



Shanghai Community International School

上海长宁国际外籍人员子女学校

SCIS Professional Development (Pro-D) Request Form

Passport Name				
Position				
School	Pudong	Hongqiao Main	Hongqiao ECE	System Office

PRO-D REQUEST & DETAILS

Type of Activity

Prof. Assoc. Workshop Conference Pro-D Resources Other _____

Title of Pro-D Activity _____ **Location** _____

Description of Pro-D Activity (See attached brochure for additional information)

Date(s) of Pro-D Activity		
Substitute teacher required?	Yes	No
Date(s) Absent from School Days (include time, if applicable)	AM PM	AM PM
Specify if absence takes place on special school days (conferences, divisional events, etc.)		

Days absent to be recorded as (indicate below)			
	Pro-D <i>(max 1 per year)</i>	Professional Meeting <i>(max 2 per year)</i>	Personal Day <i>(max 1 per year)</i>
			Unpaid

How does this activity align with SCIS' organizational learning goals and/or your personal Pro-D goals?

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How will you apply this learning to contribute to SCIS?

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How will you share what you have learned with your colleagues (i.e. provide a workshop, round table discussion, etc.)?

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Does this request comply with the policy? If not, please explain.

COST ESTIMATE

Note: The cost of meals and ground transportation are to be covered within the per diem rate.

Registration / Tuition		Hotel**	
Transportation**		Visa(s)**	
Total Amount Requested*			
*Eligible funds are up to USD1000 for teachers in their 1 st and 2 nd years, or USD1,500 for teachers in their 3 rd year or more. **These costs will be reimbursed to teachers after the completion of the Pro-D activity upon submission of fapiao/receipts.			

How much of your personal professional development fund have you been approved for this academic year?	
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REGISTRATION

Registration will be completed by	Teacher	School Contact Person
Registration Fee (once approved) will be paid by	Teacher	School Contact Person
I have pre-paid for my registration fee for a Pro-D activity that will be completed after July 1, 2021. Deduct this cost from my current academic year's fund.	Yes	No

Signature: _____

Date: _____

Office Use Only

Principal's Recommendation	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Completed by Principal (Select upon your review of Pro-D request):		
<input type="checkbox"/> Pro-D request is of lower priority, per organizational and/or personal learning goals. <input type="checkbox"/> Pro-D request moderately meets the organizational and/or personal learning goals. <input type="checkbox"/> Pro-D request adheres to the criteria following high priority, per organizational and/or personal learning goals.		
Provide reason for requests that are supported but of low priority or does not comply with policy		
Principal's Signature:	Date:	

Total Amount Approved	
Paid from	<input type="checkbox"/> Personal Pro-D <input type="checkbox"/> Campus Pro-D <input type="checkbox"/> IB Voucher Other

Head/Director of School(s) Comments	
Head/Director of School(s) Signature	Date
HR Manager (initials)	Date



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SCIS Professional Development Funding Request and Guidelines

SCIS places a high value on having the school's carefully recruited teaching professionals working directly with students as often as possible without interruption. Whenever possible, the school encourages teachers to pursue elective professional growth opportunities during the annual 175 non-contact days. While the school may find it necessary to approve professional leave that requires teachers to be absent from their primary responsibilities with their students (such as IB training), elective requests for professional development leave will be limited to one (1) day paid leave. This may be extended through use of personal leave or unpaid leave (subject to supervisor's approval). Campus administrators may also extend this paid 1-day rule only where applicable professional leave coincides with an SCIS scheduled professional in-service day (i.e. to attend EARCOS Teacher's Conference which coincides with one SCIS professional in-service day). All other policies with regard to leave apply.

The school will financially support a range of professional growth opportunities each year, on the premise that most Professional Development will be an expense and responsibility shared by the school and teacher. The school administration may identify priority support to meet specific school/division/grade-level/or department needs.

It is expected that priority support will always be given to development activity that addresses student learning at an employee's present work assignment. Faculty members identified for Level 1 prerequisite training (i.e. IB Level) should make this a priority Pro-D Funding Request.

Faculty members appointed to a position that meets a schoolwide need and goal, such as instructor level training in a given topic, may receive full support for registration, accommodation, and transportation (based on most reasonable and economical fares: 3 star hotel standard and most reasonable economy class travel). Fully supported training is intended to serve students and the school for a minimum of two years. Faculty leaving prior to the completion of the first year of training being implemented in school will refund all expenses. Those leaving prior to the completion of the second year will refund 50% of the expenses (or as otherwise indicated under the authority of the Head of School).

Only staff members contracted for the following school year will receive support for second semester or summer professional development, including the EARCOS teachers' conference. Departing teachers may only seek reimbursement for Pro-D approved and completed prior to the end of the first semester.

Please note that Pro-D funding is not a contractual benefit or entitlement. All funding rationale must be endorsed by the direct supervisor and approved by the Head of School. The amount of support available any given year may vary. Teachers who accept support for professional development and then cancel will reimburse the school for any non-refundable costs.

Specific parameters and procedures for the school year:

1. Requests for funding must coincide with items that appear in a teacher's yearly goals or campus/divisional goals.
2. Priority will be given to requests that are related to goals that specifically address curriculum standards and expectations within the individual's assignment.
3. Requests should be made directly to your supervising principal using this form.



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Rationale for Professional Development Decisions

SCIS allocates an annual budget for Professional Development support and sets the general guidelines and criteria for the awards. These criteria are based on available funding and the degree to which the proposed course work will benefit the school and improve student learning.

In reviewing requests for Professional Development funding, the Administration considers each request in light of these guidelines. As such, the Administration considers relevance and direct benefit to the overall school program, the costs involved, and the commitment and ongoing longevity of the staff member making the request. For each school year, there is maximum total funding amount of USD1000 per 1st or 2nd year full time teacher and USD1,500 per 3rd year or more time teacher. In general, staff members who will not continue their employment in the following school year will not be eligible for professional development funding. SCIS generally discourages Professional Development which requires a staff member to be absent from their normal duties at school. Elective Pro-D requiring a teacher to be absent for more than one school day will generally not be approved. Online coursework can be subsidized, but verification for completion of the course is required (an outline or syllabus for the online course should be submitted at the time the request for funds is made).

Timeframe for Requests, Approvals and Reimbursements

Requests for Professional Development assistance are submitted in writing to the Principal, who reviews the requests based on the criteria and the budget constraints and makes recommendations to the Head of School for final approval.

Returning teachers pursuing professional development that occur entirely during summer vacation are eligible and may apply to combine the current year and the following year's maximum professional development funding. For the current school year, the teacher must submit the request form and appropriate receipts before the last teacher workday in June. This will be reimbursed from the current year's fund. Upon return in August, the teacher may submit additional receipts not previously covered, along with proof the professional development was completed.

Substitute Coverage

I understand that it is my responsibility to work with divisional administration (or the appointed substitute coordinator) to ensure that substitute coverage is arranged.