

Charles Drew High School

# Faculty Handbook

August 2010

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## *Mission, Vision and Values*

### **Mission:**

The mission of Charles R. Drew High School is to be accountable for providing a globally competitive education that empowers students to achieve academic and personal goals and to become productive, responsible citizens.

**Motto:** Committed to a standard of excellence today we learn tomorrow we lead

**Vision:** The vision of Charles R. Drew High School is to be a high school of excellence preparing ALL students to successfully compete in a global economy.

### **As a community we value:**

- Decision making with students at the center of the process.
- Helping students make successful transitions between middle school and high school.
- Programs that assist disengaged students and motivate them toward to learn.
- Programs that help students develop the study, time management, and organizational skills required for strong academic performance.
- Programs that help students develop the academic, technological, social, and critical thinking skills necessary for success after high school.
- Students taking responsibility for their own learning and behavior in the school and in the community.
- The many ways to assess student performance.
- A culture of collaboration focused on continual improvement and results.
- Teachers who take pride in their profession and continuously seek to improve in the art and science of teaching

❖ ***The mission and vision are reviewed annually by the Better Seeking Team consisting of faculty, staff, and stakeholders and updated as necessary.***

## *Administrator Duties and Responsibilities*

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Mr. Gary Townsend, Principal

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**Evaluations: Fine Arts, Foreign Language, Physical Education, Counselors**

<b>Master Schedule</b>	School Improvement Plan	Professional Development
<b>SACS</b>	Local School Council	PTSA
<b>Maintenance</b>	Custodians	Emergency Preparedness
<b>Fire Drills</b>	Partners in Education	Communication Plan
<b>Counselors</b>	Athletics	Band
<b>Master Calendar</b>	Substitutes	

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**Mrs. Sandra Nicholson, Assistant Principal 9<sup>th</sup> Grade****Evaluations: 9<sup>th</sup> Grade Teachers    Discipline 9<sup>th</sup> Grade and 9<sup>th</sup> Grade Repeaters (L-Z)**

<b>Special Ed Designee</b>	Master Schedule	SACS
<b>School Improvement Plan</b>	Testing Coordinator	Gifted/AP
<b>Attendance</b>	Green Cards	Teacher Wellness

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**Dr. Bernadette Graham, Assistant Principal 10<sup>th</sup> Grade****Evaluations: 10<sup>th</sup> Grade Teachers    Discipline 10<sup>th</sup> Grade and 9<sup>th</sup> Grade Repeaters (A-M)**

<b>Special Ed Designee</b>	Master Schedule	SACS
<b>School Improvement Plan</b>	Testing Coordinator	Gifted/AP
<b>Attendance</b>	Green Cards	Teacher Wellness

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**Mr. David Meinschein, Assistant Principal****Evaluations: 11<sup>th</sup> Grade Teachers, Media Center, Parent Liason    Discipline 11<sup>th</sup> Grade**

<b>Department Chair Administrator</b>	Master Schedule	SACS POC
<b>School Improvement POC</b>	Professional Development	Curriculum and Instruction
<b>Title I Coordinator</b>	Faculty Handbook	Duty Schedule
<b>Room Assignments</b>	Media Center	Parent Liason

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***Administrative Staff***

<b><i>Ms. Buck</i></b>	<b><i>Front Office, Copies</i></b>
<b><i>Ms. Butler</i></b>	<b><i>Counseling and Registration</i></b>
<b><i>Ms. Calderon</i></b>	<b><i>Bookkeeping, Fundraisers, Payroll</i></b>
<b><i>Ms. Hendricks</i></b>	<b><i>Attendance Office, Green Cards</i></b>
<b><i>Ms. McGhee</i></b>	<b><i>Principal's Secretary, Substitutes, Leave Request</i></b>
<b><i>Media Secretary</i></b>	

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## *Announcements*

Daily announcements will be made during 1st period. Please provide Dr. Graham with a copy of any announcement you need made the day prior to making the announcement.

## *Bookkeeping*

### Fundraising:

- All fundraising must be approved through the principal.
- Sponsors wishing to host a fundraiser must complete the fundraiser **request form** (see attached).
- Candy, drinks, and food items can not be sold during school hours.
- All funds generated through fundraising are to be deposited into the appropriate account.
- Fundraising Request forms should be turned in two weeks prior to the fundraising activity.
- If no funds are generated through the fundraising activity, it must be notified to the Bookkeeper.
- Verify the information pertaining to Fundraising Requests posted in the AS400 which the Bookkeeper will email for confirmation. It is important that this information be verified before being approved by Central Office because then the Bookkeeper does not have access to modified and correct the information. If any modification or correction has to be made after approval, then the Bookkeeper would need to contact Central Office to cancel the fundraising activity and post it again in the AS400.

