

DUTIES AND RESPONSIBILITIES OF TEACHERS

TEACHERS ARE RESPONSIBLE TO

1. Teach classes.
2. Make all necessary preparations for those classes.
3. Maintain order in the classroom.
4. See that classroom instruction fulfills the curricular requirements of the school and are consistent with the philosophy of the school.
5. Maintain regular contact with parents regarding the progress of their children.
6. Report grades to administration in an appropriate and timely manner.
7. Help maintain a respectful and safe atmosphere on the school grounds.
8. Respect the institutional boundaries and property of St. Peter's Orthodox Church.
9. Report suspected child abuse to the proper authorities.
10. Report accidents to the office.

PROFESSIONAL BEHAVIOR

1. Avoid personal conversations and communications with students.
2. Avoid sharing privileged information.
3. Avoid giving personal opinions.
4. Keep communications positive, brief, to the point, pleasant but "distant and professional."
5. Avoid sarcasm with students or with parents.
6. Avoid behaviors that could bring reproach to the school, including improper or questionable communication or relations students, parents, or other members of the faculty and staff.
7. Teachers' attire should be professional, modest, and inconspicuous.

AVOIDING TROUBLE

1. **Negligence** (most common of all lawsuits against teachers and administrators)
Definition: "an unintentional act or omission which results in injury"
Four Elements of Negligence

- Duty
- Violation of Duty
- Proximate cause (the causal relation between the act and injury)
- Injury

Guidelines:

- Don't leave children alone in the classroom unless it is unavoidable and for a brief moment.
- Children are not to be unattended outside the building.
- Use no dangerous objects in classroom activities.
- Science projects and experiments must be accompanied by proper instructions and precautionary measures.
- Stop reckless and potentially dangerous behavior in class, in the halls, or outside, before accidents happen.
- Notice and report any dangerous facility issues to the office.

- Immediately notify the office of a missing child.

2. Harassment

Definition: (Federal Law)

- verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments;
- visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play because of some sexual matter;
- threats and demands to submit to sexual requests for certain benefits; and
- retaliation for having reported or threatened to report sexual harassment.

Guidelines:

- Avoid derogatory terms or sexual references, even in jest, unless those references are directly drawn from an approved text.
- Do not stay alone in a room with a student unless there is a window permitting others to see in or the door is open.
- Do not allow students to become overly friendly or familiar with you. Students should not call teachers by their first names or by nick names.
- Do not visit students in their homes unless their parents are present.
- Do not invite students to your home.
- Do not engage in private communications with students. If you receive a personal communication from a student which is not appropriate, keep a copy of the communication and do not respond unless you have received permission from the supervisor.
- Do not transport students in your vehicle unless as part of a school function in which you have been assigned to drive.
- Do not take the role of a surrogate parent with a student.
- Do not criticize a student's parents to the student.
- Do not give students your home phone number without the permission and knowledge of your supervisor.
- Do not communicate with students from your home email account.
- Do not hire students to work in your home without the express knowledge and consent of your supervisor and the student's parents.

- Ask yourself how you would feel if your behavior were described on the front page of tomorrow's newspaper.

3. E-mail Usage Guidelines

- Use your school email account when communicating with parents and students. Personal account can give the appearance of secrecy.
- Do not respond to text messages from students. (Should you feel the need to, in order to avoid rudeness, contact the parents and explain the situation, referring to the school policy.)
- Communicate only about school matters. Avoid any communication that might be construed as having sexual overtones. Do not reply to any such communications; keep a copy, and report it to your supervisor.
- Write as though you are sure others will read what you have written. Remember a student or parent can share your comments with others with the push of a button.
- Do not allow students on your "buddy list" or "friend list" .
- In any communication with a parent regarding a complaint, run your comments by the office before sending them.
- Avoid anything that could appear to parent as though you were establishing a private communication with their child.