

POLICY

NUTLEY BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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Professional Responsibilities

3270 PROFESSIONAL RESPONSIBILITIES

Instructional activities provided by teaching staff members is a necessary element in the attainment of district and school goals, objectives and standards by pupils. To help one to do a good teaching job, the making of plans is expected of every teacher to be submitted on the Friday prior to the following week of instruction. Plan books will be inspected from time to time and must meet the requirements laid down by the Principal or Department Head.

Teachers are to provide adequate directions for substitutes - the purpose of which shall be to continue, if possible, the ongoing program or, if more appropriate, a meaningful educational alternative that relates to the subject area. Plan books must remain in the teacher's desk overnight to be available for substitute teachers at all times. They will be collected at the close of each week for review.

Adopted: 3 May 2004