### Bookkeeping:

- All money raised should be turned in to the bookkeeper and deposited in the roll top safe daily located in the faculty dining room.
- Do not store money in your room.
- A deposit form should be turned in to the book keeper with the money.
- Money should be counted and change rolled prior to turning in to the bookkeeper.
- There should be no external banking accounts

### Purchase Order Requests:

#### Purchasing Procedures to Be Used When a Teacher or Sponsor of a Club or Sport's Team Wishes to Order Items Using Their Account Funds:

- Verify the items and prices by using the company's website or catalog.
- Complete a Purchase Order Form- for Invoice No., you might use the date and your initials in order not to repeat invoice numbers in different orders (Ex.: Invoice No. 10092009MCR)
- Adjacent a copy of the updated and current Account Balance Summary to the Purchase Order Form. The Bookkeeper provides a Balance Summary to all clubs/sports teams when a deposit is made. If the teacher or sponsor needs an updated and current one, you may email or contact

the Bookkeeper. The Bookkeeper will provide the teacher or sponsor with a paper copy or send the electronic copy by email to the teacher.

- Turn-in the completed Purchase Order Form with the Account Balance Summary to Mr. Gary Townsend in order to be approved and signed.
- After Mr. Townsend approves and signs the Purchase Order Form, turn-in the original forms to the Bookkeeper. She will make a copy of both forms and distribute the copies to the teacher or sponsor.
- The teacher or sponsor will be responsible of ordering the items with the same prices as well as quantity as indicated in the Purchase Order Form. A copy of the Confirmation Order should be turned-in to the Bookkeeper. The company's invoice should be sent directly to the Bookkeeper. When you order, please make sure the company has the Tax Exempt Form from Drew so tax would not be included in the purchase.
- After all items are received, the teacher or sponsor must notify the Bookkeeper. This is very important because it makes the Bookkeeper aware that the company's invoice will be arriving shortly for payment.
- After the Bookkeeper completes and sends the payment for the invoice, she will make and distribute copies of the pertinent documentation to the teacher or sponsor for future reference.

Purchasing Procedures to Be Used When a Teacher or Sponsor of a Club or Sport's Team Wishes to Order Items Using Their School Funds in Set-up Accounts with a Company:

- In this case, the teacher would complete their buying list in the shopping cart area of the website (without purchasing anything until approved by the principal) and print it in order to attach it to the Purchase Order Request Form.
- Then, the teacher would need to fill out only the upper portion of the Purchase Order Request Form and write under the Description column- See Attachment Behind Form; also include the Balance Account Summary as well. When completing the upper portion of the Purchase Order Request Form- for Invoice No., you might use the date and your initials in order not to repeat invoice numbers in different orders (Ex.: Invoice No. 10092009MCR).
- Attach the Shopping Cart List and the Balance Account Summary behind the Purchase Order Form.
- Mr. Townsend would still need to approve and sign the form.
- Turn-in the original forms to the Bookkeeper. She will make a copy of both forms and distribute the copies to the teacher or sponsor.

- The teacher or sponsor will be responsible of ordering the items with the same prices as well as quantity as indicated in the Purchase Order Form. A copy of the Confirmation Order should be turned-in to the Bookkeeper. The company's invoice should be sent directly to the Bookkeeper. When you order, please make sure the company has the Tax Exempt Form from Drew so tax would not be included in the purchase.
- After all items are received, the teacher or sponsor must notify the Bookkeeper. This is very important because it makes the Bookkeeper aware that the company's invoice will be arriving shortly for payment.
- After the Bookkeeper completes and sends the payment for the invoice, she will make and distribute copies of the pertinent documentation to the teacher or sponsor for future reference.

