



# ***Working to the Contract***

## **Tools You Can Use**

### **How should I respond when colleagues say "This will only hurt kids"?**

"I agree, and that is why this is such a hard commitment to make. Our first priority is and always will be teaching our students. We have tried everything to meet their needs with increasingly limited resources and to provide them the highest quality of instruction and care while being continuously devalued for our experience and expertise. It is simply not enough. If we want to see real positive change in the District for our students, our schools, and our profession, we have to be willing to take the hard steps now."

### **How can I address my workload with my Administrators?**

"Hello \_\_\_\_\_,

Thank you for your continued support during this difficult time. My goal continues to be to do what is best for, and of most value to, my students. However, I need your help: this week, I have to *do/complete/attend* numerous *tasks/IEPS/meetings/trainings/PST/paperwork*. I am asking for your assistance in prioritizing these tasks. Thank you in advance for your assistance.

Sincerely,

\_\_\_\_\_ "

### **How should I communicate with parents?**

While you should not use the term "Working to the Contract" in communication with parents or students, you may post a message to Edsby providing your working hours and planning time, with a professional note that you will respond to emails or calls as soon as you can. You may also set an auto email reply for outside of contract and lunch hours. We strongly recommend not sending anything to a parent without the parent contacting you first.



## How can I respond to parents when students' grades aren't posted/updated?

We suggest you do place priority on grading student assignments and providing feedback to parents.

"Hello \_\_\_\_\_,

I understand your concern. Grading assignments is a time-consuming process, and unfortunately, I have very limited planning/grading time. Please be patient, and I will post grades as soon as they are available.

Sincerely,

\_\_\_\_\_”

## How should I explain events/activities being cancelled?

Parents and students may ask why events/activities are being canceled, but that is a question to refer to your administration. We suggest that if you are questioned by parents or students, let them know you, too, are disappointed and would much rather be participating. Unfortunately, you are not able to now, as we are trying to do what is best for all students in the long term. If they would like more information, they may talk with your school's administration.

"Hello \_\_\_\_\_,

Thank you so much for reaching out to me. As you know, I always want what is best for my students- I think of them as my own children. I, too, am disappointed \_\_\_\_\_ was canceled/postponed. I am trying to do what is best for all students in the long term and want to encourage you to talk with our principal if you would like additional information. Thank you for your understanding and support.

Sincerely,

\_\_\_\_\_”