

**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 Perry Public School system.

1. Teachers shall be required to attend workshops three days before the beginning of the school term, and two days following the end of the school term, or as directed by the administration.
2. Teachers will make it their duty and responsibility to be in their assigned places at least fifteen minutes before the opening of class sessions in the morning and a reasonable time before the opening of class sessions in the afternoon. Teachers will be expected to remain at least fifteen minutes after the close of the school day. The teacher work day will begin at 7:30am and end at 3:30pm, unless otherwise directed by the administration.
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. A report of each case, signed by the teacher, will be filed with the principal (see Title IX Section 901a HEW). No teacher will exclude a student from class without definite arrangements to provide for the excluded student to spend the time during the period of exclusion.
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 at any time or place while under the responsibility of the school authorities as are now or may be hereafter defined by law.
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 notify parents, counselor, or principal when students continue to make failing grades so action can be taken before student fails the course. Teachers shall assign, grade, and return to the student any required make-up work for excused absences. (No grade will be given for unexcused absences.)
9. Teachers shall not be absent from their classrooms without prior notice to the principal. A teacher's duty is where the students are, and the student's duty is where the schedule says those students should be.
10. Teachers who find that they will be late or absent because of unforeseen emergencies should notify the principal as soon as possible so that a substitute teacher may be obtained. Children must be supervised by a legally certified teacher or a teacher's aide while on the playground, playroom, lunchroom, hallways, and otherwise under school jurisdiction.

TEACHERS, DUTIES AND RESPONSIBILITIES, REGULATION (Cont.)

11. Teachers are expected to become familiar with the rules and regulations and course of study so that they may be able to carry these into effective operation.
12. No teacher will resign without giving thirty (30) days written notice to the superintendent in default for which unearned salary will be forfeited.
13. Teachers should not allow students to leave the room often or unnecessarily. Unless a teacher is tactful and careful in preventing unnecessary departures, some students will continually and habitually leave the room in order to wander about and to get out of work. The condition of the general health of the student, will, of course, be taken into consideration.
14. The board of education makes no rules and regulations concerning the conduct of a teacher when not on duty. The board assumes that every teacher's training is such that he/she knows what proper conduct is and will conduct himself/herself accordingly.
15. Do not be critical of fellow workers. Be careful about criticizing some other teacher. Also, be careful about agreeing with parents who are critical of a fellow worker.
16. All teachers are expected to be with their class or in the hallway observing their class when students are passing between classes. Each teacher has responsibility for correcting misbehavior of students from any classroom in any building. All teachers are expected to be in the hallway to monitor behavior as the students enter the building.
17. Teachers are not to download videos, stream music, instant message, read message boards, etc. while they are being paid by Perry Public School, unless approved by administration. As a consequence of this action the internet will be turned off.
18. 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
2. Semester grade sheets completed
3. Inventory list of textbooks
4. Supply list for following school year
5. All incomplete grades changed
6. Textbooks properly stored

TEACHERS DUTIES AND RESPONSIBILITIES (REGULATION) (Cont.)

- 7. Sponsors must insure all organizational bills are paid
- 8. Must be cleared by principal before departure

OSSBA POLICY SERVICES LEGAL NOTES

Item 12 related to the resignation of a teacher could be legally challenged if the district attempts to withhold salary for failing to give 30 days notice.