



Rationale

The prime responsibility of a teacher is to teach the children in his/her care. An extension of this responsibility is the involvement of teachers in some of the many activities required to make a school an authentic Catholic community of learners.

Policy

Part of a teacher's professional responsibility is to attend such staff or committee meetings as may be required for the proper functioning of a school, to serve on committees involved in curriculum development, to participate in parent/teacher organizations and functions, and to assist with the extra-curricular programs of the school.

Principals will strive to equalize such responsibilities among teachers.

Regulation

1. Attend school, and school-related activities, at those dates and times specified in the policies and regulations of the Board of Directors and the school of employment.
2. Teach all the students under his/her care diligently and faithfully, the curriculum required to be taught by him/her, and to maintain proper order and discipline among the pupils attending the school.
3. Use, or permit to be used, as text-books and other instructional material only such as are prescribed or authorized by the Ministry of Education and the Board of Directors.
4. Send, or cause to be sent, to the parent or legal guardian of each pupil taught by him/her reports of the progress, attendance and punctuality of the pupil, at the times, on the forms and in the manner prescribed by the principal or other acting in his/her behalf.
5. Enforce the school regulations, follow written school policy, assist in the supervision of the school as requested by the principal, and assist in school activities.
6. Be present in the classroom or other places at the times assigned by the principal.
7. Furnish at such times as required by the Employer, information which may be in his/her power to give respecting anything connected with or



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- affecting the operation, interest or character of the school.
8. Be present and participate in parent-teacher meetings, faculty meetings and official school functions.
 9. Notify the principal as soon as possible if sick and provide the principal with student assignments for the day.
 10. Schedule, when possible doctor and dentist appointments outside of the regular school day.
 11. Supply a doctor's note to be eligible for permissible sick leave after an absence of three consecutive school days.

Reference:	Approved
	Date Approved: June 1994
Cross-reference:	Date(s) Revised: