nights on the following date(s): _____.
- I do not need hotel reservations.

**** Vehicle Option:**

- I choose to use my personal vehicle and will not be reimbursed for any mileage.

***** PDU Option:**

- I am requesting _____ PDUs for this training.

Please attach completed conference registration and hotel information.

Approved requests will be forwarded to the district office for appropriate registrations and reservations.

Received by: _____ Principal _____ Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Athletic Director _____ Date _____	Director of Special Education _____ Date _____ Charge to: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Director of Curriculum & Instruction _____ Date _____	District Administrator _____ Date _____
Charge to: _____	