

RIGHTS AND RESPONSIBILITIES OF INSTURCTIONAL STAFF

BP 5221

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Requirements of employment – All individuals involved in direct instruction shall be appropriately certified. For teachers signing teaching contracts, an appropriate, current teaching certificate is required. Employees who do not hold degrees and regular certification shall hold emergency certification issued by the Office of the Superintendent of Public Instruction. Appropriate State and Federal background checks shall be accomplished as required by state law.

All staff members shall be in good health and in the event that the personal health of an individual is infringing upon his ability to perform contracted services the Superintendent with the approval of the Board may give notice of a leave of absence (with accumulated sick leave) and may extend this leave to a leave without pay. This action is one of discretion and in all cases welfare of the students and the school shall be given a prior consideration.

Supervision of pupils – Teachers are to exercise supervision over pupils during the entire time they (the students and the teachers) are at the school. Special supervisory assignments of teachers shall be made by the Superintendent. Teachers are expected to maintain good control of pupils and exercise fair and meaningful discipline. In disciplining pupils, teachers are reminded that they are dealing with individual personalities. Disciplinary action must be done in such a way that leaves the student with a sense of self worth and does not cause loss of peer respect. Teachers must not engage in conversations with other teachers, other students, parents and community persons which discuss in a derogatory manner the shortcomings of a student. Sarcasm is not an acceptable manner for dealing with students and threats which either cannot or should not be carried out are not to be made by teachers. Corporal punishment shall not be used.

While the administration will give strong and meaningful backing to all discipline it fully realizes that teachers need to administer their own discipline as much as possible. The discipline of a teacher's class is the responsibility of that teacher and no teacher is to interfere in public with another teacher's discipline. If improper measures are used, if inadequate discipline is in evidence, the matter is to be discussed in private with the teacher and the Superintendent.

Parent-Teacher Relationship – A friendly relationship between teachers and parents is essential to the welfare of children. Teachers who make it a practice of conferring with parents at school or at home or at other meetings and functions enjoy excellent cooperation and find it most beneficial. Teachers should receive parents with utmost courtesy and consideration.

Controversial Issues – The classroom is a room of instruction and not the place for political, personal or religious propaganda. The teacher should exercise his full rights as a citizen but must avoid controversies which decrease his value as a teacher and which

destroy the personal convictions and concepts of his students. The place of the teacher is to help students recognize, collect, and evaluate factual and meaningful concepts which will help the individual.

Care of School Property – Teachers are responsible for the books, supplies, materials and physical plant within their area. Careful economical use is a must if we are to keep the trust of our constituency. Appearance of rooms is a matter of utmost importance. The maintaining of clean and wholesome surroundings is not just a matter for the custodial staff but each teacher and student.

Money and valuables are not to be left in desks or about the building. No school equipment shall leave the school (projectors, recorders, books, etc.) without the express consent of the Superintendent. No equipment may be loaned or rented to constituents or other districts without the approval of the Board and in accordance with policies they may set for such actions.

No teacher shall give students permission to leave the school premises during the day without prior approval of the Superintendent.

Teachers are to maintain clear attendance records which can be easily understood by any individual entering the class. Students who are absent shall plan for such absence and make up work in accordance with policy No. 3120. Consistency in expectations for quality of work, make up work, planning for absence when possible and behavior will maximize the educational benefits for students.

Teachers are responsible for the teaching of rules and guidelines in the student handbook. All students are under the supervision and guidance of teachers and other staff members. All persons, adult and student, are to strive for dealing with all others from a position of mutual respect.

All field trips and other off-campus activities must be planned in advance using the appropriate process in order for all arrangements to be made adequately.

Teachers must provide a planned course statement of goals and include specific minimum measurable objectives for each class or course being taught. Lesson plans must be available. Clear directions and plans shall be available for substitute teachers and are also helpful in sharing with parents the activities of the classroom.

All outside resource persons to be used in the classroom must be planned through the office.

(a) Care of the school building and housekeeping:

1. It is our goal to make the school a clean, beautiful and functional place for learning. Adults are expected to be good role models. Shelved books, materials and file materials should be kept in a systematic and orderly manner. It is possible to provide a lived-in, relaxed and pleasant atmosphere without messy disarray.

Students learn the importance of neatness in doing assignments, personal appearance and orderly thinking by their surroundings. Let's make every effort to help students in these areas and cooperate with the custodian staff as they attempt to do an exemplary job.

Please check windows – they should be closed by the teacher or a student at the end of the day. Blinds are to be drawn all the way down after school hours during the winter months. This conserves heat. Lights which are not being used should be turned off. We buy for use, not abuse. This should be impressed on students when they are using books, maps, demonstration apparatus. Typewriters and musical instruments.

(b) Physical Education and Recess:

1. Teachers are to be present with their physical education classes at all times. Students are not to have access to keys, physical education equipment may not be checked out for use off the school premises. Physical education classes are activity and learning times for students. Course goals and projected outcomes shall be planned as for other courses.

2. Recess times are primarily activity time for students. Although socialization skills can be learned during activity, it is not anticipated that recess time be planned for specific learning outcomes. Respect for other sharing, following rules and having fun are general guidelines for recess time.

(c) Out-Of Class Students

1. Any student sent from class during instructional time shall carry a standard hall pass stating the purpose for being away from the classroom.

Instructional Load: Teachers who accept employment in a small district fully realize that they are going to be teaching in multiple fields. The Superintendent and the Board will make every effort to work with teachers to assure that best utilization of their individual talents and preparation. Assignments of classes, however, in the final analysis will need to be made with the interests and needs of the students being given first.

Consideration: Every effort will be made to see that teachers are assigned where their major preparation and experience are meeting the needs of students.

Substitute Teachers: A list of certified and acceptable substitute teachers will be maintained in the office of the Superintendent. Substitutes will be called by the Superintendent but teachers are encouraged to advise the Superintendent when they have had a particularly good or bad job done by a substitute teacher.

Professional Improvement: Attendance at conferences of local, State and national professional organizations is highly desirable. The Board therefore would like to encourage teachers and support staff to attend meetings which are beneficial for their employment with the district. A substitute teacher will be provided and the district will, within reason and as funds permit, pay for travel. In some cases consideration may be given for lodging.

Faculty Meetings: The Superintendent will hold regular meetings with the staff for purposes of sharing ideas, discussing means for improvement of instruction, planning school activities and determining general school policies. The faculty is encouraged to make suggestions in general or specific areas. All school employees are welcome and expected to be participants in these sessions.

Employee and Student Lists: No individual (Superintendent, teacher, support person or Board member) shall furnish any list of pupils, teachers, support personnel, or Board members to any individual, firm or company. This is a direct violation of the Federal rights and privacy laws of 1974-75.

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