#### Field Trips:

- \$12.00 per hour, per bus (2.5 minimum of \$30.00) + FICA per school day
- \$19.00 per hour, per bus (2.5 minimum of \$47.00) + FICA per non-school day
- Cost per mile~\$1.25
- Guidelines to use when planning the number of buses needed are as follows:
- 45 students per bus (plus teachers/chaperones)
- Pay is computed to nearest 1/4 hour.
- Mileage is rounded to the nearest dollar.
- If a Substitute(s) is needed for the teacher(s) the day of the field trip, the payment of the Substitute(s) must be added to the cost. ~ \$88.00 daily + FICA (= \$93.00 total) for each one

#### School Day Field Trip:

- Regular field trips should occur between 9:00AM to 1:00PM. ~Guidelines from Transportation Dept.
- It is the teacher's responsibility to assure that the bus arrives back at the school no later than 1:30PM.
- If times are not met, a surcharge could be added to the trip.

#### Cancellation Procedures:

- Fax a copy of the request form with CANCELLED written across it to the Superintendent's office and the Transportation Department as soon as you know the trip is cancelled.
- Notify the School Principal as well as the Bookkeeper about the cancelation of the field trip.
- Failure to notify Transportation within two hours of the scheduled departure time and the driver is dispatched to the school, there will be a two and a half hour expense of \$30.00 charged to the school.

#### Instructions for Collecting Field Trip Money and Permission Forms:

- Receipt books should be assigned and distributed by the Bookkeeper for only this purpose. (It is the teacher’s responsibility to ask the Bookkeeper for the receipt book. Other receipt books used for locker rental fees or clubs should not be used for these activities.)
- When collecting money, turn-in money on a daily basis by 10:00AM (in order to guaranteed depositing it on the same day) but continue to collect until the day before the trip. Also include a completed Cash Collection Form with the money collected to deposit.
- Each student who pays for the field trip should receive a completed receipt from the teacher.
- Students’ Permission Forms should be turned-in to the Bookkeeper a day before the field trip. The Bookkeeper will make a copy of the forms and place them in the pertinent teacher(s) mailbox(es).
- Both teachers and Bookkeeper stay with these permission forms for one academic year for future reference. These are Clayton County Public School guidelines requested from the Finance Dept.

Always Include the Following Information in the Travel Request:

- The complete address and mileage of the destination
- The Purpose, Goals as well as Objectives of the trip
- Details in Travel Arrangements~ including departure and return time plus the number of chaperones

### *Instructional Schedule*

- Bells will not be used to drive the instructional day
- Teachers will transition students at the appropriate time using the hallway clocks and computer time
- Teachers will have a bellringer posted on the board for students
- Students will begin working as they enter the classroom
- Teachers will be in the hallways moving students into the classrooms
- Teachers will clear the hallways before entering the classroom

<b><i>No Daily Homeroom - HR activities included in 1st Period</i></b>				
<b><i>Gold -Day</i></b>	<b><i>Start</i></b>	<b><i>End</i></b>	<b><i>Blue-Day</i></b>	<b><i>Total Time</i></b>
<b>1<sup>st</sup></b>	<b>8:15 AM</b>	<b>10:04 AM</b>	<b>2<sup>nd</sup></b>	<b>109 minutes</b>
<b>3<sup>rd</sup></b>	<b>10:08 AM</b>	<b>11:00 AM</b>	<b>3<sup>rd</sup></b>	<b>52 minutes</b>



<b>5<sup>th</sup></b>	<b>11:04 AM</b>	<b>1:13 PM</b>	<b>4<sup>th</sup></b>	<b>129 minutes</b>
	11:04 AM	11:33 AM	<b>Everyone is in class</b>	29 minutes
	11:33 AM	11:58 AM	<b>1st Lunch</b>	25 minutes
	11:58 AM	12:23 PM	<b>2nd Lunch</b>	25 minutes
	12:23 PM	12:48 PM	<b>3rd Lunch</b>	25 minutes
	12:48 PM	1:13 PM	<b>4th Lunch</b>	25 minutes
<b>6th</b>	1:17 PM	2:09 PM	<b>6th</b>	52 minutes
<b>7th</b>	2:13 PM	3:05 PM	<b>7th</b>	52 minutes

### *Clubs and Organizations*

Any teacher or student interested in beginning a new club or organization must first write a proposal and submit to Mr. Townsend for approval.

Teachers hosting an event/practice outside of normal school hours are responsible for supervision of students at all times. Teachers are responsible for students until they are picked up from school.

