

400.1L TEACHERS - RESPONSIBILITIES

- A. It shall be the duty of all teachers to familiarize themselves with the rules and regulations of the school and to do what they can at all times to see that rules and regulations are enforced.
- B. Lesson plans shall be made for every class. They shall be complete enough so that a substitute can carry on. This planning is also of value to the teacher. The lesson plans should be turned in each week at the time designated by the building principal.
- C. All teachers should be responsible for all records required by the principal, which shall include complete, accurate, and neat record keeping. This should include among others, attendance (absence & tardiness), lesson plans, (complete & up to date) and a grade book in which each grade given by the individual teacher can be fully justified by adequate entries, entered in the grade book during each grading period. This will apply to all areas where grades are given. The number and type of grades per marking period will be at discretion of the principal involved. Should any teacher fail to comply fully with this policy, it should be the duty of the principal to document and present to the superintendent of schools and the school board evidence of the inadequacy of the compliance. This policy applies to grades Pre-K through 12.
- D. Teachers are expected to devote themselves faithfully to their school duties and to cooperate with other teachers and the administration to enforce the rules of order in and about the school buildings and on the school grounds. All members of the staff should consider themselves jointly responsible for a good school.
- E. Teachers are expected to be at their workstation at the appropriate time.
- F. Teachers shall not dismiss pupils before the regular time, nor leave the building during school hours without the permission of the building principal, or the superintendent except in cases of sickness or accidents that will not permit delay.
- G. Teachers should be courteous with one another, refrain from unkind remarks and criticism of others, and avoid remarks intended to belittle a fellow teacher, student, or parent/guardian.
- H. Teachers are expected to exercise reasonable supervision over the furniture, equipment and apparatus in their rooms and over the textbooks of their pupils. They are also required to report any problems with the building principal or building and grounds supervisor.
- I. Special attention should be given to the habits, morals, and manners of the pupils. It is best for each teacher to handle his/her own discipline, but if it becomes necessary to send a pupil from the room, send him directly to the principal. Always send a note/call with the offender stating definitely why he/she is sent, time, suggestions or recommendations

to make and sign your name. The note shall be preserved and placed on file.

- J. A teacher shall supervise all class meetings and school parties. No pupils shall be allowed in any part of the school buildings at any time when school is not in session without a faculty member being present and responsible for the pupils and their activities. At no time shall pupils be allowed in school buildings without faculty supervision.
- K. It shall be the duty of teachers to attend all faculty meetings called by the principal or superintendent and present such report on their work as he/she may deem necessary.
- L. Attendance at professional meetings shall be determined by current staff development policies and procedures.