

Professional Development Policy **Sidney School 2023-2024**

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) and can bring their request forth during a Staff Committee meeting or the STA portion of a monthly staff meeting.

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 Committee.

1. Professional Development Funds may be used for:
 - a. professional conference registration and related expenses
 - b. professional workshops
 - c. school visits
 - d. academic courses*
 - e. professional association membership dues
 - f. expenses and honoraria for presenters
 - g. individual research expenses excluding personal payment
 - h. professional journals/resources from our [approved list](#)
 - i. staff retreats/staff development activities
 - j. release time for staff initiated meetings and work sessions
 - k. other claims that benefit a teacher's practice may be proposed in writing in advance.

*Teachers claiming a credit course will be required to complete a separate form that indicates they will not use any reimbursed portion of their tuition as a tax credit.

All decisions will be referred to the Professional Development Working Committee.

2. Professional Development Funds **may not** be used for:
 - a. purchasing equipment of any kind
 - b. costs associated with field trips or other travel taken with students
 - c. purchasing materials/resources that are used by students