



Seven Oaks School Division Board/S.O.T.A. Educational Leave



Statement of Purpose

The Seven Oaks School Division and the Seven Oaks Teachers Association recognize that teachers have the capacity to make a positive difference in the lives of children. Teachers are responsible for ensuring they are current in the knowledge of the profession and take responsibility for the application of the knowledge in diverse situations. Educational leave enables individual teachers and or teams of teachers to link their practice to research and research to practice. It is important for teachers to engage in professional dialogue and to reflect upon their assumptions, ideas, beliefs and values about teaching and learning.

Guiding Principles

To that end, the Educational Leave Fund supports individual teachers and teams of teachers by providing funds for release time to study, discuss, research, observe and/or investigate educational topics. Activities leading to professional growth can include:

1. action research
2. book studies
3. post-graduate study through a post-secondary institution (to a maximum of 40 days per certificate/degree), course work and practicums are not covered
4. classroom/site visits
5. a combination of the above.

Funding decisions will be based on:

1. meeting of criteria
2. number of release days requested
3. availability of funds
4. educational leave days previously granted

Procedures

- Applicants may submit proposals for two funding periods.
 - November 1st for leaves to be used January – June 30 of the current school year (65%)
 - April 1st for leaves to be used September – January 31 of the next school year (35%)
 - Limit – only 1 proposal can be submitted per funding period
 - Any unused days for a designated funding period **will not be** extended (members will need to reapply)
- Applicants are encouraged to seek additional funding sources including site based professional development funds.



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- Proposal criteria are to include the following:
 - A Title
 - Name(s) of applicants (and school contact person)
 - Purpose of the project including professional questions you will explore and relevance to practice
 - Detailed description of the project including research that will guide this educational leave experience
 - Estimated number of days requested (per person and total) and how days will be used
 - Professional Learning expectations
 - Members who have been approved for an Educational Leave and would like to apply for a concurrent Educational Leave for the next intake period will need to provide a brief explanation of how the current approved leave days have been used
 - The number of applicants for a given educational leave proposal will be limited to 10% of Full Time Equivalents (FTEs) at a school/worksite or a maximum of 5 people, whichever number is greater.

Example

- 5 Educational Leave days were approved for the September – January 31 leave period.
- Concurrent leave is being applied for, for the January – June 30 leave period.
- In the application for the concurrent Educational Leave (January – June 30), please provide a breakdown of how the 5 days in the previous Educational Leave (September – January 31) were used.

Date	Activity
September 20	Met with faculty advisor
September 30	Observation at School
October 15	Research
October 23	Writing for Thesis
November 20	Writing for Thesis

Proposals must be submitted electronically to a maximum of three pages.

- Applicants are reminded that the funds are limited, and it is the intention of the committee to ensure funds are shared equitably. Please make your funding requests as judiciously as possible. Members may submit only 1 proposal per funding period.
- Applicants will also be invited to present (20 minutes) a summary of their proposal with the Joint Committee.
- Applicants are required to electronically submit a written report summarizing their professional learnings which will be posted on the Seven Oaks School Division portal. The report is due at the conclusion of the funding period.

