

# Heatherwood Middle School

## 2018-2019 Staff Handbook



*"Becoming is better than being." Carol Dweck*

### **NON-DISCRIMINATION STATEMENT:**

The Everett School District does not discriminate on the basis of race, color, national origin, disability or age in its programs and activities. Designated to handle inquiries about nondiscrimination policies are: Affirmative Action Officer, Carol Stolz, 3900 Broadway, Everett, WA 98201, 425-385-4106; Title IX Officer, Randi Seaberg, 3900 Broadway, Everett, WA 98201, 425-385-4104; 504 Coordinator, Becky Ballbach 425-385-4063; ADA Coordinator, Becky Clifford, 3900 Broadway, Everett, WA 98203, 425-385-5250. (Email address for each is FirstInitialLastName@everettsd.org).

# Heatherwood Middle School

## 2018-2019 Bell Schedules

REGULAR SCHEDULE		LIF EARLY RELEASE FRIDAYS		AM ASSEMBLY SCHEDULE	
<i>FIRST BELL</i>	8:10	<i>FIRST BELL</i>	8:10	<i>FIRST BELL</i>	8:10
Period 1	8:15-9:05	Period 1	8:15-8:50	Period 1 & Assembly	8:15-9:45
Period 2	9:10-9:56	Period 2	8:55-9:30	Period 2	9:50-10:30
Period 3	10:01-10:47	Period 3	9:35-10:10	Period 3	10:35-11:15
<b>6<sup>th</sup> grade lunch</b>	<b>10:52-11:22</b>	<b>6<sup>th</sup> grade lunch</b>	<b>10:15-10:45</b>	<b>6<sup>th</sup> grade lunch</b>	<b>11:20-11:50</b>
Period 4	11:27-12:13	Period 4	10:50-11:30	Period 4	11:55-12:35
Period 5	12:18-1:04	Period 5	11:35-12:15	Period 5	12:40-1:20
Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	10:52-11:38	Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	10:15-10:55	Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	11:20-12:00
<b>7<sup>th</sup> grade lunch</b>	<b>11:43-12:13</b>	<b>7<sup>th</sup> grade lunch</b>	<b>11:00-11:30</b>	<b>7<sup>th</sup> grade lunch</b>	<b>12:05-12:35</b>
Period 5	12:18-1:04	Period 5	11:35-12:15	Period 5	12:40-1:20
Period 5	11:43-12:29	Period 5	11:00-11:40	Period 5	12:05-12:45
<b>8<sup>th</sup> grade lunch</b>	<b>12:34-1:04</b>	<b>8<sup>th</sup> grade lunch</b>	<b>11:45-12:15</b>	<b>8<sup>th</sup> grade lunch</b>	<b>12:50-1:20</b>
Period 6	1:09-1:55	Period 6	12:20-12:55	Period 6	1:25-2:05
Period 7	2:00-2:50	Period 7	1:00-1:35	Period 7	2:10-2:50
<i>BUSES DEPART</i>	2:57	<i>BUSES DEPART</i>	1:42	<i>BUSES DEPART</i>	2:57

