

ROCK Survival Guide

Everything you wanted to know about RHS, but were afraid to ask!!

PEOPLE!

Front Office Administration and Staff



Tony Hines- Head Honcho

- Grievances
- Advice
- Last stop in the Chain of Command
- Funny jokes



Terri Kulaga AP of Curriculum

- Teacher schedules
- Course Questions
- Textbook Questions
- Student Progression Plan Questions



Ron Shaw- AP of Facilities

Email Patrick Swinton or Annie Council as well

- Anything that needs repair (AC etc.)
- Facilities Use- After Hours, during school – example- Auditorium, cafeteria



Pete Quinlan- Dean of Discipline

- Inservices – sign up through ProGOE
- Student discipline issues (referrals, Monday school, etc.)
- Teacher mentors

Items to get from the Dean's Office

- Detention Slips
- Paper referrals (place them in the sub folder)
- Yellow Hall Passes
- Refills for blue hall pass
- Volunteer coordinator- to make sure Chaperones are registered properly
- Inservice info

Officer Pirson (OP)

- Parking passes
- Anything involving the law



Sue Flammio- Front Desk Clerk

- All attendance not entered by teacher
- White attendance pads
- Where to send out US Mail
- Sign in Volunteers- guest speakers, visitors of any kind – even if badged



Heather Spinneweber- Gate Keeper for the Head Honcho (School Secretary)

- Human Resource Contact
- Payroll Questions
- Certification Questions
- Need a Sub?
- All questions about leave/comp time/Line of Duty, etc.

Betsy Delettre- Bookkeeper

- Purchase Orders- DO NOT purchase anything without a PO or **you** eat the cost
- Fundraising
- Teacher lead Money

Greg Clayborne- Athletic/Activities Director

- Field Trip information, forms and buses
- Fund Raising
- Morning Announcements
- Rock Shop
- ALL Athlete/Sports/Athletic program questions

Guidance Office

Sue Holden- Registrar

- Student Enrollment/Withdrawals
- Transcripts
- NCAA Clearinghouse/Eligibility
- Out of Area
- Choice Programs

Jennifer Narvaez- Clerk

- Books for EFSC
- Monies Owed
- Scheduling
- Grades

- Community Service Hours/Bright Futures

Guidance Counselors

- Jennifer Gerry, 9-12 ESE Counselor
- Kathy Lucas, 9th Grade Counselor and 12th Last Name H-M
- Gail Larson, 10th Grade Counselor and 12th Last Name A-G
- Katie Taips, 11th Grade Counselor and 12th Last Name N-Z
- Elizabeth Halbert, Dual Enrollment/Collegiate Counselor

What you can do in guidance

- Courier Mail (Interdepartmental mail)
- See Counselors- Do no answer any transcript questions- refer students to guidance
- Clinic
- Food Pantry for students in need
- Large White board contains all tests for the year – puts it in perspective once emails start coming
- SAT/ ACT Info
- Bright Futures Info
- Scholarship Info

Other Helpful People!

Patty Smith – Testing coordinator (Office outside the Media Center)

All things testing!



Travis Goldman – Technology Associate (Located in the Media Center)

- ANYTHING computer related; equipment (computer, printer, doc cam, overhead projector, etc.) & software related
- Ext. 248 or email him for help

Department Chairs- all supplies, purchase orders for supplies, any DCR books will go through these people

- Career & Tech Ed (CTE): Leslie Shinault (also our go to girl for all things Edline)
- English: Alicia Gaines
- Fine Arts/Foreign Language: Lucha Hunt
- History: David Brady
- Mathematics: Wanda Krajewski
- Science: Jeff Higginbotham
- Physical Education: Beth Scarborough
- Law and Maritime Academies: Kevin Rhyne
- Hospitality Academy: Patty Smith

- Cambridge:
 - Katie Matthews 11-12th grades
 - Wanda Krajewski 9-10th grades

Peer Coaches (Help with IPPAS)

- Sandy Cook
- Beth Scarborough
- Jackie Insalaco
- Jeff Higginbotham

New Teacher Mentor

- Leslie Shinault

PLACES! - Facility Stuff

Any questions about classrooms, furniture, equipment, should be directed to Ron Shaw, AP Facilities. These types of questions include things like:

- Temperature
- Anything broken (windows, doors, etc.)
- Addition or removal of desks
- Custodial Issues

Parking:

- Teachers may park in the faculty lots located between the portables and the swimming pool or in the lot next to the gym and auditorium.

Parking Sticker:

- See officer Don Pirson for your parking sticker

Bus loop:

- Located on the east side of the school near the media center.
- This loop is not for parking during the school day or for through traffic.

