**Administrative Duties**

*Administrative Duties Spreadsheet*

**Arrival and Departure Times:**

Teachers are to be in the building from 6:50-2:30. If you have morning duty, you are to report to duty no later than 6:50. Duty is from 6:50-7:10. Should you need to leave early, please see a principal for approval and then sign out in the front office. It is your responsibility to get your class(es) covered.

**Assessments:**

*See Amy Rogers, building assessment coordinator* (ext. 6217)-located in the counseling office.

**Athletics:**

North Bullitt High School faculty and family will be admitted to all NBHS regular season home events free of charge. However, if attending an away event within the Bullitt County School District, only the faculty member will be admitted free. The Bullitt County pass is not valid for any post-season tournaments. *STUDENTS LOVE TO SEE YOU AT GAMES!*

Grades are checked every Friday per KHSAA bylaws. Student athletes must be passing 4 of 6 classes to remain eligible. If a student is ruled ineligible, those teachers will be contacted on that Friday to make sure all grades have been entered into IC.

**Attendance:**

*See Kara Meredith (\_\_\_\_\_\_\_\_\_\_\_*)- located in the glassed in office beside the counseling office.

**Bookkeeping:**

*See \_\_\_\_\_\_\_\_\_\_\_\_* (ext. 6208 )-located in the main office next to Mr. VerDow’s office.

* Ordering supplies through Office Depot- Please follow the instructions that are attached. You will go to **https://business.officedepot.com**
* Your login name will be :
* Password is:

When you log onto Office Depot, find the item that you would like and put the quantity in, and then click on “ADD TO SHOPPING LIST” not to cart.  It will then ask you to “Select a List.”   You will click on “CREATE LIST” and name your list.  When you are done adding items to your list, you will then click on “My Shopping Lists” at the top of the page, bring up your list and then on the right hand side of the page click on “EMAIL LIST.”  My name is automatically populated in the Your Email line.  You need to move my email to Recipient Email line and put your email in the Your Email line.  Then click on send and I will receive your list into my inbox.

\*\* NOTE: Toner or other items needed for printer, computer, smart boards, etc. are not included in the $150 allowance. For assistance with any of those items see Emir Dizdaravic.

**Bullitt Days (formerly known as Teacher Planning Days):**

All faculty and staff are expected to attend district designated teacher planning days listed below.

* September 5, 2017
* October 9, 2017
* November 6, 2017
* January 2, 2018
* February 5, 2018
* March 5, 2018
* April 9, 2018

**Calendar:**

*2017-2018 School Calendar*

**Class Times:**

*8/9-8/15 Class Times*

*Club Day Class Times (Friday)*

*8/31-9/9 Class Times*

**Clubs:**

Clubs will meet every Friday during SOAR Time. All teachers are required to sponsor a club of their choice.

**Copying:**

Copiers are located in the teachers workroom in the main office, Room 10 on the main hallway, and in CCR wing. You may print to these copiers, but never send a student to use the copiers or to pick up copies you have printed in the main office.

**Discipline:**

Administrative Discipline duties are as follows:

Joni Britt (6204) Freshmen & Seniors (A-G)

Nicholas Sutherland (6202) Sophomores & Seniors (P-Z)

Lindsey Wegley (6205) Juniors & Seniors (H-O)

[*NBHS Discipline Matrix*](https://docs.google.com/a/bullitt.kyschools.us/spreadsheets/d/1or8g5jyb8hf0ekrp6NIjc8ace1f1KJ7nj_rZDaWtMTc/edit?usp=sharing)

**Dress:**

Teachers are to dress professionally each day. First and foremost, please follow the same dress code we enforce for students. Additionally, no jeans or shorts shall be worn unless approved by the administrative team. Dress down (i.e. jeans) days will be determined by administration.

