



PERSONNEL

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Teachers' Responsibilities

1. The teacher is directly responsible to the principal, assistant principal, program leader, and department chairperson and, through them, the superintendent of schools. S/he shall discharge his/her duties in accordance with the policies and the rules and regulations of the Board of Education and shall comply with the rules and instructions of the superintendent, assistant superintendent, and building administrator. In all matters involving the internal affairs of the school, teachers shall consult with their principal. The assistant superintendent and/or superintendent may be consulted after this has been done.
2. Teachers shall be in their classrooms at least fifteen minutes before the actual start of school and shall be in their classrooms at least twenty minutes after the regular dismissal time. With proper cause, the principal has the authority to excuse teachers early.
3. Extra help after school is an accepted part of every teacher's professional responsibilities and is to be offered to all students whether or not it is requested. Students should be informed in advance of the days teachers will be available after school for this service.
4. No teacher shall sell textbooks, supplies or other materials to be used in his/her class without the express permission of the superintendent who is notified by the principal. No teachers shall incur expenses in the name of the school or the Board unless given prior authorization by the superintendent who is notified by the principal.
5. The teacher shall punctually attend all meetings called by the superintendent, central office administrators, principal, assistant principal, program leader or department chairman unless for satisfactory reasons s/he shall be excused.
6. A teacher who has been absent because of infectious or contagious disease may be required to submit evidence of complete recovery before resuming his/her duties. Teachers absent longer than three consecutive days may be required to provide medical documentation of their fitness to return to work.
8. In all cases of illness, the teacher shall notify the district of his/her absence from school in a timely manner by entering his/her absence from school into Aesop or contacting the building principal. No substitute shall be provided except by the principal, or duly appointed authority, nor shall the substitute be paid by anyone other than the Board of Education.

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