

General Information for Teachers 2011-2012

Accident Reports

An accident report must be filled out if you have a student injury. The teacher/staff that was with the student when the accident occurred should fill out the report. The report should be brought to the office and a copy should be placed in the student record. The report should be turned in to Mrs. Sada the same day of the occurrence. If a child is hurt bad enough to call home, fill out an accident report.

Afternoon Dismissal

Teachers will need to monitor students in their classroom, and make sure all first bell students leave the room **promptly**. Non-classroom teachers will monitor the halls at this time. Please have students' bags and belongings ready to go home at 2:30. Before leaving your classroom in the afternoon, please make sure doors are locked, blinds are closed, and the room is tidy. Please make sure chairs are put on desks (if possible), and that all items are placed in lockers.

Bus Duty/Arrival/Departure Times

Report to school by **7:30 a.m.** and remain at school until 3:00 or until the buses have left school grounds. Teachers should be in their classrooms when the bell rings at 7:45 a.m. Teachers on bus duty should arrive to school and be at their assigned location at 7:00 a.m. Please make sure you are on time for morning bus duty. If you are running late for any reason, please notify the office. On early dismissal days, do not leave the building until the office announces over the intercom that it is okay to leave.

*If a teacher misses a whole week of bus duty due to school being closed, their week will be picked up as soon as school returns, and everyone else's will be pushed back a week.

Collection Logs/Money

Please fill out a collection log every time you take up money. Waivered kids do not pay. (Mrs. Sada will give you a list of those students.) Please put this list in the front of your teacher handbook. Turn those and the money into the office. It is best to walk money to office or send with a responsible student. Please have all money turned in by 12:00 so Mrs. Sada can do the deposit. A copy of the log will be placed back in your mailbox. Keep a folder of these in chronological order. You will be required to turn them in at the end of the school year.

Disciplinary Forms

Use disciplinary forms to report unsatisfactory work and/or behavior.

*Get forms from Mrs. Bilbrey/Ms. Gore/ Office

*Fill out completely

*Return completed forms to Mrs. Susan

Dress Code

Teachers are expected to dress in an appropriate and professional manner. Please make sure that your pants cover completely when you bend, and that your top is covered completely. If in doubt, don't wear it. We need to dress according to our profession. Jeans are fine, but please wear a HES T shirt or nice casual shirt with it. We will only be allowed to wear shorts on all day outside days.

Extra Scheduled Activities

Cooperate and assist in scheduling all classes for students. Examples: 4-H, music, art, etc.

Extra Work Duties

Teachers will take turns working ballgames. Teachers will also be asked to work on special school projects such as back to school bash, fall festival, parent/teacher conferences, and 8th grade graduation.

Occasionally, teachers will be asked to come in early and/or stay late after school.

Faculty Meetings

Faculty meetings will be held each month (Usually the day after payday or a principal's meeting) occasionally a called meeting may be necessary.

Fruit

Please make sure fruit snacks are eaten in the classroom only. Students DO NOT need to leave the classroom with fruit. We have had many problems this past year with fruit being taken on the buses, in the bathrooms, and being left in lockers. Teachers please send an aid, yourself, or a responsible student to check out the fruit so we can keep accurate paperwork.

Homework

Homework- We all know that Mr. Eldridge has said 30 minutes of homework. If you do not follow this rule, a conference will be held with the teacher and the administration.

House Keeping

Please do your part to help keep the playground, workroom, and restrooms looking their best. If you notice something that needs attention please report it to the office. (This does not mean the items required by the custodians.) If you make a mess, please clean it up.

Lesson Plans

We are going to try to transition to online lesson plans this school year. We are hoping to get teacher web pages, so students can see their missed assignments. I will need these emailed to me. I will keep a folder on each teacher. If you do not email them this year, please continue to make a copy and put in my mailbox. Make sure the standard being taught is on the lesson plan. Ms. Gore and I will be checking these periodically. Lesson plans online will be required next year.

Lock Down/Fire Drill Procedures/Assembly Procedures

Lock Down and Fire Drill procedures should be discussed with students on the first day/week of school. The procedures should also be taped to your teacher's desk for a sub to be able to use. We will keep a file in the office as well. Teachers please discuss with your students prior to an assembly how they are to act. Make sure that you sit with your class when there is an assembly. We usually have many visitors, and we want our students to be on their best behavior.

Lunch Duties/Forms

Teachers will have a duty free lunch break. Each teacher is expected to take his/her students to lunch and pick them up after lunch. Also, you are expected to discipline those who misbehave. Please have the students divided by their lunch choice.

* Teachers need to fill out the lunch count forms so we limit mistakes.

*Please give Mrs. Lisa a trip lunch request form **2 weeks** prior to trip.

