

KEARNS HIGH SCHOOL

MEMO No. 43

The first Monday of each month, directly after school, should be reserved for faculty meetings. While meetings are not always held, teachers should not make any appointments during the time of the faculty meetings. Except in the case of illness, all faculty members are expected to be in attendance. In you must miss a meeting, please contact the principal, **prior to the meeting**.

Staff members who are involved in afternoon sports programs or PM classes who are unable to attend the regularly scheduled faculty meetings are expected to attend the early morning make up faculty meeting held the following morning at 7:00 PM in the conference room.

Teachers who are absent the day of a faculty meeting (illness, professional, or personal leave) should also attend the morning make up meeting. At the prerogative of the principal, a faculty meeting may be called on the third Monday of the month.