

**First Week of School Information**  
**Grace King High School**  
**2017-18**



## First Three Days – Duty Procedures August 10<sup>th</sup>, 11<sup>th</sup>, and 14<sup>th</sup>

### Morning Duty

1. Every teacher has duty for the first three days of school (August 10<sup>th</sup>, 11<sup>th</sup>, and 14<sup>th</sup>). Ensure you know your duty location and the expectations. If you are on the duty schedule for Fall, you will report to your regularly scheduled duty location. All other teachers should report to the locations listed below. **All teachers should sign in and be on duty for no later than 6:50 AM.**
    - a. English Department – Upper courtyard (from center breezeway to front office)
    - b. Math Department – Lower courtyard (from center breezeway to gym)
    - c. Special Education – Front Porch
    - d. Science Department – Back porch to assist with homeroom identification
    - e. Social Studies Department – Gym foyer to assist with uniform compliance
    - f. Fine Arts/Foreign Language/PE – Bus loading zone/Student parking lot
    - g. ESL/CTE – 600 Building (outside perimeter)
  2. Duty Expectations
    - a. Teachers should be on duty no later than 6:50 AM
    - b. Teachers on duty should be **attentive** to what students are doing in their designated areas.
    - c. Teachers should **not** stand or sit in one spot. Instead, they should circulate throughout their designated areas.
    - d. Please refrain from the use of laptops or cell phones during this time.
  3. **Check your email often** during the day for instructions.
  4. 9<sup>th</sup> and 10<sup>th</sup> grade homeroom locations will be posted on the back porch. 11<sup>th</sup> and 12<sup>th</sup> grade homeroom locations will be posted on the library windows.
  5. At 7:13 AM, all teachers should report to their homeroom assignments and prepare to greet students.
  6. The bell will ring at 7:20 AM to report homeroom.
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### Between Classes

1. Every teacher should be at their door greeting students as they enter.
  2. Be visible in the hallways to assist in directing students to their classrooms.
  3. Be attentive to student uniform policy and school rules and expectations.
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### Afternoon Duty

1. Those teachers who are on the Fall duty schedule should report to their duty locations at the sound of the 2:40 PM bell.
2. All other teachers should conduct a sweep of their areas of the building and the courtyard in order to ensure that the campus is clear.

**First Day Procedures**  
**Thursday, August 10, 2017**

**DON'T FORGET TO WEAR YOUR NEW GK FACULTY SHIRT!!!!**

**Homeroom**

1. Homeroom teachers will receive two rosters. The first roster is to verify student attendance. The second roster is for students to sign indicating receipt of designated items (see below).
2. Verify Roster for student attendance.
  - a. Mark absent on your roster all students who are not present in your class.
    - i. Turn in your attendance rosters to Ms. Bonura during your lunch.
    - ii. Teachers will be notified via an announcement when to enter homeroom attendance into JCampus. Please, do not enter anything in JCampus until the announcement.
  - b. Send all students not on your roster to the library.**
  - c. Students that are on your roster, but WITHOUT a paper schedule, should be sent to the library.**
3. Assign student seats .
4. Issue Student Schedules –Please be sure to communicate to the students that they must keep their schedules with them all day. **(STUDENTS MUST KEEP THEIR SCHEDULES - Replacement \$1.00)**
  - a. Have students to copy their schedule into their notebooks.
  - b. *If there are scheduling issues (missing class, repeated class) have students complete a schedule request form (color-coded by grade to be returned to counselor).*
5. Issue the following to students:
  - a. Emergency card
  - b. District Policy & Procedures Manual (*Must be signed by both parent and student and returned*)
  - c. Social Worker Services Form
  - d. Cell Phone Policy (discuss)
  - e. Parent's Right to Know
6. You must maintain an accurate record of which students have received the items listed above by having them sign on the designated roster
  - a. Impress upon your homeroom students that they will need to return all signed documents to you tomorrow.
7. Discuss Operation Start on Time, Tardy and Attendance Procedures
  - a. Operation Start on Time
    - i. Students are expected to be seated in class when the tardy bell sounds.
    - ii. Classroom doors will be closed and locked at the sound of the bell.
    - iii. Students who are tardy to class must report to the courtyard to receive a pass from one of the deans.
    - iv. Students should be directed to be respectful and take directives from any teacher or school personal who is assisting in moving students to get a pass and/or move to their classes as quickly as possible.
    - v. Students arriving to class after the tardy bell must have a pass in order to be admitted to class.
  - b. Tardy Procedures
    - i. 1<sup>st</sup> and 2<sup>nd</sup> Tardy – Warning
    - ii. 3<sup>rd</sup> Tardy – After School Detention
    - iii. 4<sup>th</sup> Tardy – Saturday Detention
    - iv. 5<sup>th</sup> and 6<sup>th</sup> Tardv – In-School Suspension

