



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

- (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