**Duty Roster:**

[*Supervision Duty Schedule*](https://docs.google.com/a/bullitt.kyschools.us/document/d/1yXICWqOHwXCQroJhFukI9N4c0MZjVEcR9XivNsuqM9s/edit?usp=sharing)

[*Year Long Bathroom Duty Schedule*](https://docs.google.com/a/bullitt.kyschools.us/document/d/1RQi4JhMpeohlYYLwp3Iv9eqNMTP6eiCzvysGmLeHDJs/edit?usp=sharing)

**Emergency Procedures:**

[*Emergency Supervision*](https://docs.google.com/a/bullitt.kyschools.us/presentation/d/1wKxd-UtXUcInj0UHrZ8ROsuFHABI83KF4nrehIdygz0/edit?usp=sharing)

**Evaluations:**

[*Teacher Evaluation Matrix*](https://docs.google.com/a/bullitt.kyschools.us/spreadsheets/d/1MvoEvwClNmJaiY_64-fmAL6gPYFbjW71cEEJrf2lSnM/edit?usp=sharing)

**Faculty Meeting:**

All North Bullitt High School Faculty Meeting will be held in the library from 2:30-3:30. All faculty and staff present at the meeting are expected to sign in on the sign in sheet. These meeting will be held as needed on the designated PLC days.

**Field Trips:**

All field trip rosters shall be sent to evaluative principal 2 weeks prior to the scheduled field trip. Principal will share the list with teachers.  Teachers should write "failing" if the student is failing their class.  If students are failing three or more classes one week prior to the trip, they will not be permitted to attend the trip.

* Students must also have satisfactory attendance (based on BCPS truancy policy) before attending such trips and cannot be considered truant.
* Students who aren’t eligible to attend the field trip shall be given an alternate assignment.
* Teachers are responsible to find coverage for students who aren’t permitted to attend the field trip.
* Students who have received disciplinary consequences while attending a previous field trip, forfeit their privilege to attend future field trips.

**Food Days:**

Per board policy, all food brought into the classroom for food days or celebrations must be pre-packaged store bought items. In addition, please be aware that students in our building have severe food allergies. Food days must be pre-approved by an administrator.

**Front Office Procedures:**

* Students must have a note to use the phone
* Students are not to use the phone in the classroom phones.
* Daily announcements are made each morning. Please send your announcement to \_\_\_\_\_\_\_\_ in the front office.

**Grades:**

* Dates below are subject to change based on school closings.  We are ONLY mailing reports cards at the end of the 4th quarter.  These will go out within two weeks after summer has begun.
* Parents are encouraged to monitor student grades minimally on a weekly basis through Infinite Campus Parent Portal.

|  |  |  |
| --- | --- | --- |
| **First Semester** | **Begins** | **Ends** |
| First Quarter | 8/09/2017 | 10/13/2017 |
| Second Quarter | 10/16/2017 | 12/15/2017 |

|  |  |  |
| --- | --- | --- |
| **Second Semester** | **Begins** | **Ends** |
| Third Quarter | 1/3/2018 | 3/09/2018 |
| Fourth Quarter | 3/12/2018 | 5/25/2018 |

**Hall Passes:**

Each teacher is given one hall pass to be used by students leaving the room. Please discourage hall traffic. If a student needs to leave the room, he/she must have a hall pass.

**10/10 Rule:**

Students should not be released with a hall pass during the first 10 minutes of the class nor the last 10 minutes of the class.

**Infinite Campus:**

*Teacher Portal*

**Living Calendar:**

*Living Calendar*- keeps you up to date with daily, weekly, and monthly school events (i.e. field trips, schedule changes, etc.).

**Lunch Procedures:**

Please do not allow students to eat lunch in your classroom. Per NBHS student handbook, any student not in their assigned lunch is considered out of assigned location. On state testing/assessment dates students should eat lunch at the same time as the teacher. It is your responsibility to ensure that the students know this ahead of time.

**Maps:**

*Homeroom Teacher Location Map*

*First Period Teacher Location Map*

*Second Period Teacher Location Map*

*Third Period Teacher Location Map*

*Fourth Period Teacher Location Map*

*Fifth Period Teacher Location Map*

*Sixth Period Teacher Location Map*

**Movies:**

Movies must have an explicit instructional purpose and tie directly to concepts or objectives in the State Core Curriculum. Only G-rated movies can be selected unilaterally by the teacher. PG or PG-13 rated movies must be approved in writing (there’s a form attached to the policy) by the principal, and a parent permission slip (also a form attached to the policy) must be sent home with every student in the class. If for any reason a student is not granted permission to watch the movie there should be a comparable alternate assignment given.

