**Appendix A**

**ECHS Procedural Guidelines**

1. Morning Duty: 7:00-7:20 a.m.
   1. If you have morning duty, please be at your station no later than 7:00 a.m.
2. Homeroom
   1. Attendance should be posted around 7:40 a.m. Students who come to school after 7:40am must report to the front office for check-in. Students who check in should keep their check-in slip to show their teachers through the day.
   2. Teachers must keep a hard copy of attendance records.
   3. INow announcements should be checked, and if any student is assigned to OCS they should be dismissed to 508 no later than 7:45 a.m. Send all OCS assignments to OCS no later than the end of 2nd period.
   4. Students should stand for the pledge, and should be quiet during silent reflection. Students should be quiet during announcements so that they may be heard.
3. Instructional time
   1. 50 minutes of instructional time should be planned. There should be no ‘free time’.
   2. Attendance should be taken every single class period within the first 10 minutes.
      1. Students who are tardy should be assigned an appropriate consequence. Expect them to be on time, hold them accountable if they are not. Upon the student’s 5th tardy, e-mail Coach Watkins for OCS assignment.
      2. If a student is marked ‘present’ in INow but is not in your class, the Administration must be notified (via e-mail).
   3. Bell ringer activities should be ready for students as soon as they enter the room, and they should begin working as soon as the tardy bell rings.
   4. Objective / daily outcome should be on the board before the students enter the room, and should be simply written so that students can easily understand what you expect of them during that class
   5. Before, during, and after activities should be posted on the board before the students enter the room.
   6. Use strategic teaching strategies and / or activities from the “Good Instruction Guidebook” in your lessons every day.
   7. Technology should be used as often as possible, and should be in the hands of the students.
   8. Movies should only be educational, should be reflective of your objectives, and should be accompanied by an organizer or activity of some kind to make students accountable. You must obtain permission in advance from the Administration to show a movie in class.
   9. **Engaged students are well-behaved students! Teachers should be handling Group A offenses in the classroom, and parent contact is required before a referral is sent to the office for those offenses.**
   10. Passes out of class should be limited and for emergencies only. Students that want to see counselors, Mr. Barnes, or a principal must do so during their own time-between classes, during break or lunch.
   11. **At no time should teachers allow students to leave class to see another teacher, to go to the gymnasium or the field house**.
   12. Students must be released at the bell. Teachers may NOT hold students past their own class time.

Only office assistants, who should be wearing office badges, are the only students allowed into your classroom during instructional time. No other students should be allowed to enter or to see/remove other students. If you feel an office assistant is abusing their privilege, please notify an administrator.

1. Planning Periods
   1. Teachers should be grading papers, making copies, entering grades and preparing instruction for students.
   2. Teachers should only leave campus if it is absolutely necessary, and must see an Administrator for approval. After approval, teachers must sign out (and back in) with Ms. Kyles in the front office.
   3. Hard copies of all grades and attendance records must be maintained.
   4. All grades must be based on specific tasks or participation by students, and must be understandable to both students and parents.
   5. Each teacher must maintain a documentation binder in their classroom. It must be visible to an observer and easily accessible. Binders must contain:
      1. Copies of assessments
      2. Lesson plans
      3. CIP
      4. Pacing guide
   6. Classrooms must be neat and orderly, with an inviting décor.
   7. Administrative requirements (EDUCATEAlabama, RtI documentation, etc.) must be completed and submitted by given deadlines. Lesson plans for each upcoming week are due to the Administration before you leave each Friday.
   8. Assessment Analysis forms are due to the Administration after each classroom assessment.
2. After School
   1. All teachers must be in the hallways after the 2:55 bell until 3:00 to manage students as they leave the building.
   2. Teachers who have afternoon duty must report no later than 3:00, and are dismissed at 3:20 p.m.
   3. Teachers not on duty in the afternoons may leave any time after 3:10pm.

All teachers are expected to follow the above guidelines. If there are ever any questions, please contact the administration. Remember that these guidelines are in place to ensure an orderly learning environment for the students. It is our responsibility to the students to make sure that they too understand these procedures and are encouraged to abide by them for their own benefit.