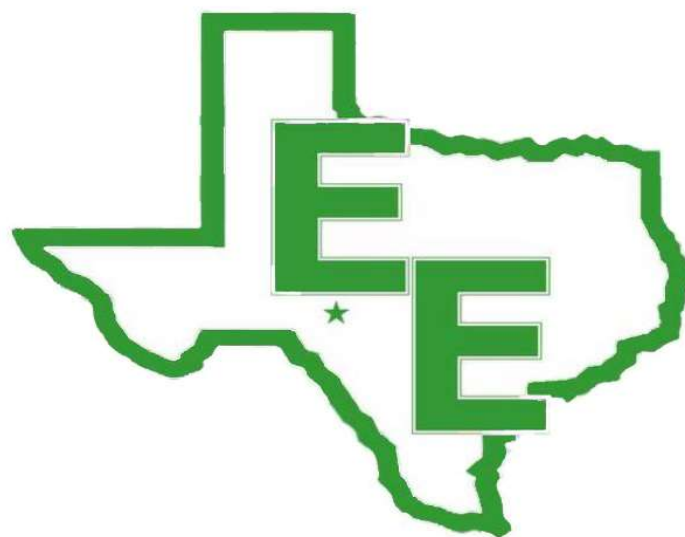


**ELDORADO
HIGH SCHOOL
FACULTY MANUAL
2023-2024**



MATT ODOM – PRINCIPAL

EHS Office – Contact Information

Matt Odom	Cell	325-220-1204
Debbie Ballew	Cell	325-340-7185
Martha Medrano	Cell	325-450-4820

ABSENCE SLIPS (HS Only)

Make sure any student who misses your class has an absence slip when they return. You need to sign the slip and make a note if it is an excused or unexcused absence. Follow the rules for make-up work for excused or unexcused absences (see make up work on page 12). The last period teacher should collect the absence slip and return it to the office at the end of the day.

ACCIDENTS

All accidents need to be reported to the office immediately. Please fill out the appropriate paperwork when necessary. Contact your principal and if the principal is not available contact Sandra Robledo in the administration office.

ANNOUNCEMENTS

Please print your announcement(s) on the announcement sheet in the office or email them to Mrs. Ballew. Announcements received after 9:00 a.m. may not be announced until the next day. In order to minimize disruptions, we will try to only make announcements at the beginning of 2nd period.

ASSEMBLIES/AWARDS CEREMONIES

Periodically, we may have assemblies or awards ceremonies. All employees must attend these events. Please help monitor student behavior during this time. Staff should sit with the class they sponsor.

ATTENDANCE

Attendance will be done on the computer. Attendance needs to be submitted at the beginning of each period. Our official attendance time is at 9:30AM. Once attendance has been pulled you will not be able to make changes – changes can only be made in the office. You will need to email Mrs. Medrano with any changes or errors.

ATTITUDE

Attitude is everything! You are a role model for our students, parents, and community members. **It is extremely important that you portray a positive attitude at all times on campus through conversations, emails, and during school events.** Make sure that you review emails before you send them so that they are sent in the most professional manner possible.

CELL PHONE AND OTHER ELECTRONIC DEVICES

Instructional personnel - cell phones should be on silent during class and passing periods. You should not take personal calls or texts when you are working with students.

Students - cell phones should be powered off and tucked away during school hours. Staff members are to take up student cell phones and turn them in to the office.

All other electronic devices such as tablets, wireless ear buds, personal computers, etc. should be powered off and tucked away during the school hours. If they are noticed, they should be confiscated and turned in to the office. Students are responsible for picking them up at the end of the school day. If this is a recurring problem for a student, an office referral may be necessary.

*Please see **Appendix 6** for Cell Phone Infraction Consequences.*

CHAIN-OF-COMMAND

The appropriate communication chain for the district is as follows:

Parent – Teacher/Staff Member – Principal – Superintendent – School Board.

