

**Professional Development Policy**  
**KELSET School**  
**2021-2022**

**Philosophy:** KELSET staff's goal is to enhance student learning through staff development activities including whole school professional development, district pro-d and individual professional opportunities.

1. This policy will be reviewed annually at a staff committee meeting before being submitted to the Joint Professional Development Committee.
2. Professional Development money will be held in a *group account*.
3. Teachers may access up to \$200 each year. To access money beyond individual allocations, teachers will apply to the ProD Committee at the school before the event/purchase takes place. Generally, large (in excess of \$200) requests will not be approved for the same person in two consecutive years if those requests exceed a total of \$800.
4. Teachers may use pro-d funds from any professional development activity that falls within the guidelines set by the district Joint Professional Development Committee:
  - professional conference or workshop registration and related expenses
  - school visits
  - non-credit courses
  - professional association membership dues
  - expenses and honoraria for presenters
  - individual research expenses excluding personal payment
  - professional books and journals
  - staff retreats/staff development activities
  - release time for staff initiated meetings and work sessions