

2025-2026 Faculty Required Functions, Page 1 of 2

Functions required of all full-time faculty are listed below.

Some events may need to change and so it is important to keep track of our What's Happening Calendar (WHC). We recommend that you subscribe to the WHC in your Outlook calendar. Learn how at: <http://tinyurl.com/WHCfeed>
Teachers who are unable to fulfill an obligation must talk to their division head.

1. All General Faculty Meetings

- September 24 (Wednesday), 3:45 – 5:30 pm
- November 19 (Wednesday), 3:45 – 5:30 pm
- January 28 (Wednesday), 3:45 – 5:30 pm
- March 11 (Wednesday), 3:45 – 5:30 pm
- May 13 (Wednesday), 3:45 – 5:30 pm

**Attendance at TK-12 meetings is required of all faculty members, including part time teachers, coaches, and club advisors. Every effort should be made to schedule games, practices, or rehearsals on alternate days.

2. Wednesday Meetings

All teachers must attend their weekly Wednesday meetings. Teachers or coaches with conflicting responsibilities must contact division heads if they need to miss these meetings.

3. Back to School Nights

- Transitional Kindergarten, September 29, (Monday) BYN, 5:00 pm
- Kindergarten, October 8, (Wednesday) BKN, 6:00 pm
- Grades 1-2, September 11, (Thursday) BKN, 6:00 pm
- Grades 3-5, September 18, (Thursday) BKN, 6:00 pm
- Grades 6-8, September 13, (Saturday) UNN, 2:00 pm
- Grades 9-12, September 13, (Saturday) STG, 9:00 am

4. Family and Alumni Picnic

- Saturday, October 4, STG, Time TBD

5. Parent and Teacher Conferences *

- Kindergarten only, Monday, September 15th and Tuesday, September 16th
- Grades TK-12, Thursday, November 20th, Monday, November 24th, and Tuesday, November 25th

6. Open Houses

- Transitional Kindergarten, Saturday, November 1 at 9:00 am – 11:00 am
- K-5, Sunday, November 16 at 8:00 am - 12:00 pm
- Grades 6-8, Sunday, November 9 at 10:00 am – 12:30 pm
- Grades 9-12, Sunday, November 2 at 10:00 am – 12:00 pm

7. Faculty Retreat

February 7 (Saturday), 8:00 am– 5:00 pm

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8. Grade Level Orientations

- Upper School: this includes all-day activities on August 21
- Middle School: this includes all-day activities on August 25
- Grades 3-5: orientation is held on August 25
- Grades 1-2: orientation is held on August 25
- Kindergarten: orientation and dinner on August 25
- Transitional Kindergarten: orientation is held on August 26

Performances/Supervision duties/Other responsibilities

Some of these supervision duties will be assigned to teachers, as directed by their division head.

Lower School

- Grade 1 Show, Thursday, December 18
- Grades 2 & 3 Show, Tuesday, December 16
- Grade 5 Performances, Thursday, January 29 and Friday, January 30
- Grade 5 trip to the Headlands, December 3 - 5
- Grades 1- 5 Dance Concert, Thursday, May 28, Friday, May 29, and Saturday, May 30

Middle School

School dances, socials, performances or functions as directed by your division head.

- Grades 6-8 trip week, week of October 20th
- Study hall or detention duty as directed by division head
- Other school dances or functions as directed by division head

Upper School

- US Baccalaureate on Friday, May 15
- US Graduation on Thursday, May 21, 5 pm at Mountain Winery
- Study hall or detention duty as directed by division head
- Other school dances or functions as directed by division head

9. Meetings for new faculty

New faculty must attend the following division-appropriate meeting.

- Grades TK-5, September 3 (Wednesday) at 4:15 pm BKN room 105
- Grades 6-8 September 17 (Wednesday) at 4:35 pm UNN conference room
- Grades 9-12 September 10 (Wednesday) at 4:15 pm STG conference room

Part-time Faculty

While part time faculty are welcome at all meetings and all faculty functions, part-time faculty members are only required to attend a subset of the functions that full-time teachers are required to attend. Functions required of all part-time faculty are listed below. Teachers who are unable to fulfill an obligation must talk to their division head.

- K-12 meetings, dates indicated on first page of this handout.
- Back to School Night, dates indicated on first page of this handout.
- Grade level orientations, dates indicated on the second page of this handout.
- Open Houses, dates indicated on the first page of this handout.
- Parent-Teacher Conferences, dates indicated on first page of this handout.
- Faculty Retreat, date indicated on first page of this handout.
- Meeting for new faculty (if you are a new faculty member), see #9 above.