



**Official Procedure
of
Ogden Preparatory Academy**

6. Human Resources

6.01.PRC.2 External Professional Development Request Procedure

Effective/Revision Date: 9/28/2021

Page 1 of 3

PURPOSE

Ogden Preparatory Academy (the School) recognizes that our Staff is one of our greatest resources. As such, we identify providing access to actionable, high quality, professional development opportunities as a priority.

The School is committed to providing robust and relevant professional development opportunities within the School and during staff contract time. We recognize that there are external opportunities available beyond School offerings that are relevant and beneficial to staff and the School.

External professional development opportunities are those offered outside of the school location and facilitated by an entity other than the School. These opportunities require the use of school resources in terms of funding, classroom coverage, materials, etc. Therefore, the School establishes the following process for staff to request access to external professional development opportunities.

PROCESS

1. Individuals requesting OPA funded, external professional development shall complete the [Professional Development Request Template](#), which is translated into a digital form to be completed online.
 - a. Requests shall be submitted at least one month prior to registration dates whenever possible.
2. Requests shall be considered by the Administration Team using the following criteria:
 - a. Professional Development Priorities:
 - i. Opportunities that directly address the school's Mission and core programs shall be prioritized.
 - ii. Opportunities that directly address the School Improvement Plan and any corresponding strategic planning (ex: MTSS, TSI, etc.) shall be prioritized.

- b. Cost: Expenses related to external professional development opportunities shall be considered in the following ways:
 - i. Free, State Funded, or Grant Funded professional development opportunities shall be prioritized.
 - 1. If an opportunity with significant cost is requested and a free or low cost alternative is available, the request may be denied and the alternative opportunity suggested.
 - ii. In-State opportunities shall be prioritized.
 - iii. Departmental or grade level expenditures may be considered to promote equity between grade levels and subject areas; this consideration shall be balanced with specific subject area training needs as identified by summative assessments, administrative evaluations, and the School Improvement Plan.
 - iv. Out-of-state opportunities, or opportunities with significant travel costs, may be considered, but will be limited to opportunities that specifically address the professional development priorities as described above.
- c. Benefit to School: The Administration Team will prioritize opportunities where individuals are willing to present key take-aways to School staff, preferably at a full faculty meeting with other presentation options considered.
- d. Avoiding Redundancies: Requests for external professional development opportunities that are identical or similar to opportunities offered by the School shall be denied.
- e. Disruption to the Learning Environment: The following potential disruptions to the learning environment shall be considered:
 - i. Necessity for a substitute teacher: While substitutes provide a great service, they do not replace the expertise of a classroom teacher. The School recognizes that classroom teachers play an important role in student learning, and any request requiring a teacher to miss significant class time needs to balance the benefits of the professional development opportunity with the student loss of contact time with the classroom teacher.
 - ii. Historical Effectiveness of Substitute Plans and Procedures: Classroom teachers can ensure the success of substitute teachers by developing excellent substitute plans and ensuring that clear classroom procedures are in place to discourage disruptions in the classroom. When a classroom has a history of unacceptable substitute plans or disruptive student behavior when a substitute is in the classroom, the Administrative Team will

6.01.PRC.2 External Professional Development Request Procedure	
Effective/Revision Date: 9/28/2021	Page 2 of 3

consider those as contributing to a loss of learning and may deny the request.

3. A member of the Administrative Team shall notify the employee of the decision and the reasons behind it.
4. If approved, the Administrative Team will notify the Employee of any requirements related to the approval. Then, the Employee shall complete the [OPA Funded Professional Development Agreement](#) as applicable.
5. The Employee is responsible for all of the following:
 - a. Entering an absence request, ensuring a substitute is assigned, and providing engaging substitute plans.
 - b. Registration for the professional development opportunity and coordination of any applicable travel either independently or in coordination with the finance secretary.
 - c. Completing and submitting any applicable forms in conjunction with the professional development opportunity.
 - d. Communicating any changes to the professional development opportunity with the Administrative Team.
 - e. Completing a follow up training and/or reflection as arranged with Administration during the approval process.

Document History

Approved 9/28/2021

Legal References