

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

1. [Job Description](#)
2. [Evaluation](#)
3. Report Card Formats & [Grading](#)
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 - [Policy IJOA](#) & [TLC Field Trip Procedures](#)
9. [Testing Policy IL](#) & [Prek/K Screenings](#)
10. Special Education Needs, [Procedures](#) & Forms
11. [School Health Services](#)
12. [Policy Manual](#), [Student Handbook](#) and [Comprehensive Education Plan \(CEP\) Manual](#)
  - a. [Code of Conduct](#)
13. Payroll:
  - a. Salary
  - b. Health Insurance
  - c. Life Insurance
  - d. W-2, I-9 MSRS
14. Arranging Leave
  - a. Sick Leave
  - b. Personal Days
  - c. Arranging Substitutes
15. Student Attendance – Register
16. Guidance Services
17. Planbook & Gradebook Requirements
18. Custodial Support
19. [Fire Drills/Emergency Evacuation](#)

Maine requires 2 fire drills in first two weeks of school and 10 throughout the year with at least one being a lockdown drill
20. Attendance at School Committee Meetings
21. Friends of Monhegan School and Monhegan School Youth Arts Initiative
22. Communications with: (see [staff directory](#))
  - a. Superintendent
  - b. School Committee
  - c. Parents
  - d. Community

- e. Consultants
- 23. Special Events
- 24. Contract

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

Revised: 02/24/20 by J. Stevens & J. Brady (recoded from GCFA-A to GCH-A)