"HAWK TIME" SCHEDULE		2-HOUR LATE START		HALF DAY (2.5 HR) EARLY RELEASE	
<i>FIRST BELL</i>	8:10	<i>FIRST BELL</i>	10:10	<i>FIRST BELL</i>	8:10
<b>HAWK TIME</b>	8:15-9:00	Period 1	10:15-10:40	Period 1	8:15-8:40
Period 1	9:05-9:45	Period 2	10:45-11:10	Period 2	8:45-9:10
Period 2	9:50-10:30	Period 3	11:15-11:40	Period 3	9:15-9:40
Period 3	10:35-11:15	<b>6<sup>th</sup> grade lunch</b>	<b>11:45-12:15</b>	<b>6<sup>th</sup> grade lunch</b>	<b>9:45-10:15</b>
<b>6<sup>th</sup> grade lunch</b>	<b>11:20-11:50</b>	Period 4	12:20-1:00	Period 4	10:20-10:45
Period 4	11:55-12:35	Period 5	1:05-1:45	Period 5	10:50-11:15
Period 5	12:40-1:20	Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	11:45-12:25	Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	9:45-10:10
Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	11:20-12:00	<b>7<sup>th</sup> grade lunch</b>	<b>12:30-1:00</b>	<b>7<sup>th</sup> grade lunch</b>	<b>10:15-10:45</b>
<b>7<sup>th</sup> grade lunch</b>	<b>12:05-12:35</b>	Period 5	1:05-1:45	Period 5	10:50-11:15
Period 5	12:40-1:20	Period 5	12:30-1:10	Period 5	10:15-10:40
Period 5	12:05-12:45	<b>8<sup>th</sup> grade lunch</b>	<b>1:15-1:45</b>	<b>8<sup>th</sup> grade lunch</b>	<b>10:45-11:15</b>
<b>8<sup>th</sup> grade lunch</b>	<b>12:50-1:20</b>	Period 6	1:50-2:15	Period 6	11:20-11:45
Period 6	1:25-2:05	Period 7	2:20-2:50	Period 7	11:50-12:20
Period 7	2:10-2:50	<i>BUSES DEPART</i>	2:57	<i>BUSES DEPART</i>	12:27
<i>BUSES DEPART</i>	2:57				

# **ADMINISTRATIVE ORGANIZATION**

In order to communicate more effectively and to better serve the needs of the building, supervision of programs will be divided between the building administrators.

## **Principal, Laura Phillips**

- Assigns, directs, and supervises building staff.
- Evaluates and recommends retention, promotion, transfer, and termination of staff.
- Coordinates activities and assignments of school leadership teams.
- Develops the master schedule.
- Directs establishment of building budget and expenditure of building funds.
- Coordinates AVID program.
- Maintains communication with staff, students, and patrons.
- Conducts public relations program within and for the building.
- Supervises the Counseling and Guidance Program.
- Coordinates Section 504 plans.

## **Assistant Principal, Robert Aguilar**

- Plans, coordinates, and implements a student behavior management program.
- Plans, coordinates, and implements a system of campus supervision.
- Establishes and maintains program of student attendance accounting.
- Assists in the supervision and evaluation of staff.
- Coordinates student assemblies.
- Facilitates crisis/safety team-building, crisis team coordinator.
- Assumes responsibility as delegated for operation of the school in the absence of the principal.
- Directs publication of student/parent handbook.
- Oversees the athletic and ASB/activities program and the ASB budget.
- Oversees building maintenance.

## **NEW: Communication Plan**

### **Daily:**

Daily Bulletin will be sent out the day before with ALL student announcements. This will be sent by Janelle.

### **Weekly:**

Weekly Monday Morning Admin Email will include all weekly events. This will be sent by Laura/Robert.

Weekly Friday News: This will be Big Picture/Vision communication from Laura/Robert.

### **Monthly:**

Heatherwood Outlook Calendar: The shared Heatherwood Outlook calendar will be captured in an image file and sent to staff the last week of each month by Angie Waddle.

## EVALUATIONS 2018-2019

Initial conferences will be scheduled prior to October 12<sup>th</sup>. The first round of conferences and observations will be scheduled prior to December 7<sup>th</sup>. The second round of conferences and observations will be completed prior to May 1<sup>st</sup>. Annual evaluation conferences will be held no later than June 3<sup>rd</sup>, 2018.

<b>Phillips</b>	<b>Aguilar</b>
Anderson, Linda	Allen, Chris
Brandt, Amanda	Barton, Carla
Brown, James	Calderon, Taylor
Burgess, Richard	Cameron, Crystal
Camp, Monica	Cooke, Bob
Coffman, Tami	Curtiss, Romes
Corbett, Brian	Fornia, Chandler
Cowper, Suzanne	Hoang, Huyen
D'Ault, Doug	Jaeger, Gretchen
Fabrizio, Sharon	Keener, Andrea
Grosvenor, Claire	Lien, Kim
Herber, Sara	Lundberg, Dianne
Jones, Wendy	Lundberg, Ed
Khim, Rosa	Mills, Nicole
Lanigan, Billie	Pratt, Jenna
Livingston, Alaina	Proudlock, Sean
Loewen, Elona	Ramirez, Anita
Matthews, Stacey	Robison, Rebecca
McKague, Molly	Scholz, Monte
Poole, Melissa	Seamon, April
Rickert, Kristie	Stevenson-Bonilla, Nicole
Stangland, Dave	Thomas, Karlee
Watson, Reija	Walker, Kristin
Weiss, Joan	Williams, Juli
Coleman, Terry	Zinkgraf, Gregory
Lerner, John	Freedman, Christina
Arpin, Myra	Jacques, Diane

