



Administrative Regulation

#481.1

Professional Development, Educational Conferences, Workshops

1. Requests for permission to attend educational conferences or workshops or to make school visits, are made in advance on the form designed for this purpose (#481.2).
2. **Professional Development Points** (PDP's) are issued on certificates from the Superintendent of Schools in accordance with regulations established by the Massachusetts Department of Education:
 - a. one "PDP" per clock-hour of attendance at group instruction (minimum 4 PDP's); time spent in preparation is not counted by the State;
 - b. the State requires the Maynard Public Schools to maintain an attendance sign-in-log;
 - c. the State has established a maximum of 40 PDP's per student teacher or practicum graduate student (may be split among teachers);
 - d. if an instructor, 3 PDP's per hour of teaching others (State assumes need for preparation, paper correcting, etc.);
 - e. if a curriculum unit (or article, etc.) is written, the Superintendent is permitted to award PDP's, however the teacher must present a copy of the "product", and must keep a copy for inspection by the Department of Education when the teacher applies for recertification.
3. **Course Reimbursement** may be requested, in advance, on the form designed for this purpose (#481.3) for approved courses; these are almost always graduate courses in the teacher's current job assignment. Reimbursement is not available after budgeted funds have been exhausted, nor may requests be made after the fact. (See Article XXVI of Teacher Contract Agreement.)
4. **Inservice Credit** was a form of professional development in use prior to the development of Professional Development Points (PDP's) by the Department of Education in 1993. It is no longer awarded in normal circumstances. (Exception: a teacher requiring graduate credit in an unusual, low incidence field in which no graduate courses are available in the area could prepare a written request to the Superintendent in advance of the proposed activities; the proposal may be approved at the sole discretion of the Superintendent; an

approved proposal would require an approved instructor qualified to teach graduate courses and is likely to require professional reading and course paper equivalent/comparable to a graduate course). **Inservice credits are not awarded as an alternative to PDP's.**

5. **Teacher salaries are affected by degree status.** Teachers are responsible for notifying the Superintendent's Office in writing concerning degree/credit status. If there has been a written notice of intent received prior to November 15, a salary adjustment will be made during a school year upon receipt of a degree/change in credit status. If notice is received after November 15, the change will be effective the following September 1. (See Article XXXVI of Teacher Contract Agreement.)



**MAYNARD PUBLIC SCHOOLS
Maynard, Massachusetts**

REQUEST FOR LEAVE

NAME _____

SCHOOL _____

I request leave on the following date(s):

All day AM only PM only Sub needed No sub

PERSONAL LEAVE* (no explanation required)

JURY DUTY

COMP DAY* for (date/activity) _____

BEREAVEMENT

PROFESSIONAL DAY (# this school year _____)

VACATION

OTHER (Field trip, etc.) _____

*Personal Leave and Comp Days may not be taken adjacent to a holiday weekend or school vacation.

EXPLANATION: _____

I will report my absence, in advance, to the school secretary and "Absence Line" at 508-897-8847 (recorded message) even if a substitute is not required. I understand and agree that approval of leave with salary is subject to payment being made only for time which is credited to my personal account and that salary deductions will be made for time taken as a part of this request for which no balance is available in my personal account.

Signature: _____ Date Submitted: _____

<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL
_____ Signature of Principal/Supervisor	_____ Date
_____ Director of Curriculum/Professional Development	_____ Date

ACTION BY SUPERINTENDEN'S OFFICE		
<input type="checkbox"/> APPROVED with salary	<input type="checkbox"/> APPROVED without salary	<input type="checkbox"/> Not approved
_____ Signature of Superintendent	_____ Date	

PAYROLL	NOTES:
Recorded _____	Date _____



MAYNARD PUBLIC SCHOOLS
Maynard, Massachusetts

#481.3

REQUEST FOR COURSE CREDIT / COURSE REIMBURSEMENT

NAME _____ SCHOOL _____

Request must be submitted at least 10 days in advance of the first class.

TITLE OF COURSE _____

COURSE LOCATION _____

DATES OF COURSE _____

TOTAL COST OF THE COURSE \$ _____

AMOUNT OF REIMBURSEMENT REQUEST \$ _____
(The amount shall not exceed \$300; attachment of cancelled check or receipt is required.)

PURPOSE OF THE COURSE (May also attach course description)

Signature: Date Submitted: _____

- | | |
|---|--|
| <input type="checkbox"/> RECOMMEND CREDIT APPROVAL | <input type="checkbox"/> RECOMMEND DISAPPROVAL |
| <input type="checkbox"/> RECOMMEND REIMBURSEMENT APPROVAL | |

Signature of Principal/Supervisor Date _____

Director of Curriculum/Professional Development Date _____

ACTION BY SUPERINTENDENT'S OFFICE

- | | |
|--|--|
| <input type="checkbox"/> CREDIT APPROVED | <input type="checkbox"/> REIMBURSEMENT APPROVED (subject to availability of funds) |
| <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> NO FUNDS AVAILABLE |

Signature of Superintendent _____ Date _____

Reimbursement will not be granted until documentation of the satisfactory completion of the course is presented to the Superintendent of Schools.