

**The Gray Charter School
Board of Trustees
Policy**

Policies & Procedures for All Staff

P2001

The Board of Trustees

1. If any employee of The Gray Charter School (the "School") calls in sick for two (2) consecutive days, the employee must bring, upon returning to work, a doctor's note describing the illness and the reasons for not coming to work.
2. Classroom time designated for science instruction is not to be used as preparation time by teachers. No teacher may leave his or her classroom when the science teacher is present and each teacher should take an active part in the science lesson.
3. All employees are expected to be prompt. Lateness will be punished. If an employee is late two times during any single payroll period, he/she will be placed on probation.
4. All teachers must prepare and submit lesson plans every two (2) weeks for the following two (2) weeks. All teacher aides must prepare and submit playground reports every Friday at 9:00 a.m. If a teacher fails to timely submit lesson plans twice, he/she will be placed on probation.
5. Teachers must keep bulletin boards current and in harmony with their curriculum.
6. All curriculum materials are to be placed on each teacher's desk, turned to the section that the teacher is working on at the time.
7. Lesson plans should remain on each teacher's desk at all times, turned to the section that the teacher is working on at the time.
8. No parent or guardian of a student is allowed in any classroom during school hours without permission from the Director. Teacher conferences with student parents or guardians may be scheduled only during the teacher's preparation periods or before or after the School's instructional hours.
9. Each teacher must teach the entire curriculum provided by the Director of Gray Charter School.

10. Every day from 1:00 p.m. to 1:20 p.m. is "D.E.A.R. Time" ("drop everything and read") for the entire School. Everyone should be reading during this time.

11. Every week teachers must prepare their students to do oral presentations. Four (4) times a school year, all students will do their oral presentations in the School's auditorium for the entire School and their parents or guardians.

12. During designated teacher preparation periods, (a) each teacher should be working on something that would help his or her students, (b) no teacher should be socializing with fellow teachers, and (c) no teacher should leave the School's premises.

13. If any employee intends to leave the School's premises during lunch time, he or she must sign out in the School office and sign back in upon returning. Lunch time is one hour beginning at 12:00 p.m. for teachers and 1:00 p.m. for teacher aides. Lunch time is the only time of the day that any teacher or teacher aide may leave the School premises. If an employee violates this rule twice, he/she will be placed on probation.

14. An employee who is on probation and again violates any of the school's Policies and Procedures shall be subject to further discipline, up to and including immediate termination.

B.P. 2001

Adopted: September 2000