MSD: Professional Educator Duties, Classroom Rules, Records, and Property Care

Professional educators work under the supervision of the principal for policy and work assignments and should use the principal as the primary channel for school-based guidance and requests to the District Office. Professional educators shall care for the educational interests of students, cooperate with the principal in maintaining order and discipline, avoid waste, safeguard District buildings, furniture, equipment, and other property, and promptly report intentional or accidental property damage to the principal.

Professional educators shall establish and communicate classroom rules compatible with school and District philosophy, including written academic, citizenship, and behavioral expectations; principal approval and school file maintenance for classroom rules; parent or guardian notice of classroom expectations and discipline procedures; and student involvement, as appropriate, in developing reasonable behavior expectations and consequences.

Professional educators shall keep required records and submit required reports in the manner prescribed by the principal. Student progress information shall be kept current and updated at least weekly. Professional educators shall not furnish lists of student or employee names or addresses except as allowed by District records policy and law, and shall not permit commercial advertising in classrooms except as approved by the Board of Education.

Source: MSD Policy 4320, approved 2021.