

2016-17 San Mateo High School Professional Development Guidelines

1. A request for conference attendance in California requiring a stay of two nights or more and all conferences outside of California must be submitted to the Principal. Fall semester conference must be submitted by June 1st and Spring semester conferences must be submitted by October 1st. Summer conferences are to be included in the Spring semester.
2. Professional development fees will cover regular registration fees. When possible, please register for “early bird” discounts. If you register late, the difference between the regular and late registration fees will not be covered.
3. Membership fees to join organizations will not be covered.
4. Substitute coverage will be provided by the appropriate department(s).
5. It is understood that the reimbursement of expenses will be contingent upon the availability of funds.
6. Professional Development requests are to be submitted to the Principal by the first Monday of each month; allowing Site Council sufficient time to review.
7. Requests need to align to Single Plan for Student Achievement ([SPSA](#)). The SPSA includes focus on the following three areas:
 - a. Develops College and Career Readiness
 - b. Addresses Achievement Gap
 - c. Develops Critical Thinking Skills
8. Please complete the required fields on the professional development request form. Print out completed copy, obtain appropriate signatures and submit to Principal.

2016-17 SMHS Professional Development Guidelines and Process
Learning Team and Collaboration

1. 51% percent of your Learning Team must attend
2. Time requested must be in addition to common prep and LT time, not a replacement of it.
3. Check [district calendar](#) for availability of day(s) requested (for release days)
 - a. Fill out [district google form](#) for approval.
 - b. Once approved by the district, complete PD request for SMHS Site Council with a clear agenda outlined.
4. Requests need to align to Single Plan for Student Achievement (SPSA). The SPSA includes focus on the following three areas:
 - a. Develops College and Career Readiness
 - b. Addresses Achievement Gap
 - c. Develops Critical Thinking Skills
5. Once approved, add the additional time to your LT Calendar.
6. After your meeting, add the product of your time to your LT Notes on the Learning Team Site.

San Mateo High School Professional Development Request Form

Submitted By:
Date Submitted:
Department:
Other faculty members participating, if applicable:
Brief description of need and justification for funding source request:

If Site Council is unable to fully fund this request, are there other funds available or is there an alternate plan?
Name of conference/workshop or LT:
Location and sponsoring organization (if applicable):
Conference/workshop or release date(s):
Cost and # of subs requested: Registration deadline:
How does this professional development request align with the SPSA (and your Learning Team SMARTER Goal if applicable)?

How will you share your learning with colleagues or students?

Please print out and submit to Department Chair and PD Coordinator for approval.

Department Chair signature: Date:

PD TOSA signature: Date:

Please submit to Principal for Site Council approval after above signatures have been obtained.

Principal Signature: Date: