

Elementary East Officer Report

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Evan Jack

Contact : District email - jacke@readingsd.org

Union related email - eleastofficer@gmail.com

Remember your representation!

- Congratulations, the end is in sight! All your hard work will soon be rewarded with a well deserved break!
- As long as your personal time is submitted 1 week in advance. It should be approved as long as the building has not reached its 10% threshold. If your personal days are being denied, and you meet the above criteria. Please inform me. Half days start at 11:30am, administration is responsible for coverage afterwards.
- Please ensure your lesson plans are reflective of any updated changes. Remember you need 3 days of full lessons and two skeletal.
- Please remember your laptops, each night along with the charger.
- Please submit your split class forms in a timely manner, if you are receiving students from another class and they are not on your normal roster. Please fill out the split list form.
- In a situation where members have filled out a discipline referral and have received the referral back with a consequence they do not feel is adequate. The referring teacher has the ability to appeal the consequence given by administration. This process is outlined in the student handbook on page 15.

Respectfully Submitted,

Evan Jack

Links to helpful information:

[RSD student code of Conduct](#)

[Covid - 19 Hub](#)

[Collective Bargaining Agreement](#)

[RSD Employee Handbook](#)