

EVERYTHING YOU EVER WANTED TO KNOW
ABOUT BEING ON THE CAMPUS OF DUMAS HIGH
SCHOOL.....BUT WERE AFRAID TO ASK....OR
MAY HAVE FORGOTTEN.

HOW DO I.....

WHEN CAN I.....

WHERE DO I.....

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Most of the information you need to know can be found in your teacher's handbook. HOWEVER, we all know time is of the essence for you right now. What follows is a condensed, helpful shortcut to the "FAQ's" of new and veteran teachers at Dumas High School.

1. SUPPLIES

You can fill out a request for supplies in the office. The forms are located in the teacher mailroom on a shelf on the west side. Fill out the form and give to Norma Reyes. She will fill your order and place in your box.

2. REQUEST FOR SUBSTITUTE

You receive ten days for sick leave/personal leave. Of these days, five are personal and five are sick days.

When you need a substitute you will register with AESOP. You may do this by phone or the internet. The steps are as follows:

- A. www.aesop.com
- B. Click on teacher
- C. Enter your ID number (issued to you from Central)
- D. Enter your password number. Your name should appear.
- E. Enter the day or days you will be gone.
- F. Enter the reason you will be gone. The default is "personal illness." Make sure you change the reason if needed.
- G. Enter any information you wish the substitute to know.
- H. Click on "submit" and write down the confirmation number.

Problems: If you will be gone only a half-day (meaning periods 1-3 or 4-5), indicate so. If you will be gone 2nd and 4th, that will have to be done through Rob Groves. This time frame can't be registered as a half-day.

If you know ahead of time that you are going to a conference, please enter that information as soon as possible.

If you arrange for a substitute and something unforeseen comes up and you don't need the substitute, please let Rob Groves know as soon as possible.

You must enter an absence by 6:30am in order to get a substitute. In case of an emergency, you will need to call Rob Groves. However, calling Rob does not guarantee you will get a substitute. The best thing to do is to make your decision relatively early.

PLEASE NOTE: If you are not feeling well when you come to work and you decide at 7:30 or later that you can not make it, please know that you will need to plan on being in your classroom until at least noon. I have responsibilities in the morning that do not allow me to be on the phone finding substitutes after 7:30am. It puts undue pressure on me to find a substitute in 10 minutes or less. So, please, work with me on this and make your decision to not come early enough to obtain a substitute and to help us both.

ALSO:

2 Hours of Absence: 1/2 day

4 Hours of Absence: 1 Full Day

Absences less than 2 hours are not to be considered a benefit. Excessive absences in this category may be accumulated and charged against appropriate leave balance.

Your conference hour is that time that is part of your duty and compensation on this campus. Occasionally leaving on one's conference hour is understandable, however, daily leaving the campus on your conference hour will result in the appropriate action.

3. SEMINARS

You will be sent to different conferences and seminars by DISD. It is your responsibility to enter your absence on AESOP.

You will need to see Patricia about money for meals providing it is for one day.

If you are gone more than one day (as in spending the night), you will need to get your meal money from Central. See Lisa Jones for the check.

Anytime you are asked to travel by DISD, transportation will be provided. A transportation request will need to be turned in well in advance unless your supervisor has taken care of it already.

4. COMPUTER LAB

If you wish to reserve the computer lab (Rm.206 or Rm. 161) you will need to sign up with Johnny Edgemon.

5. SHOWING A VIDEO

It is the policy of Dumas High School when showing videos that a video clip of no longer than 12 minutes be shown. In order to show a "snip-it" you must fill out a video request and have it approved by Mr. Callahan. The form is found in the filing cabinet in front of Patricia and to her left. Fill out the form, put in the tray, and Mr. Callahan will approve or not.

6. LIBRARY

If you wish to take your class to the library you must sign up for use. Janan Green, the librarian, has a calendar book on the counter in front of her computer. Make sure you indicate if you want to use the computers also. You must indicate which class periods you wish to use the library and/or computers.

7. LEAVING CAMPUS ON CONFERENCE HOUR

If you must leave campus during your conference hour, you will need to sign out in Patricia's office. The sign-out sheet is located on top of the filing cabinet in front of Patricia's desk and to her left. **Your conference hour is that time that is part of your duty and compensation on this campus. Occasionally leaving on one's conference hour is understandable, however, daily leaving the campus on your conference hour will result in the appropriate action.**

8. VCR/TV

You will need to sign up for a VCR/TV with Janan Green, the librarian. A TV?VCR with sign-up sheet is also in the atrium breakroom. The sign-up sheet is in the first drawer.

