



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



## **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 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);
4. a combination of the above.

## **Funding decisions will be based on:**

1. number of release days requested;
2. availability of funds;
3. educational leave days previously granted.

## **Procedures**

- Applicants are requested to submit proposals for two deadlines:
  - November 1<sup>st</sup> for leaves to be used for the remainder of the school year.
  - April 1<sup>st</sup> for leaves to be used by January 31 of the following school year.
- Applicants are encouraged to seek additional funding sources including site based professional development funds.
- Proposals are to include the following:
  - A Title
  - Name(s) of applicants (and contact person)
  - Name(s) of the school of each applicant
  - Time frame of the proposed project
  - Purpose of the project
  - Detailed description of the project and how the days will be used
  - Estimated number of days requested (per person and total)
  - Learning expectations

***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.
- 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.