

Gratton School District

Essential Information For Gratton School Staff

1. Schedules

- A. Teachers - You are required to work at least eight hours per day
Arrival - Approximately 7:30 a.m.
Departure - Approximately 3:30 p.m.

Other attendance required but not limited to the following:

1. Staff Meetings Specified Thursdays
2. Student Study Team Meetings Specified Thursdays
3. Department Meetings Specified Thursdays
4. Site Council Meetings Quarterly
5. Parent/Teacher Club Meetings Monthly
6. Specified Board Meetings
7. Back to School Night
8. Winter/Spring Concerts
9. Open House

- B. Support Staff - Schedules are determined based on job description.

2. Staff Absences

- A. Teachers - Log absence on SCOE's absence reporting website - it is the teacher's responsibility to make sure someone has accepted the job.
- B. **All Staff** - Complete "Absence Verification Form" for **ALL** absences.
- C. **All Staff** - needs to report an absence to the office.

3. Employment Paperwork Requirements - Ongoing

- A. The district office will inform you of necessary documents to be completed upon employment.
- B. **Credential requirements are your responsibility.**
- C. Please see your "Employee Handbook", which can be located on the website under the employee tab, for all other forms to be completed.

4. Supervision

- A. Students must always have supervision.
- B. Children must have permission to leave the classroom during class time.
- C. Students must have permission to stay after school. The teacher who gives permission is responsible for that student until picked up by a parent. The parent must come to the classroom and make contact with the teacher when picking up the student.
- D. All students must check in or out of the office when tardy or leaving early.
- E. All phone calls home must be made from the office with permission from the teacher and **not from the classroom.**

5. Cummulative Records/Class Attendance Records

- A. **Cumulative Records** - Each teacher is responsible for maintaining the cumulative records for his/her class. These records are to be stored in the district file. No one may have access to these records except the child's teacher, school officials, the child's parents and certain other parties specified by law. Anyone entering the files, other than the teacher, is to have permission from the principal/superintendent.
- B. **Attendance Records** - Teachers are responsible for completing attendance on line with PowerSchool before 8:15 a.m.

- C. **Independent Study** - District students who are going to miss school for more than five days should be subject to an independent study agreement. Charter students shall be subject for one or more days. The office personnel will take responsibility for obtaining signatures on the required form.

6. Requirements for Teachers

In addition to the gratton school District Personnel Policies, the following apply:

- A. **Grading** - Your grading system should be meaningful, consistent, and based on adequate written records. In an effort to communicate with all parents, teachers must post all grades and assignments using PowerSchool. Grades should be **posted within one week** of the assignment or test's due date.
- B. **Instructional Materials** - Teachers are responsible for maintaining all textbooks. Supplies are located in the staff room. If you need materials that are not available at the school, please request them.
- C. **Lesson Plans** - Each teacher may develop individual forms or a system of planning. Lesson plans are to be made each week, kept on your desk in clear view.
- D. **Conferences** - Parent/Teacher Conferences are held in November and again in February. The office will coordinate conferences with both parents and teachers.
- E. **Testing** - State testing is held in spring, usually the first week in May.
- F. **Evaluations** - All certificated personnel will be evaluated yearly. The evaluation is based on classroom visits and performance over the entire year.
- G. **Storage** - Storage is limited. All items must be stored in your own room. Do not use any other room for your storage needs.

- H. **Policies and Procedures** - Teachers are required to submit their policies and procedures to the Principal before the first day of school.
- I. **Communication** - Mass email lists should be created for each classroom by the teacher. All general class announcements, updates and notes should be sent home by mass email. The principal should be included on this list. The office will also use mass emails for communication. Class DoJo should also be set up for your classroom for communication with parents.
- J. **Calendar of Events** - Teachers are to consult the school master calendar for future events and the website grattonschool.net. Teachers are responsible to add classroom events to the master calendar in the office once approved.
- K. **Staff Absences** - All staff are required to submit in advance, an *Employee Request for Leave of Absence or Notification of Absence* form. In the case of an unplanned absence, employees must submit the form upon return. Each contracted employee is allowed two CPI (no-tell) days per year. These days can be used at your discretion and do not require an explanation. The pay for these days is deducted from the employee's accumulated sick days. All other days are classified as either sick days or personal necessity. Personal necessity days may be used for appointments for yourself or family members or to care for an ill child/family member. Personal necessity and sick days are also deducted from the teacher's accumulated sick days.
- L. **Field Trips** - Field trips are encouraged when taken in conjunction with studies in class. **Teachers are required to submit a general plan for desired field trips for the year before the first day of school.** Teachers are also required to fill out a field trip approval form for each trip well in advance and before reservations are made.
- M. All units to be applied for advancement on the salary schedule must be pre-approved. The course of study must directly benefit the students in the classroom.

7. Other Procedures

- A. **Classroom Parties** - Christmas and Easter
Teachers are responsible for placing a sign-up sheet for parents interested in organizing the parties at the *Great Start Gala*.
- B. **Fire and Disaster Drills** - Teachers are responsible for knowing procedures and executing fire, earthquake, and lock down drills in their classroom. Opportunities for school wide practice will be given on a regular basis.
- C. **First Aid** - Supplies are kept in the office. In cases requiring anything beyond the most minor treatment, an accident report will need to be filled out by the person on duty. Every accident except minor abrasions should be reported to the office.
- D. **Playground** - Morning recess and lunch - Grades K-3, west area; Grades 4-8, east area, Before School - all grades are to be in the east area

Revised 6/22/20