Any club or organization (PTSA, Athletics, Beta Club, etc) that would like to host an event or meeting must first fill out the **Facilities Usage Form (see attached)** and submit to the administrative team for approval and placement on the school calendar. The following guidelines should be used for planning purposes:

1. At least one faculty member/sponsor must be present until ALL student have left the campus
2. Cost of custodial overtime (if the building is used to host an event such as a dance, custodial overtime) \$15.00 - \$20.00 per hour.
3. Cost of security \$40.00 per hour
4. The contact administrator must be personally request to be present (required for dances or other similar events)

## *Collaborative Planning*

The Drew Learning Community is a place where:

- Teachers, administrators, counselors and staff work together to enhance the learning of students.
- We focus on learning not teaching.
- Members work collaboratively.
- We are accountable for results.
- Deal with Change.
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Guidelines:

- Content Learning Communities will meet every Tuesday
- Departmental Learning communities will meet every Thursday
- Titan Teams will meet as needed
- Collaborative planning protocols will be used to guide the sessions
- The collaborative planning sheet will be completed at each meeting
- The planning sheets will be turned into the department chair weekly
- Department chairs will then turn the sheets into Mr. Meinschein and archived in the data room

### **Planning Periods**

<b>Department</b>	<b>Period</b>
<b>Math</b>	3rd
<b>Social Studies</b>	5th
<b>ELA</b>	6 <sup>th</sup>
<b>Department Chairs</b>	6 <sup>th</sup>
<b>Science</b>	7 <sup>th</sup>
<b>Physical Education</b>	7 <sup>th</sup>

## *Class Parties*

There are no classroom parties or bringing in of food for classes during the school day.

## *Confiscated Items*

Items Confiscated from students will be turned into the front office with a confiscated item form.

## *Copies*

- To make copies complete a copy request form in the front office
- The copy request form is due 48 hours in advance

## *Counseling*

Ms. Claudia Johnson 9<sup>th</sup> Grade

Ms. Benita Cochran 10<sup>th</sup> Grade and 9R's

Mr. Brian Goodwin 11<sup>th</sup> Grade

Counseling Department Mission Statement:

It is the mission of Charles Drew High School's counseling department to provide a comprehensive counseling program that will address academic, personal/social, and career development for all students. As educator professionals, the counseling team will be dedicated to fostering alliances between parents, school, and community. Development of these important relationships will broaden students' intellectual interests, stimulate their creative abilities, and cultivate a quest for learning beyond high school.

The counseling department will collaborate with parents, faculty and staff to create a learning environment which will allow our diverse student population to excel to the best of their ability. The counseling department will also seek to compliment and expand the knowledge base of parents and students through the use of our Career and Parent Centers. To this end, counselors welcome input from faculty and parents anytime there is a helpful suggestion or concern. Student referral forms are available on form row, the counselors, or registrar.

Counseling office hours: The counseling office will be open daily from 8:00 A.M. until 3:30 P.M. Students and faculty are welcome to stop by before and after school and at lunch. For specific concerns, it may be best to schedule an appointment.

During class hours, students must have a pass from a counselor or referring teacher. If an emergency arises, use your judgment.

Registrar Office Hours: The Registrar will be open daily from 8:00 to 3:15 (last enrollment will be taken at 2:15). Registrar's office will be closed from 12:00 to 12:30.

Schedule Changes: Schedule changes will be granted during a specific period and only for the following reasons:

- Student has taken and passed the course.
- Student has not taken the requirements/pre-requisites needed to be in the course.
- Inappropriate level.
- Missing a course needed to graduate (English, Math, Science, S. Studies, etc)

Students are NOT to be sent to the counseling department for schedule changes. Students needing a schedule change must complete a Schedule Change Request Form and return it to their counselor before/after school or during lunch to minimize time out of class.

**PLEASE CONTACT THE COUNSELORS OR ADMINISTRATORS IMMEDIATELY FOR ANY OF THE FOLLOWING (DO NOT SEND AN EMAIL):**

- **A student expresses suicidal thoughts**
- **Child abuse is suspected (It is required by law for teachers to report suspected child abuse)**
  - **If a counselor or administrator cannot be reached, please contact Clayton County DFCS (770-603-4602)**

### *Custodians*

Custodians are responsible for the upkeep of the building and should be requested through the front office.

