

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: GCLA
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GUIDELINES FOR SUPPORT FOR PROFESSIONAL DEVELOPMENT

A. Applications

For professional staff wishing to attend conferences, seminars, and workshops related to their professional development which occur in locations outside of the Kelsey School Division and for which there are travel and accommodation costs involved, these guidelines indicate how and to whom they may apply for financial assistance.

1. Professional Development funding may be available from the following sources:
 - a) The Kelsey School Division Professional Development budget (funds administered by the School Division Superintendent)
 - b) Professional Development Committee of the Kelsey School Division (funds administered by that committee).
 - c) Special grants provided by organizations or agencies to meet their specific needs.

2. Application forms for all Professional Development activities shall be submitted to the Superintendent at least one month prior to the date of the activity so that they may be processed in sufficient time. Professional staff must apply for funds in the following order (if funding is to be requested from either or all of the sources).
 - a) Special grant, when applicable, via the organization or agency involved.
 - b) Kelsey School Division Professional Development budget via the Superintendent.

3. The Kelsey School Division Professional Development Committee will review applications forwarded by the Superintendent.

4. Applications for financial support submitted by professional staff shall list all of the appropriate costs for the particular seminar, workshop, conference, or event including:
 - a) travel costs
 - b) accommodation (hotel or private) and meals
 - c) registration costs
 - d) taxi, ground transportation
 - e) substitute costs

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5. For a teacher making private arrangements for overnight accommodation with friends or relatives, the cost to the School Division shall be as per policy BHD (Compensation & Expenses).
 6. All necessary advertising, brochures, and information which clearly specify the length of the conference, themes, speakers, etc. must accompany the application. Late requests or requests with insufficient information will be tabled for future meetings.
- B. Principal Recommendations for Teacher Attendance at Inservice or Conferences**
- Principals will utilize the following guidelines in making recommendations for attendance at an inservice or conference by a member of the school professional staff:
1. Assess the potential benefit to students in the school, class, or School Division as a whole.
 2. Assess the applicability of the conference topics to the teaching responsibilities of the teacher.
 3. Assess the sharing that has been or will be provided to the professional staff.
 4. Take into account the number of inservices this teacher has applied for and/or has attended to date.
 5. Assess the teacher's personal needs to becoming more effective.
 6. Assess the economic factor (i.e. costs versus the benefit derived).
 7. Assess whether the applicant's request to attend is only a personal benefit and/or is a concept in which the school is involved.
 8. Assess the need for the School Division to have a resource person in this area.
 9. Assess the educational requirement for the applicant to attend.