



Work to the Contract Guidelines:

DOs

- 1) Our priorities during the Work to The Contract:
 - a. **Teach our students**
 - b. **Plan lessons – (see suggestions in the “Don’t” section below)**
 - c. **Communicate with parents**
- 2) Make sure you arrive at work at your contractual time. We ask everyone to meet in the parking lot and walk in together each morning.
- 3) Continue to perform all supplemented duties (clubs, supervisory, etc.). Never leave students unsupervised (see #5 under the Don'ts)
- 4) Continue to perform paid before and after school tutoring.
- 5) Leave school at the end of your contracted work day (remember the contract allows for one meeting after school (before school for middle school) each week.
- 6) If you have a rotating duty, that would still continue as it is allowed under the contract.
- 7) Let parents know, if they question what we are doing, that we are sorry we have been forced to take this action, but we are doing it because we believe your children deserve better.
- 8) Communicate with your administrator when your workload is too great to accomplish within the work day. (see the Work to the Contract Tools document in the [Work to The Contract Headquarters](#))
- 9) Set your auto reply on your Outlook Email using script provided by VUE (see the Work to the Contract Tools document in [Work to The Contract Headquarters](#))

DON'Ts

- 1) Do not take work home with you. This may require us to think differently.
 - a. We recommend that you plan with your colleagues – for elementary maybe each teacher in a grade level plan one subject, or just use the curriculum maps.
 - b. You may want to have students grade their own papers on some assignments.
 - c. You may not want to grade all assignments you give for students, but rather check for completion.
 - d. If you are being pulled for too many meetings or have too many demands, send an email to administration (we are providing a template you may use – See Work to the contract tools in the [Work to The Contract Headquarters](#)).
 - e. Let's support each other. The goal is to get done what is absolutely necessary and stop doing things that are not.
 - f. If you have too many IEPs or PSTs to complete see d. above

- 2) Do not attend school functions, unless you are compensated (Math nights, programs, SAC committee, after hours field trips, spring carnivals, etc.)
- 3) Do not attend PD, unless you are compensated or it is in place of the one allowed meeting after school, like early release PD.
- 4) Do not attend any meetings/training on early release days. Remember early release is your time, you cannot be required to attend meetings/trainings except the one ERPD per month.
- 5) Remember, no matter what, we can never leave students unattended. If you have a student with you and your work day is over, make sure you bring that student to the office and that they are placed properly in the care of your administrator.
- 6) Obey any directive. If an administrator requires you to do something, call the VUE office, we can and will file a grievance.