This supports the ability for any situation to be handled by the appropriate person and disrupt student learning as little as possible.

CLASS RULES/CLASSROOM PROCEDURES

Please communicate to your students your expectations for them in your class. Class rules and procedures need to be consistently reinforced. Please don't expect your students to remember the rules all year. An appropriate approach would be to post the rules in your class for review.

*Please see **Appendix 7** for Classroom Management, Examples of Offenses, Interventions/Consequences, and Discipline Referrals.*

CLASSROOM/CAMPUS SUPERVISION

Students must be supervised at all times. This includes before school, during class, lunch duty, passing periods, locker rooms, etc.

Rooms should not be left unattended. If you need assistance, call the office.

During the passing period, teachers should be out in the hall monitoring traffic making sure students are following expectations.

Students should never be placed outside of your door and left ALONE in hallway.

CLASS SPONSORS

Sponsorship is assigned and is a responsibility, which you must meet. Sponsors are expected to meet with officers at periodic times, particularly before each class meeting. Sponsors should advise the officers regarding the procedure to be followed in meetings and the items on the agenda so they may move through the agenda. These sponsors are all **equally responsible** for all activities of their group either on or off campus. **In addition, sponsors must attend all class and club functions.**

*Please see **Appendix 1** for Sponsors/Advisors/Duty Schedule and **Appendix 9** for Class Sponsor Responsibilities*

COMMUNITY PUBLIC RELATIONS

The school is the center of our community. Many of our community traditions and customs are related back to our school. Promote the accomplishments of our students and the school by providing important information to the local newspaper and our web site. Support all the school's programs by attending district events after school hours.

Always put your best foot forward when dealing with the public. Do not give anyone a reason to gripe or down grade the school. If you have a concern about a particular issue at school, please bring it to my attention rather than griping to other employees or community members.

COMPUTERS

Please monitor any students using your computer or computers in your classroom. Make sure the student is logged on under their user name. Do not tolerate chatting, emailing, downloading music, or viewing inappropriate material. Students violating these policies should be sent to the office. Please encourage and model good digital citizenship.

COMPUTER BASED LESSONS

Please use time wisely. Students need to be monitored at all times. This is an instructional period. Please don't use this time to grade papers, work on lesson plans, or do any other paperwork. Teachers should be walking around, assisting students, and using the time to assess computer use and ways to support student learning digitally.

CONFERENCE PERIOD

Teachers are provided a conference period during the school day. The purpose of the conference period is to:

- Give the teacher time for planning course work
- Provide time to familiarize the teacher with student records
- Provide time for conferences with parents, principal, counselor, and other teachers
- Provide the teacher a break from the hourly routine.

If a teacher must leave during their conference period the campus administrator or building secretary must be notified

CONFIDENTIALITY

Keep students' personal information confidential. When you are in public areas of the school or out in the community, please avoid having conversations about students' grades, behavior, attitudes, or family situations. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records.

COPIERS

Report any problems with the copier to the office. Do not regularly send students to use the copier. Do not ask the office staff to run copies for you. Make every effort to get your material ready for your class during your conference period so you do not have to leave your class unattended.

COVERAGE OF CLASSES

If we are short subs, co-teachers will be the last people pulled to help cover classes. We are a team. Consequently, we are here to help each other while being mindful of the need to follow, as close as we can, the guidelines set for student success. If you need to be gone for an hour or so in the day, please contact your administrator and get approval and then **find coverage for your class**. We plan on treating you like professionals so please do not abuse this policy.

C.P.S.

It is the responsibility of each staff member to contact Child Protective Services if you believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person. Contact CPS at 1-800-252-5400 or <http://txabusehotline.org>. **You are required to contact CPS within 48 hours of an incident that you have a concern about.**

DAEP/ISS STUDENTS

Teachers will be notified of students placed in ISS/DAEP. Please send work ASAP. Make sure you send plenty of work (extra assignments will be necessary). If you are assigned to relieve DAEP/ISS please make sure you get to the DAEP/ISS center ASAP.

