

Medina City School District
STAFF DEVELOPMENT LEAVE PROGRAM

The Staff Development Leave Program of Medina City Schools is designed to provide teachers with a unique opportunity for professional growth and renewal. It is a way to enable teachers to bring new information and teaching practices to the district and its children. The leave program will support projects that are of benefit to the district and that will enhance the programs, goals and objectives of Medina City Schools.

Staff Development Leave Program Guidelines

1. Staff development leave shall be awarded on the basis of the criteria stated in the application packets.
2. Applications shall be reviewed by a committee comprised by members of the District Staff Development Committee and a member appointed by the Medina City Teachers Association.
3. Priority for staff development leaves shall be given to the experienced teachers.
4. Staff development leaves shall be granted between October 20 and May 1 of the school year. The leave may not exceed six (6) weeks in length. Priority shall be given to projects of shorter duration.
5. Only one staff development leave shall be granted to an applicant during each school year.
6. A teacher on staff development leave shall maintain his/her responsibility for the completion of grade cards and parent conferences. Co-curricular responsibilities must be worked out with the superintendent of schools.
7. All materials produced during staff development leave shall become property of Medina City Schools. They shall be shared within the district where appropriate. Any external use or dissemination of the materials must be mutually agreed upon in writing by the teacher and the district.
8. Applicant shall generate and present an end-of-period report to be shared with appropriate staff, the Staff Development Committee and the Board of Education.
9. The staff development application deadlines will be October 1 and February 1 of the school year.
10. The Staff Development Leave Committee shall review applications by October 15th and February 15th of the school year.
11. Full pay and benefits for the teacher shall be maintained during the time of leave.
12. Approved staff development leave projects shall be subject to the availability of a suitable substitute teacher. In the event that a suitable substitute is not available, approved projects shall retain priority status until a suitable and mutually agreed upon substitute is found. All attempts should be made to refrain from taking leave days on Monday or Friday.
13. The number of staff development leaves to be granted shall be based on the district's available funds.

14. Purchases requested should be for the professional development of the teacher(s) and not student materials.
15. Grant recipients who use these funds to attend a conference must produce a unit to share or facilitate a Professional Development program.

The application can be found online at: www.medinacityschooldistrict.org

Select: *Administration>Dept. of Instruction>Professional Development*

Click on “Save” and save the application to your computer or personal drive. Close the web page and go to your saved copy to type in the form. Move through the document with your tab key or mouse.

If this is a group grant, **each** applicant must submit an ‘Application – Pg 1’ complete with signatures.

Pages 2-3 should be submitted just once by one member of the group.

Save your typed document. Print off a copy, sign, ask your administrator to sign, keep a copy for yourself, and **send the original to:**

Lori Chandler, Director of Instruction

Past staff development leave grant recipients have utilized this opportunity in a variety of fashions. These are some sample topics or projects approved in the past.

- The extended visitation to a middle school to aid in Medina’s transition.
- The development of integrated thematic lesson units covering topics such as 4th grade solar system, 6th grade weather and climate, 7th grade rainforest.
- The development of differentiated cooperative learning units.
- The development of high school technology mentorship program to provide classroom assistance in integrating technology with the curriculum.
- The expansion of Internet and intranet classroom access for elementary students.
- Multiple visitations to neighboring districts to examine high school health curriculums.
- The development of increased team cooperation in the development of inclusive classrooms.
- The development of an intermediate newsletter focused on our Everyday Math series.