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# TEACHER/STAFF RESPONSIBILITIES

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While students are the major stakeholders, Prince George's County Public Schools recognizes that there are many other stakeholders who both directly and indirectly impact the success of students. Each of these groups has specific rights and responsibilities that when fulfilled contribute to strong schools and exceptional student achievement.

## A. Responsibilities of Teachers/Staff

*Teachers shall have the responsibility to:*

- **Be prepared** to teach and provide quality instruction within the current curricular framework.
- **Maintain** an environment of mutual respect and dignity.
- **Demonstrate** interest in teaching and concern for student achievement.
- **Remain** knowledgeable about school policies and rules, and enforce them in a fair, impartial, and consistent manner for all students.
- **Communicate** policies and expectations to students and parents, including:
  - Course objectives and requirements.
  - Grading procedures.
  - Assignment deadlines.
  - Classroom discipline plan.
- **Communicate** information regarding student progress and achievement on a regular and timely basis to students, parents, and other involved professionals.
- **Exhibit** an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
- **Maintain** an atmosphere that contributes to positive student behavior.
- **Provide** make-up work upon request for students with lawful absences, including those students on suspension.
- **Encourage** the use of appropriate guidance services.
- **Develop** and maintain a positive working relationship with students and staff.
- **Strive** to improve the quality of life throughout the school community.

## B. Responsibilities of Administrators

*School administrators are responsible to:*

- **Support** teaching and learning by creating and maintaining a safe and orderly environment.
- **Promote** communication with all members of the school community and present opportunities for students, staff, and parents to redress grievances.
- **Evaluate** instructional programs regularly and comprehensively.
- **Support** the development of and participation in appropriate extracurricular activities by students.
- **Enforce** the Code of Student Conduct and ensure the fair, consistent, and prompt resolution of concerns and infractions.

*Taken from Administrative Procedure 10101 – Code of Student Conduct*

