

Teachers working for the Minidoka County Joint School District No. 331 are expected to be professional in their relationships to staff, students and parents.

Provisions:

The following provisions are delineated:

1. Hours of employment

- a. Teachers are expected to be on duty eight hours, which includes a thirty-minute lunch. Building principals will determine the beginning and completion times according to the needs of the individual schools. There may be additional duties and meetings outside the regular duty day as outlined in District Policy 580.50402.36 Teacher's Provisions of Employment. All teachers will report to duty no later than thirty minutes prior to the opening of classes or as assigned by the principal. Teachers are expected to be in their own classroom area, unless school business requires their presence elsewhere.
- b. ~~Teachers will be on duty five minutes prior to class time after lunch, and will remain on duty thirty minutes after school dismisses or as their assignment requires. This time can be profitably spent in completing the day's work, organizing for the coming day, meeting with parents, helping students who need additional help, etc.~~
- c. Teachers will not leave the school building or grounds during school hours, unless prior arrangements are made with the principal.

2. Student Errands

- a. No student is to be dismissed from the school grounds by a classroom teacher to run errands or to leave school for any purpose. This must be done through the office. This is a matter of legal liability.

3. Classroom Decorum

- a. Faculty members are responsible for their class rooms and are not to leave students unattended. ~~Teachers will not be called from the classroom to the telephone unless an emergency exists.~~
- b. Bells do not dismiss students--teachers do. Students should not be allowed to leave the room until the teacher dismisses them. This procedure helps students to be more respectful. When a class is dismissed:
 - Step to the door
 - Dismiss class
 - Stand in the halls until most of the students have cleared to help deter problems.

- c. Classroom space is limited and should not be used for personal storage. Unused personal items (i.e. decorations, books, games, furniture, etc.) should be stored at home.

Teachers ~~should resolve concerns with the custodians. They~~ should take the responsibility to leave the room in the best possible arrangement for cleaning. Doors should be locked and lights turned off when the teacher leaves.

- d. Electronic equipment will be stored appropriately.

- e. Classroom doors should be locked at all times

4. Planning and Record Keeping

- a. All instructors will develop a lesson plan.

- b. Weekly Lesson plans will be turned in each Friday for the following week prepared in advance and/or will be readily available ~~on the teacher's desk~~ at all times.

- c. Teachers must keep an accurate record of both attendance and grades in gradebook or electronically. A teacher should be able to justify a student grade at any time.

- d. The grade book (including electronic version) is a legal description documentation of what happens in the classroom. It must be returned to the principal at the end of the year for storage.

- e. ~~Letter grades will be given for students in sixthfourth grade and above. The only students who receive pass-fail are the student aides. Study hall receives no grade. Grades are as follows: Percentage Letter grade Description 90-100 A, Superior; 80-89 B, Above Average, Page 3 of 5; 70-79 C, Average; 60-69 D, Below Average; Below 60 F, Failing.~~

- f. Incompletes, No Credit – NC, or Failure Due to Attendance – FA are to be given to students who have not met the attendance requirements. If a student earns a grade of F, that grade will be put on the report card rather than an incomplete.

- g. ~~It is the student's responsibility to see that assignments are completed and handed to the teacher.~~

- h. If a student is failing at midterm, the parents shall be contacted by telephone, in writing, electronicallyemail or personal visit. A student will not receive a failing grade if the parent has not been notified unless there is documentation of multiple contact attempts.

5. Attendance

- a. Students are not to take attendance. This is to be recorded by the teacher.
- b. Attendance must be recorded in ~~the a~~ grade book and/or electronically.
- c. Excessive absences should be brought to the attention of the principal.

6. Discipline Procedure
 - a. Teachers have the responsibility for proper discipline of students at all times on any school property.
 - b. The teacher will exercise control of the ~~members of students in~~ the class so that the best learning situation will result. Disruptions detrimental to the class will be reported to the principal of the building.
7. Fire Drills and Evacuations
 - a. Teachers shall be familiar with the escape routes from their specific classroom and the building.
 - b. Fire exit routes will be posted in the room.
 - c. Teachers are to accompany their students in a fire drill and evacuation.
 - d. Teachers should make sure that the room is empty and be the last to leave the room and should see that the doors and windows are closed and locked before leaving.
 - e. Teachers should have their attendance roll with them to be able to account for all students.
 - e. Students should be moved away from the immediate vicinity of the building.
8. Student aides
 - a. Student aides are to remain in the classroom of the teacher assigned.
 - b. Student aides will be reassigned if not used effectively.
9. Extra Duties
 - a. All teachers are expected to carry a reasonable amount of extra duty, including such activities as before school, noon, recess, and after school duty, bus loading, supervision, etc.
10. Student Progress Notification:
 - a. Teachers should inform the parents at the earliest possible time of unsatisfactory performance. This notification can be done through PowerSchool and one of the following:
 - Telephone
 - Personal contact
 - E-mail
 - Letter

**LEGAL REFERENCE:**

ADOPTED: Original adoption date unknown

RATIFIED: August 21, 2006

AMENDED/REVISED: February 17, 2014; April 21, 2014