Certificated Protocols

PROTOCOLS

Attendance is required but not limited to the following:

Staff/Faculty Meetings	Organizational Meetings
Required Professional Development or Training	Guidance and Counseling of Students
Parent Contact Meetings	School Activities

Absence From Building

- Notify your Principal or his/her administrative assistant any time you are not in attendance at your building for one or more days.
- **Requests to take leave when school is in session must be pre-approved by your Principal.**

Sick/Emergency Leave:

Sick/Emergency leave may, except under exceptional conditions (as noted below) be used for absence caused by illness, injury, medical disability (including that caused by childbearing), poor health of the employee, child care to the extent required by law, or an emergency caused by family illness, where no reasonable alternative is available to the employee.

- The situation must be suddenly precipitated, or must be of a nature that pre-planning is not possible, or that pre-planning could not have eliminated the need for the leave; and
- The situation must be one which is serious and unavoidable and of major importance, not one of mere convenience.

Fridays and Mondays, particularly those associated with a holiday weekend, are generally those days which have the highest demand for substitutes and of ten the Substitute Office cannot fill all requests for substitutes. Employees are encouraged not to request personal leave on Fridays or in conjunction with holiday weekends. In the case of an emergency, SPS will attempt to provide a substitute, but in the cases where no substitutes are available, the buildings will not be reimbursed by SPS for the lack of substitutes.

Prior to or on return from leave, the employee must obtain, complete and submit to his/her immediate supervisor the Seattle Public Schools Employee Leave Report form for his/her signature and administrative processing.

Phone Calls, E-Mail, Paperwork

- Return phone calls to parents/families, or district personnel within 48 hours.
- Activate voice mail.
- Turn cell phones off during meetings.
- Check e-mail daily.
- Submit reports, assessments, and other time sensitive materials according to required dates and timelines.

Staff/Student/Parent Issues

- Notify your Principal about any student or parent/family issues that may result in an appeal, legal action or media attention.

Travel:

- **Receive pre-approval from your Principal for any in-state or out-of-state travel.**
- Receive pre-approval from your Principal for any in-state or out-of-state travel for students accompanied by staff.

Emergencies

- Notify your Principal or his/her administrative assistant and security, anytime the police or fire department is called, or a serious incident or facility issue threatens students or staff safety.

EXPECTATIONS

Prepare for school opening, including preparation for the classroom or workspace before, after and during the school year for quality instruction and support of instruction.

Plan for and deliver or support quality instruction for students by:

- Plan daily lessons and implement SPS curriculum as outlined in the site's Transformation Plan, SPS curriculum documents, and State EALRs, including use of various instructional strategies and resources. Specialists plan and provide meaningful program activities that support student progress toward building, SPS and State EALR goals.
- Provide meaningful and engaging instruction during available instructional time.
- Administer assessments and use the results to inform instructional planning, modify lessons or instructional style to meet individual needs of students.
- Maintain in a timely manner all required reports including such items as grade books, attendance, necessary data collection and anecdotal record keeping.
- Create and provide a culturally responsive learning environment that acknowledges all students.
- Communicate well with parent/guardians.
- Maintain contact with parents/guardians, return phone calls, notes, or e-mails, and be proactive when dealing with student concerns (such as discipline, low achievement, etc.)

Participate in all staff meetings. Within a building/program, employee and departmental or grade level meetings are necessary to provide and receive information that may include sharing in decisions related to site issues. Building/programs will decide how best to use staff and departmental/grade meeting time to address issues identified by the staff or administration. Emergency meetings will be called whenever conditions require.

Engage in cooperative problem solving to strengthen the working relationships among the administration, staff, students and the community.

Stay current on educational issues, keep updated in subject area(s) and maintain certification or work toward proper certification.