

#10 RIHS Officer Report May 2017

Desiree spent a week in the CHAMPS lounge with the section 30 spreadsheets in April. She no longer has the book, so please see Geina for questions and concerns. If you have concerns about the number of coverages you have, please see Geina as well.

Please keep calling the emergency/non-emergency line for any discipline issues. Remember the numbers are 57000 and 57911. If you cannot reach anyone, please note the date and time and get that information to a rep. This is important. Also, please continue to write referrals for student behaviors according to the discipline handbook/flowchart. I am making copies of referrals or taking photos with the camera on the computer for my records.

We have discussed the concerns with the final schedule. Unfortunately, following the high school schedule was not an option this year. Three exams a day is a lot. There are no exemptions for A's. Apparently that practice disappeared a few years ago.

Some reminders:

I will be sending out a monthly coverage log. Please document your coverage for the month after the last school day. Please use the form I send out after the monthly building meeting.

Please report any broken doors or phones immediately. Broken door locks should be reported to Corey and broken phones are reported through the help desk. Please keep your doors locked whenever possible.

Make sure you have lesson plans available. You should have one complete and two skeletal plans. This is required.

If you are asked to write an incident report, please allow a rep to read it before submitting. You can email this to a rep.

Please try to use our home email addresses for REA concerns. District email is property of the district.

Respectfully submitted by Jennifer (Gagliardi) Skoraszewski Jennifer.gagliardi@gmail.com