

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEE

TITLE CLASSROOM TEACHERS  
GENERAL

ADOPTED: APRIL 20, 2015

REVISED: FEBRUARY 20, 2006  
FORMERLY 3220

## 404.4 CLASSROOM TEACHERS - GENERAL

1. In Turkeyfoot Valley Area School District each administrative unit will be under the supervision of a principal. Teachers will be immediately responsible to the Principal of the unit to which they are assigned. The teachers shall expect that the Principal will have the responsibility for seeing to it that each of the teachers assigned to him carries out his professional duties in a satisfactory manner. The teachers shall expect that the Principal will hold staff meetings each month as scheduled and any other time he deems necessary. He will hold conferences with individual teachers under his jurisdiction with a view to increasing individual staff effectiveness.
2. All teaching personnel and Principals are responsible for the proper carrying out of their duties to the Superintendent, whose authority and judgment shall be final in all cases.
3. Teachers desiring to speak to the Superintendent relative to school affairs should first clear through their Principal and make an appointment through the secretary to the Superintendent. Direct solicitation of Board members for favors is unethical.
4. The following regulations concerning the workday will apply to the teaching staff in accordance with the current contract:
  - a. Teachers shall report to their rooms at 7:50AM.
  - b. Teachers will observe lunch as scheduled by the Principal.
  - c. Teachers on the elementary level shall remain in school at their assigned work areas until 3:20 PM, unless scheduled for late bus duty.
  - d. Teachers on all levels are expected to attend all faculty meetings called by their Principal or Superintendent.
  - e. All teachers desiring to leave school during the school day must sign out and in at the Principal's office and must have the approval of the building Administrator. These regulations will apply to all teachers, assigned students or not, at these times.
5. The following guidelines shall be observed by classroom teachers during instruction time:
  - a. Students that are academically less capable have a greater need for good intensive instruction and therefore must be applied accordingly

to the individuals need.

- b. Teachers unable to be on duty as assigned shall notify the Principal or a designate as soon as possible and shall not leave assigned pupils unsupervised, except in extreme necessity, without approval of the Principal.
  - c. Teachers must not be interrupted by anyone during an assigned instruction period for any prolonged interview, even on matters relating to the school; nor shall they allow any suspension of any of their duties because of the visits of personal friends.
6. All teachers shall be responsible for maintaining discipline within their area of influence. The following principles are to be observed.
- a. Teachers are responsible for maintaining well-disciplined rooms. A teacher or teacher's aide must supervise all student activities.
  - b. Teachers are responsible for the discipline of students at all times. This will include students when changing classes, when students have been excused to go to the library, restrooms, etc.
  - c. Because of the large amount of hallway in the building, it will be necessary for each teacher to help maintain orderly movement by the students during periods of mass movement.
  - d. All students must obtain permission to go into the high school from the elementary side. All students from the high school must obtain permission to go into the elementary school.
  - e. All students must be in their homeroom during homeroom period and in their assigned room during activity period unless involved in a scheduled activity.
  - f. Whenever discipline becomes uncontrollable for a student or group of students, the teacher shall request assistance from the Principal.

7. Visitors must secure the permission of the Administration to enter the school. Teachers shall not permit any person to visit the school for the purpose of advertising private business, book publication, concert, exhibition, lecture, or taking photographs without a written permit from the Principal or Superintendent. The Principal or Superintendent shall issue a letter if permission is granted.

Teachers shall not permit pupils to leave school at any time or with anyone unless a properly authorized note is received from the parents. In case of an emergency, if no note has been received, the parents must be notified immediately. See Sections 6100.10 and 6130.

8. Teachers are responsible for the cleanliness and maintenance of a particular classroom during the period in which they are in it. Before allowing students to leave a room at the end of a period, teachers should check to ensure that the room is in the same condition that it was in at the beginning of a period. Rooms

should be made interesting, attractive, and neat.

9. Teachers are responsible for the safety and conduct of their classes during fire drills. Teachers are to accompany their students and remain with them at all times during such drills. Teachers should verify that all students assigned to their classes are accounted for at the time of the drill.
10. All teachers are to lesson plans which are to be prepared one week in advance and a grade book which is kept current on a weekly basis. It is important for the Principal to know what the teacher has planned in case he/she is absent. This plan book plus roll books, seating plans and other information important for the substitute teacher to know should be kept in an accessible place in the teacher's desk or other assigned area. (See section 3500).
11. The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. All staff members shall be physically clean, neat and well groomed. They shall dress in a manner reflecting professional assignment, and in a fashion commonly accepted in this community. They shall dress in a manner that does not cause damage to District property. If a teacher feels an exception to this policy would enable him or her to carry out assigned duties more effectively, a request should be made to the Principal.

Revised 3/12/01, 2/20/06