Student pick up/drop off:

- Located on the west side of the school near the gym and auditorium.
- The entrance is on Raider RD, and exit on Florida AVE.
- This is also student parking
- Senior Parking is in the back of the school in the lot along Seminole Drive

Mail boxes:

- Located in the building 8 workroom. Remember to check your mailbox every day – MORNING PREFERRED!

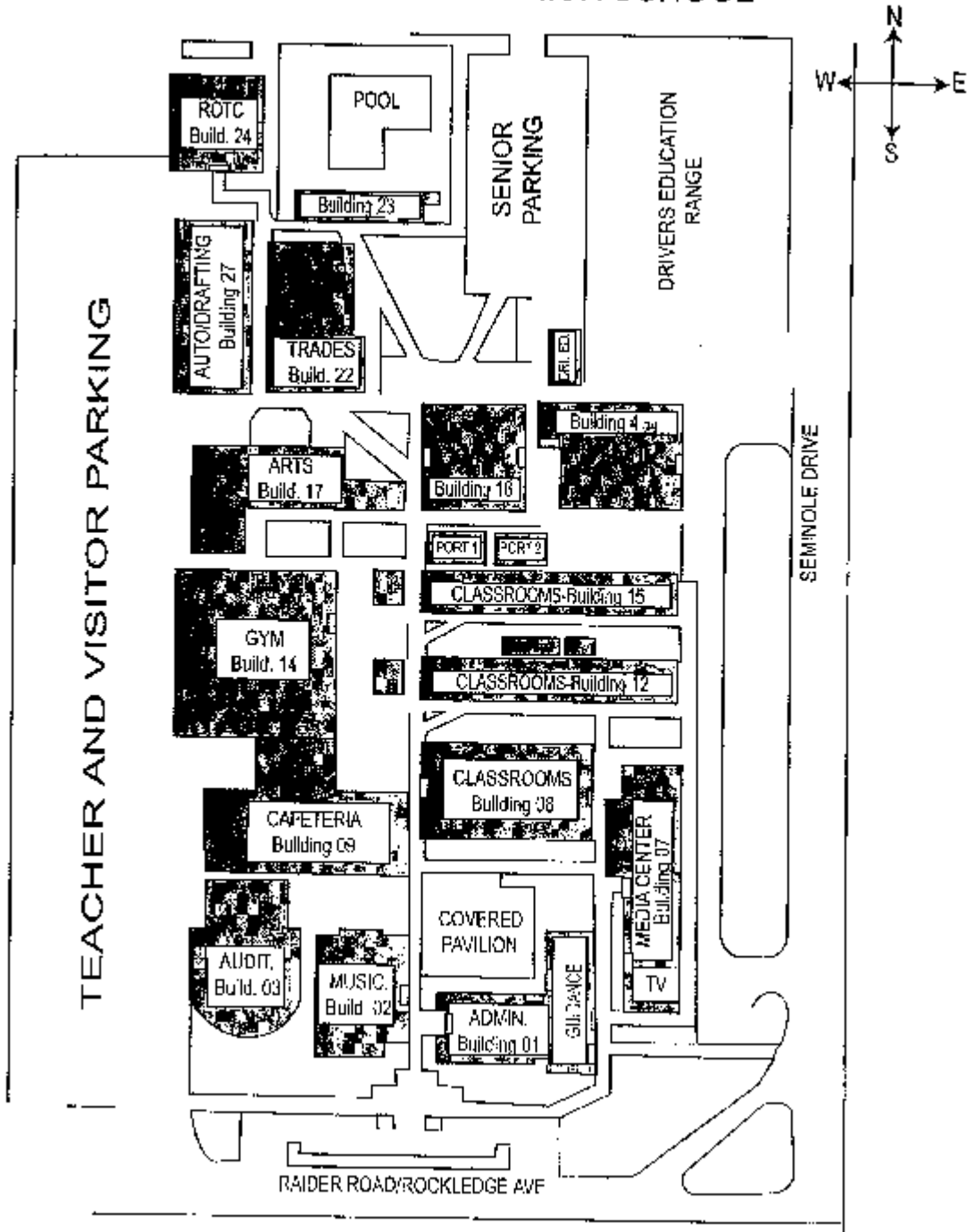
Teacher Lounge

- One in the 800 building; one in 34 building. Both have copy machines (Building 800 has 2)
- Teacher Mailboxes are in building 800.

