



SD71 Teacher Pro-D

October Provincial Pro-D Day & February District Pro-D Day

(attending at school/ out-of-district pro-d / self-directed)

On the Provincial October Pro-D Day or the February District Pro-D Day:

1-If a teacher is at their regular school location doing pro-d, they're at work already, so there is no form needed to be done by the teacher.

The principal will know where to find them. However, they can let the principal know if they'll be outside of their regular classroom (in the library, another classroom, gym.)

2- If a teacher plans on being out of the district for a pro-d activity, you must put into the AMS **leave of absence (out of district for pro-d with details)** to record in the district's attendance system that you'll be attending a pro-d event out of your district.

This ensures 2 things:

#1 -out of district AMS leave code is for work liability reasons, showing you're there for pro-d

#2 - for principal's approval (your principal must approve first before attending the event)

You do not need to do another form (i.e., self-directed) as the **Out-of-District Pro-D AMS code** already implies you won't be in your school, and you will need the principal to approve.

If someone inputs an out-of-district request in the AMS (going to Victoria for a workshop for example), and also puts in a self-directed online form, this creates more work for the principal who is tracking where their teachers will be doing their pro-d.

If the principal does NOT approve the teacher must do pro-d at their regular work location.

3- Self-Directed Pro-D is when a teacher is outside of their school/ regular work location but staying within the school district area of the Comox Valley. For example, to another school, to a local place/business/museum doing a workshop, research, etc.

Teachers will need to complete the online Self-Directed online form and forward this request to your principal for permission to do pro-d (in the Comox Valley) as they won't be in their regular school / work location. If NOT approved, the teacher must do pro-d at their regular work location. This is up to your principal's discretion.

General rule of thumb:

***WHAT a teacher does for pro-d is up to the teacher,**

WHERE you do pro-d is up to the principal. **