DEPARTMENT MEETINGS

You will have department meetings with your colleagues. This time will be devoted to discussing classroom instruction, curriculum, and progress directed towards improving our instructional methods. The dates and times of the meetings will be determined as we go through the year.

D-HALL/ LUNCH DETENTION

Students will be assigned D-Hall for infractions of the student code of conduct. We will have after School D-Hall on Monday-Thursday afternoons for either **30** minutes (3:55-4:25) or **45** minutes (3:55-4:40). Lunch Detention will be assigned for minor infractions of the student code of conduct. We will have Lunch Detention Monday-Friday. The campus principal will assign all detentions.

DISCIPLINARY REFERRALS

Don't disempower yourself. Sending students to the office for every misbehavior sends a message to the students that you are not capable of handling the problem or you are not in control.

Do not send students to the office for classroom management issues (forgotten pencils, not doing work, out of seat, etc.) Please handle these classroom management issues in the classroom.

*Please see **Appendix 7** for Classroom Management, Examples of Offenses, Interventions/Consequences, and Discipline Referrals.*

DUTY

Every teacher is on duty. Teachers are assigned duty during the school year to help with campus supervision. Supervision of the campus is a cooperative effort and the responsibility of both the administration and staff. Every effort will be made to balance duty assignments equally among the staff.

Each teacher is assigned a specific station and time to supervise. If it is necessary to deal with misconduct, teachers are vested with the authority to do so and may count on administration for support for any reasonable exercise of that authority. **It is extremely important teachers be at assigned stations on time and alert to student behavior.**

*Please see **Appendix 1** for Sponsors/Advisors/Duty Schedule*

EMAIL

Please check your email on a regular basis. Email will be used to communicate with staff members for various reasons. Remember, email is NOT confidential. Do not put anything in writing you would not want someone else to see.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities play a critical role in our educational process. It is important for our kids to stay involved in these activities. **Please work with your students and make every effort to ensure that they pass your class. Be proactive when dealing with missing assignments, poor test grades, etc. Work together with parents, coaches, and sponsors to help these “at-risk” students pass.** I know that not all students will pass your class, but make sure you have made every effort to ensure their success.

Additionally, please understand the importance of **“sharing students”** when it comes to extracurricular activities. We must work together to do what is best for the student!

FACULTY MEETINGS

When we need to have a faculty meeting, they will be scheduled as appropriate.

FIELD TRIPS

Plans for field trips should be formulated well in advance. All arrangements should be cleared through the principal's office. The school district's policy requires a signed permit from the parent of each child making the trip. Your request must come through your

principal. Prior approval of travel students will be made by submitting a generated list of all students who will be traveling submitted to the office.

FIRE/TORNADO/ACTIVE THREAT DRILLS

Make sure all your classes know where to go in the event of a fire or tornado. Fire/tornado drills may be announced or unannounced. Accompany your class in an orderly fashion to their designated area and account for all your students (stay with your students). When the drill is over, lead your students quietly back to your classroom.

*Please see **Appendix 11** for Room Security Checklist*

FORMS AND PAPERWORK

Most district forms and paperwork are found on the website through Eduphoria or in the office. Ask Mrs. Ballew if you need assistance.

FOOD AND DRINKS

Students are not allowed to have food or drinks in the classroom. The only exception is **water**. All other drinks/food must be confiscated and disposed of by the teacher.

If you plan on bringing food for your students (“working lunch”, class party, etc.), please let principal know in advance.

FUNDRAISING

Please submit a district fund raiser request form to your campus principal. All fundraisers must be approved by the campus principal/superintendent in advance.

*Please see **Appendix 2** for Fundraiser Form*

*Please see **Appendix 8** for “NO GOOD DEED GOES UNPUNISHED.”*

GRADES AND Ascender

Enter grades in your Ascender program ASAP. Do not wait to the last second to enter grades. The more grades you have the better.

