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|  | Lloydminster Catholic School Division – Administrative Procedures | |
| | AP 470 – Professional Obligation | |
| Related LCSD AP's | AP 404 – Human Resource Practices for Support Staff AP 450 – Local Collective Bargaining Agreement for Teachers AP 130 – Instructional Year | |
| Form(s) | | |
| References: | <i>The Education Act, 1995</i> sections 85, 87, 175, 231 LCSD Teacher Acceptance of Contract LCSD Teacher Acceptance of Continuing Contract | |
| Received by the Board: November, 2025 | Update: November, 2025 | |

Background

The calendar year has been systematically designed to provide personnel with time to complete essential individual and workgroup planning and administrative requirements. For this purpose, all personnel need to participate, contribute, and commit to this collective process. All personnel are required to be present at these important times.

Section 231 of *The Education Act 1995*, defines the legislated duties and professional obligations of teachers. These include planning, teaching, assessing and reporting the results to parents as well as meeting with staff as required by the school or school division. Further, these obligations include professional growth and the development of professional competence over time. All of these duties and obligations are supported by LCSD through learning teams, School Based Administrators, Instruction Design Team staff and Divisional structures including early dismissal and calendar professional development.

Procedures

1. The Division recognizes the importance of teacher planning, professional development, and school-based planning for teacher readiness to begin each school year. The first week of school highlights each component. Therefore, it is extremely important that all professional and support staff are present for all pre-attendance days to begin each academic year in August.
2. Maximizing teacher and support staff attendance during the first week of a new academic year is necessary. Teachers and support staff are required to fulfill all professional and employment requirements and may use up to two (2) days of leave entitlements defined in both AP 404 – Human Resources Practices for Support Staff and AP 450 – LINC Agreement approved for staff with two or more years of experience in LCSD. All decisions regarding planning the remaining three or four days of the first five days of school will be made by the principal. Such leave requests must be approved

prior to June 30 of the previous school year, with any late requests requiring the approval of the principal and the Superintendent of Learning.

3. Once the school year has begun the professional obligation to teacher planning, professional development, and school-based planning are pursued at staff meetings, early dismissal meetings and subject/grade team meetings. Attendance at these sessions is required and considered part of the legislated duties and professional obligations of teachers, with leaves being approved by the Principal.
4. It is a duty and professional obligation to communicate with and meet with parents as required to support the progress of students in their classes. As with planning, preparation and assessment, meetings with parents are a professional obligation that extends beyond the school day.
 - 4.1 Student Led Conferences are recognized with 2 days of leave in lieu on the operational calendar, which generally falls during the November and February breaks and as such are instructional time pursuant to the Calendar and 950-hour requirement for instruction. Timing of Student Led Conferences is determined annually by the Superintendent of Learning.
5. Through the employment contract, staff in Catholic Schools take on the professional obligation to permeate Gospel values across the curriculum, act as a role model of Catholic Values and to influence and strengthen the spiritual growth of students. This includes the preparation and attendance at school Masses and prayer celebrations, faith retreats and planning for permeation in curriculum of all courses of study.
6. If a teacher is unable to attend the Faith Development Sessions, the teacher will be assigned appropriate sessions during the year or arrange alternate Faith Professional Development to be approved by the principal prior to approval of the Request for Leave. Furthermore, the teacher will be responsible for all school or division information missed in any meetings and demonstrates completion or understanding of the information missed to the principal within one week of returning.
7. The Exemplary Service Day, which typically is designated during the February Break, recognizes service beyond the professional obligation of all staff at LCSD. Unlike the two days of leave provided in recognition of Student Led Conferences, which generally fall during the November and February breaks, Exemplary Service is a day granted in recognition of the contributions we make outside of the assigned instructional day.
8. Teachers and support staff are required to fulfill all professional and employment requirements before AP 404- Human Resource Practices for Support Staff and AP 450 – LINC Agreement leave requests will be considered during the last week of the school year calendar year in June.