

# GENERAL PROCEDURES

1. School hours for teachers are from 7:15 A.M. - 2:15 P.M. Teachers need to be in the building no later than 7:15 A.M. and are to remain every day until at least 2:15 P.M. If you need to leave the building during the day due to an emergency, please touch base with an administrator (Principal/ Assistant Principal) to make any necessary arrangements. If you need to leave the building during your unassigned period, talk to an administrator before signing out on the pad at the receptionist's desk. **Be sure to sign back in when you return.**
2. During the day teachers are expected to supervise the corridors outside their rooms between classes.
3. Keep a close check on damage to furniture and classroom fixtures. Report any damage to the office immediately. Desks, in particular, should be examined periodically. Make arrangements to remove any unused material, boxes, etc.
4. **Classroom doors must be locked at all times for safety purposes.** Make sure nothing obstructs access to the exits.
5. Lesson plans are a very important part of any educational program. Daily agendas must be clearly visible in the front of the room. Sufficient materials should be included in your SUB FOLDER to allow a substitute teacher to carry on in your absence. These include teacher schedules with all duties, class lists, seating plans, class guidelines, and *Advisory* plans.
6. Teachers cannot rely on emails and faxes to be sure that their plans arrive in a timely manner. Each teacher's emergency sub folder must consist of the following: teacher schedules complete with duties, updated class lists including home base (copies of seating charts if created), class guidelines, *Advisory* plans, and clearly labeled plans for each course along with sufficient copies of any handouts. Again, these are in the case of an emergency when a teacher does not plan on being out of school. Interdisciplinary coordinators are responsible for collecting the emergency sub folders for the secretary/receptionist. Emergency lesson plans must be on file in the main office for emergency situations by the last Friday in September.
7. The last teacher to use a room at the end of the school day is to ensure that the lights are off and the door is locked.
8. All classes must be dismissed promptly when school closes to enable bus schedules to be met.
9. Students may be excused from study halls to work on various projects. Each time you permit students to work with you during study hall time, use the hall pass section of the Student Planner. Students must show the pass to their study hall teacher before reporting to you. Students are not to be excused from subject classes for this reason without prior approval of the administration.
10. Teachers are responsible for acquainting all of their classes with the Crisis Plan and fire drill procedures.
11. All written assignments which have a bearing on the pupil's grade are to be corrected and returned to the pupil in a timely fashion. The papers may then be collected and retained by the teacher.
12. No one is allowed to sell anything in school or order anything for school purposes without the approval of administration. Fundraising on behalf of any club, organization, or activity must have proper forms filled out with the approval of the assistant principal.
13. We like to consider teaching a profession. As a result, a professional appearance is extremely important. Aside from "dress-down" days, all faculty / staff members are expected to be dressed in professional attire.
14. All grade changes must be made by the guidance office after the teacher completes a grade correction form located in the guidance office.

15. Teachers will make arrangements with the Media Specialist for the use of all audio-visual equipment not controlled by individual departments. Requests should be made 24 hours in advance, and teachers should remember to return all equipment promptly so that it may be redistributed as needed.
16. Teachers must clear the scheduling of meetings or extracurricular activities with the main office to prevent as many conflicts as possible. These should then be entered on the school calendar and listed on the monthly activity sheet in the office by the principal's secretary.
17. Mandatory faculty meetings are scheduled for the second Tuesday of each month and these dates should be reserved for this purpose. Anyone absent the day of a faculty meeting will be expected to obtain all information and material given out at that meeting. The teacher is to secure these materials from a colleague.
18. Department meetings will also take place on a regular monthly basis. A schedule of such meetings will be drawn up for each department early in the year by the responsible Interdisciplinary Coordinator.
19. A Requisition Form (**see Forms Appendix**) is provided for supply requests. Each time you need supplies, obtain one of these forms from the office. Complete the form by including your name, supplies requested, and their use if other than classroom. Place the forms in your Interdisciplinary Coordinator's mailbox. Requests will be filled each Monday except in emergencies.
20. **All teachers are requested to check their email, voice mails, and SHS mailbox before and after school on a daily basis. Punctual responses to parents' concerns are a must.**
21. Staff members are admitted free of charge to most school sponsored activities and encouraged to attend.
22. Any work requested of Technology, Business, Art, or any other department must be made through the principal.
23. State law prohibits smoking anywhere in the building or on school grounds.
24. **Teachers are not to consume coffee or other beverages during instructional time.**
25. Each teacher will be given certain keys at the start of the year. The teacher is responsible for these keys and should take measures to insure their safekeeping. A key should be given to a student only in case of emergency. Under no circumstances are keys ever to be copied.
26. **All news releases are to be submitted to the principal for approval prior to their release. In no instance shall news releases be submitted directly to the local media.**
27. Any and all thefts are to be reported to the administration immediately. Do not leave money or any other valuables in your desk, room, or any other unsupervised location.
28. Every effort should be made to have make-up work completed by the end of the marking period to avoid the necessity of an "Incomplete" on the report card. Every "Incomplete" listed is to be made up within a 2 to 3 week period. Only in cases of prolonged absence should any student be allowed more time. As soon as the incomplete is made up, the grade is to be recorded in PowerSchool and also submitted to the guidance office so the permanent record and report card can be updated.
29. **We need to "demystify grades." Make sure to give students a printout of their grades frequently (weekly is preferred). Communicate with parents (via phone, e-mail, etc.) as soon as you notice a decrease or substantial improvement in student performance.**
30. Teachers are expected to remain at least 15 minutes after the 2:00 P.M. closing of school Monday through Thursday to give added assistance and instruction to students who need this service. Each teacher is to

develop and inform the students of the process for arranging after school help. In addition, teachers should remember that they have the option of using time during the X-block in addition to the contractually provided time after school. Teachers are strongly urged to keep in mind that they have accepted the responsibility for doing their utmost to educate the children who have been assigned to their classes. Our professional responsibility involves not only classroom teaching but also a willingness to extend additional help when needed.

31. For detentions assigned by the assistant principal, students are to report to the detention room by 2:15 P.M. with proper books and materials for silent study. The detention period will last one hour, and detained students may work with teachers during that time only with written permission of the assistant principal. Detention period is held Tuesday through Thursday from 2:15-3:15 P.M. All detentions must be served within twenty-four hours of the occurrence of the disciplinary infraction for which the student is being held accountable whenever possible. **Teachers can and should assign classroom detentions for infraction of classroom rules.**
32. A photocopy machine is maintained in each Interdisciplinary Coordinator's office workroom for general staff use. The photocopy equipment in the guidance office and main office are for their use only. **Leave them free for office use. Students are not allowed to make copies for teachers.**
33. Announcements must be submitted to the office in writing by 2:15 P.M. the day before they are to be read. All announcements must be signed by the teacher/ coach/interdisciplinary coordinator/ director concerned and then approved by the administration. Announcements will be reported daily at 11:41 A.M. and 1:57 P.M. **Requests for "spot" announcements will not be honored unless considered an emergency.**
34. Teachers are not to change rooms without permission from the administration. When a teacher will be taking their class to another location during a class period, the teacher needs to notify the office of their location.
35. Whenever visitors come to Stonington High School they are to be received with courtesy. Our primary function, however, is to educate our students; consequently, we must all prevent any interference in our school program by visitation practices. As a result, all visitors are to report to the office prior to going into any other part of the building. Do not permit any visitor in your classroom who is not wearing a visitor's badge. Notify the office immediately of any unauthorized person in the building. All visitors to the school must sign in at the office to secure a visitor's badge and indicate the purpose of the visit.

**\* Students must be supervised at all times. Never leave a classroom unsupervised.**