



## M.E.T.S. CHARTER SCHOOL

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Damion Frye, Lead Administrator

### MEMO

To: Faculty and Staff  
From: Mr. Frye  
Re: Attendance Requirements

Faculty and Staff;

In accordance with contractual obligations, all staff will be required to adhere to the following attendance protocols if M.E.T.S. Charter School must close due to COVID-19 precautions:

#### **Clocking in and Out:**

1. All faculty and staff must continue to sign in and out at their contractually required times.
2. You must use the Frontline app or the web portal to complete your daily attendance requirements.
  - a. HR NOR ADMINISTRATORS WILL ADJUST MISSED PUNCHES.
  - b. Failure to sign in and out will result in the use of a sick day.
3. If you need to be absent from work, you still must enter the absence into Frontline with the contractually required timeframe.

#### **Workload Accountability Teachers:**

1. Check and read your emails on a daily basis. Important information will be sent and may need immediate attention.
2. All teachers must have the work for each period of instruction prepared, uploaded and assigned to their classroom.
3. All teachers must grade the Do Now and enter the grades into Powerteacher by the end of your work day.
4. All teachers must take attendance in Powerteacher by determining who has completed the Do Now assessment.
5. An administrator will check daily to make sure you have completed these tasks.
6. Failure to complete these tasks is a violation of N.J.A.C. 6A:9-17.5 and you will be held accountable.

#### **Workload Accountability Substitutes, Hall Monitors and Support Staff:**

1. By 8:25 am, you will receive an email from a member of the administrative team identifying your tasks for each day.
2. Substitutes may be asked to “cover” a class and ensure the work is completed in Google Classroom and attendance is taken in PowerSchool Substitute.

#### **Workload Accountability Custodians:**

1. Unless otherwise directed, custodians are expected to report to the facility to clean classrooms.