- v. 7<sup>th</sup> Tardy – Refer to FINS
- c. Attendance
  - i. Student may have no more than 5 unexcused absences per semester.
  - ii. Students with more than 5 absences will receive the grade of X on their report cards indicating that no credit has been received.
  - iii. Students with 4 or more unexcused absences will be referred to FINS.
- 8. Discuss Schoolwide Rules and Expectations
  - a. Be Safe
    - i. Wear your correct uniform (including your ID around your neck) at all times.
    - ii. Electronic devices (cell phones, etc.) should be off at all times.
    - iii. Gum, food, and drinks will not be consumed in the classroom.
    - iv. Stay in your designated area.
  - b. Be Responsible
    - i. Students must have a “sweep” pass to enter class after the tardy bell.
    - ii. Come to class with all supplies/materials and be prepared to learn.
    - iii. Passes are not to be issued to students during class time.
    - iv. You must have your ID and agenda to leave the classroom (when called for administrative purposes only).
  - c. Be Respectful
    - i. Stay attentive and engaged from bell to bell.
    - ii. One voice at a time.
    - iii. Exhibit kindness and consideration in all interactions.
    - iv. Care for your campus by keeping in clean.
- 9. Explain Restroom Policy
  - a. Students are expected to remain in class for the full instructional period.
    - i. Teachers will not be issuing any passes to classroom students.
  - b. Students may only use the restroom between classes.
  - c. Students who arrive at the restroom prior to the sounding of the tardy bell will receive an excused, restroom pass. Those students who arrive at the restroom after the tardy bell will receive a tardy pass.
  - d. In emergency situations, teachers may page the office and an administrator will escort the student to the restroom.

### **Remainder of the day (Blocks 1-4)**

1. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> period teachers - NO STUDENT SHOULD BE ADMITTED TO ANY CLASS WITHOUT A SCHEDULE.
  - a. Check JCampus regularly for roster updates
  - b. Take attendance in JCampus within the first 15 minutes
    - i. If you are unable to do this, turn in your paper roster with attendance corrections at the end of the day.
  - c. Check each student’s schedule to be sure this student has actually checked in and received a schedule (look at each student’s schedule) and that they belong in your room.
  - d. Assign Seats and create seating chart (for sub folder)
  - e. Discuss Uniform policy – Check Student Uniforms
  - f. Mark absent on your roster all students who are not present in your class.
  - g. Issue Syllabi, discuss purpose of course, scope and sequence, assessment criteria, & homework
  - h. Discuss classroom, student, academic, and behavioral expectations
  - i. **Begin first lesson**
  - i. **Issue homework assignment**

## 2. Reminders

- a. Go over the uniform policy with students and set expectations of classroom behavior.
- b. **Students should NOT be given passes to correct schedule errors.** Schedule Change Request forms are only distributed and collected by Homeroom teachers only.
- c. Please **listen carefully to all announcements** throughout the day.

### Anticipated 1<sup>st</sup> Day of School Bell Schedule

7:20 AM	First Bell Rings
7:25 AM – 8:20 AM	Homeroom
8:23 AM – 9:45 AM	1 <sup>st</sup> Period
9:48AM – 11:10 AM	2 <sup>nd</sup> Period
11:10AM – 11:50 AM	1 <sup>st</sup> Lunch (9 <sup>th</sup> Grade Only)
11:53 AM – 1:15 PM	3 <sup>rd</sup> Period (9 <sup>th</sup> Grade Only)
11:08 AM – 12:30 PM	3 <sup>rd</sup> Period (Grades 10, 11, 12)
12:30PM – 1:15 PM	2 <sup>nd</sup> Lunch (Grades 10, 11,12)
1:18 PM – 2:40 PM	4 <sup>th</sup> Period

**Friday, August 11<sup>th</sup> – Friday, August 18<sup>th</sup>**

Anticipated 1<sup>st</sup> Week of School Bell Schedule

7:15 AM	First Bell Rings
7:20 AM – 8:00 AM	Homeroom
8:03 AM – 9:33 AM	1 <sup>st</sup> Period
9:36 AM – 11:06 AM	2 <sup>nd</sup> Period
11:06 AM – 11:45 AM	1 <sup>st</sup> Lunch (9 <sup>th</sup> Grade Only)
11:48 AM – 1:08 PM	3 <sup>rd</sup> Period (9 <sup>th</sup> Grade Only)
11:09 AM – 12:39 PM	3 <sup>rd</sup> Period (Grades 10, 11, 12)
12:39 PM – 1:08 PM	2 <sup>nd</sup> Lunch (Grades 10, 11,12)
1:11 PM – 2:40 PM	4 <sup>th</sup> Period

<b>Homeroom Topics – First Week</b>	
<b>Date</b>	<b>Topics to be Covered</b>
Friday, August 11 <sup>th</sup>	<ul style="list-style-type: none"> <li>• 4 A's – Attendance, Attentiveness, Attitude, and Accountability (Class discussion: How are the 4As critical for success at Grace King?)</li> <li>• Re-iterate school rules, procedures, and expectations</li> </ul>
Monday, August 14 <sup>th</sup>	<ul style="list-style-type: none"> <li>• PBIS Activity #1</li> </ul>
Tuesday, August 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Senior Class Meeting – Report to cafeteria when called</li> <li>• PBIS Activity #2 - Grades 9-11</li> </ul>
Wednesday, August 16 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Junior Class Meeting – Report to cafeteria when called</li> <li>• PBIS Activity #2 – 12<sup>th</sup> Grade</li> <li>• PBIS Activity #3 – 9<sup>th</sup> and 10<sup>th</sup> Grades</li> </ul>
Thursday, August 17 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Sophomore Class Meeting – Report to the cafeteria when called</li> <li>• PBIS Activity #3 – 11<sup>th</sup> and 12<sup>th</sup> Grades</li> <li>• Student Activities PowerPoint (from McCabe) – 9<sup>th</sup> Grade</li> </ul>
Friday, August 18 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Freshman Class Meeting – Report to the cafeteria when called</li> <li>• Student Activities PowerPoint (from McCabe) – 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Grades</li> </ul>

**\*Reminder: Review policies, rules, and procedures during each class period, each day during the first week.**