

DESCRIPTOR TERM:**Personnel****Millard District Policy
File Code: 4130****1st Reading: 07-08-21****PROFESSIONAL DEVELOPMENT**

1. Educators should be encouraged to actively participate in professional development opportunities, as such activities are planned to stimulate new ideas, inspire personal growth, and develop improved classroom practices.
2. Before professional development courses are arranged, educators may be contacted through faculty meetings, or questionnaire, to find their needs and desires as to the classes to be arranged. Opening and Mid-Year Institutes, that are part of the contract calendar, may be scheduled as part of the professional development program.
3. When workshops that meet educational needs and interests are scheduled within the district, released time from regular duties may be allowed.
4. When it is deemed advisable to the principal and superintendent, teachers will be given the opportunity to observe other teachers at work. These observations may take place in either the home district or in another chosen by the teacher and the administrators.
5. When the school system provides opportunities to meet and discuss school problems, educators are encouraged to attend and actively participate in the programs.
6. The following shall apply to all educators in Millard School District seeking lane increment advancements on the salary schedule:
 - a. It is recommended that educators submit a program of study for prior approval. This does not preclude consideration of a program or course if circumstances prohibit prior approval. Applications for approval should be submitted to the superintendent.
 1. All post graduate degree programs in the field of education approved by an accredited college will be automatically prior approved.
 2. If it becomes necessary to substitute courses in the prior approved program, any course relevant to the approved program which is listed in the college catalog as graduate only, will be automatically prior approved. (Burden of proof will be upon the applicant.)
 3. Credit for coursework recorded by the Utah State Office of Education on their website is automatically approved for lane change advancements and is considered the equivalent of college earned credit.

4. Professional Development activities granting State and/or District relicensure points are automatically approved for lane change credit. The number of relicensure points that can be used is limited to 90 points per lane advancement, the equivalent of 5 semester hours.
 - b. All credit to be applied to lane increments must be earned within a ten year period and approved by the office of the superintendent.
 - c. All coursework must be in the teaching field or a closely related field of the applicant's assignment unless otherwise approved by the superintendent.
 - d. Any educator who will qualify for a lane change increment by September 1st of the upcoming school year must notify the superintendent in writing by June 1st of the current school year for budget planning.
 - e. Alternate courses to those approved in the planned program are subject to approval.
 - f. To receive any lane increment, including master or doctorate degree, or to be recommended for advanced licensure, an official transcript or other certified proof of credit must be submitted to the district office by September 15th of the new contract year.