**Parking:**

Teachers must park in the faculty/staff lot to the right of the building and enter through the faculty/staff entrance.

**PBIS:**

PBIS (Positive Behavior Intervention and Supports) focus on improving students academic and behavior outcomes and ensuring all student have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible.

**Pep Rallies:**

Students who have been assigned BAC, have been suspended from school, or have more than \_\_\_ referral to ISAP will be prohibited from attending.

Students must also have satisfactory attendance (define what is satisfactory) before attending pep rallies and cannot be considered truant.

Students be in good class standing (define good class standing) before attending.

Students who have received disciplinary consequences while attending a previous pep rally forfeit their privilege to attend future pep rallies.

Teacher will be given assigned areas to help with pep rally supervision.

**Phones:**

*Phone List*

**PLC:**

Teachers are expected to attend PLC’s every other Tuesday from 2:30-3:30 pm beginning August 22, 2017.

**Required Training/Professional Development:**

All certified and classified personnel are to complete 24 hours of professional development per school year. I have attached the link for the required trainings that have to be done at the start of the year.  Your login is your employee number.  Once completed print off your certificates and give them to Debbie in the guidance office on or before September 8, 2017. Keep a copy for yourself as a backup.

**SOAR Store:**

Each Monday SOAR tickets will be placed in each teachers mailbox.  Every Friday at 2:00, all SOAR Ticket winners will be called to the concession stand (then they will go to the café) to claim a prize (i.e. chips, candy bars, soft drinks, etc.). Students will also have a chance to get their name in a drawing for an NBHS tumbler or t shirt.   We are planning to start this the first full week of school (8/14-8/18).

**Student Aides:**

Student aides are available and assigned by the guidance department. These students are permitted to run errands for you but must have a hall pass. Student aides are not permitted to leave school grounds for any reason. Please do not send students to the mailroom to collect mail or to the copy room to make/retrieve copies. Students should never be allowed to grade other students’ papers. Teachers should not have student assistants during planning time.

**Substitutes:**

There is no real substitute for you in the classroom. Please follow procedures for requesting a substitute in Frontline formerly known as AESOP @ http://www.aesoponline.com/.  Your ID or Username is usually your 10 digit phone number and the PIN or Password is usually a 4-5 digit number. Everyone **MUST** create their own absences in AESOP.

You will need to compile a sub folder to leave with Kara Meredith for any substitute you require throughout the year. Kara Meredith will ensure the following is included in your folder: attendance rosters, map of the building, and substitute information sheet. You will need to include the following: current and accurate class rosters, seating charts, lesson plans, and any supervision duties your substitute should cover in your absence.

In addition to  a subfolder for scheduled absences, you will also need an emergency sub folder. These plans should be generic enough to use at anytime during the year. If copies are needed, please make them ahead of time. Check with your department chair to see if there is a lesson plan already filed for your content. A one day lesson plan will suffice. Department chairs are responsible for turning in these plans to Kara Meredith.

**Tardy Policy:**

Class begins promptly at 7:20 a.m.   Any student arriving to school after 7:20 a.m. is considered tardy to school (KRS 159.150) and must sign in at the front office.  For a sign-in/out or tardy to be excused a written note is required within **5 days** that will count toward a student’s limit of six (6) parent notes.  Traffic, car trouble, oversleeping are not considered excused.  Students riding BCPS buses will not be considered tardy should their bus be late.  Students signing in ten (20) minutes or more late to school or class will be sent to ISAP for the remainder of that period.

**Technology:**

* Technology issues (Keith Barnes and/or Emir Dizdaravic)
* Toner or other items needed for printer, computer, smart boards, etc. are not included in the $150 allowance. For assistance with any of those items see Emir Dizdaravic.

**Travel:**

*See handout*