



## **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
- 6) 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.
- 7) Communicate with your administrator when your workload is too great to accomplish within the work day (See the Work to the Contract Tools document)
- 8) Set your auto reply on your Outlook Email using script provided by BFT (See the Work to the Contract Tools document)

### **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
  - 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).

- 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 or if they are one of the two required by contract (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 PD 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 BFT office, we can and will file a grievance.
  - 7) Do not harass colleagues who won't participate.