
AP 406 – Teacher Professional Development

Purpose

Nanaimo Ladysmith Public Schools encourages professional development activities as an integral part of a teacher's continuing responsibility for professional growth.

Procedure

1. The principal of each school shall be responsible for assisting in the professional development of the teaching staff by:
 - a) Encouraging participation in activities designed to further teacher professional development.
 - b) Equipping and operating the school in a manner that fosters the professional development of teachers.
 - c) Encouraging teachers to accept responsibility for the selection and organization of professional development activities.
 - d) Ensuring that teachers have obtained permission for leave of absence from regular duties for professional development.
 - e) Ensuring that staff members, where appropriate, have arranged for substitute teacher services to allow for professional development activities.
 - f) Obtaining permission from the Superintendent to close the school or classroom(s) for approved professional development activities.
 - g) Informing parents and students of school or classroom closures for approved professional development activities.
2. On occasions when there is an event(s) which occurs on a regular instructional day(s) and attracts the interest of a significant number of staff members, the principal shall endeavour to minimize disruption to students and programs by adhering to the following guidelines:

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- a) Elementary Schools: 1 teacher per event in general interest activities
 - b) Primary and/or intermediate teacher in activities related to specific teaching areas
 - c) Junior Secondary Schools: 1 teacher per department for the same event
 - d) Secondary Schools 2 teachers per department for the same event
3. In exceptional circumstances, the guidelines of section 2 above may be exceeded, with permission of the principal and subject to the availability of teachers-on-call.
4. Professional Day Guidelines:
- a) The Superintendent must approve school use of designated Professional Days (Non-instructional Days).
 - b) Parents, students and trustees shall be informed of school closures for Professional Days during the first term by September 15th and during the second term by January 15th.
 - c) Schools are required to inform the applicable Assistant Superintendent of the topic and nature of professional development activities on Professional Days at least 30 days prior to the event for the purpose of keeping a central information file.
 - d) Where possible, dates for district-wide Professional Days will be set by May 30th for the next school year.

Adopted: February 27, 1985
Amended: May 27, 1987