



5.20.070-AD Teachers – Duties And Responsibilities

- (1) **Workday**. It is generally recognized that the work of a teacher cannot be completed in the limited hours during which students are in school. It is expected that teachers will engage in lesson preparations, the correction of student work, in student conferences, etc., to the degree required to achieve full effectiveness in his/her teaching. As a minimum time requirement in the school buildings, teachers shall register in person at their respective buildings and be in their places of first assignment at least 15 minutes before the beginning period in the morning and at least 15 minutes after the end of regular classes each day. Primary teachers shall be obligated to the same hours as other elementary teachers. The principal may permit a teacher to leave earlier when such teacher's presence is requested elsewhere for school purposes or due to a personal emergency.
- (2) **Records**. Teachers shall keep all records required and shall report to the principal's office, at the time and in the manner prescribed, all absences and all failures to obtain satisfactory excuses for absence of students.
- (3) **Evaluation and Reports**. Teachers shall administer any marking system or other means of evaluating students' achievement that may be prescribed for the school and report to parents the progress of their children as directed by the principal.
- (4) **General Responsibilities**. Teachers shall be responsible for the care, discipline, and instruction of students, as assigned and directed by the principal of the school; they shall enforce all rules governing the conduct of students, as such rules may be prescribed by the principal, the superintendent or the Board; they shall take reasonable and appropriate action to provide hygienic conditions and practices in their classrooms and shall report promptly to the principal any serious accident or illness affecting students in their charge. In carrying out these responsibilities, teachers shall abide by the Standards for Competent and Ethical professional performance, as adjusted by the Board, and by the criteria set forth in the Portland school district's current Teacher Evaluation Process booklet (revised 1988). The general duties of teachers (or other employees) do not limit the private right of teachers to political, religious or other personal views or practices, which may be controversial. Teachers do, however, have a duty to privacy in the personal practice or pursuit of such views in order that the integrity of the educational institution and/or process not be materially compromised.
- (5) **Supervision of Student Activities**. Teachers are expected to cooperate in the supervision of the various student activities of the school in which they teach and carry out such assignments as may be made by the principal.

- (6) **Release of Student**. Before granting permission for students to leave school at the request or in the company of any person not a school employee, teachers shall obtain the approval of the principal.
- (7) **Changes of Address**. It shall be the duty of all employees to notify the Office of Personnel Services in writing of changes in names and/or addresses.

Policy Implemented:

History: Iss. 6/71; Amd. 11/71; Amd. 12/75; Amd. 10/83; Amd. 2/95