
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: GCL
Policy Title: Staff Learning
Cross Reference:
Legal Reference:
Adoption Date: February 26, 1997
**Amendment or Re-
affirmation Date:** December 19, 2022

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION ENCOURAGES AND SUPPORTS STAFF GROWTH AND CONTINUAL LEARNING AS A WAY TO ENHANCE PRACTICE AND COMPETENCE.

DEFINITIONS

Budget supervisors – anyone who has authority to approve expenses and manages a division budget. This includes but is not limited to principals, division office staff, and the joint PD committee.

REGULATIONS

1. The Board will provide a professional learning allocation to the Alberta Teachers Association, local No. 4, as per the collective agreement.
 - 1.1. The joint ATA/Horizon Professional Development Committee shall be responsible and accountable for financial tracking and reporting, as per the collective agreement.
 - 1.2. A designate of the Board shall be assigned to sit on the joint ATA/Horizon Professional Development Committee.
 - 1.2.1. The designate shall provide updates to the Superintendent regarding the process for access and distribution of the funds and financial health of the committee.
 - 1.2.2. Committee decisions regarding reimbursement allocations shall be informed by board practice and in alignment with legislative requirements.
2. Budget supervisors have the ability to allocate budgeted funds for supporting staff learning.
 - 2.1. Requests to access professional learning funds shall be made to the budget supervisors.
3. The approval of professional learning will align with the priorities of the division as per the division and school three-year education plans, and/or to enhance teachers' ability to meet the quality standards, and/or the roles and responsibilities of the staff member.