

<h1>SEVEN GENERATIONS CHARTER SCHOOL</h1>	SECTION: EMPLOYEES
	TITLE: 333 – PROFESSIONAL DEVELOPMENT
	ADOPTED: 15 November 2016
	REVISED:

Policy	The Board encourages school employees to further their professional and personal advancement through graduate study, in-service training, conference attendance, and professional development activities.
Delegation of Responsibility	The Board of Trustees of Seven Generations Charter School authorizes the Chief Executive Officer (CEO) or his/her designee to develop appropriate procedures to implement this policy.
Guidelines	<p><u>Induction Plan</u></p> <p>The school shall comply with Department of Education regulations when developing and maintaining an induction plan for first-year teachers and teachers new to the school.</p> <p>Attendance at faculty meetings and service on committees within the various schools is considered a part of an employee's normal responsibilities.</p> <p><u>Induction Program For School System Leaders</u></p> <p>School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.</p> <p>School system leaders include principals, assistant principals, and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.</p> <p><u>Professional Education Plan</u></p> <p>The administration shall create a professional education committee composed of administration, counseling, and teacher leaders. Representatives on the professional education committee shall be selected by their respective members</p> <p>The administration shall annually review and approve a professional education plan that is designed to meet the educational needs of the school and its professional employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers.</p>

The Board shall ensure an annual review of the school's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the school, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board.

Professional education plans associated with the federal requirements of Title I and Title II funding shall be developed by the professional education committee and forwarded to the Board for approval prior to submission for approval by the Pennsylvania Department of Education.

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the school's professional education plan.

Professional Organizations

Membership in professional organizations directly related to the professional assignment provides another avenue for professional growth.

Attendance at conferences; visitations to other school systems to observe innovative, interesting and worthwhile programs; and serving on evaluation teams or as panel members can be valuable professional development experiences for staff.

Members of the school staff may request permission to attend conferences, make visitations, and serve on committees which require their absence from school. Occasions may arise when a staff member will be asked to participate in one of these activities.

Attendance At Conferences

The following criteria will be used by the CEO to determine whether a request shall be granted:

1. Relevancy of the topics or themes of the conference to the assignment of the person making the request and/or to school goals and objectives.
2. Length of the conference or function.
3. Days and/or dates absent from teaching duties.
4. Amount of travel required for attendance.
5. Number of personnel requesting attendance at a given conference or function and location.
6. Feasibility of shared travel.
7. Total costs.

References	<p>8. Leadership involvement by the person making the request.</p> <p>9. Most recent conference attended at school expense.</p> <p>10. Employee evaluation.</p> <p><u>Visitations</u></p> <p>The following criteria shall govern visitations to other school systems:</p> <ol style="list-style-type: none"> 1. Requests to visit for observation of innovative, exceptional or experimental programs shall follow the established guidelines. 2. All arrangements for visitations must be made at the direction of the principal/supervisor. <p><u>Evaluation Teams/Panel Members</u></p> <p>Requests for school personnel to serve on an evaluation team or panel will be considered by the CEO.</p> <p><u>Reports/Reimbursement</u></p> <p>Within thirty (30) days after attending an educational function or making a visitation, the attendee, at the direction of the CEO, shall submit a written report to the principal/supervisor or prepare a staff development presentation. Any request for reimbursement shall be submitted with the report.</p> <p>A copy of all reports shall be kept on file in the principal's/supervisor's office a minimum of one (1) year.</p> <p>School Code – 24 P.S. Sec. 517, 1144, 1151, 1205.1, 1205, 1217</p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17</p>
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