



**SAN MATEO-
FOSTER CITY
SCHOOL DISTRICT**

1170 Chess Drive
Foster City, CA 94404
Phone: 650-312-7700 Fax: 650-312-7724

Sabbatical Leave Request Form Certificated Non-Management Employees

A Sabbatical Leave may be requested for the purpose of study/training related to professional development. In most cases, this study or training will occur at an accredited college or university. Please refer to Article 10.10 of the SMETA collective bargaining agreement for additional language on Sabbatical Leaves. Below are requirements for applying for the leave:

- Must have completed seven (7) full years of service in paid status.
- Sabbatical leave will not exceed one year. The leave may be granted in separate six (6) month periods such that leave is commenced and completed within three (3) years.
- Submit request for leave to the Human Resources Department on appropriate form by December 1 of the school year preceding the school year in which the leave is requested.

Date: 12/17/17

Employee Name: Victoria Correa Site: Lead Elementary

Start and End Dates of Leave: 8-18 to 6-19

Please respond to the questions below:

1. What is the purpose of your request for a sabbatical leave?
Please see attached documents for answers.
2. How will you utilize your leave time to achieve your purpose? Include which accredited college or university the study or training will occur, if any. Please attach additional sheets, if needed.

3. How will a sabbatical leave benefit you and/or the district?

4. Please provide any additional information that you would like to have considered in your request.


Employee Signature

12/17/17
Date

For Human Resources Use Only


Date application received: 1/8/18

Committee Meeting Date: 2/13/18

Board Meeting Date _____

Approved ☒ Denied _____

Approved _____ Denied _____


Assistant Superintendent, Human Resources

2/15/18
Date

1. What is the purpose of your request for a sabbatical leave?

The purpose of my sabbatical leave is to take some courses that will help me improve my teaching practices as a grade level teacher and for Professional Development. For 13 years, I taught ELD and Reading Intervention. This year I am teaching 4th grade. I would like to use next year to take some coursework that will help me have a better understanding of the new Common Core standards, NGSS standards and the socio-emotional development of my students.

2. How will you utilize your leave time to achieve your purpose? Include which accredited college or university the study or training will occur, if any. Please attach additional sheets, if needed.

I plan to take a minimum of 12 units from UCSD extension and/or Mindfulschools.org. and/or another accredited university.

Here is a list of some of the courses I am considering taking:

UCSD Extension:

Classroom Management: You Can't Teach in Chaos (Grades K-12) (EDUC-40156), 1 unit

Planning Your Lessons to be Brain-Friendly (EDUC-40658), 1 unit

Science and the Common Core (EDUC-41579), 4.5 units

Technology Tools and the Common Core (EDUC-41526), 4.5 units

Mindfulschools.org:

Mindful Educator Essentials, 3 units

This course is designed to teach stress management, emotion regulation and interpersonal skills.

I am also interested in taking yoga at an accredited university. Aside from physical benefits, yoga has been proven to improve focus and concentration in children.

Lastly, I am considering continuing my study of Spanish to improve my communication with our parent population. I currently have a class that is 50% Spanish speaking and while I am somewhat fluent, I would like to improve my skills in Spanish.

3. How will a sabbatical leave benefit you and/or the district?

A sabbatical leave will benefit both myself and the district by allowing the time to take coursework to improve my teaching practices and help my students. I have been a teacher for 17 years in this district and I would like to take the necessary time to advance my practice and my knowledge at Lead Elementary.

4. Please provide any additional information that you would like to have considered in your request.

It is necessary for me at this time to take time to hone my craft as a grade level teacher. I am looking for this sabbatical to enhance my teaching skills and to build my expertise as an educator. If you have any questions, do not hesitate to contact me at : tcorrea@smfcsd.net or 650-312-7550