

La Grande School District 1

Code: GAC
Adopted: 3/10/04
Revised/Readopted: 6/13/07; 4/30/08; 10/10/18
Orig. Code: GAC

Staff Responsibilities

Learning by students is the paramount activity of the district. All school services and the expenditure of all school funds shall be in support of the teaching and learning process. In order to further the efficient functioning of these activities, the following statements of duties of teachers are established.

1. The primary duty of the teacher is to instruct the students assigned during the full length of the school day. Teaching duties include instruction, guidance, discipline, safety, hygiene and care of students whenever and wherever they are under the supervision of the district.
2. Teachers are responsible for their classrooms and for what occurs therein during the time school is in session, and shall be in the classroom whenever classes are being held. This major supervisory responsibility shall not be delegated to a student.
3. All staff shall be held responsible for the care of all equipment assigned to them or used by them (e.g., furniture, fixtures, textbooks, supplies) in the course of their work.
4. Records and Reports
 - a. Teachers shall keep such records in respect to attendance, student achievement and other matters as are prescribed by the superintendent and principal, and shall file them as directed.
 - b. Reports to parents regarding student progress, attendance, punctuality and conduct shall be made in accordance with the Board policy and directed by the superintendent and principal.
5. Required Meetings
 - a. All teachers are expected to attend faculty meetings called by the superintendent or principal.
 - b. Inservice training meetings will be held by supervisors, consultants and directors at intervals during the year. Staff will be expected to attend such meetings that apply to their assignment when requested to do so by the principal.
6. Teacher Illness Reporting

Teachers who must be absent from duty shall notify the principal in sufficient time so the principal can fill the job.
7. Field Trip Approvals

No field trips or excursions shall be planned or taken until approved by the principal.

8. Duties Prescribed by Laws and Rules
 - a. Teachers will be expected to exercise those duties prescribed by the laws of the state of Oregon, the Rules of the State Board of Education and Board policies and administrative regulations.
 - b. All teachers shall comply with all provisions of Standards for Competent and Ethical Performance of Oregon Educators statute.

9. So that school operation may be conducive to effective teaching/learning and a safe, pleasant and healthful environment for students and other employees may be assured; teachers shall cooperate with the administrative staff and fellow employees.

END OF POLICY

Legal Reference(s):

[OAR 584-020-0000 to -0035](#)