9. AC/AEP ASSIGNMENTS

When you have students assigned to AC/AEP you will be notified. You then must get the assignments prepared and either take to AC/AEP or put in the box of the proper teacher. AC: David Carrington AEP: Trent Lankford / Bob Gadbois

10. LUNCH

There are several different areas to eat lunch: the cafeteria, the teacher's lounge on the bottom floor or the teacher's lounge on the second floor. In the cafeteria, as a teacher, you will fill your own plate as you go through the line. You will not line up with the students.

11. TEXTBOOKS

You need to determine how many textbooks you need. Whether you use a classroom set or issue textbooks individually is your decision. You may get your textbooks From Kurt Baxter.

12. STUDENTS

Students are not allowed to leave the campus for any reason other than lunch. They can not leave to get breakfast, donuts, a coke, run an errand for you, etc.

13. SUBSTITUTE FOLDER

When your absence requires a substitute it is your responsibility to leave various information for the substitute. These include (but are not limited to):

- A. lesson plans
- B. class roll (taken from eClass - sub uses to turn in attendance)
- C. classroom procedures
- D. safety procedures (tornado & fire drills)
- E. schedule
- F. discipline procedures
- G. people who can help

These all need to be placed in your substitute folder. The folder will need to be in your mailbox or on your desk.

Leave the students enough work to keep them busy for 55 minutes or more. Meaning, they should have more to do than they can finish.

You will need to leave a copy of your substitute plans with Rob Groves prior to your being absent. Also, if you are gone unexpectedly, you will need to get your plans here the best way you can.

14. WALK-THROUGHS

On occasion an administrator will visit your classroom briefly. Please go on with what you are doing. Walk Thrus are a means to insure, on a regular basis, that the quality of education being offered the students meets the district's expectations. Employees will be held accountable for providing an appropriate and quality education to the students. Effective teaching will deter inappropriate behavior by students and will promote a positive rapport with parents and the community. You will receive a copy of the walk-through with comments from the administrator.

15. FLOWER/POPCORN FUND

Patricia is responsible for collecting a donation from each employee at Dumas High School to aid in purchasing flowers for employees hospitalized, etc. for the campus. This is \$15.00 and can be paid on your first payday.

16. KEYS

You may get your room key and an outdoor key from Rob Groves.

17. DUTIES AND RESPONSIBILITIES

Kurt Baxter will post a list of those people with duty each week. Please make sure you check the schedule. He will go over the responsibilities at the Campus meeting.

18. COPIERS

There are two copiers for your use. The copy machine next to the teacher's lounge is used by Yetta Rivera primarily. If you wish to have copies made, fill out the request and she will make copies for you and place in your box. The copy machine in the north wing is also for your use. You will be issued a code to enter in the machine, which is usually the last four digits of your social security number, and this will allow you access to the machine. **Students are not allowed to use the copiers so please do not send a student to the machine to "quickly" run something for you.**

19. PARKING

Kurt Baxter will assign the parking areas. You can check with him if you are not sure where you will park.

20. CLASSROOM MANAGEMENT

You are required to post, in your room, your classroom management and discipline guidelines. The students must be aware of rules and consequences. You must also post fire and tornado drills information and make the students aware of the procedures for carrying out the drills.

21. TARDIES

Students who are not in the room when the bell rings will be tardy.

22. COMPUTER PROBLEMS

If you are having problems with your computer, you must first seek help from your department head. If the department head cannot help you, then you may seek the services of Jeff Livingston. Jeff, then will speak to Stan Stroebel about any problem that cannot be solved by him personally. Department heads are:

Science	Shane Davis
Social Studies	Karena Cline
Math	Nikole Foote
English	Pam Fox
Vocational	Bill Lackey
Fine Arts	Janet Walker
Health/PE	Billy Miller

23. GRADEBOOK - New teachers

Grades are kept through a program called RSCCC. Your mentor teacher will help you set up your classes. You will go into RSCCC and pull up each one of your classes and save. You will record attendance, grades, etc. using RSCCC. Make sure when you pull up your class to make a roll sheet for the substitute when you are gone. The sub needs this in order to take roll and leave for the office. The sub will not be able to get into e-class.

24. MAILBOXES-in Teachers Lounge- check TWICE daily.

25. INSURANCE- Contact person Jan Floyd-Central Office

26. EXTRA INCOME SOURCES- Gate keepers see Janet Lewis in Athletic office.

27. REIMBURSEMENTS- See Patricia Sheldon BEFORE the purchase

28. CELL PHONE/TEXTING- not used during class, be VERY cautious when texting students.

29. AUP'S/FOWARDING E-MAILS- Everyone in District signs a AUP- Do not forward inappropriate materials.

30. WORK ORDERS- Process all work orders on-line. These are found on the District Web Page.

31. ARD- When notified to attend an ARD you MUST attend