



Professional Development Program Independent Project Procedures

An independent project is a special assignment or task completed by an individual teacher at a school site or in a central office department that has a direct and significant benefit to students, individual school programs, and/or the school division and result in the creation of an end product. Examples of school-based projects include planning/leading after-school book studies, development and delivery of before- or after-school workshops or in-services, and the development of parent resources (e.g., guide for parents on strategies to assist their children with homework). Examples of division-based projects include development of division-wide training materials and unit development.

Opportunities for independent projects are being offered as a part of the **Professional Development Program (PDP)** to provide teachers with the flexibility to design their own professional development, while actively contributing to the school division's overall goals and objectives focused on student achievement. Teachers completing independent projects will earn PDP hours to support their areas of individual focus associated with their instructional priority and current, primary teaching assignment. **Teachers currently on an action plan are not eligible to submit proposals for independent projects.**

Please Note: To receive Professional Development Program hours, all procedures must be followed, and teachers must provide documentation verifying completion of the independent project to the principal (for school-based projects) or director (for division-based projects). Failure to do so will result in the hours not being processed. In addition, because PDP hours will be awarded for this professional development opportunity, independent projects cannot be completed during contractual hours.

Procedure for applying for an independent project:

1. Complete the *Professional Development Program Independent Project Proposal and Verification Form* no later than February 1.
2. Submit this form to the principal for approval **AND** to the appropriate director (listed on the form) for your current, primary teaching assignment for approval. **Both approvals are needed prior to the start of a school-based and division-based independent project.** Attach a project description (*purpose, objectives, timeline with estimated number of hours needed for project development and implementation, and completion date*) and the relevance of the activity to the current, primary teaching assignment and how the project supports students, school, or school division. Should your request be denied for division-based projects only, you may choose to submit an appeal to the Assistant Superintendent for Curriculum and Instruction within two weeks of receiving the denial notification.
3. Upon receiving approval from the principal and director, make a copy of the form for your records, and retain the original form until completion of the project as it will be necessary to submit it for project verification.
4. Follow the plan for completion of the project.
5. Upon project completion, present the form and evidence of project completion to the appropriate individual to obtain the necessary signature confirming verification of project completion. **The principal's signature is required for a school-based independent project and the director's signature is required for a division-based independent project.**
6. Ensure that the **original** form and evidence of project completion are submitted to the principal (for school-based projects) and to the appropriate director (for division-based projects) **within 3 weeks after project completion.** The determination of project completion and project acceptance is made by the principal (for school-based projects) or the director (for division-based projects). **All projects must be completed and all documentation must be received by the Office of Organizational Development by April 30 in order for PDP hours to be awarded.** Call 263-1220 with questions.



PROFESSIONAL DEVELOPMENT PROGRAM INDEPENDENT PROJECT PROPOSAL AND VERIFICATION FORM

Step 1: Complete this form online and submit to your principal. Following the principal's approval, pony to the appropriate central office director listed below for your current, primary teaching assignment. Attach a project description and the relevance of the activity.

Teaching Area

Gifted Ed.
Elementary
Library/ Library/Media
Tech & Career Ed.
Guidance
Special Ed.
Secondary

Director

Kelly Hedrick
Marie Balen
Bill Johnsen
Pat Konopnicki
Alveta Mitchell
Bob Mitchell
Joe Burnsworth

Office

Gifted Ed. & Academy Programs
Elementary Instructional Services
Instructional Technology
Technical and Career Education
Guidance
Programs for Exceptional Children
Secondary Instructional Services

Pony Mail Location

School Admin. Bldg.
School Admin. Bldg.
School Admin. Bldg.
Adv. Tech. Center
Commonwealth Bldg.
Laskin Road Annex
School Admin. Bldg.

Step 2: Upon receipt of the approved form, make a copy for your records and retain the original to submit for project verification. Follow the plan to complete the independent project.

Step 3: Complete project; submit evidence to obtain the necessary signatures to verify project completion.

Step 4: Send completed project form and all documentation to **Organizational Development, ATTN: PDP, Joanne Lucas** on or before April 30th. Call 263-1220 with questions.

Legal Name (print):	WISE Number:
School:	School Email:
Current, Primary Teaching Assignment:	Home Address:
Independent Project Title:	Location of Project (name of school or department): School-based project/Division-based project (circle one)
PDP INDEPENDENT PROJECT PROPOSAL PLAN Please attach project description and relevance of activity for project approval. Please attach evidence of completion for verification.	
Description of project [purpose, objectives, and timeline with estimated number of hours needed for project development and implementation, and completion date] <i>(Attach for approval)</i>	
Relevance of activity to current, primary teaching assignment and how project supports students, school, or school division <i>(Attach for approval)</i>	
Number of PDP hours requested: (circle one) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 <i>1 seat/contact hour = 1 PDP hour</i>	
Evidence of completion <i>(Attach for completion verification)</i>	
PDP INDEPENDENT PROJECT PROPOSAL APPROVAL Please obtain signatures indicating approval from both principal and director.	
PRINCIPAL'S USE ONLY _____ Request Approved Request Denied _____ Signature of Principal _____ Date _____	DIRECTOR'S USE ONLY Request Approved for _____ PDP hours Request Denied _____ Signature of Director _____ Date _____
VERIFICATION OF PDP INDEPENDENT PROJECT COMPLETION Please obtain signatures verifying project completion from either principal (school-based project) or director (division-based project).	
PRINCIPAL'S USE ONLY – SCHOOL-BASED PROJECTS _____ Project Complete/Accepted Signature of Principal _____ Date _____	
DIRECTOR'S USE ONLY – DIVISION-BASED PROJECTS _____ Project Complete/Accepted Signature of Director _____ Date _____	
ORGANIZATIONAL DEVELOPMENT USE ONLY Date received _____ Date processed _____ Course number _____	