

**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 Stillwater Public School system.

1. Teachers shall be responsible to and under the immediate supervision of the building principals.
2. Teachers shall, prior to the opening of school, provide their principals with (1) an official transcript of college work completed to date; and (2) current Oklahoma teacher's certificate. The records will be permanently filed in the office of the superintendent.
3. Teachers shall acquaint themselves with duties incumbent upon them by such rules established by the master contract, handbooks, board policy, rules, and regulations, and written communications.
4. Teacher arrival time, departure time, duty free lunch, and plan time expectations will be determined by the master contract.
5. Teachers shall not be absent from their classrooms without prior notice to the principal.
6. Teachers who find that they will be late or absent because of unforeseen emergencies shall notify the principal as soon as possible so that a substitute teacher may be obtained.
7. Teachers shall be required to attend professional development workshops specified by the Oklahoma State Statute master contract and the district.
8. Teachers shall attend promptly all faculty meetings and any other meetings called by the principal or superintendent unless excused by the administrator in charge.
9. Teachers shall dress professionally and appropriately for their subject area and grade level.
10. Teachers shall make both daily and long-range lesson plans. Teachers shall make the plans available for review at the request of the principal. Teachers shall make adjustments to the lesson plans at the direction of the principal.
11. Teachers shall be required to implement building and board-approved improvement plans.
12. Teachers shall incorporate State Board of Education approved standards and objectives in instructional plans, follow curriculum maps and adhere to district-approved curriculum.
13. Grading and reporting shall be in accordance with district policy, rules, regulations, and guidelines.
14. 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 assign, grade, and return to the student any required make-up work for excused absences.

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15. It shall be the duty of all teachers to maintain an accurate record of the grades of their students and of the attendance of each student in their rooms. These records are subject to supervision and inspection by the principal or superintendent and teachers shall return them to the principal's office at the close of the school term. For elementary teachers, specific requirements for grading and data collection can be found in the handbook. For secondary teachers at traditional school sites, a minimum of two grades per week shall be recorded and opportunities provided within all grade categories to allow students a fair chance to raise their grade.
16. 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.
17. No classes shall be dismissed by the teacher before the scheduled dismissal unless permission to do so is given by the principal.
18. Teachers shall exercise supervision over their assigned rooms. Teachers shall be responsible and accountable for the proper care, general neatness, and orderliness of all properties, supplies, equipment, apparatus, and other school property within their area of instruction or supervision and for reporting problems with temperature and lighting.
19. Teachers are personally responsible for the discipline of assigned students. Teachers shall exercise great care and judgment in handling students to the end that a minimum of problems will be referred to the principal. Only special misconduct cases shall be referred to the principal.
20. Teachers shall report student misconduct to the principal according to site procedures, district handbooks, school policy, rules, and regulations.
21. Teachers shall assume the duties of monitoring and supervision of buildings and grounds as assigned by the principal. Teachers should not hesitate to control a behavior problem or infractions of school rules.
22. Teachers shall not hold conferences during the day with salespeople or agents without the express permission of the principal.
23. Teachers may not distribute any literature or solicit for any cause in working areas during working time except as authorized by the building principal.
24. No purchase of supplies for which the school district assumes responsibility shall be made without an approved purchase order.
25. Teachers shall perform other duties as assigned by the principal.
26. At the end of the school year, each teacher must submit the following before checking out:
 - Inventory of classroom
 - Semester grades (secondary), copy of report cards (elementary)

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- Inventory list of textbooks
- All incomplete grades changed
- Technology, keys and any other items as designated by the site principal

In addition, each teacher will have all textbooks properly stored. Each sponsor will ensure all organizational bills are paid. Teachers will also complete any other end-of-year requirements assigned by the principal. No teacher shall receive final payment until all details incidental to the teacher's assigned area and the closing of school have been completed and accepted by the building principal.

REFERENCE: Negotiated Agreement

CROSS-REFERENCE: Policy CLB, Equipment Accountability