

1 Joint School District No. 2, Meridian
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.
3 CERTIFIED STAFF PERSONNEL

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5 Series 400

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7 Policy Title Duties & Responsibilities Code No. 401.20

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9
10 GENERAL

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12 Teachers shall be directly responsible to the principal of the building to which they are
13 assigned, then to the superintendent and the district board of trustees. See district
14 organizational chart for specific lines of authority and responsibilities.

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16 It is the duty of the teacher to be informed concerning rules, policies and regulations of
17 the State Board of Education and the district board of trustees.

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19 No surveys or questionnaires of any kind may be given in the district without prior
20 administration approval.

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22 At all times, teachers will base their own actions, their instruction and expectations which
23 they place upon students on the highest moral standards and ideals.

24
25 STUDENT DISCIPLINE

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27 All teachers are expected to assume responsibility for the discipline of their groups and
28 to assist in the correction of other irregularities that may occur at school or at school
29 sponsored activities. As members of the faculty, teachers are charged with the
30 responsibility of informing students regarding building rules and procedures as well as
31 general rules of conduct.

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33 SECURING A SUBSTITUTE

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35 Teachers are to report the need for a substitute as early as possible.

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37 No teacher is to call a substitute and pay for such services from personal funds.

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39 CARE OF PROPERTY

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41 Principals, teachers and students can make a significant contribution to the maintenance
42 of attractive buildings and school grounds. Teachers are responsible for the proper use
43 of school property committed to their care and custody. Students should be trained to
44 respect school buildings and materials.

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46 Loss or damage of equipment should be reported immediately to the building principal.

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48 No school equipment is to be loaned to outside parties without the permission of the
49 principal, superintendent, or designee.

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51 Teachers are expected to assist the custodian by turning out lights, closing and locking
52 the windows, and by drawing the shades to the height specified, upon leaving the room
53 at the close of the day.

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55 WORK DAY DEFINED

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57 The normal work day hours, except for volunteer activities and extra-curricular activities,
58 for certified employees shall be eight (8) hours.

59

60 Teachers on supplemental and extended contracts are expected and required to spend
61 the necessary time to perform such duties as outlined in the job description and as
62 assigned by supervisors.

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64 IN-SERVICE TRAINING

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66 General faculty meetings, called by the administration and involving all school
67 certificated personnel, may be held on school time.

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69 EXTENDED SICK LEAVE

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71 In all cases, if absence from work exceeds a period of ten (10) consecutive working
72 days, the certified and administrative employees must furnish to the Human Resources
73 Director a doctor's certification that medical complications are such that the employee is
74 unable to carry on his/her duties satisfactorily. When an employee returns to work from
75 an absence of ten (10) consecutive days, a medical release from the employee's health
76 care provider must be submitted to Human Resources. The release should include any
77 accommodations that are necessary for the employee to resume work.

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79 (Certified Leaves are described in the Master Contract)

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94 Date of Revision:

95 2/10/09; 9/14/10

96 5/23/11

Legal Reference: Code of Idaho

33-1224, 16-1619, 16-1620