

## **Professional Development Policy**

### **KELSET School 2025-2026**

1. This policy will be reviewed annually with staff via staff committee or group email, before being submitted to the Joint Professional Development Committee.
2. Professional Development money will be held in a group account.
3. Each Teacher on staff, regardless of FTE, will receive \$300 for the current year. Any of these funds unused by June 15th of that year will be rolled over to the following school year. If a teacher has a request for more funds, they can request it after all other requests have been filled by the end of the year and there will be a meeting to vote to allocate further funds for the request.
4. Teachers who exceed the amount of money allocated to them, or who fail to seek agreed upon approval, may bear the additional costs themselves.
5. All requests to use Pro-d funds must first be approved by the Pro-d committee in a written email.
6. Teachers must supply original receipts with their reimbursement claims.
7. 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 registration and related expenses
  - Professional workshops in and out of district
  - School visits
  - Academic non-credit courses (that are not being claimed for income tax purposes)
  - Professional association membership dues
  - Expenses and honoraria for presenters
  - Professional books and journals
  - Individual research expenses EXCLUDING personal payment
  - Staff retreats/staff development activities
  - Release time for staff initiated meetings and work sessions