

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 470 – Professional Obligation</b>	
Related LCSDF AP's	AP 404 – Human Resource Practices for Support Staff AP 450 – Local Collective Bargaining Agreement for Teachers	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 175, 231	
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### Background

The calendar year has been systematically designed to provide personnel with the 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.

### 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 and AP 450 approved for staff with two or more years of experience in LCSDF. 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 Deputy Director of Learning.
3. 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.
4. Teachers and support staff are required to fulfill all professional and employment requirements before AP 404 and AP 450 leave requests will be considered during the last week of the school year calendar year in June.