

REGULATION — HIGH POINT REGIONAL HIGH SCHOOL DISTRICT

TEACHING STAFF MEMBERS
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Miscellaneous Teacher Responsibilities

3270.1 MISCELLANEOUS TEACHER RESPONSIBILITIES

Faculty Absence

In the event of absence by a teacher, she/he is requested to contact the Vice Principal as soon as the date of expected absence is known.

In the event of sudden illness, teachers are asked to call the Vice Principal at his place of residence no later than 6:30 a.m. or when possible prior to 11:00 p.m. the preceding day. It is always assumed that a teacher will be returning the following day unless otherwise specified.

In an effort to minimize the effect of a teacher's absence on students, teachers are required to have available for substitute teachers the following:

1. a detailed lesson plan.
2. an accurate seating chart of each class.
3. a daily schedule including period, subjects, and room of all classes or supervisory assignments.
4. books or other materials unique to each class.

It shall be the responsibility of the department supervisor and/or Vice Principal to see to it that these materials are delivered to the substitute teacher.

Assembly Programs

During assembly programs, it is necessary to ask those teachers not assigned to homerooms to assist in seating students in the auditorium and expediting traffic in the halls.

Lavatory Duty

During the course of the school day it is expected that teachers will periodically check lavatories in the school to insure that some supervision is provided in these areas.

Teachers are asked to check the lavatories between periods on a regular daily basis.



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Hall Duty

Available staff members are assigned throughout the day to monitor halls - teachers so assigned are expected to monitor movement in the halls - students without passes should be made to return to their place of origin - additionally lavatories are to be checked a minimum of three times each period.

Record of Textbooks

All teachers are required to keep an accurate record of all texts issued to students. A form will be provided for this purpose for each class assigned. Teachers are to fill in the required information. These forms are sent to the high school office, duplicated, a copy returned to the teacher and to the appropriate department supervisor. These forms should be periodically updated and utilized at the completion of the course work to assess student obligations.

Chaperones

The policy regarding chaperones is currently covered by an agreement between the High Point Regional Board of Education and the High Point Education Association.

Independent Study

Students may from time to time be assigned to independent study for particular projects. Any teacher may request an independent study program so long as such program does not interfere with the student's regular academic work.

Classroom Care

The physical appearance of the classroom is the responsibility of the teacher.

The teacher who has the last class of the day is responsible for closing and locking all classroom windows.

Damage to a room or its furnishings must be immediately reported to a Vice Principal in order to attempt to find the individual responsible.



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Extra Help

As professional educators, teachers are expected to make themselves available to students outside of class hours to supplement the instruction routinely offered.

Teacher Records

Grade Books - All subject teachers are required to keep records of grades assigned to students throughout the duration of the course. A grade book is supplied to each teacher for this purpose, although teachers are free to record the assignments and grades awarded in any format they choose. Such records or grade books must be turned in at the close of each school year.

Textbook checks are to be conducted periodically throughout the year.

Class Attendance

Teachers shall take attendance in accordance with the procedures outlined in the beginning of the school year.

Cafeteria Supervisors

1. Each supervisor is to report to the cafeteria immediately after class period.
2. Supervisors should place themselves in a position to supervise an area not covered by another teacher, so that all areas of the cafeteria may be supervised properly. Cafeteria supervisors should not be seated during their assignment.
3. Supervisors should discourage overcrowding at lunch tables. There are enough tables so that all students may be seated comfortably.
4. Students are prohibited to go to any other area of the building without permission from the cafeteria supervisor.
5. Students are not to take food or drink of any kind out of the cafeteria at any time during the day.



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6. Students may use only the lavatories across from the Home Economics suite during their lunch period.

Adopted: 18 December 1995