Mailboxes/Emails

Mailboxes are located in the office. Please check your mailbox on a daily basis for mail and other information. **MAKE SURE YOU ARE CHECKING YOUR HES EMAIL ACCOUNT DAILY!!**

Medications

All medications will be administered at the office. Medications **MUST** be brought in with an adult with a note. There will be baskets with student' names along with the medicine in them. Please administer the medication and fill out the medication log that is attached to the cabinet. Remember to take any necessary medications for students on all school trips.

Outside Doors/Visitors

All outside doors are to remain locked at all times. ALL visitors (Pre-K will enter and exit through Mrs. Breeding's door.) are to enter through the front door, sign in, and get a visitor's sticker. This includes personal visitors.

*Take students to the bathroom *before* going to the playground.

*Make sure the door is locked behind you.

*Remind students not to let ANYONE in the building.

*DO NOT PROP DOORS OPEN.

Phone Calls

Please log all long distance phone calls. Mrs. Sada must be able to match the log sheet with the phone bill. Remember to check cell phone numbers when calling about a student, many of them are now long distance.

Purchases

Purchase order number must be issued prior to any purchases.

*It is required that all receipts are signed and dated and turned in to Mrs. Sada Gore.

Report Cards/ Cumulative Records/Tiger Pride Ceremony

Report cards and cumulative records must be filled out completely. Please give students only one week to return report cards. We had several lost grades, report cards last year. Have them phone home after the week. If a student has divorced parents, check with the office to ensure that we can copy the grades and send to the other parent for report cards to be returned promptly.

Cumulative Records are to remain locked in the office at all times. When working on folders, at the end of the year make sure they are returned to the office before the end of the day. *Records should never be taken out of the building.

There will be a Tiger Pride Ceremony each 9 weeks where we recognize perfect attendance, academic honor roll, A.R., math masters, and character awards. A form will be in your teacher's handbook. Please fill this out and get certificates from the office. Once you have both completed, please turn form and all certificates into Ms. Gore. I will announce when I need the number for character winners in each room so I have time to buy candy.

School Climate

All faculty and staff are expected to be positive and polite to all other faculty and staff, as well as, parents, students, and visitors. Remember we set the tone of the school. We want to make it a great experience for anyone who comes into our building.

School Trips

School trips are limited to 2 per class. One will be allowed the first semester (before December) and one after. The Beta Club is the only other group who may take trips. After school program trips will be discussed with Linda Archer.

Students in Hallways

Please do not leave students in the hall too long for make-up work or misbehavior. We need to keep them in the room as much as possible. Ms. Gore and I will be glad to help with any discipline problems.

Student Office Phone Use

Except in emergencies, restrict student phone use to the afternoon. Students must have a phone pass in his/her possession before using the phone. Students can ONLY call from the phone in the office. (See student handbook on student cell phone policy.)

Student Sign Outs

Do not permit students to sign out unless notified by the office. Students must sign out in the office prior to leaving school. We will be getting a new call system that will hopefully help with early dismissal days.

Student/Textbooks Familiarity

Teachers need to make students familiar with their new textbooks at the beginning of each school year. They need to know where to find the parts of the book and how to look up questions. We want them all to be successful, and our texts are constantly changing. This will get the students prepared for the school year.

Student Transfers

Please turn in grades as quickly as possible to Mrs. Susan for transfer students. Don't worry about checking work that needs to be checked, just turn in what you have. It is much better if we can get this sent to the transfer school promptly. The homeroom teacher is responsible for going around and collecting the grades to give to Mrs. Susan.

Substitute Teachers

You must call Mrs. Sada when you need a sub. She will take care of it for you. I want all subs to run through the office. Some subs work better in the upper grades, while others work better in the lower grades. I want to make sure they are placed in the best area for the students. We want to be fair to all, but we also need to know when we are going to have subs. If you have a preference, let Mrs. Sada know. Remember that Mr. Eldridge wants us to limit our teacher absences.

Teacher Cell Phone Policy

Cell phones are to ONLY be used in emergency situations or on your breaks, this includes texting.

Teachers on Task

Teachers are expected to spend the day in the classroom. Excessive socialization in the office, corridors and/or work areas *is not acceptable*.

Teacher Parking

Please keep teacher parking down on the far end of the building or in one of the back parking lots. Use your key cards to enter the building.

Teacher/Student Responsibilities

Each teacher is responsible for conduct and supervision of his/her students during recess, in the halls, and in the classroom. In an effort to improve overall discipline, teachers are asked to monitor the hallways when students are transitioning.

*Teachers have the authority over all students and are expected to correct and discipline, if necessary, *any* student for misbehavior.

Textbooks

If you need textbooks please fill out a textbook request form and give to Mrs. Sada. All unused textbooks need to be locked up in the office if not being used. If you have a student leave or transfer, the homeroom teacher is responsible for collecting all books and distributing or turning them in to the correct teacher or Mrs. Sada.