### Other Certificated

Evaluated by other schools/programs: Gaynier, Holsopple, Hartley, E. Anderson, Christensen, Reynolds

### Classified

**Phillips:** Waddle, Waite, Crise, Jaeger, Al Harab

**Aguilar:** Greene, Gordon, Strong, Ouderkirk, Ellis, Stauffer, Holden, Blackmer, Willits, Jooma

## **2018-2019 STAFF ORGANIZATION: Office & Support Staff**

<b>EXT</b>	<b>NAME</b>	<b>ROOM(s)</b>	<b>ASSIGNMENT</b>
<b>6390</b>	<b>PHILLIPS, LAURA</b>	<b>212</b>	<b>PRINCIPAL</b>
<b>6391</b>	<b>AGUILAR, ROBERT</b>	<b>205</b>	<b>ASSISTANT PRINCIPAL</b>
6301	Waddle, Angie	223	Office Manager
6303	Waite, Emily	226	Attendance Secretary
6315	Crise, Christine	206	Records/Registration Secretary
6324	Jaeger, Janelle	235	Office Assistant
6321	<b>Conference Room</b>	211	
6480	<b>Lifetime Fitness</b>	P10	Health Portable for Lifetime Fitness
6325	<b>Spare Office Phone</b>	235	
6317	<b>Student Office Phone</b>	235	
	<b><u>COUNSELORS</u></b>		
6310	Coleman, Terry	207	6 <sup>th</sup> Grade Counselor
6314	Arpin, Myra Flor	210	7 <sup>th</sup> Grade Counselor
6313	Lerner, John	209	8 <sup>th</sup> Grade Counselor
6312	Jacques, Diane	211	School Psychologist
6323	Al Harab, Alaa	240	Student Success Coordinator
6327	Brazier, Angela	226	Sea-Mar Therapist
	<b><u>LIBRARY</u></b>		
6309	Herber, Sara	Library	Librarian
6308	Hooper, Sara	Library	Library Support
	<b><u>CAMPUS SECURITY</u></b>		
6416	Gordon, Chris	116	Campus Security Officer
6416	Strong, Brooks	116	Campus Security Officer
7051 JHS	Officer Josh Saga	JHS	Police Officer
	<b><u>NURSE</u></b>		
6453	Holsopple, Kristen	227	Nurse
6306	Greene, Pam	204	Health Room Assistant
	<b><u>SPECIALISTS</u></b>		
6320	Christensen, Ashely	221	SLP
6320	Freedman, Christina	221	SLP
6320	Reynolds, Chris	221	OT/PT
	<b><u>CUSTODIANS</u></b>		
6397	Gralapp, Joe	128	Head Custodian
6397	Rich, Joe	128	Custodian
6397	Webb, Linda	128	Custodian
	<b><u>PARAEDUCATORS</u></b>		
6431/6434	Blackmer, Kristi	211/214	Resource Para
6430	Ellis, Betty	210	Achieve Paraeducator
6430	Ouderkirk, Erika	210	Achieve Paraeducator
6425	Stauffer, Alysia	205	Achieve Paraeducator
6425	Holden, Courtney	205	Achieve Paraeducator
6300	Jooma, Roshan	Office	Lunchroom Supervision Support
6446	Watkins, Toni	306	English Language Paraeducator
6452	Willits, Steve	321	School Paraeducator, Supervision Support
	<b><u>KITCHEN</u></b>		
6307	Stevenson, Jana	Kitchen	Cook Manager
6307	Benedetto, Judy	Kitchen	Cook

6307	Stanyo, Darcy	Kitchen	Cook
6307	Bateman, Karen	Kitchen	Cook

## **Roles & Responsibilities: Office and Support Staff**

### **Main Office:**

#### **Ms. Waddle - Office Manager**

Bookkeeping - general fund/ASB  
Fees & fines  
Intradistrict mail  
Teacher forms/supplies  
Substitute coordination/timesheets

