

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 7:40 a.m.

Departure – Approximately 3:40 p.m.

Other attendance required but not limited to the following:

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

- b. Support Staff – Schedules are determined based on job description.

2. Staff Absences

- a. Teachers – Phone the SCOE’s substitute teacher hotline
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” given at the beginning of the year staff meeting 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. **Cumulative 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.

Each Teacher will complete an "End of the Year Student Status Report" for each student and submit to the next teacher.

- 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 being graded in general.
- 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 March. The office will coordinate conferences with both parents and teachers.
- e. **Testing** – State testing is held in the 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.
- 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 upon return.
- 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 fieldtrips for the year before the first day of school. Teachers are also required to fill out a fieldtrip approval form for each trip well in advance and before reservations are made.**

7. **Other Procedures**

- a. **Classroom Parties** – Christmas and Easter
The Parent/Teacher Club will assign a “room parent” to contact you to assist in the organization of the above parties.

- 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 8/1/14