

### **Teachers**

1. The Teachers are responsible for the children from 7:45 a.m. until the last bus has left at the end of the school day and for arranging special field trip transportation with the bus driver.
2. The Teachers are responsible for providing realistic individual goals in accordance with the State of Maine curriculum requirements.
3. The Teachers are responsible for communicating with parents. Report cards are distributed quarterly. A parent/teacher conference is scheduled during the first quarter and third quarter. Subsequent conferences are scheduled as needed.
4. Teachers are responsible for the prompt and direct sharing of social and academic concerns and problems with individual parents. Unresolved social and academic concerns may be brought to the attention of the Superintendent and School Committee.
5. Teachers are responsible for posting the destination on the school door if the children are taken off the school grounds. Written parental permission should have been granted for children leaving the school grounds.
6. Teachers are responsible for making provisions for sending sick children home.
7. Teachers are responsible for informing the School Committee Chair/Board as necessary of any concerns including: school maintenance, repairs and cleaning.
8. Teachers are responsible for having monthly fire drills.
9. Teachers are responsible for attendance at School Committee meetings and presenting a monthly report providing an opportunity for sharing of reasonable requests and timely concerns.
10. Teachers are responsible for administration of records as directed by the Superintendent, ordering of books and supplies, the planning and overseeing of field trips and other enrichment activities.
11. Any teacher leaving is responsible for providing to the incoming teacher a written record of the year's activities and achievement of each student.