

Deadlines

Deadlines and due dates are required of all faculty and staff members as part of the function of your employment. The following is a list of many different deadlines that teachers/staff members are required to meet. Failure to meet these deadlines, as well as any other deadlines as described in faculty meetings, in memos, in emails or on the calendar, will result in a written warning followed by an improvement plan. Continued failure to follow district and/or building policies could result in termination. Below are some deadlines and/or building policies that all staff members have been asked to meet.

PASS Deadlines

1. **Monthly tutorial hours** must be turned into Diana by 3:00 pm on the last working day of the month. Any student who stays before or after school for extra help should be included on the tutorial sheets or written on the PASS attendance sheets.
2. **PASS attendance sheets** need to be turned into the attendance office and/or Diana's mailbox preferably by 3:30 the same day as PASS or no later than 7:00am the following day. These **PASS sheets must include attendance** of any student who is not listed on the attendance sheet. Students who are absent from school should be marked with an **AFS**. Students at school but not in PASS should be marked with an **A for absent**.
3. When we are running **PASS for progress reports**, all changes must be given to Tamra Uding by 8:00 a.m. on Friday mornings. Reason: Schedules are made and delivered to students during 4th period for Unitec students and 7th period for all other students.
4. **PASS schedule changes** must be completed by the deadline date for grades at progress report time or end of quarter.
5. Teachers **DO NOT** need to provide a list of students for **PASS at progress report** time. Tamra is using the grade verification sheets for everyone and highlighting anyone with a "D" or an "F". These students are then put into your PASS classes.
6. For **quarter-final PASS assignments**, teachers must provide a list to Tamra of any student who needs to be in PASS for making a "D" or "F" on the quarter-final exam. Lists can be emailed and should be completed by 3:00 p.m. on the assigned date as listed in a memo.
7. PASS schedules must be passed out to all students in classes on the Friday before the next scheduled PASS dates. Students who are absent should have their schedule placed in Mr. Coleman's mailbox.

Attendance/Tardy Deadlines

8. Teachers need to complete their **attendance** within the first 10 minutes of each class. It is very important because we call on parents when students are absent. You must complete **attendance** every hour and within the first 10 minutes. The **attendance** program is closed for the day at 2:15 p.m.
9. When the attendance office sends a list of students (done on a daily basis by email) to report to the attendance office, please send them. This list is **Daily Attendance and Saturday Detention**.

10. **Tardies:** When students are late to your class, especially 1st hour, if you can not change your attendance, send them to the attendance office to get a tardy slip.

Miscellaneous Deadlines

11. Please update your **school notes** every week and/or daily. There are more parents viewing them and calling because the school notes have not been kept up to date. ISS uses the **school notes** page on a daily basis to assign work to students. Please post Monday lessons on Friday, Tuesday's lessons on Monday, etc. or post lessons weekly.
12. **Recapitulation forms** must be turned in by the last Friday of each month in order to receive reimbursement for that month.
13. **Activities, events, and reservations for all high school facilities** must be turned in within a week of the end of each month to be included in the monthly calendar of events and activities.
14. **Tuition reimbursement** information is due by the last working day of September.
15. **Grades and progress reports** are due on specified dates as described in the weekly memo.
16. **Announcements** are due by 9:00 a.m. on the day they are to be read. **Announcements** should be sent to Mr. Coleman and to Angie Hagerty by email and must be received by 9:00 a.m.
17. **Substitute request forms** should be filled out and turned in at the earliest possible time a teacher knows about an absence. Teachers who are out for professional development must complete a **substitute request form** and turn it into Angie upon approval of the professional development activity.
18. **Quarter final exams** are due one week prior to the scheduled first day of quarter final exams.
19. **Time sheets** are due the last working day of the month and must be turned into Angie.
20. When making a **deposit**, all staff members are required to include the **club/activity name** in the memo portion of the check.

Sincerely,

Brad Coleman