Posting things around the school:

- Don't put tape on any painted surface
- Post things on brick or on specifically designated bulletin boards or strips

ROCKLEDGE HIGH SCHOOL



THINGS! - Basic School Stuff to Know

Student Attendance Policy:

- Students may have up to 9 absences in a semester. If a student goes over that amount, they are at risk of failing due to absences (FA). They have one opportunity for an attendance appeal during their time in high school.
- Students must have an opportunity to make up work from an excused absence. Length of time is at the teacher's discretion.
- ** Do not mark a student absent until they have physically sat in your classroom at least one day**
- Take attendance each period, preferably at the beginning of each period (give a warm up activity or bell ringer)
- Attendance Codes:
 - A = Absent; does not count as an excused absence – THIS IS THE ONLY CODE YOU WILL BE ABLE TO ENTER (all others are entered by front office)
 - F = Field Trip; also used to code students out of class for any excused reason such as testing, on campus college visits, etc.
 - C = Court; counted as excused absence
 - S = Suspended; not an excused absence
 - Religious
 - Excused

Presto

How to record attendance on the computer

1. Enter your username and password
2. Click the purple button labeled "Quick Attendance"
3. Select the class period
4. Only select students when they are absent.
5. If no students are absent, select yes from the drop down menu above the roster

Look up student schedules

1. Panel - S616 – F4 – Last Name- scroll with F8 key until you find student

Look up student info

1. Contact Panel – S315- F4- last Name
2. Academic History – S520 – F4 – Last Name
3. Grades- S517- F4 Last Name

There is also a list of complete screen numbers on the Share Drive in the Edline folder.

What to put in a sub folder?

- Lesson plans!
- Each class roster
- Seating Chart
- Attendance Slips
- Detentions and referrals
- Fill out the contact paper Heather puts in it- Don't just ignore it

School day:

- Teachers: 8 AM-4PM
- Students: 8:45 AM-3:30 PM
- There are 4 different bell schedules; regular day, short day, 30 minute pep rally and Homecoming pep rally. These schedules are on the share drive

Faculty meetings:

- Typically one faculty meeting per month, they are held in the morning before school in the media center at 8:00 am sharp

Campus Emergencies

- Code Red: Active shooter in the area (not necessarily the school). Lock your doors.
- Code Black: Bomb threat has been called into the school. Evacuate your classroom to the marshalling area
- Code Yellow: Police activity in the area
- Locate your marshalling area BEFORE there's a fire drill or emergency.

Printing and copies

- Printing from your computer goes to the copy machines; you need a code to print it out as well as to make copies (See Heather for code)
- You get \$20 a month in your copier account. This averages out to about 2000 copies a month.
- Be smart about what you print – use your doc cam to have students copy material; use Edline to post documents you want them to have and make them print them out!

Early release day:

- Shortened schedule designed to give teachers more planning time. Start time remains the same, but students are released at 2:15 PM. Teachers are to be here for their entire normal day (until 4 PM). One early release day per month is reserved for school-based professional development.
- The order of classes is also changed – refer to the bell schedules for the early release day for the order

Comp Time:

- Compensatory (comp) time is paid time off for working over your normal hours. Comp time is typically given for volunteer, after-hours events including back to school night, recruitment nights, graduation, and conference night or anything else the principal deems appropriate.
- You can get forms for receiving comp time from Heather Spinneweber in the front office.
- Don't assume you are getting comp time ask Mr. Hines prior to accruing it.
- You can carry 16 hours from previous year to next year

Grading policy:

- The state mandates the following grade scale:
 - A: 90-100
 - B: 80-89
 - C: 70-79
 - D: 60-69
 - F: ≤59
- No student can score less than a 39% on a semester grade in any class.
- The teacher is the person in charge of grades. You can adjust a student's grade by one letter grade at your discretion.
- Become familiar with your course. Some are semester-long courses and some are year-long courses.
- If you need to change a student's grade after they have been posted on the report card, you need to fill out a grade change form and turn it in to Jen Narvaez. This form is available on the share drive.

Classes that have a state EOC:

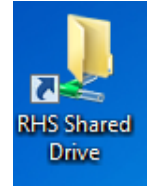
- Biology I/Honors
- Pre-AICE Biology
- Integrated Science 3/Honors
- Algebra I/Honors
- Pre-AICE Math I
- Algebra I B
- Geometry/Honors
- Pre-AICE Math II
- Algebra II/Honors
- Pre-AICE Math III
- US History/Honors

Keeping students after class:

- PLEASE DON'T
- A teacher cannot keep a student after their class time for any reason (e.g. finishing a test) without the permission of the next period teacher.

Share drive:

- Lots of forms, schedules and other incredibly important information is kept on the RHS shared drive.
- Check there FIRST before sending out an all-hands email.
- There should be an icon on your desktop when you log in. If you don't see it, contact Travis Goldman



Work attire:

- M-Th: Professional dress is required. This does not include jeans, leggings, flip flops, or shorts.
- F: Dress-down spirit day. Jeans are allowed ONLY with a Rockledge spirit shirt.

