

**UPPER ST. CLAIR HIGH SCHOOL**  
**OPENING DAY INSTRUCTIONS FOR TEACHERS**

Familiarize yourself with the information contained in this bulletin. Students should be oriented in detail as to their first day's activities. Do not assume that students know; instruct them. Organize your first day's activities for homeroom and the first class meeting so that no detail is overlooked.

**I. Opening Day Time Schedule - Thursday's Schedule**

7:25 -	Warning Bell
7:30 - 8:00	Attendance/Homeroom
8:00 - 8:40	Mods 1 - 2
8:40 - 9:20	Mods 3 - 4
9:20 - 10:10	Mods 5 - 6
10:10 - 11:00	Mods 7- 8 (L)
11:00 - 11:50	Mods 9 - 10 (L)
11:50 - 12:40	Mods 11 - 12 (L)
12:40 - 1:30	Mods 13 -14
1:30 - 2:20	Mods 15 - 16

## II. Procedure During Attendance/Homeroom Period

### A. Conduct opening exercises

1. Pledge of Allegiance - Need not pledge but must be respectful and quiet.
2. Period of silent meditation.
3. Morning announcements - start now and insist on quiet during announcements. **Do not release students until the mod bell rings.** All announcements can be viewed on the USC High School Website.

### B. Check roll - today and each day

1. Log onto laptop and check attendance roster.
2. Check spelling.
3. If a student is present but not on your homeroom list, please notify attendance.
4. **Transmit all attendance by 8:05 a.m.**
5. Because our state appropriation is based on our attendance records, accurate attendance is of paramount importance. Be 100% accurate each day. Adjustment forms can be found in the main office.
6. Keep a hard copy of homeroom attendance in your grade book.

C. **Student Handbooks** for grades 9-12. Copies of the handbook are on line. Please note the parental sign-off is to be submitted to the homeroom teacher. Please remind the students to return this form. Notify your respective office of forms not returned by Wednesday, September 2.

D. **Student Schedules** - All student schedules have been picked up. Make certain each pupil has a schedule as it serves as admittance to classes. Students are to follow these schedules. Opportunity will be given during the week for bonafide schedule changes and corrections of any mistakes by notification from the counseling office. **This is Thursday's schedule.**

### E. Counseling Assignments

<b>Counselors</b>	<b>All Grades</b>
Jerry Malarkey	A-De
Jamie Vargo	Di-H
Bill Rullo*	I-K
Tom Marquis	L-Ni
Stephanie McHugh	No-Se
Jennifer Kirk	Sh-Z

\*Supervisor of Counseling Services

## F. Discuss

1. **Fire drill instructions** - Stress no talking during drill. If you need fire drill signs, see School Police.
2. **Resource Center Concept** - Do this with all classes. Stress the location.
3. **Absence and tardy procedure** - Each student returning to school from an absence must have a written excuse from his/her parents. Failure to do so will result in the absence being classified as unexcused. Each Upper St. Clair student is required to be in his/her homeroom by 7:30 a.m. for attendance purposes and announcements. Stress that you and the administration will monitor this closely. Excessive tardiness, unexcused absences, and class truancy may result in a hearing before the magistrate. **A student has three days to submit an excuse for being absent or tardy.**
4. **Hall/cafeteria litter** - respect each other's space.
5. **Review other sections of the Student/Parent Handbook as time permits.**
  - a. Out-of-Orders
  - b. Book fines
  - c. Visitors
  - d. Hazing
  - e. **Lockers** - keep them locked. **Don't share your combination with anyone.**
6. **Keys** - any student found possessing keys to the high school will be suspended and, at the discretion of the Board, suspended longer or expelled.
7. **Smoking** - discipline includes citation and suspension of 3 days out of school. Also, restroom checks will be increased.
8. **Driving Policy** - includes suspension of passengers as well as the driver.
9. **Security Cameras** - cameras are in place throughout the building to provide additional security and safety.
10. **PE** - Students should not bring valuables to PE.
11. Students owning calculators should put their name on the calculator.

## III. Classroom Activities - Suggestions

- A. Review applicable state and USC.USC course standards for each class. Make the standards visible in the classroom and reinforce them with the students on a regular basis.
- B. Distribute textbooks. Make an accurate record of the number and condition of each book on the Book Issue Receipt form. This information should be transferred to your grade book after the class roll is permanent to insure establishment of proper ownership at the close of the school year.
- C. It is suggested that permanent records not be made for two weeks.

- D. Make assignments as you deem advisable.
- E. Set the stage for the year in this first meeting. This orientation period will play a large part in your effectiveness for the year. Instruct your classes relative to proper care of books and furniture. This should be done frequently during the school year.
- F. Carefully review your grading process with the students. **Keep parents informed of student progress. Let students and parents know of expectations now - no surprises later!**

#### IV. Know the details from the Teachers' Handbook

- A. Sign-in and sign-out.
- B. Each Wednesday - faculty or curriculum meetings - anyone with extenuating circumstances that require them to be absent from curriculum meetings are to notify a principal. **Make every attempt to schedule student activities so they do not conflict with Wednesday faculty and curriculum meetings.**
- C. Absence procedures
- D. Grading procedures - **share your grading policy with your curriculum leader.**
- E. Athletic eligibility
- F. Supply procedure
- G. AV procedures
- H. Weekly Communication Update - Submit to Kristie Dawson by Thursday morning of each week any communication updates you have for the following week. Updates will be compiled and distributed Friday via e-mail.

#### CHECKLIST

- Books distributed and record made.
- Book shortages reported to curriculum leader.
- Attendance record completed and returned electronically.
- Handbook discussed with students.
- Laptops - remember to bring them daily. They will be required for electronic attendance and other functions.

## **SOME GENERAL COMMENTS**

1. **Classroom procedure** - Quality instruction is the primary aim of the school. Under no circumstances should any comment be made which reflects unfavorably upon a student's former instruction, his family status or background. Avoid sarcasm in remarks to students. Students' feelings and attitude can be negatively affected by caustic, cynical remarks. Teachers should set a good example at all times.
2. **Attendance Register** - This system can only work well if every teacher makes a ritual of being 100% accurate each day.
3. **Homework** - Be aware of the district's homework policy. Take special care that all instruction is meaningful. Assign no homework that students cannot be reasonably expected to do satisfactorily. Any work worth assigning is worth checking and returning to the student. If homework will not be checked, then it should not be assigned. Be firm and reasonable in your demands.
4. **Discipline** - Try to create a good learning atmosphere in your classrooms. By arousing an interest in your subject and providing meaningful learning activities, most discipline problems will never arise. Do not hesitate to call parents.  
All teachers should keep detailed records of classroom procedures and grades. These records have been particularly helpful in refuting irresponsible charges by individuals. The importance of effective record keeping cannot be overstated. **Share all information with parents and students to maintain communication and eliminate "surprises."** Please return telephone calls in a timely fashion.

**Classes are not to be canceled without administrative approval. Do not dismiss students early from class. Take roll each day; record it in your grade book.**

5. **Money** - There should be few occasions when teachers handle money. When such occasions do arise, **no** money is to be left in the teacher's desk. It is to be placed in the safe or given to Kristie Dawson for deposit.
6. **Supplies** - Purchase orders must be secured before purchasing any items.  
**NO CONFIRMING ORDERS.** See Kristie Dawson for proper procedures.
7. **Secure all valuables, tests, etc.** Do not assume that a locked classroom door is adequate security.
8. **Be sure to check your voice-mail and e-mail daily.**