**CLASSROOM & SCHOOL RESPONSIBILITIES**

* The primary responsibility of the teacher is to teach students the course curriculum from the beginning of the class period to the end of the class period every day.
* Teachers are to be at their doors five minutes before the students arrive in the morning.
* When a class is in session, the teacher is to be in the room at all times.
* A teacher shall inform the main office to arrange for supervision during their absence if an emergency arises.
* No student may be left unsupervised during the day, lunch periods, or while participating in extracurricular activities.
* The teacher has the responsibility to maintain discipline in the classroom, follow the school-wide discipline plan and be consistent with school expectations. A student should not be removed from a classroom without administrative approval. Students may not be left unattended in the hall or outside a portable.
* Students should be in compliance with the dress code. It is the teacher's responsibility to report violations.
* Teachers supervising activities that have special potential for accidents or injury should provide adequate orientation and training for the students. First aid training is recommended and available at no charge.
* Supervision of students is the responsibility of everyone. During class changes, all teachers must be at their doors or in designated supervision areas actively supervising students. Failure to comply with an assigned duty may lead to disciplinary action and/or an unsatisfactory evaluation.
* If the class is meeting in an alternative location (i.e. a computer lab, media), the teacher must notify the front office and a sign should be posted on the regular classroom door to notify students where the class is meeting.

**LESSON DEVELOPMENT**

Teachers will develop lessons that:

* Engage students in rigorous and relevant curriculum that provides a supportive structure for all

learners;

* Incorporate best practices to improve student achievement and retention;
* Develop interdisciplinary and thematic units;
* Enhance student study skills;
* Improve FCAT skills in mathematics, reading, science and writing;
* Develop and provide students with traditional and alternative assessments;
* Connect the relevancy of the material with life experiences and career applications;
* Practice job preparation skills including technical reading, writing and verbal communication, mathematical applications, group cooperation and leadership skills;
* Assign homework that reinforces newly acquired skills, prepares students for anticipated classroom activities, and/or extension activities that require students to apply information they've learned using research and problem-solving skills;
* Develop special events or extended activities that enhance the curriculum;
* Increase the opportunities for students to use technology;
* Stress and recognize character education.

**SYLLABUS**

A course syllabus should be distributed to the students during the first week of class and made available for parents during open house or conferences. Your assigned administrator must approve the syllabus during the pre-planning week before it is distributed. A rubric/self-analysis form will be made available to teachers during the planning week to assist in the development of the course syllabus. A class syllabus should include but is not limited to:

* Course title and teacher's name;
* Description of the class with a list of performance outcomes;
* Grading policies including make-up and late work;
* Information regarding any cumulative tests, special projects, and/or activities including grading and timelines;
* Information on how the student can get extra help;
* Suggestions on how the parents can be involved (i.e. reviewing weekly vocabulary words, checking the student folder daily for homework assignments);
* The policy for academic dishonesty;
* Information on how parents can contact the teacher.

**LESSON PLANS**

Teachers are required to prepare lesson plans in advance for all classes they teach. There are several acceptable methods of planning. Lesson plans are to be maintained and up-to-date and must be consistent with county curriculum guides. There are curriculum frameworks for the academic areas that can be accessed through our district website *http://www.pasco.k12.fl.us/* under the Learning Focused quick link, or directly at *http://publish.learningfocused.com/261050*.

Lesson plans are legal documents that must accurately reflect the actual instruction going on in class. If a teacher decides to change activities for that period, either the old plan must be modified or a new plan prepared.

The district form for lesson plans may be used or you may generate your own. A copy of the lesson plan must be turned into the learning community assistant principal each quarter. New teachers to our school will be asked to furnish lessons plans more frequently to check for accuracy and compliance with format requirements. The teacher's copy of the lesson plan should be maintained in the classroom in a 3-ring binder in the clear plastic bin by the classroom door. Lesson plans may be reviewed by Administrators while visiting classrooms. Lesson plans should include the following:

* Objectives/Essential Question
* Next Generation Sunshine State Performance Standards and/or Common Core Standards
* Learning Activities/Activating & Teaching Strategies
* Summarizing Strategies
* Modifications and Strategies for ESE, 504 Plan and ESOL students (a legal requirement)
* Materials and Supplies (text and page numbers denoted)
* Evaluation/Assessment Strategy

Learning Focused Strategies and instructional best practices should be apparent to classroom visitors. Evidence will include: posting an essential question related to the lesson being taught, use of graphic organizers, displaying student work, use of innovative teaching techniques, vocabulary development, a literacy rich environment, activation and summarization strategies, and use of grading rubrics.

**TEACHING INTERNS**

A pre-service teacher submits an application for internship to the Human Resources Department. The applicants are placed at schools throughout the district. Once an intern is placed at the school, the department head functions as a liaison for the principal. He/she will oversee the intern related to school obligations. The supervising teacher will be responsible for all grading. He/she will be responsible to see that the intern fulfills all requirements related to the program. Interns should adhere to all teacher expectations.