

**# 4031 Professional Development Days:  
Teacher Requested**

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The Board recognizes the value of professional growth of the individual teacher and its effect on the delivery of services to the students and the school organization. Professional development days are seen as an opportunity for a teacher to pursue continuing educational opportunities not only for personal benefit but to enhance the Madison Public Schools' growth and development. Conversely, a teacher's continuous presence in the classroom or workplace promotes excellence in performance by ensuring the uninterrupted continuity of programs, greater teacher-student contact time, appropriate role model emulation, consistent classroom discipline, and reduced cost to the district.

**Regular Professional Development Days Request**

In addition to the professional development days provided for in the annual school calendar, a teacher may request up to three (3) additional professional development days in any given school year. A completed Professional Development Activity Proposal Form, describing the activity and detailing the relevance and benefit of said activity to the teacher's work assignment, including information as to how the activity may be of benefit to the organization as a whole, must be approved by the school principal.

**Special Professional Development Days Request**

The Board of Education recognizes that there are unique professional development activities available which can benefit students, the district, and teachers that require more than three (3) days absence from the instructional setting. Therefore, once every five (5) years, a teacher may request additional professional development days in order to take advantage of such unique professional opportunities. Any such request must be approved by the Board of Education after recommendation by the Superintendent.

Per district approved procedures / regulations, the following conditions for approval will be considered by the supervisor, school principal, and Superintendent prior to the Superintendent's forwarding a recommendation to the Board of Education:

### **Conditions for Approval of Special Requests**

1. the teacher's attendance history and frequency of absences from the classroom or the work station, except for medical reasons
2. the employee must establish that the benefit to his / her professional development clearly outweighs the disruption to the education of the students or the workplace
3. the teacher's ability to schedule the professional development activity for a time period when school or work is not in session
4. the extent of the benefit to the teacher's professional development as well as the benefit to the school district as a whole
5. the overall cost to the school district
6. the feasibility and appropriateness of the pre-determined method for sharing the *new* learning(s) from the professional development experience with students, with other staff and colleagues.

When reviewing the Superintendent's recommendation for special requests for professional development days, the Board of Education will affirm that the aforementioned conditions for approval have been met prior to voting on the request. The Board reserves the right to limit the number of requests approved annually.

For purposes of this policy, the term "teacher" shall mean each certified professional assigned to classroom teaching as his / her primary assignment. Teachers assigned to supervisory / program specialist positions may be required by school / district administration and / or job description to participate in additional professional development activities.

The Superintendent shall develop regulations for implementing this policy, including guidelines for what constitutes professional development activities for staff.

Date of Adoption: March 10, 1998