

# Policy Guide



Policy No. 833

Section OPERATIONS

Title PROFESSIONAL DEVELOPMENT

Adopted DECEMBER 10, 2019

Last Revised \_\_\_\_\_

	<p style="text-align: center;"><b>POLICY NO. 833</b> <b>PROFESSIONAL DEVELOPMENT</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICY 333.</b></p> <p><b>Section 1</b>    <u>Authority</u></p> <p>Continuing professional study and inservice training for administrative, professional, and support employees are prerequisites for continuing professional development, enhancing ability to complete responsibilities and/or maintaining certification.</p> <p>The Board directs district employees to further their professional and personal advancement through courses of study, inservice training, conference attendance and professional development activities.</p> <p><b>Section 2</b>    <u>Guidelines</u></p> <p><u>Courses of Study</u></p> <p>Only courses of study that are preapproved by the Superintendent shall be eligible for reimbursement by the District. Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>Reimbursement for credits for approved courses of study shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.</p>	<p>SC 517, 1205.1, 1205.2</p>
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All eligible employees shall submit a record and description of the attainment of approved credits to the Business Manager.

Induction Plan

The District shall comply with Department of Education requirements when developing, submitting and maintaining an induction plan. The District shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and on the district website for a minimum of twenty-eight (28) days.

22 PA Code 4.13,  
49.16  
Pol. 100

Induction Program for School System Leaders

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.

SC 1205.5, 1217

School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.

SC 1205.5

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.

SC 1205.1  
22 PA Code 49.17

The District shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the District and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences, including training on subjects required by

SC 1205.1  
22 PA Code 4.13,  
49.17  
Pol. 100

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<p>law, regulations and Board policy; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and on the district website for a minimum of twenty-eight (28) days.</p>	
<p>The Board shall ensure an annual review of the district's professional education plan is conducted to determine if the plan continues to meet the needs of the District, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.</p>	SC 1205.1
<p>The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.</p>	SC 1205.2
<p>If the District assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p>	SC 1205.2
<p><i>Trauma-Informed Approach Education -</i></p>	
<p>The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.</p>	SC 102, 1205.1, 1205.7
<p>The District shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to:</p> <ol style="list-style-type: none"> <li>1. Recognition of the signs of trauma in students.</li> <li>2. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.</li> </ol>	SC 102, 1205.7

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3. Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma.
4. The district's policies regarding trauma-informed approaches.
5. The district's policies regarding connecting students with appropriate services.

Pol. 146, 209

Training shall be based on evidence-based or evidence-informed programs that meet the needs of the district's local community and reflect current best practices related to trauma-informed approaches.

SC 1205.7  
20 U.S.C. 7801

References:

School Code – 24 P.S. Sec. 102, 517, 1144, 1151, 1205.1, 1205.2, 1205.5, 1205.7, 1217

State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17

Strengthening and Improvement of Elementary and Secondary Schools – 20 U.S.C. 7801

Board Policy – 100, 146, 209