GENERAL INSTRUCTIONS FOR TEACHERS

1. Instructional personnel shall be in their respective rooms twenty (20) minutes before the beginning of classes each morning and thirty (30) minutes after the end of the school day. This means that staff times are 7:20 a.m. – 3:20 p.m. The office is open from 7:00 a.m. until 4:00 p.m. Teachers are to use all their time in pursuit of their regular work. **Teachers should not leave the building without telling an administrator of the circumstances.** Log in and out at Mrs. Jones’ desk. **Examples of unacceptable reasons for leaving the building are routine errands, bank, grocery store for treats for FLEX and car maintenance.**

To insure an orderly opening of school each day, please be on duty and at your door at 7:30 a.m. Please check your mailbox in the office before school and before you leave at night.

2. Teachers are expected to be by their door between classes and before and after school until the halls clear.

3. **Teachers will not leave their classes during class time.**

4. **Room Maintenance and Inventories**
   
a. School Board Regulations are located online. Each teacher should be familiar with these regulations.
   
b. Supplementary office bulletins should be read promptly.
   
c. Read e-mails at least once a day. Delete e-mails periodically to make room for new messages.
   
d. The tentative calendar of events should be displayed on the classroom bulletin board
   
e. Repairs should be ordered when needed. Such repairs should be requested in writing through Mr. Hook.
   
f. Requisitions for equipment and supplies needed the following year are made in the spring. Such requests should be made through the Department Head.

5. Several faculty meetings are held each year. **Only a real emergency should keep you from being present. In such instances, the Principal MUST be informed.**

6. Care of school property: It is the duty of every teacher to protect all school property and report all cases of damage, accident or defacing of desks, tables, walls or chairs. Use positive means to build pride in keeping our building neat and free from excessive damage in the rooms that you use.

7. All desks and chairs in the room should be checked at regular intervals in order to detect and prevent the marring of the furniture. Damage should be reported to Mr. Hook immediately.

8. Only those announcements that pertain to activities of interest to a large segment of the student body will be broadcast.

9. Advise your students that notices dealing with special interest groups and activities will be posted on the appropriate bulletin boards and sent out through e-mail. can be placed on these bulletin boards by getting the proper form and approval from the Activities Director. **Do not place notices on walls.**

10. **Do not send students for food and coffee.** If you want anything, please pick it up yourself during the designated lunch periods. Teachers are asked to eat either in the teachers’ lounges or the cafeteria. Students and teachers have 25 minutes for lunch. You must meet your class when it returns from lunch.

11. **Responsibility for student property**

    Teachers are advised not to assume responsibility for student property. If property is lost while it is under your care you are liable for that loss.
12. **Teacher dress**

Research has shown that there is a correlation between a business-like appearance as educators and a business-line approach to learning by students. Let's use this knowledge to keep our dress to a high standard. **SHORTS, JEANS, TENNIS SHOES, SWEATS, ETC. SHOULDN'T BE WORN UNLESS DONE SO FOR SPECIFIC SPIRIT DAYS.** A list of spirit days (e.g., some Fridays during certain athletic seasons) will be communicated to everyone.

13. **No student will be sent from the building on an errand during school hours UNLESS APPROVED BY THE ADMINISTRATION.**

14. Teachers will monitor the hallways outside their respective rooms before school starts and after school until halls are cleared.

15. Anytime a teacher must move their class to another part of the building during class time it is required that they leave a note on the door stating where the class can be found.

16. **Leave Policy**

Begin the annual pay period in August instead of September, given staff will be on contract two weeks before the end of August. (In the past staff had to wait until the last working day of September for a check if they were not a 12-month employee.)

Include the paid personal day in the leave pool so that it can accumulate over time as leave days accumulate. Annual total leave days would be 13 with two allowed as personal days. (In the past the personal day was use it or lose it. The goal is that staff members who don’t want to or have no need to take a personal day will remain at their job since the day can now accumulate.)

17. **Instructional staff members who will be absent all day shall notify Aesop—online or by phone—the night before or no later than 6:30 a.m. More information is located on the SJSD website: Administrative Services » Human Resources » Aesop.**

Aesop Phone: 1-800-942-3767
Aesop Direct Link: http://www.aesoponline.com/

**Username:** 10digitphonenumber
**Password:** assignedpinnumber

If you have any questions, contact Human Resources at 671-4000.

a. **When it is necessary for a teacher to be absent from work due to sickness or any other personal reason, please use Aesop Absence Management. If you normally have no substitute (coop. Teacher, counselor, nurse, etc.) please report that information.**

b. Instructional staff members who will be out of the building on school business for less than ½ day are to secure their own substitute. If the following steps are followed, there should be no problems.

(1) Find a teacher or teachers who will cover your class or classes. Turn name and time into Mrs. Pitts in the Main Office for teacher to receive substitute pay.

(2) When you are absent the Vice Principal needs to know who will cover the class or classes, what day, the period the substitute is needed, and the reason.

If it is necessary to be absent from school for reasons other than sickness, a form should be obtained from the Office and turned in at least one week prior to the first day of the anticipated absence.
18. Consult the School Board Regulations covering the various types of absences:
   a. Attendance at educational conferences and workshops
   b. Emergency leave
   c. Temporary leave to serve as witnesses or Jurors in court proceedings
   d. Sick leave
   e. Regular leave of absence
   f. Temporary leaves for death in immediate family and closely associated relatives
   g. Military leaves of absences
   h. Sabbatical leave of absences
   i. Personal business

19. Lesson Plans:
   Every teacher is expected to have lesson plans. The plans may vary in detail or style, depending upon the skill and experience of the instructor, but they must be explicit. These plans together with your seating chart should be on file with Mrs. Pitts in the Main Office, so a substitute can take over. This lesson plan may be an alternate plan designed for sick days only. Your class schedule and name should be on the outside of your plan book.

20. School Closing Policy During Bad Weather

According to Board Policy concerning school closing, the schools strive to be open on every scheduled day for the scheduled hours to meet state requirements.

a. Any exceptions to this policy will be broadcast over KQTV, if time allows and definitely on KKJO, KFEQ, KSFT, Twitter (@StJosephSchools) and Channel 41 (the district information channel).

b. The opening of schools may be delayed one hour if there has been a storm and subsequent delay in clearing streets and parking lots. An announcement of any such event will be broadcast as early as possible, usually by 6:00 a.m.

c. In line with the general policy of the school board, school may be canceled for the full day if a severe storm is in progress or there is a substantial problem in clearing streets. This information will be broadcast by 6:00 a.m.

d. If a storm should develop after the school day has started school officials will choose from among a number of options:
   (1) Children not already at school may be asked to stay home.
   (2) Children going home for lunch may be asked to stay home.
   (3) Schools may observe normal hours and keep children at school until regular dismissal times.
   (4) Under very unusual circumstances, schools may dismiss children prior to regular dismissal times.

21. School Facility Reservations

a. Requests for school facilities go through the Activities Director.

b. If you wish to reserve any room or other school facility for any after-school activity, complete a Building Requisition form and turn it in to Mr. Lau, at least FIVE (5) DAYS IN ADVANCE of the planned activity.