

# Professional Development Policy

## Deep Cove School

### 2017/2018

1. This policy will be reviewed annually at the October staff committee meeting before being submitted to the Joint Professional Development Committee.

or

sent via email to all Deep Cove teachers to review. It will remain the same unless there is a specific request for changes to be reviewed by staff.

b) At the beginning of each October, after the school Pro-D funds have been allocated, the staff will be advised of the amount of funds available to them as soon as this information becomes available. Suggestions with surpluses can be made via the staff committee. If no specific activities are suggested, surpluses will be used to reimburse teachers to their maximum allowable according to the current policy.

2. Professional Development money will held in Group Account. Teachers may access up to \$225 per 1.0 FTE each year.

3. Teachers who exceed the amount of money allocated to them may bear the additional costs themselves.

Any claims for individual allocations must be made re-submitted within two weeks of the final Pro-D day. The STA Professional Development Representative will then allocate any surplus money equally to all members who exceeded their original allotment up the maximum allowed within this policy.

The MAXIMUM total claim amount for 2017-2018 will be limited to \$500.

***Pro-D claims will operate on a July 1-June 30 calendar.***

4. All requests for funding must be accompanied by original receipts.

5. The STA Professional Development Representative manages the teacher professional development account and is responsible for decisions related to teacher professional development money. This person may have a committee or clerical assistance but is ultimately the manager of this money.

6. Teachers may use Professional Development funds for any professional development activity that falls within the guidelines set by the Joint Professional Development Committee:

- a. Professional Conference registration and related expenses
- b. Professional workshops in and out of district
- c. School visits
- d. Non-credit courses that are not tax-deductible
- e. Professional association membership dues

- f. Expenses and honoraria for presenters
- g. Individual research expenses EXCLUDING personal payment
- h. Professional books and journals
- i. Staff retreats/staff development activities.
- j. Release time for staff initiated meetings and work sessions.

**NOTE:**

Professional Development funds may not be used to purchase equipment of any kind or for personal payment of any kind.