

The following will be reviewed by the Superintendent with each new teacher:

1. Job Description
2. Evaluation
3. Report Card Formats
4. Curriculum and Gifted & Talented
5. Outer Islands Teaching and Learning Collaborative (TLC)
6. Budget & Purchase Order Process
7. School Calendar
8. Field Trip Procedure
9. Testing
10. Special Education Needs, Procedures & Forms
11. Policy Manual, Student Handbook and Comprehensive Education Plan (CEP) Manual
12. Payroll:
  - a. Salary
  - b. Health Insurance
  - c. Life Insurance
  - d. W-2, I-9 MSRS
13. Student Attendance – Register
14. Guidance Services
15. Planbook & Gradebook Requirements
16. Custodial Support
17. Fire Drills/Emergency Evacuation
18. Attendance at School Committee Meetings
19. Friends of Monhegan School and Parent-Teacher-Community (PTC) group
20. Communications with:
  - a. Superintendent
  - b. School Committee
  - c. Parents
  - d. Community
  - e. Consultants
21. Special Events
22. Contract

Adopted: 11/17/03 by J. Boegel, M. Chioffi, & J. Stevens

Revised: March, 2012 by J. Stevens, M. Chioffi, & J. Weber