Grade Requirements:

- **Minimum of two daily grades per week in your grade book.**
- **Minimum of three assessments per six weeks in your grade book.**

Keep students updated on their progress, especially if they are struggling in your class.
This relates back to communication with parents.

A student will receive an “I” (incomplete) on his/her report card if all work for the six weeks grading period has not been completed, and will be replaced by a numerical grade upon completion.

Communicate your grading system to the students early in the year to avoid confusion at the end of the six weeks.

Make sure you are keeping up to date on entering grades. Grades will be pulled at designated times. You will receive a proof list that needs to be signed, dated, and corrected (if necessary). Turn the proof list in to Mrs. Ballew ASAP.

GRADE REPORTING

Mrs. Ballew will communicate with you on all grade reporting. **Make sure you are keeping up to date on entering grades.** Grades will be pulled at designated times.

Grading Guidelines-

Categories/Percentages are a **recommendation** only. If you are looking for a format in distribution you may use this guideline:

60% Minor Grades

40% Major Grades

HOMEWORK

Assignment of Homework:

- Students need to be made aware of the value and usefulness of the assignment
- Homework should not be used as a form of punishment
- Prior to assigning the homework, the teacher should consider how long it will take the student to complete the assignments
- Homework assignments should be planned as carefully as classroom lessons
- The teacher has a responsibility to see that homework is evaluated and returned to the student within a reasonable amount of time from when it is collected
- “Busy work” assignments are counter-productive to learning.

Please keep in mind what activities your kids are involved in before you give a homework assignment.

KEYS

Keys need to be kept in a secure place at all times. Please do not give your keys to a student to use at any time. If you lose your keys, notify the campus secretary or principal immediately.

LENGTH OF WORK DAY

Employees must be at school by 7:30 a.m. Employees may leave at 4:00p.m.

LESSON PLANS

Lesson plans should be turned in by **8:00 am on Monday** for that week. Lesson Plans should be submitted online through Eduphoria Forethought. Lesson plans should provide

enough information so we can tell what you are teaching each day. All teachers should be teaching the TEKS for their subject area.

LIBRARY

The library is open daily at 7:30 a.m.; it closes at 4:00 p.m. Monday through Thursday, and at 3:00 p.m. on Fridays, following the school calendar. The library is there for your use. Please contact the librarian if you need to bring a class over for research, or to use the lab, etc.

LOYALTY AND TEAMWORK

It is essential that we have teamwork within the staff. Everyone should pull their own weight and encourage each other throughout the year. Avoid blaming others for things. Talking about someone or running someone down behind their back is never productive or conducive to teamwork. We must be extremely loyal to each other, the school, and most importantly to our students.

MAKE UP WORK/LATE WORK

Excused Absence – A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher to include at least one day for each day of absence. Work completed and turned in within the time allotted will not receive a grade penalty.

Late Work - Students will be allowed a maximum of one week to turn in missing work.

MOVIES AND VIDEOS IN THE CLASSROOM

Do not show movies or videos that are not directly related to your curriculum. The Educational Exemption, also called the “face-to-face teaching exemption,” is a precise activity, which allows the legal use of movies in certain types of teaching. In order for a movie to be considered an “Educational Exemption,” all below criteria must be met:

- A teacher or instructor is present;
- Complete Movie approval Form
- The showing takes place in a classroom setting with only the enrolled students attending;
- The movie is used as an essential part of the core, current curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall course study and syllabus);
- The entertainment movie being used is a legitimate copy, not copies from legitimate copies or copies from broadcasts.

****NEVER LEAVE A MOVIE WHEN YOU HAVE A SUBSTITUTE TEACHER****

*Please see **Appendix 4** for Movie Approval Form*

MOMENT OF SILENCE AND PLEDGES

We will recite the pledges and observe a moment of silence at the beginning of 2nd period.

