

**TEACHERS
DUTIES AND RESPONSIBILITIES
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the duties and responsibilities of teachers employed by the Public School system.

1. Teachers shall be required to attend in-service before the beginning of the school term, and following the end of the school term.
2. Teachers shall be present and remain in their assigned work places as designated by the site level principal/negotiated agreement..
3. Teachers shall attend promptly all meetings called by the principal or superintendent.
4. Teachers shall devote themselves during school hours to the duties of their respective assignments and will give careful attention to instruction, discipline, manner, and habits of their students.
5. Teachers shall be responsible for discipline of their respective classrooms. Students shall not be excluded from classes without good cause. The aid and counsel of the principal shall be sought on questions of discipline and special misconduct cases shall be referred to the principal.
6. Teachers shall be responsible and accountable for supplies, equipment, apparatus, and other school property within their area of instruction or supervision.
7. Teachers shall report student misconduct.
8. Teachers shall report to the principal any student whose progress or advancement warrants reclassification, and any student who, for any cause, fails to properly complete assigned classroom work. Teachers shall assign, grade, and return to the student any required make-up work for excused absences,
9. Teachers shall not be absent from their classrooms without prior notice to the principal.
10. Teachers who find that they will be late or absent because of unforeseen emergencies should notify the principal or designee as soon as possible so that a substitute teacher may be obtained.
11. Teachers shall perform other duties as assigned by the principal.

At the end of the school year, each teacher must have the following completed and ready to hand in before checking out:

1. Completed inventory of classroom on prescribed format.
2. All grade completed and entered
3. Inventory list of textbooks
4. Want list for following school year
5. All incomplete grades changed
6. Textbooks and classroom properly stored/secured for summer floor cleaning/refinishing.
7. Sponsors must insure all organizational bills are-paid, accounts balanced and receipt book turned in to Activity Account Custodian.
8. Turn in all school keys or be approved to keep them by site principal.
9. Must be cleared by principal before departure
10. All required forms, equipment, reports and housekeeping completed and accounted for.
11. All fees/fines paid, passwork and user name (technology log on for classroom computers/ipads, etc.)