**Staff Requirements**

1. Be on time. The day begins at 7:50a.m. for *all* staff. Instruction begins at 8:00 a.m. and 12:30 p.m.
2. Teachers must stand by the door to greet students at the beginning of every class period.
3. All teachers will utilize the researched-based curriculum provided for classroom instruction.
4. Every department will follow the aligned and teacher-constructed scope and sequence and curriculum map.
5. All teachers will use the Common Instructional Framework to help students develop college-ready skills.
6. Teachers will plan together every Monday, Wednesday, and Friday.
7. Teachers will teach from bell to bell (beginning of class to end of class).
8. All teachers must tutor.
9. Phone calls home for students with attendance problems is required of *all* staff at CCTA.
10. Leaving campus for any reason requires administrative approval.
11. When leaving campus, for any reason, staff must sign out and record time when leaving, and sign in and record time when returning.