Teachers are responsible for the following to ensure the room is conducive to learning:

- Cleaning desk
- Putting trash in the trash can
- Cleaning boards
- Ensuring tables, chairs and desks are free of gum
- Keeping the room free of clutter

### *Department Chairs*

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English Language Arts	Sequena Green
CTAE	Sandra Lyons
Department of Exceptional Students	Wajihah Harris
Fine Arts	Shuntia Wallace
Foreign Language	Ivette Jimenez
Health and Physical Education	James Davis
Math	Danielle Cogbill
Science	Robert Williams Jr.
Social Studies	Jarod Davis
Athletics	Jarrett Laws
Instructional Lead Teacher	Ava Debro
Math Lead Teacher	Tanganyike Wilson
Media Specialist	Brian Jones

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Department Chairs are integral to the function of Drew High School and are expected to set the example as an instructional leader for the departments. Department Chair responsibilities include the following:

- Formulate long-range departmental objectives
- Formulate short-range departmental objectives
- Provide leadership in developing a uniform program throughout the department

- Provide leadership in the implementation of the Georgia Performance Standards
- Lead the weekly departmental planning meetings and provide documentation
- Check lesson plans weekly
- Coordinate and systematize the grading practices of the department
- Supervise the implementation of common assessments throughout the department
- Assume the responsibilities for inter and intra departmental communications
- Serve as the department representative for the Principal’s Advisory Committee
- Serve as a resource to members of the department
- Conduct weekly observations of the department and document
- Provide staff development as needed
- Assist in maintaining the departmental inventory list and book inventory list
- Arrange and prepare for special events in the department
- Coordinate tutorials for the department
- Facilitate the writing and implementation of a departmental instructional focus plan

## *Discipline*

The purpose of discipline at Drew High School is to ensure a safe and orderly environment. Our goal is to create a safe environment where students can learn uninterrupted. In addition, we want our students in the classroom where they can learn. In order to accomplish our goals, please adhere to the following:

- Make every attempt to diffuse situations
- Contact parents and KEEP A CALL LOG
- Utilize the progressive discipline procedures
- If you need an administrator call the front office (315100)
- If the SRO is needed contact the front office (315100)

<b>Ms. Nicholson</b>	<b>9<sup>th</sup> Grade and 9Rs (L-Z)</b>
<b>Dr. Graham</b>	<b>10<sup>th</sup> Grade and 9Rs (A-M)</b>
<b>Mr. Meinschein</b>	<b>11<sup>th</sup> Grade</b>

## *Duty*

- Mr. Meinschein is responsible for the duty roster
- All teachers will have an assigned duty
- Please ensure you are on duty or have coverage for your duty and notify Mr. Meinschein by EMAIL

## *Faculty Dress Code*

Students and staff need to concentrate on the learning/teaching process. In order to be sure they can focus on learning in the classroom, it is important to have as few distractions as possible. Appropriate dress and grooming can help create that focus.

Charles Drew High School maintains an expectation of professional dress for employees. Below lists attire deemed unprofessional and professional. Administrators will address those faculty members who we determine to be inappropriately dressed. The following list encompasses some unprofessional dress practices; however, others may occur on an individual basis.

**MEN**

Unprofessional	Professional
Shorts (unless a PE Coach)	Dress Pants
Sandals	Khaki pants
Jerseys	Dress shirt/tie
Denim	Collard polo shirts
Sneakers	
Hats	
T-shirts	

**WOMEN**

Unprofessional	Professional
*Casual sandals	Skirts (appropriate length)
t-shirts	Pants/Blouses
Jerseys	Dressy Capri pants
Denim (pants/skirts)	Dressy sandals (i.e. mules w/heels)
Spaghetti strap dresses/shirts	Suits/Dresses
Casual Capri pants	
Skirts short in length	
Any clothing that reveals the back or midriff	

**\*No flip-flops or any shoe in which foot is not covered**

***Faculty Meetings***

Faculty meeting will be held after school at the discretion of the principal. Every faculty member is expected to attend. Absences will be noted if not cleared by your administrator beforehand.

***Fire Drills***

Fire drills will occur monthly. Teachers are encouraged to practice prior to the fire drill showing students the route and where to assemble. Teachers are to maintain accountability of their students during emergency drills. Teachers are responsible for turning off the lights in the classroom and closing the door to indicate the room has been cleared. Teachers should take their emergency folders containing student rolls with them.

