Nicola Similkameen School District

Administrative Procedure 411

SUMMER INSTITUTE – PROFESSIONAL DEVELOPMENT

Purpose

Our school calendar is established in accordance with provincial requirements for instructional time. School Districts in British Columbia who operate with a two-week Spring Break, must align their school calendar to balance instructional time requirements with designated opportunities for professional learning.

Summer Institute has been established to provide teachers with the option to complete these professional development days during the summer, thereby earning paid in-lieu time during the second week of Spring Break. Participation in Summer Institute is voluntary and serves as one pathway for meeting professional development expectations associated with the school calendar.

Scope

Applies to all teachers in School District No. 58 (Nicola-Similkameen).

Procedures

1. Program Structure

1.1 Summer Institute will consist of 15 hours (3 days) of professional development:

- One (1) school-based day
- Two (2) self-directed days

1.2 Summer Institute Days require in-person attendance.

Approval Process

2.1 School-based and self-directed activities must:

- Be aligned with professional growth goals
- Receive prior approval from the school administrator

2.2 Self-directed activities must also be:

- Acknowledged by the District Pro-D Committee
- Submitted to the school administrator

Participation & Tracking

3.1 Participation is voluntary.

3.2 Schools will:

- Track teacher participation
- Confirm completion of required components

3.3 The District will maintain central records for:

- In-lieu day eligibility
- Audit and compliance purposes

In-Lieu Days

4.1 Teachers who complete Summer Institute will receive:

- Three (3) in-lieu days scheduled in the district calendar (Spring Break)

4.2 In-lieu days:

- Are considered regular workdays
- Must be used as scheduled

Non-Participation

5.1 Teachers who do not participate must:

- Work during designated in-lieu days OR
- Take leave without pay

5.2 Where working:

- A professional development plan must be:
  - Submitted in advance
  - Approved by administration
- Work must occur at a district worksite that is designated or approved by the Superintendent or designate

Part-Time Teachers

6.1 Participation requirements will be prorated.
6.2 In-lieu time will be granted proportionally.

New Employees

7.1 Teachers hired after Summer Institute:

- Are not eligible for in-lieu days tied to the program

Compliance

8.1 This procedure aligns with:

- Collective Agreement provisions
- District professional development structures

Date Approved: August 12, 2026