

DAILY PROCEDURES

1. Board policy for the R-7 School District requires a teacher to be on duty thirty minutes before school starts and thirty minutes after school ends.
2. Check mailbox, voice mail messages and e-mail by 7:05 a.m. and 2:50 p.m. each school day. Respond to messages within 24 hours. I.S.S. assignment forms must be provided to the ISS mailbox or emailed by 7:05 a.m.
3. Attendance at all staff and department meetings is required unless excused by the administration. See the schedule as listed under Staff and Departmental Meetings. Plan your work and appointments accordingly. Teachers will be expected to remain for the entire meeting. Teachers not in attendance are expected to contact an administrator for meeting information and attend a make-up meeting if available.
4. If, in an emergency, you need to leave the school grounds during the school day, you are to sign out and sign in on the teacher checkout sheet in the principal's office.
5. You have supervisory responsibility for students in your room and in the hall near your door from 7:05 until 7:30 a.m. You are to supervise this area before school, between classes, and immediately after school unless assigned to another area.
6. Students may visit or study in a quiet and orderly way in the classrooms before school. This is an excellent time for you to become acquainted with the student on an informal basis.
7. Teachers are never to let a student leave a classroom without a signed pass in the Student Planbook.
8. Teachers and students are to refrain from requesting students from other classrooms, unless permission has been granted by the administration.
9. Only students with permission from the administration will be allowed off school grounds during school hours. Teachers may not write passes for students to leave school or go to cars.
10. Report all classroom accidents to the principal's office and complete the accident form as soon as possible.
11. All students, teachers, employees, and visitors of the R-7 School District will refrain from using any tobacco product or derivative while inside any building or facility owned or maintained by the district, on school property, or on school buses.