



Teachers

Administrative Procedure 2.B.310

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

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Philosophy

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

RESPONSIBILITIES AND DUTIES:

The following points do not encompass the total sphere of teacher's duties. The teachers of Evergreen, as professionals, carry out their duties in an atmosphere of faith and trust. Because of this, a specific detailing of duties is not necessary. The following points are listed for the general guidance of teachers and interested citizens, who may not have already access to the Manitoba Public Schools Act and the regulations of the Manitoba Department of Education.

Teachers shall carry out their duties in accordance with the regulations of the Department of Education, and of the school system, under the direction of the Principal. The duties of teachers shall include the following:

1. Teachers shall be responsible for the care, discipline, and instruction of pupils in their charge and for any or all pupils of the school as assigned by the Principal. They shall enforce the rules governing the conduct of pupils as such rules may be prescribed by the Department of Education, the School Board, the Superintendent, and the Principal. They shall establish conditions and practices in their classrooms that will contribute to the physical and mental health of the pupils and they shall report promptly to the Principal any serious accident or illness affecting pupils in their charge.
2. Teachers shall teach diligently and faithfully all the courses prescribed or otherwise authorized by the school; and according to the Public Schools Act and the regulations; and according to the terms of their agreement with the School Division.

3. Teachers shall be on duty in the school at least ten minutes before the opening of the forenoon session, and at least five minutes before the opening of the afternoon session, unless prevented from so doing by exceptional circumstances.
4. Teachers shall maintain proper order and discipline in the school.
5. Teachers shall have the responsibility insofar as it is reasonably possible, to see that adequate plans and instructions are available at any time when it is necessary for a substitute teacher to take over the regular work of the teacher.
6. Teachers shall keep all records required.
7. Teachers shall have the right to require personal cleanliness from pupils.
8. Teachers shall administer any marking system or other means of evaluating pupils' achievements that may be instituted for the school and they shall report to parents the progress of their children as directed by the Principal.
9. Unless expressly excused, Teachers shall attend all meetings called by the Superintendent or Principal on any school day for the purpose of discussing matters of concern to the school.
10. Before leaving the school at the end of the day, Teachers shall be responsible for seeing that all children under their direction are dismissed. i.e., Teachers cannot leave students serving detention.
11. Under the direction of the Principal, it shall be the duty of the Teachers in each school to maintain regular supervision of the playground and of noon recess when lunches make noon supervision necessary.
12. Teachers shall assist the Principal in carrying out the regulations of the Department of Education and of the School Board, and in every way endeavor to promote the best interest of each pupil and hence, of the school.
13. Teachers shall exercise care over all school furniture and equipment in their respective rooms. In case of wanton damage to school property, Teachers shall assist the Principal in attempting to discover the offender.
14. Teachers shall furnish the Principal any information that it may be in their power to give respecting anything connected with the operation of the school or in any way affecting its interests or character.

15. Teachers shall avoid detention of pupils at noon hour or at recess, except under special circumstances after consultation with the parent or guardian of students in grades 7 to 12 inclusive.
16. Teacher should consult the Principal before soliciting subscriptions or collections and before making announcements regarding commercial activities such as shows, entertainment's, etc.
17. All teachers in the employ of the Board shall exercise the greatest care that neither their influence with their pupils nor their position on the teaching staff shall be used for personal advantage or to promote the commercial or partisan interests of any person, business, or institution.
18. Teachers shall notify the Principal of the school concerned where he has reason to believe that a pupil attending school is affected by, or has been exposed to, a communicable disease as defined in the Public Health Act or any other communicable skin disease.
19. Teachers shall report promptly to the Principal on resigning from the school.
20. Teachers shall comply with the provision of the School Attendance Act respecting the duties of Teacher or Principals of schools.
21. Teachers shall seize and take possession of any offensive or dangerous weapon, that is brought to school by a pupil and hand it over to the Principal.