

4024

Teachers' Rights, Responsibilities and Duties

All certificated employees shall assume the duties and responsibilities assigned by the superintendent or designee. Teachers' professional responsibilities involve considerably more than merely classroom instruction. They include, but are not limited to, study and research to keep abreast of new knowledge and instructional techniques; assessment of students' work; record-keeping; lesson planning and preparation; conferences with students, parents and administrators; in-service meetings; and supervision of pupils outside the classroom.

Teachers must be in their classrooms or assigned areas as instructed by the building principal. All duty time is necessary for educational planning, preparation, and conferences with students, parents and faculty members.

All teachers must maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community.

Teachers: Duties and Responsibilities

Teachers will be responsible to the principal for carrying out policies of the Board as they relate to the function of the school, to the classroom, and to the immediate contact with students and parents. Teachers will be expected to furnish such after school time as is needed for assisting students, conferring with parents and doing other necessary out of school work.

Teachers will:

1. direct curricular and extracurricular learning experiences of students.
2. care for and protect school property.
3. supervise students on school grounds.
4. participate in planning and evaluation of school programs.
5. participate in faculty activities.
6. participate in in-service training.
7. support auxiliary school activity.
8. carry out such Board policies and administrative regulations as they relate to the teaching activities.
9. be punctual.

Extracurricular Assignments

Assignments may be made to teachers for various school related duties. Every effort will be made to make all assignments on an equitable basis.

Recommending Educational Materials

No teacher in any public school shall act as agent for any author, publisher, book seller or other person to introduce any book, apparatus, furniture or other article or whatever in the schools.

Accident Procedure

If an employee is involved in an accident while in the line of duty, it is necessary to file an accident report with the Superintendent within 24 hours. All employees will report any student accidents to the Superintendent or his designee immediately upon occurrence.

Recommending Dentists, Physicians or Business Houses

Teachers are not to make recommendation in regard to particular dentists, physicians, or business houses.

Supervision of Students

Students are not to be left unattended by the teacher. Teachers are responsible for the conduct and safety of students, and will see that safety rules are observed. In an extreme emergency, the teacher shall make every effort to provide adequate supervision during his/her absence.

Plans and Plan Books

Teachers shall hand in lesson plans each Friday for the following week. These may be reviewed at any time by the Principal or his designee.

Condition of Classrooms

Teachers are responsible for the condition of the classroom and the equipment at all times. Prior to the close of each period, and before the close of school at the end of the day, teachers will hold students responsible for leaving the room clear of the clutter of paper, textbooks, and other items of classroom use. If a classroom is used by more than one teacher, this becomes the responsibility of all teachers using the room. Upon leaving the room for the day, teacher will turn out all lights, close and lock all windows and classroom doors.

Cooperation with Non-Teaching Personnel

Cooperation of all staff members with non-teaching personnel is encouraged. Suggestions relative to their duties should be referred to the Administrative staff.

Students' Access to Rooms

A teacher or staff member must be present when students are using a room or building at the school. Students or other unauthorized personnel are not to be loaned keys at any time.

Use of Office Telephone

Office telephones are maintained for the primary purpose of conducting school business and are not to be used by students, except in emergency. In no instance may teachers make long distance calls without the approval of the administration.

Leaving Campus During School Hours

No teacher shall leave the school campus during school hours without previous notification and approval of the administration.

Central Office Information, Current

It is the teacher's responsibility to keep the following restricted information currently correct at all times with the superintendent's office:

1. Name
2. Address
3. Telephone number
4. Credits earned to meet requirements of the salary schedule
5. Next of kin
6. Dependents (W-4)
7. School
8. Updated insurance information

Students Working in Building

If a teacher has a student or students working in the building, he or she must remain with them and is responsible for them. A teacher must never go home or leave the building with a student still working. The teacher, not the school, is legally responsible if he/she does so.

Adopted on: December 9, 2013

Revised on: _____

Reviewed on: _____