

Substitute Teacher Orientation  
Dean Information  
September 28, 2015

<b>IMPORTANT PHONE NUMBERS</b>		
<b>Contact</b>	<b>West</b>	<b>North</b>
Front Desk	2842	2306
Deans' Office	Jude Erickson            2531 Jacqueline Fontillas    2530	Harriet Poulos            2080 Maggie Relihan-Hantel   2081
Associate Dean - Attendance Office	David Hawk                2532	Brigitte Kusevskis       2035
Deans	Tim Dykes                 2533 Alana Laury               2536 Amy Tucker               2534	Erika Bougdanos         2082 Henry Brown              2084 Marlon Felton             2083
Nurse	2940 Nurse's Emergency Line - 3222	2275 Nurse's Emergency Line - 3444

- There is a phone in every classroom.
- There are security guards on every floor.
- If something serious occurs in the classroom, do not wait until the end of the day to contact someone.
  - Examples: theft, impending fight
- If you need to write up a student for negative behavior:
  - Speak to the dean so he/she is aware of the behavior.
  - Make sure you document the behavior for the teacher.
- **Attendance**
  - Please take accurate attendance.
  - Turn in your attendance sheet to the Attendance Office staff not later than the end of the school day, but sooner if you are able.
- **Cell Phones/Audio Devices/Laptops**
  - Students may not use cell phones or audio devices in class (unless this is specifically written in the lesson plan).
    - If a student has been asked to put away a phone or other device and continues to use it, let the dean and teacher know and we will address it the following day.
  - Students are all issued Chromebooks for school use. If this is not part of the lesson plan, the students should not be using it.
- **Nurse Requests**
  - If a student requests to see the nurse, you may write a pass for the student.
  - You should also call the nurse to alert her that the student is coming.
- **Bathroom/Locker Requests**
  - The teacher should provide bathroom passes and locker passes.
  - Allow only one student at a time to leave the classroom.