

2024-2025 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: tinyurl.com/WHCinOutlook
Teachers who are unable to fulfill an obligation must talk to their division head.

1. All General Faculty Meetings

- September 18 (Wednesday), 3:45 – 5:30 pm
- November 13 (Wednesday), 3:45 – 5:30 pm
- January 22 (Wednesday), 3:45 – 5:30 pm
- March 5 (Wednesday), 3:45 – 5:30 pm
- May 7 (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 16, (Monday) BYN, 5:00 pm
- Kindergarten, September 25, (Wednesday) BKN, 6:00 pm
- Grades 1-2, September 5, (Thursday) BKN, 6:00 pm
- Grades 3-5, September 12, (Thursday) BKN, 6:00 pm
- Grades 6-8, September 7, (Saturday) UNN, 2:00 pm
- Grades 9-12, September 7, (Saturday) STG, 9:00 am

4. Family and Alumni Picnic

- Saturday, October 5, STG, Time TBD

5. Parent and Teacher Conferences *

- Kindergarten only, Monday, September 9th and Tuesday, September 10th
- Grades TK-12, Thursday, November 21st, Monday, November 25th, and Tuesday, November 26th

6. Open Houses

- Transitional Kindergarten, Saturday, November 2 at 9:00 am – 11:00 am
- K-5, Sunday, November 17 at 8:00 am - 12:00 pm
- Grades 6-8, Sunday, November 10 at 10:00 am – 12:30 pm
- Grades 9-12, Sunday, November 3 at 10:00 am – 12:00 pm

7. Faculty Retreat

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

**Faculty Required Functions
2024-2025, Cont'd**

8. Grade Level Orientations

- Upper School: this includes all-day activities on August 15
- Middle School: this includes all-day activities on August 19
- Grades 3-5: orientation is held on August 19
- Grades 1-2: orientation is held on August 19
- Kindergarten: orientation and dinner on August 19
- Transitional Kindergarten: orientation is held on August 20

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, Tuesday, December 17
- Grades 2 & 3 Show, Thursday, December 12
- Grade 5 Performances, Thursday, January 30 and Friday, January 31
- Grade 5 trip to the Headlands, November 6 - 8
- Grades 1- 5 Dance Concert, Friday, May 23, and Saturday, May 24

Middle School

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

- Grades 6-8 trip week, week of October 21st
- 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 16
- US Graduation on Thursday, May 22, 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 (Tuesday) at 3:45 pm BKN room 105
- Grades 6-8 September 11 (Wednesday) at 4:30 pm UNN conference room
- Grades 9-12 September 4 (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.