



# MEDFORD PUBLIC SCHOOLS PROFESSIONAL DEVELOPMENT PROGRAM

## ACTIVITY REQUEST FORM

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Phone(W) \_\_\_\_\_ (H) \_\_\_\_\_

Activity Title \_\_\_\_\_

Targeted Audience \_\_\_\_\_

District Professional Development Goal (See Attached) \_\_\_\_\_

Please Attach:

- Description of the activity
- Copy of pre-test or post-test
- Description of the project/product

Instructor/Affiliation \_\_\_\_\_ Phone(W) \_\_\_\_\_ (H) \_\_\_\_\_

Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_

Location (please specify preference) \_\_\_\_\_

PDPs \_\_\_\_\_ Max. number of participants \_\_\_\_\_

Cost and Funding Source \_\_\_\_\_

As the sponsor of an activity you must obtain and submit to Diane Caldwell the following records:

- Attendance of participants
- Activity evaluations
- Activity PDPs, credits, etc., for each participant

***Note: please keep on file, in your office, a copy of all submitted information.***

Approved by: Principal \_\_\_\_\_ Date \_\_\_\_\_

Curriculum Director \_\_\_\_\_ Date \_\_\_\_\_

Asst. Superintendent \_\_\_\_\_ Date \_\_\_\_\_



## MEDFORD PUBLIC SCHOOLS

### DISTRICTWIDE GOALS FOR PROFESSIONAL STAFF PART V

1. To promote success for all students.
2. To ensure that high standards are established and maintained.
3. To understand the nature of our increasingly diverse student population and to construct teaching and learning strategies that meets the needs of all learners regardless of a student's special circumstance.
4. To know and comply with applicable laws, regulations and approved practices required to maintain compliance with district, state and federal government mandates and policies.
5. To promote teaching and learning that is standards based and reflective of the skills and content contained in the Massachusetts Curriculum Frameworks and district curriculum.
6. To help students attain maximum levels of performance on the MCAS exam.
7. To contribute to the ongoing development and refinement of classroom and district curriculum.
8. To utilize pedagogy that research shows improves effective student learning.
9. To develop and utilize forms of assessments that aligns with MCAS, and promotes authentic assessments.
10. To use technology as a teaching tool to enhance student learning.
11. To promote skills and competencies such as those contained in the Secretary's Commission on Achieving Necessary Skills (SCANS) report to prepare students for post-secondary success in the world of education and work.
12. To engage in professional growth that is consistent with the findings of individual staff evaluations.