Evacuation signal = continuous bell

Return signal = 2 bells

## *Grades and Gradebook*

- Teachers will utilize a standardized grading scale across content areas (ex. All Math I teachers should use the same scale)
- Student grades are to be updated weekly in Gradebook
- Student Grades are appealed to the grade level administrator

## *Hall Passes*

- Student movement in the hallways during class should be minimal.
- Students are not allowed in their lockers during class.
- 10 minute rule: No students should be allowed in the hallways the first 10 minutes of class or the last ten minutes of class
- Teachers will only use passes issued by the front office. Teachers will receive a limited supply of passes and should use them sparingly.
- Administrators and counselors will call students out of class as necessary. Teachers should not send students to see either administrators or counselors unless there is an emergency.

## *Incident Reporting*

If a student is injured complete the following steps:

- Notify the office (have them dispatch 911 if necessary)
- Notify the appropriate administrator
- Complete a incident reporting form in the front office

## *Lesson Plans*

- The CCPS lesson plan form will be used for lesson planning
- Lesson plans are to be emailed to the appropriate administrator and department chair by 8:00 AM Monday

## *Lounges*

- Teachers lounges are equipped with refrigerators and microwaves
- Microwaves and refrigerators are not permitted in the classrooms or offices
- Teachers are responsible for ensuring the spaces remain clean

## *Mail*

Every teacher will be assigned a mailbox which should be checked before and after school. In addition teachers should check their email daily. **Email** will be the primary source of communication in the building.

## *Media Center*

See Media Center Handbook

## *Parent Teacher Conferences*

Below are some guidelines for conducting a parent teacher conference/phone call:

Beginning the conference

- Introduce yourself and try to make that parent feel at ease.
- Remind the parent how much you need his/her help.
- Begin and end the conference with some positive comment about the child.

During the conference

- Try to put yourself in the parent's position and imagine the effects yours remarks
- may have.
- Be honest but tactful.
- Be a good listener; try to learn how the parent feels about his/her child.
- Avoid arguments.
- Watch closely for signs of emotional change in the parent---expressions, gestures,
- voice, etc.
- Never permit comments about another child to enter the conference.

Ending a conference

- Limit the number of suggestions offered the parent.
- Summarize the major areas discussed.
- Invite the parent to visit the school any time.
- Suggest another conference at a later date.
- End with a positive or optimistic note.
- Record and file notes summarizing the conference for future references
- At a later date make follow-up contact with parent.



## *Parking*

Teacher parking is located by the bus lane. Parking in front of the school is reserved for guests.

## *Professionalism and Ethics*

Charles Drew High School adheres to the Georgia Code of Ethics for educators which can be accessed at [www.gapsc.com](http://www.gapsc.com).

## *School Day for Teachers*

- The official school day for all teaching personnel is from 7:45 a.m. to 3:45 p.m.
- Teachers requesting personal or professional leave must complete a leave form from the front office and submit to Ms. McGee
- Teachers absent for illness must complete the leave request form upon returning to school
- Noting time of Departure: Any teacher who leaves the campus during the official school day is expected to notify administration of the staff member's departure and at what time we may expect their return. Teachers are required to sign in and out personally on a daily basis. Tardies will be noted.

## *Student Emergency Cards (Green Cards)*

Student emergency cards are maintained in the attendance office and contain emergency contact information and pertinent health information.

## *Substitutes*

- Teachers must request substitutes through Subfinder prior to 6:30 AM. After that time teachers are to call the front office and ensure a substitute is requested
- Subfinder is accessible online ([www.clayton.k12.ga.us](http://www.clayton.k12.ga.us) – Staff – Subfinder Webconnect) and by phone (678-479-2637)
- Teachers should have a substitute folder available with the following items:
  - Copy of the day (s) lesson plan aligned to the appropriate standard
  - Copy of the student roster
  - Copy of emergency procedures (fire, tornado, etc)
  - Current seating chart if applicable
  - List of teachers and students to assist the substitute as needed

## *Supervision of Students*

Students are to be directly supervised at all times.

## *Supplies*

Please see the bookkeeper for supplies.

## *Syllabus*

## *Telephones*

The telephones in various locations around the campus are for school business. Should you need to make a personal call, please keep the conversation at a bare minimum. In case of an urgent phone call, you will be called; otherwise, we will take a message and you may return the call during your planning period or at lunch. If a long distance phone call is needed for school business, please check with an administrator.

**Cell phones are not to be used during instructional time.**

Classroom Phone Instructions:

Dial a room: dial 4 digit room number

Dial an extension: dial 315 and the extension (ex. Mr. Meinschein 315103)

## *Textbooks*

See Textbook Plan

## *Visitors*

All classroom visitations should be coordinated through the counseling office.