Lunch:

- There are three lunches, each approximately 40 minutes long.
- The schedule will be given during pre-planning.
- Your lunch can change from year to year.
- Make sure your students know which lunch they are supposed to take.
- There is no teacher duty during lunch, but be aware of your area during this time.
- Students are not allowed to leave the cafeteria/pavilion area during lunch without a pass (marked by red lines).

Hall passes:

- Students are to use the blue hall passes when they leave your room for the bathroom or guidance.
- Blue library passes are available in the building 8 work room and are used only for trips to the media center.
- Yellow hall passes are used for the clinic and when the student may be gone for an extended period of time.
 - Do not send students to the clinic by themselves.
- Teachers should use their best judgement on the use of hall passes.

Security:

- Never leave tests, quizzes, answer keys out in the open. This could compromise your test security.
- Teachers use their best judgement with all academic-related security.
- Be sure to have items like phones, purses, wallets and the like locked at all times when you are not using them. All rooms are provided with at least one locking drawer or cabinet.
- Do not allow students to handle or deliver any confidential material.

Student safety:

- Each teacher is responsible for reporting suspected abuse to 1-800-962-2873.
- Notify administration that you called the abuse hotline.
- You may make the phone call from the office if you are more comfortable with that.

- If there is an emergency, DO NOT use email, call the office instead. There is an emergency call button next to your door.

Dress code:

- The dress code is published in the student handbook.
- Students are not allowed to wear hats unless the temperature is less than 60 degrees.
- Baseball caps are never allowed.

Email:

- Check it several times a day. There are many emails that require attention before school ends; not checking it could have repercussions.
- Remember, all of your emails are public record, which means no sensitive or confidential material should be sent.
- It's fine to send appropriate non-school related items over email, just put NSB (not school business) as the first thing in the subject line.
- There are two global emails for the school. One is Rockledge-Teachers, and one is Rockledge-All.
 - Use the ALL account to send out field trip lists, or information that the front office and staff need to know. If it is something only for teachers, use the teacher account.
 - It is highly recommended you find someone you trust to ask a question of before you send it out to ALL. There's a good chance if you send it to all, you will get 70 different answers.
- When in doubt, clear your email with Mr. Hines.
- Be prepared for Shindillo Productions (you'll see.)

Sign in/out:

- Remember to sign in every day – electronic link on your computer.
- You may leave campus for short periods of time (not during class time), but make sure you sign out on the share drive. There is a word document in a folder named Sign in/Sign out. **DO NOT LEAVE THE FORM OPEN**. This prevents others from using it.

Testing:

- Remember, testing starts in full in mid to late April, so have your most important standards addressed by that time. Some people attempt to do this by spring break, which allows them to review and extend for the remainder of the school year.

Subs:

- Call Heather Spinneweber if you need a sub (extension 105).
- If you think you're going to be sick the night before, call it in, even if you're not sure.
- Don't call in the morning unless it's an absolute emergency. It is very difficult to get a sub at the last minute.
- If you have the flu, don't share it. That's what your sick time is for.

- Use SmartFind Express Substitute System (eSolutions) to schedule a sub late at night time and before school. Link to this can be found on the district Edline page under Links>SmartFind.

YOU OWN THIS SCHOOL!!

- Stand in the hall between classes.
- Walk the campus.
- Get involved!
 - Go to sporting events, drama events, chorus, band, etc.!
- Go to graduation.
- And remember, if you didn't put it in the fridge, it's not yours!

No-brainer rules:

- No adult beverages at school (come on guys, do we really need to say this?)
- Be familiar with the tobacco use rules.
- If you are alone helping a student in your classroom, leave the door open and tell another teacher what you are doing.
- Make friends with your neighbors and your department; they are a great resource and lifeline.
- In terms of dress, if you don't want to see it on your students, they don't want to see it on you either. Keep it professional. (no low cut tops, spandex pants/leggings, etc.)
- Keep your sub folders updated. That means actually have something in there, and that doesn't mean rosters and lessons from 1989.
- Teach bell to bell. Kids standing like a herd of cows trying to get out of the corral at the end of the class is wasted instructional time (and noted by administration).
- NEVER leave your classes unattended!
- Restroom emergencies happen, contact the front office for coverage.
- Don't use your cell phone in front of students. Practice what you preach. If you need to use your phone, no problem, just use it out of sight of students (empty classroom, teacher work room, restroom stalls).
- Don't forget your coverage for testing (no complaints, we all have to do it!)
- Tomorrow is another day. Staying until 7 PM every day will wear you down more quickly than anything.
- Have fun! This is one of the most rewarding professions to be in.
- Bleed Raider blue!