

SABBATICAL PROPOSAL

(This sheet must be the cover to your sabbatical proposal)

NAME: _____

SABBATICAL TITLE: _____

SCHOOL: _____

YEARS TAUGHT IN DISTRICT: _____

HAVE YOU RECEIVED SABBATICAL BEFORE? _____ IF SO, WHEN? _____

Discuss your proposal with your principal and obtain their signature:

Principal's Signature

Principal's comments (Optional):

Length of sabbatical: _____ FULL YEAR _____ HALF YEAR

.....
According to Board policy, *"The purpose of sabbatical leave is to enable the staff members to develop professionally in a manner consistent with District goals. Proposals for sabbatical leave should fall into the categories of a structured research project or academic degree program and should be evaluated using criteria developed by the Administrative Council and Staff Development Committee."*

To that end, applicants for sabbatical leave must answer the following questions and submit their responses to the questions along with this cover document and a Sabbatical Evaluation form to the Superintendent's Office at the date specified in the cover letter. The sabbatical questions are:

1. What essential question is guiding this sabbatical proposal?
2. Why do you believe this proposal will be of value to the district?
3. What evidence do you have that supports the need for this work?
4. How is this proposal aligned with district and/or school goals?
5. What is the expected impact on student learning?
6. How will you evaluate the success of your work?
7. What evidence of student learning will be collected?
8. How is this proposal unique and beyond the normal scope of your assignment?
9. Provide a description of the activities you will do during your sabbatical leave using the essential question formulated above as the framework for your response.

10. Describe how you intend to share the results of your work during the sabbatical leave with the professional staff.

Note: Board policy states that upon completion of a sabbatical the recipient must submit a written report to the Superintendent, the School Board, Principal, and Central Staff Development Committee.