

**Sabbatical Proposal Process**

Name _____ Date _____

Sabbatical Title _____

"Sabbatical leaves will be granted at the sole discretion of the Board for the purpose of enabling staff members to develop professionally in a manner consistent with Individual, Building and District goals."

Sabbatical Application Process

- Determine eligibility: members of the ORCSD Teachers Guild with six consecutive years of teaching at ORCSD.
- Review School Board Policy GCBD and Teachers Guild Contract *Sabbatical Leave*.
- Complete the application form (see page 2).
 - Please remember to consult with your building principal at the beginning of the application process.
 - As a reminder, building principal signatures are part of the application process.
- Return completed application to the Executive Assistant to the Superintendents by January 15th.
- The selection committee will meet and discuss all applications. Follow-up interviews or presentations may be requested.
- The selection committee and superintendent shall make recommendations to the School Board by February 15th.
- Notification of approved sabbaticals will be made by March 15 and professionals selected must accept or reject by April 1st.



Sabbatical Application

Name _____ Date _____

Sabbatical Title _____

Length of Sabbatical _____ Full Year _____ Half Year (If half year which half? _____)

School _____

Grade Level/Subject _____ Years Taught in District _____

Have you received a sabbatical before? _____ If so when? _____

Building Principal Signature: _____

This application will be reviewed by the Sabbatical Committee but is discoverable under Right to Know.

Using this page as your cover please complete the application in a Word document and return to the Executive Assistant to the Superintendents by January 15th.

Sabbatical leave projects should be both specific and reasonable for the duration of the leave.

Please explain any preliminary work that you engaged in to determine the focus of your project. What evidence is there to support the need for this work?

1. What is the essential question or problem of practice that your project is centered around?
 - a. What is the essential question or problem of practice that your project is centered around?
 - b. Was there any preliminary work to determine the project?
 - c. How is it relevant too Oyster River?
 - d. Does it have the potential to create collaboration and discourse with others?
 - e. Does it reflect "big ideas" occurring at ORCSD and/or in education?
2. Project Overview and Timeline (Summarize the project)
 - a. Title and scope of the work.
 - b. What is the timeline for actions?
 - c. Who will be engaged in the project?
 - d. How does the work align with the scope of your role? Is it unique and beyond the scope of your role?
3. Benefits to ORCSD - Explains the potential short term and long-term benefits.
 - a. What needs does this project address for Oyster River?
 - b. How do you see your sabbatical project improving your teaching?
 - c. Who will be impacted?
 - d. How will they be impacted?

**Scope of impact on students and/or staff will be considered.*
4. Aligned with Goals – Explain how this proposal is aligned with district, building, or individual goals.
5. Evaluation of Project – Explain how you will determine/measure the success of the work.
6. Longevity of Impact - Describe possible long-term impacts that the project could have on your teaching or instruction (students, staff, community, etc.).
7. Sharing – Describe the process to share your work and inspire others.

Note: Board policy states that at the end of the sabbatical a report out presentation of the work for which the sabbatical was granted will be placed on a future School Board agenda.