### **Registration Office:**

#### **Ms. Crise – Registrar**

Student registration/withdrawals  
Student Records/Discipline  
Master scheduling  
Grading/Transcripts

### **Attendance/Student Services Office:**

#### **Ms. Waite – Attendance/Athletics**

Attendance/early dismissal forms/passes  
Homework request Pick-up  
BECCA Tracking/Filing  
Athletics, student activities information

### **Office Support:**

#### **Ms. Jaeger – Communication/Discipline**

Communications: Webmaster & Bulletin  
Discipline  
Library Budget  
Parent Volunteers

### **Custodian Office:**

#### **Mr. Gralapp – Head Custodian**

Cleaning/emergency repairs/ work orders  
Building safety

### **Security Office:**

#### **Mr. Gordon & Mr. Strong – Campus Security Officers**

Building security  
Discipline support  
Emergency supplies  
Bus liaison  
Lost and found (long-term storage)  
Lockers

### **Admin Support Para/Success Support:**

#### **Ms. Alaa Administrative Support Paraeducator**

Supervision Support  
Student Success Coordination  
Attendance Support (Home Visits)  
Student Ambassadors, Peer Mediations/Conferences  
Academic Interventions  
Assessment Support

### **ASB Advisor**

#### **Ms. Thomas – Advisor**

ASB/Leadership  
Schedule of student activities/events  
Student Council/Student elections

## **2018-2019 STAFF ORGANIZATION: Teaching Staff**

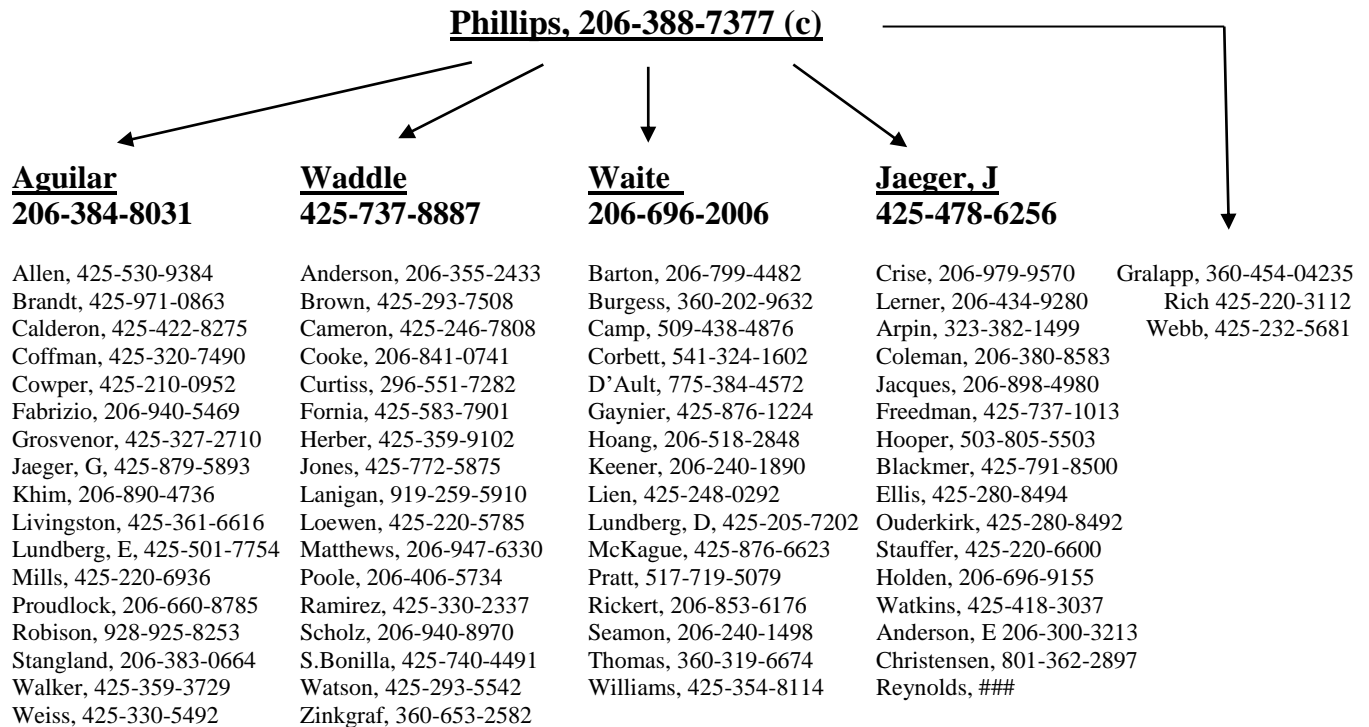
### **2018-2019 Heatherwood Middle School Staff Emergency Telephone Relay Phone Tree**

