

## 3270 PROFESSIONAL RESPONSIBILITIES

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

**Teaching staff members assigned specific instructional responsibilities and as designated by the Superintendent shall prepare regular lesson plans** ~~The Board directs the Superintendent to requires the preparation of lesson plans each teacher that implement the goals and objectives of the educational program. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans will~~ **shall** be subject to periodic review by \_\_\_\_\_ **the teaching staff member's Principal or designee and/or immediate supervisor as assigned by the Superintendent.**

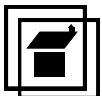
~~The Superintendent shall apply uniformly throughout the district, except as may otherwise be provided in this policy, the following additional rules for teaching staff member conduct:~~

- ~~1. During the work day, teaching staff members may be assigned extra or alternative duties by the \_\_\_\_\_ in accordance with Board Policy No. 3134;~~
- ~~2. Teaching staff members are expected to attend every faculty meeting unless expressly excused by the \_\_\_\_\_;~~

**During the work day, teaching staff members may be assigned extra or alternative duties by the Principal or designee in accordance with Policy 3134. Teaching staff members are to attend every faculty meeting unless expressly excused by the Principal or designee.**

~~A teaching staff member who is excused from attending a faculty meeting must meet with the Principal the following day to review the topics covered at the meeting;~~

- ~~3. Teaching staff members may not leave the school grounds during mealtime without the express permission of the Principal.~~



Teaching Staff Members  
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~~Teaching staff members who are assigned as department heads or who are assigned to work on curriculum revision during the regular school day will be given an appropriate reduction in teaching assignments.~~

Adopted: 30 April 2007  
Revised First Reading 11 July 2022  
Final Reading 25 July 2022

