

FAIRLAND BOARD OF EDUCATION		DB-R
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TEACHER RESPONSIBILITIES

Teachers are to dress professionally at all times during the performance of duty. Administration will convey to the teachers what is considered professional dress.

Realizing a teacher at times needs a drink (water, soda, or other non-alcoholic beverages) during class lectures, a container may be present in the classroom.

Teachers are to report to their building principal or administrator in charge when the need arises to leave the school grounds during the workday.

By 8:30 a.m. on the 1st Thursday of each month any scheduled trips and/or activities for the following month must be approved and placed on the school calendar with the building principal.

1. All teachers shall be responsible to enforce and administer the conditions set forth in the policies adopted by Fairland School.
2. All duty teachers will be at school on duty by 7:30 a.m.
3. All teachers will be at school by 7:30 a.m. each day.
4. Teachers will stand by the door of their respective classroom to help enforce discipline during class change.
5. At the close of the school day, each teacher will be responsible to secure his or her classroom and adjust the thermostat according to season.
6. Teachers shall take attendance each hour.
7. The teacher shall present the students adequate opportunities through homework and tests to assure a sufficient number of scores and grades are available to fairly assess the student's capabilities and proficiency in the course.
8. A parent should be notified if their child is not doing satisfactory work. The instructor shall keep a duplicate of the notification and grade record on file. If a child is in danger of failing, the teacher shall request a conference with the parent. The instructor shall keep a record of the conference or any correspondence from the parents about the conference.
9. Each teacher is responsible for a neat and orderly room for a more wholesome environment conducive to learning.
10. Students who are tardy, detained by a school official must be given a note to be excused.
11. Teachers shall not penalize students when school sponsored activities conflict.
12. Teachers should take into consideration the time required for homework assignments by the student to prepare for other classes and it should be fairly distributed throughout the school week. The teacher needs to be available to the student to give his/her help and instruction. All class work or homework assigned must be graded accurately and consistently.
13. Students will be given adequate time to complete assignments or homework on those occasions when it is necessary for the student to miss a class or be involved after school in an approved activity (i.e., band program, sports event, scholastic event, field trip, etc.) which would not allow him/her to complete assignments at the normal time.

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14. All school activities MUST be listed on the school calendar. To avoid conflict and to organize events properly. NO EVENT will be placed on the official calendar without first approval and permission by the building principal.
15. Teachers will have a substitute packet available in classroom for the principal. It should include an emergency packet.
16. It is mandatory for teachers to be present during Parent/Teacher Conferences unless otherwise cleared through the building principal.