#### **Telephone Relay**

Each staff member should have a copy of this page to be taken home for reference.

Each person will call the person listed below his/her name. If you cannot reach the person you are to call, call the next person on the list. (If you get an answering machine leave a message and call the next person on the list.)

**Be mindful that administration would most likely utilize Blackboard Connect Messages for a blanket communication to all. This is to be used in the event that is unavailable.**



**AGUILAR will also call the below staff:**

Gordon, 206-353-5744  
Strong, 425-359-9152  
Willits, 206-619-6323  
Joona, 425-420-4428

**PHILLIPS will also call the below staff:**

Al Harab, 425-232-9231  
Stevenson, 425-268-2840  
Brazier, ###  
Holsopple, 425-387-2111  
Greene, 425-268-9709

# **SHARED DUTY ASSIGNMENTS**

2018-2019 School Year

*AM Bus: pick-up walkie-talkie in Main Office in the AM*

*AM Duty 8:00-8:10, PM Duty 2:50-3:00*

<b>Week beginning</b>	<b>AM Bus</b>	<b>AM Cafeteria</b>	<b>PM Bus</b>	<b>Staff Room Clean-up</b>	<b>Staff Room Clean-up</b>
September 3					
September 10					
September 17					
September 24					
October 1					
October 8					
October 15					
October 22					
October 29					
November 5					
November 12		<b>Sign-Ups for preferred Shared Duty Assignment will occur during the Teacher Call-back days in late August.</b>  <b>Please plan to sign up for 3 slots.</b>  <b>Robert will fill the gaps in after staff preferences have been conducted.</b>  <b>Updated Page will be sent out to staff via email before the start of the school year.</b>			
November 19					
November 26					
December 3					
December 10					
January 2					
January 7					
January 14					
January 21					
January 28					
February 4					
February 11					
February 18					
February 25					
March 4					
March 11					
March 18					
March 25					
April 8					
April 15					
April 22					
April 29					
May 6					
May 13					
May 20					
May 27					
June 3					
June 10					
June 17					



## **HEATHERWOOD LEADERSHIP TEAM**

**Purpose:** Heatherwood's Leadership Team's purpose is to work collaboratively with Heatherwood administration and with feedback/input from grade level, content area and program area colleagues to make data based decisions aimed at providing a school climate and instructional program in which all students learn and grow.

**Mission:** To build, support, and nurture a school culture/climate that is safe, respectful, and that honors the social/emotional well-being of students and staff.

The 2018-2019 Leadership Team:

<b>Name</b>	<b>Representative</b>
Phillips, Laura	Principal
Aguilar, Robert	Assistant Principal
Allen, Chris	6 <sup>th</sup> grade rep.
Lien, Kim	7 <sup>th</sup> grade rep.
Loewen, Elona	8 <sup>th</sup> grade rep.
Jaeger, Gretchen	ELA rep.
Cooke, Bob	Social Studies rep.
Brandt, Amanda	Math rep.
Anderson, Linda	Co-Science rep.
Lanigan, Billie	Co-Science rep.
Watson, Reija	Lifetime Fitness rep.
Bonilla-Stevenson, Nicole	Electives rep.
Thomas, Karlee	Sp.ED rep. (ASB)
Mills, Nicole	English Learners rep.
Lerner, John	Counselor rep.
Ellis, Betty	Classified rep.
Waddle, Angie	Office rep.