OFFICE WORKER'S DUTIES

Mrs. Ballew will do anything to help you out. She is great asset to our school, but please keep in mind she has plenty to keep her busy. Do not push your work off on her. She does not have time to fax, type documents, run copies, get supplies, etc. – that is your responsibility. Do not use the office as a mini-teacher lounge. If you need to visit or make a phone call, please use the teacher workroom.

CAMPUS CALENDAR

All **EHS/EMS campus calendar** events must be approved through the office. Coaches and sponsors should submit their schedules to the office for approval. Please send request for an event to be put on our **EHS/EMS campus calendar** to campus principal. After approval, campus principal will make sure the event is placed on the campus calendar. All staff members should have access to view the EHS/EMS campus calendar through Microsoft.

PARENT COMMUNICATION/CONFERENCES/CONTACT

Nothing is more frustrating to a parent than to find out that a teacher has been having problems with their son/daughter, and the parent was not notified until after it becomes a major issue. Communicate with parents regularly all the good stuff, and then when a problem arises it will be handled quickly. Emails and phone calls must be returned with 24 hours from the time it was received.

Our goal is for every teacher to have a **positive** contact (phone call, email, or handwritten postcard) with each student's parents within the first **three** weeks of the fall semester. Then after that initial positive contact, you can start contacting them if you have concerns. *Please see **Appendix 5** for Parent Contact Log*

PARENT CONFERENCES

If a parent calls and asks to meet with you, Mrs. Ballew will schedule a time during your conference to meet with the parent. Please meet the parent in the office and accompany them to your room. Having the conference in your room will seem less confrontational than having it in my office. If you need me to sit in during a conference with you and a parent, please give me some background information before the conference.

PASSING PERIODS

Please stand outside your door between periods so you can monitor students in the hall as well as students in your classroom. Keep students from going in and out of the classroom during passing periods. Help monitor dress code and student behavior in the halls.

PEP RALLIES

We will have most pep rallies in the gym. Pep Rallies will start at 2:30 p.m. All employees must attend the pep rallies to help watch the students and for overall support of our kids.

PERSONAL DAYS

If you wish to take a personal day, notify me at least a week in advance of the anticipated absence using Eduphoria. Approval of personal days will depend on the availability of a substitute and the impact of the absence on campus operation.

PROBLEM/ISSUE WITH CO-WORKER

If you have a problem or issue with a co-worker, it is best to try to work it out with them directly in a professional manner, we are professional adults. If a situation becomes a major issue do not hesitate to bring it to my attention. **The worst thing you can do is talk behind someone's back.** Not only is this unprofessional and rude it will also not help solve the problem. We are all problem solvers.

REQUISITIONS

Please turn in a requisition form completed in full to Mrs. Ballew. All requests for purchases must be submitted to the principal/supervisor on a PO requisition form. When the form is approved with the appropriate signatures, items may be purchased. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization.

SEMESTER EXAMS

Same as last year

SEMESTER EXAM EXEMPTIONS FALL & SPRING

Same as last year

SICKNESS

If you are sick, please call Mrs. Ballew or me ASAP. The more time we have to get a sub the better. When you return make sure to sign the sub form in the office.

SPECIAL EDUCATION/ SECTION 504 STUDENTS

Make sure you are following all the modifications for your special education and 504 students. Keep documentation of these modifications. You should have a copy of the accommodation or modification form in your room for reference.

Documentation is the only evidence that you are following a student's IEP and/or modifications/accommodations.

Modifications and accommodations can be made for any student as you deem necessary.

STUDENT DRESS CODE ENFORCEMENT

All 2nd period teachers will be responsible for checking for dress code violations. Any student with violations should be sent to the office.

In case something is missed during 2nd period, please monitor students' dress throughout the day in your classroom and in the halls. Do not be afraid to send a student to the office for a violation.

*Please see **Appendix 6** for Dress Code Infraction Consequences*

STUDENTS OUT OF CLASS

Only allow students out of class for emergencies, and then only one at a time. Make sure the student has a hall pass. Do not regularly send students to other teachers' classrooms. Students should use the 5 minutes between classes to take care of their restroom needs. If the student frequently asks to go to the restroom during the instructional period, contact his/her parent to express your concern.

