

MEDIA CENTER

We wish to encourage full use of the library media center. The staff will be happy to give instruction in the use of the center, equipment, and resources, upon request.

However, the media center is not to be used for social purposes. Only students who have a presigned Student Planner hallway pass from the LMC Staff will be admitted to the media center.

The use of the library media center by an entire class must be scheduled with the LMC Specialist at least a day in advance, and should be for a specific learning experience requiring active instruction by the teacher, often with the media center director. Class use of the library media center for work which the students can and should be doing as homework is not acceptable. This is a waste of classroom teaching time and a waste of the library media center staff time. Please evaluate your assignments carefully.

Teachers may not send students to the library media center to make up a test unsupervised. It is impossible for the LMC Staff to monitor students to prevent cheating.

Checking out library books by a teacher for use in the classroom where there are insufficient copies of a given book is **STRONGLY DISCOURAGED**. Library books cannot withstand the wear and tear of classroom use. This is in reference to those books being used at **TEXTBOOKS**, not to any books a teacher wishes to check out for supplemental material for the classroom.

TELEPHONES

The office phones have become increasingly busy in recent years. Telephones have been installed in all classrooms and the faculty lounge. We ask all teachers to use these phones whenever possible.

Incoming calls will be transmitted to teachers voice mail. Please check your voice mail frequently (before and after school). Do not request the secretaries to relay all messages immediately as they have been instructed not to do so.

PROCEDURES TO FOLLOW IN CASE OF ACCIDENT OR ILLNESS IN THE BUILDING

- I. If the student's injury is not definitely known, do **not** under any circumstance remove him/her from the scene of the accident.
- II. If the injury does not affect the student's walking ability, he/she is to be sent to the clinic with a hall monitor or another teacher. If the nurse is not present, the hall monitor or teacher is to report to the assistant principal or guidance office after finding a staff member to stay with the student. Never leave the sick or injured alone.
- III. The instructor (teacher) is not to leave the classroom.

- IV. In cases where the injured cannot travel unassisted, he/she is to be kept at the scene of the accident until the school nurse, school doctor, principal or assistant principal orders his/her removal.
- V. In all cases the principal's office is to be notified immediately of any emergency. After the emergency has passed, the instructor (teacher) must write a full report of the accident and submit it to the office. Administration is required to submit a report of all accidents to the superintendent's office. For students injured through participation in a co-curricular athletic activity, coaches should use **Exhibit E**, the Report of Accident form. For students injured or ill during normal class activities, including regular physical education classes, teachers should use **Exhibit C**, Non-Insured Student Accident Report. (See Forms Appendix.)

LATE BUS

One set of late buses will leave Stonington High School Tuesday through Thursday, inclusive, at 4:00 P.M. These buses are to be used by students who are participating in co-curricular activities, students receiving extra help from their teachers, students who need to use the school facilities, and/or students who have served detention. A late bus pass signed by the teacher is required for admittance on to the late bus.

LOST AND FOUND

The lost and found articles will be maintained in the Main Office. Anyone finding articles should bring them to the office. Anyone missing items believed to be lost should check with the secretaries in the office.

AWARDS AND SCHOLARSHIPS

Each year numerous awards decided by members of the faculty are presented to students who have shown unusual merit in academic and co-curricular areas. Some of the awards are announced throughout the school year; however, the majority of them are awarded at the annual awards night in June.

Many scholarship offers are also available to students. The guidance department will announce application procedures as those scholarships are made available. Local clubs and organizations donate a significant number of scholarships each year which are awarded through the Stonington High School Scholarship Committee. During the spring an announcement will be made to students to complete one application for those particular scholarships. The scholarships are subsequently announced at the Senior Banquet in June.

CARE OF ROOMS

Intense efforts to provide adequate custodial and maintenance services throughout the building are made. As a corollary in this regard, we ask all teachers to perform basic closing out procedures before leaving classrooms in the afternoon.

Checklist of “housekeeping duties” for all teachers at the end of each day.

1. Erase all whiteboards. (The classroom may be used in the evening.)
2. Tidy teacher’s desk and other areas of room as necessary. Store any confidential and/or personal items.
3. Check student desks for writing and artwork. The matron will provide periodic full cleanings, but we cannot expect her to clean all desks nightly. Submit a maintenance request for excessive situations.
4. Adjust blinds.
5. Turn off lights.
6. Turn off all electrical equipment (computers, etc.).
7. Close and lock the classroom door.

MAINTENANCE REQUESTS

Should you ever need maintenance work performed for your room, please use the following procedure.

1. For minor work (broken pencil sharpener, etc.) put a note in the lead custodian’s box specifying your room number, the nature of the needed work, and any other pertinent information.
2. For more significant work please complete a Requisition For Supplies/Repairs form (See Forms Appendix.) and hand it to the principal’s secretary. (She’ll enter the request on the computer, forward it to the principal for approval, and then it will go to the Facilities Manager.)
3. For room key requests please use the Locksmith Request form. (See Forms Appendix.) Submit it the principal’s secretary. (She’ll enter the request on the computer, forward it to the principal for approval, and then it will go to the Facilities Manager.)
4. If in doubt regarding who should receive a repair request, forward it to the Facilities Manager, who will handle it as needed.

COMPUTER REPAIR REQUESTS

Should you ever need maintenance work performed on any computer or related equipment assigned to you or your classroom, please forward the request to the high school computer technician using the Requisition for Computer Repair form. (See Forms Appendix.)