Meetings are from **3:00-4:00pm** in room 204 (Kim Lien's room). Clock hours are available.  
Dates for the BLT meetings are as follows:

*\*Note: These dates are subject to change. Changes will be communicated to staff in advance.*

**Wednesday Sept. 12<sup>th</sup>**

**Wednesday, October 10<sup>th</sup>**

**Wednesday, November 7<sup>th</sup>**

**Wednesday, December 5<sup>th</sup>**

**Wednesday, January 9<sup>th</sup>**

**Wednesday, February 6<sup>th</sup>**

**Wednesday, March 6<sup>th</sup>**

**Wednesday, April 10<sup>th</sup>**

**Wednesday, May 8<sup>th</sup>**

**Wednesday, June 5<sup>th</sup>**

***Additional dates will be posted as needed.***

## **STAFF MEETINGS**

### **Teacher Expectations**

It is vital that all staff members are involved in building initiatives through staff meetings, regardless of teaching assignment. All staff members are expected to attend all meetings that relate to their assignment.

### **Staff Meetings**

Our Extended Staff Meetings will be after school. We generally will meet in the library unless otherwise communicated. The purpose of our staff meetings are to meet as a group to discuss and review instructional and operational information as it relates to the school as a whole. All teachers are expected to attend. The dates of our staff meetings are below:

*\*Note: These dates are subject to change. Changes will be communicated to staff in advance.*

<b>Date</b>	<b>Time</b>	<b>Instructional Team Share-Out/Purpose</b>
Wed, Sept. 19 <sup>th</sup>		
Wed, Oct. 17 <sup>th</sup>		Student Led Conferences
Wed, Nov. 14 <sup>th</sup>		
Wed, Dec. 12 <sup>th</sup>		
Wed, Jan. 16 <sup>th</sup>		
Wed, Feb. 13 <sup>th</sup>		
Wed, March 13 <sup>th</sup>		
Wed, April 17 <sup>th</sup>		
Wed, May 15 <sup>th</sup>		
Wed, June 12 <sup>th</sup> (TBD)		Celebrations

**WAITING ON EEA CONTRACT LANGUAGE UPDATES**

## **NEW: CALL BACKS EVENTS**

New for the 2018-2019 school year, teachers will be allowed to choose the 2 of the 3 call-back evening events to attend. All teachers must attend the fall Curriculum Night scheduled for Tuesday, October 2<sup>nd</sup> 2018

*Note: Student led conferences are not considered a Call Back. Teacher attendance for conferences is mandatory.*

Use the below link (a digital link will be sent out to everyone as well) to sign-up for the additional TWO evening call backs you would like to attend.

Some things to consider:

- Some night are grade-level/content specific
- Some nights require more support than others
- Some staff (particular counselors and possibly AVID) have commitments above the 3 callbacks

**LINK HERE**

**Evening Call Back options include:**

<i>Event</i>	<i>Date and Location</i>
<i>Curriculum Night (ALL STAFF)</i>	<i>Tuesday, October 2<sup>nd</sup> 2018</i>
HS and Beyond Night	TBD
AVID Family Night	TBD
Multi-Cultural Celebration	Wednesday, February 27 <sup>th</sup> 2019
Technology Expo Event	TBD
Heatherwood Technology Fair	TBD
5 <sup>th</sup> grade Family Night	TBD
8 <sup>th</sup> grade Moving Up Assembly	TBD

### **Middle School Designated Nights**

Every available evening during the month is reserved for a specific building level to ensure that families with students at different levels are able to attend events at their children's respective schools. This year, the middle school designated nights are:

- 2<sup>nd</sup> & 4<sup>th</sup> Mondays
- 1<sup>st</sup> Tuesday
- 3<sup>rd</sup> Thursday
- 4<sup>th</sup> Wednesday

## **NON-STUDENT TEACHER WORK DAYS**

These are reduced student days or non-instructional work days for certificated staff. Individual days are planned and determined by the individual employee. District days are planned and determined by the District.

- **TBD New Contract**

# **TEACHER ASSIGNMENT**

## **Normal Work Day**

All staff shall be at their assigned workstations ready to perform their assigned duties at the regular starting time of 7:45 AM. On days when the pre-announced starting time is different than 7:45 AM, staff shall be at their assigned station at that designated time.