Students in the hall without a hall pass will be sent back to class.

STUDENT SUPERVISION

Students must be supervised at all times. This includes before school, during class, lunch duty, passing periods, locker rooms, etc. Your responsibility and authority as a teacher extend to all school hours and extracurricular activities.

Rooms should not be left unattended. If you need assistance, call the office.

During the passing period, teachers should be out in the hall monitoring traffic making sure students are following expectations.

Students should never be placed outside of your door and left ALONE in hallway.

Do not allow students to sit around or at your teacher desk and visit. Students should not be allowed to lie on the floor. Students should not be allowed to sit on desktops or tables, or lean back in the chairs.

STUDENT LISTS

Please keep all student lists in a folder in a secure location. It is important to know if a student is at-risk, special education, section 504, or ESL.

STUDENT TRAVEL

The principal must approve all events. Please turn in a transportation request as soon as you know of an event for which you will need school transportation. If students will be leaving school before the end of day, please submit a travel list of students to the office. A student travel list must also be given to teachers at least 3 days before the scheduled activity in order for teachers to plan their lessons, tests, etc. *The student travel list must contain the activity the students will be participating in, the names of students, the date and time they will be leaving, and what periods they will miss.*

SUBSTITUTE REQUEST

If you know you are going to be out in advance, ask Mrs. Ballew to get you a sub. If you prefer a particular substitute, please let Mrs. Ballew know.

TARDIES

If a student is not in your classroom when the tardy bell rings, they will be required to come to the office to get a tardy pass. No exceptions. They should not be allowed back into your class without the tardy pass. You do not have to mark the tardy in Ascender. Students will be allowed one free tardy per six weeks.

*Please see **Appendix 6** for Tardy Infraction Consequences.*

TEACHER DRESS CODE

Opinions of Schleicher County ISD schools are formed many times by the appearance and dress of the students and teachers. As a teacher, you should choose carefully the clothes you wear to school. Your dress should reflect the importance you place upon learning. If you have any specific questions contact your campus administrator.

Do not allow yourself to become careless in your attire and grooming. You are a model for your students and should set a good example for them.

- **Dress code is defined as “business casual”.**
- **No warm-ups or shorts (anything above the knee).**
- **Teachers may wear jeans and a college shirt on Wednesday.**
- **Teachers may wear jeans and a spirit shirt on Friday.**
- **Tattoos are not required to be covered.**
- **Nose piercings are acceptable.**

TEACHER APPRAISALS/WALK-THROUGHS

Teacher appraisal dates and times will be communicated to you throughout the year. I will be visiting your classroom regularly throughout the year. Do not stop what you are doing when I come in your room. Each teacher will be given a T-TESS Appraisal/Walk-Through calendar for the school year.

*Please see **Appendix 10** for TTESS Eval Rotation Schedule.*

TEACHER SUPPLIES

Supplies are located in the supply room. You are welcome to take what you need. Do not stock up on supplies. The office will order supplies several times throughout the year, so if you have special requests tell Mrs. Ballew.

TECHNOLOGY

Our school has some of the best technology around. Try to incorporate as much as possible into your classroom. Do not be afraid to try new things **and ask if you do not know. We are all constantly learning. Contact Mrs. Spinks for any and all technology support in student learning and instruction.**

TELEPHONE USE

Please do not allow **students** out of class to use the telephone. All calls must be made before or after school. Calls will only be allowed for emergencies.

If **teachers** need to use the phone, use the one in the teacher workroom during your conference period or between classes. Do not use an office phone to make calls - this line needs to be free to handle incoming calls.

TRAVEL GUIDELINES

Meals:

SCISD has adopted the IRS accountable plan for employee expense reimbursements. The employee is to complete the meals section of the travel request form for approval and encumbrance of funds. This procedure is for all employee meals on overnight trips.

