

Strauss Esmay Series 3000 Teaching Staff Members

DISTRICT REGULATIONS

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3150 – DISCIPLINE (Regulation)

The following rules are promulgated for the guidance of all teaching staff members. The Superintendent reserves the right to discipline employees for offenses not listed.

Offense	Number of Infractions				
	1 st	2 nd	3 rd	4 th	5 th
Failure to observe parking and traffic regulations on school property	Verbal Warning	Verbal Warning	Written Warning	Written Warning	* Warning
Smoking, except in specified areas at specified times	Verbal Warning	Verbal Warning	Written Warning	Written Warning	*
Violating a safety rule or safety practice	Verbal Warning	Written Warning	Written Warning	*	**
Operating or using equipment to which not assigned	Verbal Warning	Written Warning	Written Warning	*	**
Contributing to unsanitary conditions or poor housekeeping	Verbal Warning	Written Warning	Written Warning	*	**
Removal of school property without written	Verbal Warning	Written Warning	*	**	

authorization					
Posting, altering, or removing any matter on bulletin boards or school property unless authorized	Written Warning	Written Warning	*	**	
Threatening, intimidating, coercing, or interfering with fellow employees including substitutes and prospective employees	Written Warning	*	**		
Vending, soliciting, or collecting contributions for any purpose, unless authorized	Written Warning	*	**		
Distributing written or printed matter of any description on school grounds without permission	Written Warning	**	**		
Making false, vicious, or malicious statements about any employee, the school district,	Written Warning	*	*		

or school officials					
Threatening, intimidating, or coercing pupil(s)	*	**			
Provoking pupil(s) or fighting on school property	*	**			
Insubordination	*	**			
Falsifying district records	*	**			
Conviction or a disorderly persons offense	**				
Theft or vandalism of any school or employee property	**				
Possessing firearms or explosives on school premises without authorization	**				
Drinking any Alcoholic beverage on school premises or engaging in drug abuse on school premises	**				
Immoral conduct, unbecoming	**				

conduct, or indecency					
Inflicting Corporal punishment	**				
Failure to follow rules and regulations outlined in the Policy Manual, Teacher Handbook, or verbal or written communications from the administration	Written Warning	*	**		

* Nontenured employee: recommend contract nonrenewal.

* Tenured employee: recommend increment be withheld.

** Nontenured employee: recommend discharge.

** Tenured employee: recommend certification of charges.

The accumulation by an employee of three written notices during any school year shall be cause for nonrenewal or withholding of an increment. Five written notices shall warrant cause for terminating a nontenured employee or for bringing charges against a tenured employee.

Adopted: 21 December 1995

3270.2 - TEACHER RESPONSIBILITIES (Regulation)

Attendance Sheet

The attendance sheet is in the school office. Please be sure to mark in your attendance each morning, upon your arrival and each afternoon when leaving. All personnel must sign in for themselves.

Books

When teachers distribute textbooks to the students they shall fill in all information in books, including the child's name. Check book numbers frequently to see if owners are correct. This will help to identify the owners of books found or to place the responsibility for any lost books. New books must be stamped and dated - please request the stamps from the office. Teachers shall require students to cover textbooks.

Curriculum Guides

Each academic teacher should have a curriculum guide for the subject or subjects he/she is to teach.

General Appearance of Classrooms

Teachers shall keep an attractive, tidy room conducive to learning. Teachers must maintain a good standard in their rooms. All rooms must be left tidy at the end of each school day. Classroom doors should be left closed while teaching.

Teacher's desks, closets, book shelves, and activity tables should set a standard of neatness for students to follow. All audio visual materials must be stored away after use. Doors and closets should be locked at the end of the day and each time the teacher leaves the classroom.

Homework

Pupils should be assigned homework daily in reasonable quantities and never as punishment. The homework should have a purpose and a direct connection with the work of the class. The pupil should understand what he is to do before being expected to do it. Remind students of homework assignments before dismissal so that needed books and materials are not left behind. Inform students that they will not be permitted to return to their classrooms once they have been escorted out of the building.

Each teacher who desires may request to receive envelopes to send homework home regularly with students. Parents are to sign the envelopes weekly to show they have seen the homework papers.

Each teacher will receive copies of homework letters to send home for parents to read and sign. Teachers are to collect parents signature portion of the letter and file in a safe place for the year.

Insurance Forms

Teachers will distribute insurance forms to students and remind them that insurance forms are mailed-not returned to the school.

Lavatory

All elementary classes are allowed ten minutes in the afternoon for going to the lavatory. Grades 1 and 2 teachers will accompany their entire class to the lavatory. All other grades, teachers are to use their judgment in allowing students to leave the room to use the lavatory. Students must carry a pass when leaving the room.

Nurse

Teachers sending students to the nurse must send with the child a clinic slip explaining illness/ailment, filled out by the teacher

Parent Conferences

All parent-teacher conferences should be recorded by the teacher in the book provided in the office prior to the conference; also indicate if the conference has been kept.

Passing

Teachers should walk their classes to the next destination. Please do not send classes ahead of you. Classes should pass in an orderly fashion.

Record Keeping

Teachers shall keep up to date, accurate records on all pupils-test scores, grades, class assignments, home assignments, etc. All teachers are responsible for an updated record book, Physical Education, Music, BSI, etc. and teachers shall continually update the emergency record cards.

Seating Chart

Teachers shall keep an up to date seating chart in their desk drawer for use by substitute teachers.

Supplies

Supply requisition sheets will be due in the school office each month. Supplies ordered will be completed by the end of each month. Please check the items you are requesting and submit to the office.

Teacher's Mailboxes

Teachers should check their mail boxes each morning before classes begin and immediately after lunch-also at the end of the day. (Please do not allow students to empty your mailboxes).

Use of Copier Machine

Each classroom teacher will limit his/her use of the copier to 3 worksheets a day. In an attempt to save paper, please only run off the exact number of copies needed for your class. Anyone running off copies must use the copier sign-in sheet each time he/she makes copies.

Valuables and Money

Be careful never to leave any money or other valuables in an unlocked desk. Female teachers should be careful where they leave their pocketbooks. Please warn children not to bring large sums of money to school. Warn them not to bring valuable jewelry or other possessions of value. If a pupil must have a large sum of money with him at any time, he/she should ask that we keep it for him/her in the office until the close of the day. We cannot be responsible for the loss of money or valuables if they are not in our custody.

Weekly Bulletins

A weekly bulletin will be put in your mailbox each Monday-please read it and inform your students of all announcements which pertain to them. All notices for the weekly bulletin are to be submitted to the school office no later than noon on Thursday of each week.

Adopted: 21 December 1995

