

**GENERAL DUTIES AND RESPONSIBILITIES OF TEACHERS**

Note: The policies under this code bring together policies relating to teacher responsibilities and duties that appear under many other codes in the manual.

1. Teachers shall be assigned to classes by the principal, in consultation with the superintendent. They may be assigned to extracurricular or co-curricular activities at the discretion of the administration.
2. Teachers shall be responsible for the proper care, instruction using the district standards as required and discipline of pupils in their charge as assigned by the principal.
3. Teachers shall be responsible for carrying out policies and regulations pertaining to pupil conduct.
4. Teachers shall obtain permission from the principal before scheduling school parties or activities. All activities will be carefully supervised by faculty sponsors. Where the use of transportation equipment is involved, timely and proper arrangements should be made with the supervisor of transportation.
5. Teachers shall abide by the policies and regulations of the Board of Trustees.
6. Teachers shall report promptly to the principal any serious accident or illness affecting any children in their charge.
7. Teachers shall exercise great care in granting permission for children to leave school during regular school hours at the request of, or in the company of, any person not a school officer or parent, and even then only with parental request and the approval of the principal.
8. Teachers shall administer the marking system using standards as determining factors and other means of evaluating pupil achievement that may be developed for the school and report student progress to parents as directed by the principal.
9. Teachers shall work in close cooperation with other services, such as research, guidance, health and school lunch program.
10. Teachers shall participate in curriculum and inservice programs. They are expected to grow professionally during their services in this school system. Attendance at workshops and professional meetings is encouraged. The principal is authorized to require the attendance at teachers' meetings and to assign a reasonable amount of professional reading and committee work.

11. Teachers shall furnish to no one other than to school officials any list of names or addresses of pupils or of teachers.
12. Teachers shall not permit any commercial, political or religious advertising in their classrooms, except that which is approved by the central office.
13. Teachers shall keep all records required, including standards based lesson plans. They shall report grades and attendance to the principal in the manner prescribed. They shall make reports to the principal at the close of each school year.
14. Teachers shall participate in close supervision of the halls, rooms, bus loading, cafeteria and playgrounds as directed by the principal.
15. All teachers are urged to adhere to the codes of ethics.
16. No teacher or other school employee shall use school time to interview commercial agents or others upon matters of personal business. They shall not use school time to speak to salesmen or representatives regarding school supplies and equipment unless approval is given by the central office.
17. Teachers shall recognize the importance of safety and safety education by instruction in such phases of safety as may seem appropriate.
18. Teachers shall assist in the planning and evaluation of the school program following the processes directed by the building principal.
19. Teachers shall not absent themselves during regular school hours from school nor from the classroom without the approval of the principal. Teachers who have planning periods shall remain in the building in which they teach during this time, unless explicitly excused by the principal. In case a teacher needs to leave the building during his/her planning period, he/she must request this permission each time from the building principal. In no case shall teachers regularly come late in the morning or leave early in the afternoon because they happen to have a planning period first period in the morning or last period in the afternoon.
20. Teachers are encouraged to enter a reasonable amount of civic and community activities.
21. Administrators and teachers are recognized as professional educators. All teachers and administrators will establish their hours so that they arrive at school in advance of students and remain after school the necessary length of time to meet with individual students, parents, faculty committees and meetings, provide for the safety and security of all students and to carry out other responsibilities of their positions.
22. Teachers shall look directly to the principal for rules and suggestions covering all normal school procedure and activities and shall be expected to observe and abide by any additional regulations which may, from time to time, be adopted by the administration for the general conduct of the school.

23. Teachers shall compile an inventory of books, curriculums and other equipment in their care. They shall submit to the principal, as requested, an outline of the work covered in each subject taught, their grade and plan books, keys, etc.
24. Teachers shall be supported in reasonable punishments.
25. A physical examination by a physician may be required of any employee by the superintendent.
26. Responsibilities on School Trips - Payment of Sponsors
  - a. Field trip or activity sponsors are responsible for students on trips. Under certain conditions, field trip or activity sponsors may drive school buses on special trips, provided they have the proper licenses and meet other qualifications required of school bus drivers. When a trip sponsor drives the bus, at least one other faculty member will accompany any group on a field or activity trip unless only a small group of students is taken in a small vehicle.
  - b. A teacher, coach or other staff member may be given permission by the appropriate administrator to transport a student or small group of students for school or activity purposes in the employee's automobile. The employee must present proof that the vehicle and its occupants are adequately covered with insurance. School nurses and others who need to transport students regularly may be given standing permission.
  - c. Most sponsorships not related to teaching and/or coaching are recognized with extra pay; the respective amounts are determined according to relative time and responsibility demands.
  - d. Minor sponsorships related to the teaching and/or coaching (for example: Letterman's Club, Science Club) are not paid sponsorships. Furthermore, sponsors and co-sponsors of these organizations are expected, when there are district and state events, to attend them with their groups at expenses only (meals and lodging), and not to be compensated otherwise unless they actually drive a bus. In this case the bus driver-sponsor will be compensated by the school district for driving responsibilities.
  - e. Teachers who are paid over and above their regular base salary for sponsorship or coaching assignments are not to be paid on a per-trip basis for driving a bus.
  - f. Bus driver sponsors are to return the bus to the garage when they arrive back in Mountain View. On their return they are to report any bus problems to the supervisor of transportation, or if he is not available, the principal of the building where the children are dismissed.
27. Teachers are encouraged to discuss their problems with the superintendent, but no teacher should approach the superintendent with a controversial matter without having first

consulted the principal on the specific matter. Any complaint or grievance that a teacher may have that merits the attention of the Board, shall be submitted through the superintendent. This provision shall not be construed to deprive any teacher of a hearing before the Board.

28. When it is necessary for a teacher to be absent from school due to illness or other personal reasons, the teacher shall call the proper person to report the impending absence as far in advance as possible.

Adopted: October 4, 1994  
Revised: December 12, 2000