SCISD will pay for employee meals associated with official school business at the rate of:

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$16.00

Student Meals:

Sponsors of student groups are responsible for making prior arrangements to feed the group together to ensure all students eat the same meal at the best available price. An invoice with a list of student names that ate is to be returned to the business office for payment. Sponsors may also be included.

Lodging:

Employees will be responsible for making their own travel arrangements adhering to the policy below:

1. The "Travel Request" form must be completed and returned to Campus Principal for approval
2. Individuals must reserve rooms using their personal credit cards. (We will not issue a Master Card for individual use).

3. As a general rule, the room rate should not exceed \$85.00. Principals/Program Directors may approve a higher rate depending upon budget restraints.
4. Hotel or convention parking fees will be reimbursed at a reasonable rate. (Valet parking is usually excessive – do not use this unless there is no other reasonable option). Attach receipts to the “Request for Check” form.

Group Reservations should be coordinated as follows:

Athletic Events – by Athletic Director

Academic Events- by UIL Coordinator

One Act Play – by OAP Director

Band Events- by Band Director

All reservations should be pre-approved in Administration Office.

TRAVEL REQUESTS

- ALL transportation requests must be turned in **(5) days** in advance and shall go through Mr. Odom’s office for approval. A copy of your completed request will be put in your mailbox prior to your trip.
- Keys, cellular phones and credit cards will be picked up in the administration office and returned to the Administration office at the end of the trip. Do not leave anything in the vehicles. Please notify office personnel if you make any personal calls or roaming calls.
- Activity bus keys will be picked up at the bus barn. After your trip, please drop the keys in the key slot in the bus barn office door unless you are given different instructions.
- **DO NOT LEAVE KEYS IN THE BUSES.**
- Due to insurance, all personal vehicles must be parked outside the bus barn gates.
- **All school vehicles must be returned after unloading the vehicle. You may not keep any school vehicle overnight for any reason.**

Please plan ahead and turn in your travel requests early.

If you have any questions, please contact Joey Jones at:

(Bus Barn) 325-853-3138 or (Cell) 325-277-7535

UIL SPONSORS

Most high school UIL meets are in the spring. We will use the **RTI/6th** period to work on UIL events throughout the year. Sponsors will receive a stipend for working with UIL contestants.

VISITORS

All visitors (including parents who wish to visit a classroom) must come by the office first to obtain a visitor’s pass. It is the responsibility of all staff to question any person on campus without a Visitor’s Pass. If you expect a guest speaker, notify the front office that someone will be coming to your room. If a parent wishes to observe your classroom, they will be scheduled through the office.

WEEKLY AGENDA

Mr. Odom will send out a **weekly agenda** every Thursday to EHS faculty and staff. It will contain all important information for the upcoming week. Please read carefully so that we are all on the same page.

WORK ORDERS

If anything in your room is not working properly, please obtain and complete a work order. Work orders can be found in the **Eduphoria**. Please submit the work order to the office for approval.

WORKROOM

Keep the workroom as neat and orderly as possible. Clean up your messes.

WORKSHOPS/INSERVICE

If you are interested in going to a workshop, come by and visit with me about it. All workshops need to be approved in advance.

Appendices:

- *Appendix 1 for Sponsors/Advisors/Duty Schedule*
- *Appendix 2 for Fundraiser Form*
- *Appendix 4 for Movie Approval Form*
- *Appendix 5 for Parent Contact Log*
- *Appendix 6 for Tardy Infraction Consequences.*
- *Appendix 7 for Classroom Management, Examples of Offenses, Interventions/Consequences, and Discipline Referrals.*
- *Appendix 8 for “NO GOOD DEED GOES UNPUNISHED.”*
- *Appendix 9 for Class Sponsor Responsibilities*
- *Appendix 10 for TTESS Eval Rotation Schedule.*
- *Appendix 11 for Room Security Checklist*