

Coos Bay School District 9

Code: **GCQG**
Adopted: 12/09/02
Readopted: 7/20/11; 6/11/12; 6/12/17
Orig. Code(s): GCQG

Staff Responsibilities

Care of District Property

To the best of their ability, staff are responsible for the preservation and protection of district property against unnecessary damage. When property is damaged or vandalized, either intentionally or through neglect, the cost of replacement or repair shall be paid by the persons responsible. All damages to district property shall be reported to the principal as soon as possible.

Class Record

Every classroom teacher is required to:

1. Have an up-to-date enrollment of all students in the class.
2. Record accurate absences and tardies, in the student information system as required.

K-6th grade students will receive three progress reports and final grade.

7th-12th students' grades and/or achievement marks shall be updated in the student information system at a minimum of every three weeks. Students will receive progress reports at the end of the 1st & 3rd quarter and report cards at the end of each semester.

Lesson Plan

Each teacher is required to document their weekly lesson plan, including the general daily assignment. This documentation will be available to the principal. In addition to the weekly plan, the principal may require a daily plan stating lesson objectives and procedures.

Additional rights and responsibilities are contained in provisions stated in the negotiated agreement currently in force.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)