

**Monroe County High School
Teacher Packet
2013-2014**

Section 1: Teacher Expectations / Teacher Performance

- (1A) Teacher Expectations
- (1B) Teacher Standards / Teacher Evaluation / Dress Code Changes
- (1C) Non-negotiables
- (1D) Certified Salary Schedule
- (1E) Walk-through Schedule
- (1F) Observation Schedule

Section 2: School Calendars

- (2A) Monroe County Schools District Calendar
School Calendar Shared- On line

Section 3: School Schedules

- (3A) Opening Day Schedules
- (3B) Working (Bell) Schedule
- (3C) Master Class Schedule
- (3D) 1st Semester Breakfast Schedule
- (3E) 1st Semester Lunch Schedule
- (3F) 1st Semester Early & Late Duty Schedule
- (3G) Club Meeting Schedule
- (3H) 1st Semester Restroom Duty

Section 4: Emergency Information/ Evacuation Plans/ Drills

- (4A) School Centered Emergency Management Recovery Guide
- (4B) Fire Alarm supervision
- (4C) Drill/ Disaster Schedule
- (4D) Tornado Shelter Plan
- (4E) Fire Exits / Fire Drill Procedure
- (4F) Universal Emergency Procedure
- (4G) Accident Report

Section 5: Information/ Communication

- (5A) Student Quick Facts
- (5B) Advisor / Advisee Student List
- (5C) Room Phone Extensions
- (5D) Faculty/ Staff List
- (5E) Phone Tree
- (5F) School Leadership Chart
- (5G) Committee Assignments

Section 5: Information/ Communication (continued)

(5H) Substitute teacher instructions

Section 6: PD / PLC's / Lesson Planning

- (6A) Student progress Check Points
- (6B) PLC Groupings and Focus charts Schedule
- (6C) Unit Plans / Guided Planning
- (6D) Tier 3 Intervention Referral Form
- (6E) PD and Planning Days
- (6F) Intervention Assignments

Section 7: Classroom Management / Discipline

- (7A) Discipline Referral Guid
- (7C) Guidance Referral Form
- (7D) Discipline Referral Form
- (7E) AEP Guidelines and or after school detention guidelines
- (8E) After School Detention Staff Schedule

Section 8: Student Attendance

- (8A) Attendance Policy
- (8B) Check in / out pass
- (8C) School Approved Activity Form
- (8D) Educational Enhancement Opportunity Request (EHO)

Section 9: School Forms

- (9A) Textbook Form
- (9B) IOU Form
- (9C) Sick Leave Form
- (9D) Professional Leave Form
- (9E-1) Substitute Teacher Instructions
- (9E-2) Substitute Report Form
- (9H) Parent Contact Form
- (9I) Prom Permission
- (9J) Social Event Guest Form
- (9K) Graduation Policy Permission Form
- (9L) Fixed Asset Inventory
- (9M) Student Handbook Signature Sheet

Section 10: General Information

- (10A) Homework Policy
- (10B) Request Procedure for Substitute
- (10C) Copy Policy

Section 10: **General Information (continued)**

- (10E) Sick Leave Bank
- (10F) Integrated Pest Management Notification
- (10G) Staff Flower Policy
- (10H) Acceptable Use / Cell Phone Policy
- (10I) Competitive Food Rules
- (10J) Club Listing

Section 11: **Accounting Procedures / Forms**

- (11A) Fund-raiser work sheet
- (11B) Fund-raising activities proposal
- (11C) Multiple receipt form
- (11D) Accounting Guidelines
- (11E) Request for PD and Travel
- (11F) Purchase Order
- (11G) Department Budget

Section 12: **Transportation of Students**

- (12A) Bus Guidelines
- (12B) Bus Pass
- (12C) Board Car Request
- (12D) Student Trip Request (To-Board of Ed. For Approval)
- (12E) Trip Request Form (To- Trans. Dept to schedule bus)

Section 13: **Athletics**

- (13A) Football Schedule
- (13B) Soccer Schedule
- (13C) Volleyball Schedule
- (13D) Golf Schedule
- (13E) Basketball Schedule
- (13F) Baseball, Softball, Tennis, Fishing, Track, Cross Country Team Info
- (13G) Pass Prices