The teacher workday is based on a 7.5-hour day, inclusive of lunch, and begins at 7:45 AM and ends at 3:15 PM. Workday is defined as being on duty at school working as a teacher supervising students whether in a classroom learning situation or a learning situation outside of the classroom. Supervision of students during the school day is the responsibility of all staff members. Normally, teachers will conduct six in-class learning situations where specific academic skills are emphasized and have one preparation period. It is the responsibility of all teachers to use their educational expertise to instruct students in the appropriate social skills throughout the school day. Teachers may leave campus during their duty-free lunch; however, they must log their absence on the sign-out/sign-in sheet in the main office for security/safety reasons. Please do not leave campus at any other time during the day unless it is arranged in advance with an administrator.

## **Preparation Period**

One class period per day is provided to classroom teachers for preparation. The planning period is provided as a work period for preparing, organizing, developing, recording, studying, consulting, inventorying, ordering, meeting with parents, and other tasks necessary as a part of the teaching assignment.

## **Before and After Classes**

The building will open to students at 8:00 AM and close at 3:00 PM. The building will be open to students after 2:50 PM only for supervised activities. Students dropped off at the front door will enter the Great hall at 7:55am and stay in the Great Hall until 8:00am.

## **Faculty Meetings**

All teachers are expected to be in attendance at all staff meetings unless absent from school or absence has been previously arranged with an administrator.

## **Other Duties**

Attendance at other functions (curriculum night, conferences, etc.), will be expected, consistent with the collective bargaining agreement.

## **Late Start**

In the event the decision is made to begin the student day two hours late, staff will be notified via Connect Ed or the building phone tree. When activating the phone tree, please remember to call until you talk to a person. If you reach a message when calling "your person", leave a message AND then continuing calling until you speak with a person. Staff is expected to arrive at school as close to their regular work time as possible on student late start days.

**TEACHER workdays will be from 7:45 AM to 3:15 PM.**

**Securing a Guest Teacher Substitute:** Please utilize the web-based attendance program SmartFind to report an absence. The system may be accessed from the District Home Page under Staff Information. You will need to do the following:

Log in to SmartFind (user ID is your Employee ID, if you forgot your password, please call the sub desk at 425-385-4111)

Create an absence – please report your absence at least 2 hours prior to your scheduled start time to allow sub system time to reach out to subs.

Enter either half day (AM – 7:45-11:30 or PM – 11:30-3:15) or a full day absence

Enter the date(s) you will be absent\*

Add attachments if you have any, or e-mail them to the Office Manager

Call or e-mail the Office Manager to leave any specific instructions for the sub.

If you have questions, please call the sub desk at 425-385-4111 or Heatherwood main office at 425-385-6300

\*Leave without pay requires prior HR approval, use Leave of Absence Form

## **GUEST TEACHER FOLDER/SUB FOLDER**

A “Guest Teacher” file should be in your room for the “Guest Teacher” and include:

1. Class Expectations.
2. Teaching schedule.
3. Supervision duties if any.
4. Seating charts.
5. Special need students and their conditions.
6. Lesson plans.
7. Emergency activity if no lesson plan can be provided.
8. Particularly helpful students the sub can use for assistance.
9. Emergency/evacuation procedures.
10. Guest Teacher input sheet.

## **SHOULD YOU NEED A GUEST TEACHER WHILE AT WORK**

- A. Notify an administrator via intercom or note with student.
- B. State the nature of the problem: whether it is an emergency which requires immediate coverage for your class or whether you can carry on while an attempt is made to find a substitute.
- C. Write a note to the prospective substitute indicating location of lesson plan, attendance and seating chart, and any extra duties such as student supervision.
- D. Unless an extreme emergency exists, stay with your class until you are relieved. As soon as an administrator knows of your problem, every attempt will be made to cover your class or find a substitute.
- E. You are not to leave campus until released by the Principal or Assistant Principal.

**Information regarding Safety & Evacuation please see the “Emergency Plan” Handbook. See Robert for another copy.**

**Information regarding ASB/Athletics/Student Expectations please see the “Student Handbook”.**