

3270 PROFESSIONAL RESPONSIBILITIES

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

The Board directs the Superintendent or designee to require the preparation of lesson plans by each teacher that implement the goals and objectives of the educational program. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans will be subject to periodic review by the Principal.

Courses of study will include current State and Board of Education approved curriculum standards which are reflected in teacher lesson plans.

Lesson plans or unit plans will include evidence of specific lesson objectives which reflect curriculum sequence, contemplated teacher actions (e.g., information to be provided and activities for students which reflect appropriate principles of learning), and proposed method(s) of evaluating student attainment of lesson or unit objectives as aligned with the curriculum.

Each staff member will present lesson or unit plans for each course to be taught to the supervising administrator according to a schedule approved by the Principal. Supervising administrators will regularly review and evaluate plans. Any violation of this policy will be considered as part of the staff member's evaluation.

The Superintendent shall apply uniformly throughout the district, except as may otherwise be provided in this policy, the following additional rules for teaching staff member conduct:

1. During the work day, teaching staff members may be assigned extra or alternative duties by the Principal in accordance with Board Policy No. 3134;
2. Teaching staff members are expected to attend every faculty meeting unless expressly excused by the Principal;

A teaching staff member who is excused from attending a faculty meeting must meet with the Principal or designee the following day to review the topics covered at the meeting;

3. Teaching staff members may not leave the school grounds during preparation time without the express permission of the Principal or designee.