

ADMINISTRATIVE PROCEDURE NO. 420**THE ROLE OF THE TEACHER****Background**

Teachers shall demonstrate the academic and professional competence necessary to work cooperatively in providing general instruction to pupils, motivated by a Catholic Christian perspective and the general educational goals of the Division. Teachers have the responsibility for constructive consultation with the parents of the students entrusted to their care and to obtain informed consent in writing from parents when necessary, as outlined in the Standards for Special Education (Amended June 2004).

Procedures

1. The teacher shall model involvement in a faith community and teach within a Catholic faith perspective.
2. The teacher is directly responsible to the principal of the school in all matters affecting the welfare of students and the smooth running of the school.
3. The teacher shall become familiar with those sections of the School Act which apply directly to the duties and responsibilities of teachers, the A.T.A. Code of Ethics, the Teaching Profession Act, and the Standards for Special Education (Amended 2004).
4. The teacher is responsible to carry out duties as required by their profession and as assigned by the principal.
 - 4.1. Arrive at school at a reasonable time before school opening for the morning and afternoon sessions as required by the principal.
 - 4.2. Within reason, stay at school to participate in activities as requested by the principal.
 - 4.3. Inform the principal, if in an emergency, the teacher has had to leave the classroom or a teaching station, during a period of instruction.
 - 4.4. Teach diligently and faithfully those subjects which the principal assigns, paying due attention to the regulations and guidelines of Alberta Education.
 - 4.5. Keep exact records of student attendance in a manner approved by the school.

- 4.6. Record cases of irregular attendance by students in a manner prescribed by the school.
- 4.7. Report to the principal and verbally inform the parents/guardians of any cases of student suspension from a class.
- 4.8. Report on the attendance, conduct and progress of all students in the teacher's charge to parents at such times as the Division requires.
- 4.9. Recommend to the principal students for promotion or placement from one grade or course to another.
- 4.10. Report to the principal any damage or needed repairs to the school property.
- 4.11. Attend meetings called by the principal.
- 4.12. Carry out such supervisory duties, other than specific classroom supervision, as may be assigned by the principal, who shall post a supervision schedule in a conspicuous place within the school.
- 4.13. The teacher's language, dress, and deportment, as per Division standards and established culture, are expected to be such that they serve as a good example to student. (Dress Code Appendix 'A')
- 4.14. Teachers are required to teach the assignment as designated by the school principal.
 - 4.14.1 Only teachers of the Catholic faith shall teach religious studies courses.
 - 4.14.1.1 Religious studies teachers must be baptized Catholic and be active members of a Catholic parish community. Religious studies teachers should have completed courses in Catholic doctrine, exhibit knowledge of Catholic doctrine or avail themselves of the opportunity to learn/study about the Catholic faith.

APPENDIX 'A'

Professional Dress

It is important that all staff members look and dress professionally.

For all administrators, we have an expectation that they will dress at a business casual level at the very least. At public gatherings or school presentations, business formal would be the standard.

Business formal for men would be a suit jacket and tie, and for women, it would be a dress or suit (shirt and jacket, or pants and jacket, or dress and jacket).

Business casual for men would be dress pants, shirt with collar and tie, and for women, it would be dress, dress pants, below the knee Capri pants, skirt, blouse, sweater. Skirts and dresses must be respectable in length; just above the knee or longer.

For teaching and school support staff, we have an expectation of business casual. The tie is at the discretion of the school administrator. Physical Education teachers may wear shorts in the gym or on the outside playing fields, but are expected to wear track suits while teaching in the classroom.

Please note that dress shorts are allowed during June, August and September. Shorts must be knee length or longer and should be professional looking. Cargo shorts are not allowed. A professional standard should be adhered to ensuring a collared shirt (for men) or blouse, dress shirt (for women) is worn with the shorts. Ties for administrators during June are optional. Professional footwear must be worn.

At the Division Opening Mass, please ensure that business casual dress code guidelines are adhered to as well as at all professional development sessions within Red Deer Catholic Regional Schools and outside the division.

We expect there will be times when exceptions are needed, and leave those exceptions to the school administrator. Casual Fridays that are communicated to parents and require a donation of the staff to a charity are one of those exceptions. Please restrict these days to Fridays, as the practice will be common in all schools.