

Professional Development Policy
Sidney School 2018-19

This policy will be reviewed in October by Sidney Teaching staff before being submitted to the Joint Professional Development committee.

Professional Development money will be held in a Group Account, and teachers can access up to approximately \$180 per FTE. Part-time teachers will have a pro-rated amount of money.

Teachers requesting more than \$180 in a given year based on FTE will need pre-approval from your professional development school committee (staff committee).

Teachers who exceed the amount of money allocated to them or who fail to seek pre-approval may bear the additional costs themselves.

All requests for funding must be accompanied by original and individual receipts.

The staff will be advised of the amount of funds available to them as soon as this information becomes available. (not before Sept. 30)

The STA Professional Development Representative manages the teacher professional development account and is responsible for decisions related to teacher professional development money.

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

- Professional Conference registrations and related expenses
- Professional workshops in and out of district
- School visits
- Non-credit courses
- Professional association membership dues
- Individual research expenses EXCLUDING personal payment
- Professional books and journals
- Staff retreats/staff development activities
- 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.