


2018-2019 TEACHER HANDBOOK

“HELPING OTHERS HELP THEMSELVES”

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AFTER HOURS FACILITY USE

To request to use the building after school hours and on the weekends, fill out the request form at this [link](#).


ATTENDANCE AT PCS

EVEN IF YOU THINK YOU KNOW THIS, PLEASE READ IT!

KEY POINTS

1. Take attendance promptly and accurately every single class period you teach.
 2. Inaccurate attendance is a safety concern.
 3. If you are unable to access your attendance roster for any reason, let Janelle know asap.
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TAKING ATTENDANCE

- Please take accurate attendance promptly at the beginning of each class period - within the first 5 minutes. 10 minutes into class is LATE. Make sure to go back to the top of the page in Infinite Campus and hit SUBMIT. If I send you an email asking you to take attendance it means that it has not been recorded even if you think it has.
 - As per the [PCS Employee Handbook](#); Teachers must report to work at least 15 minutes before their first teaching period begins. You should have plenty of time to be able to mark correctly students who are tardy or absent to each of your classes.
 - If you use a seating plan then please make sure you are marking your attendance accurately as students tend to shift seats at the start of a class period.
 - If you are unable to access Infinite Campus let Janelle know asap.
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ATTENDANCE INACCURACIES

- Inaccurate attendance is a safety concern. Marking students present who are not in class could lead us to miss a student who has had a problem on their way to school.
- Marking a student absent who is actually in class leads to parents receiving a call altering them to the absence by two robo calls; one at 10 AM and one at 3:15 PM. This causes unnecessary worry for parents and a lot of panicky phone calls to the office, especially among parents of students who bike, walk or drive themselves to school.
- If you have marked a student absent and they arrive to your class, they should have a late slip with them. That will show they signed in at the office after arriving after the bell. This is the only way to know if we need to go back in and change an absence to a tardy. **If students do not have late slips send them back to get one.**

CONSEQUENCES

- Student who are consistently late throughout the year will receive truancy notices in an attempt to remedy their behavior and get them into class on time. This in turn minimizes disruption to your classroom.
- A log is kept of all the times teacher make attendance errors at the request of the Principal. If you make it onto the “naughty list” you will be called out on it.

BLOOPERS:

- **DO NOT take attendance for the whole day during period 1** with the idea the you will go back and change if anyone is missing....you know who you are...

PCS EMPLOYEE HANDBOOK

The link to the PCS Employee Handbook can be found at [this link.](#)

FIELD TRIPS

HOW TO ORGANIZE A FIELD TRIP

STEPS TO ORGANIZE A FIELD TRIP

1. Fill out the Field Trip Authorization form and have the Principal sign. This step authorizes your field trip and will get it on the master calendar.
2. Pass out and collect a Permission Slip from each student.
3. Send your list of drivers to Liz Musal at least one week in advance of the field trip. All drivers must be approved to drive and have a Personal Vehicle Use Form and required paperwork on file before the trip.
4. Collect a Chaperone Emergency Form from each adult going on the trip.
5. Copy the permission slips and chaperone forms before you leave and give them to the office before your trip.
6. Inform the office of any students absent or not going on the field trip.
7. Have fun! Don't forget to take the permission slips/form with you on the field trip!




**INDEPENDENT STUDY
OVERVIEW**

TWO TYPES OF INDEPENDENT STUDY

- 1. Short term- 3 days to one month**
- 2. Long term- one month to one year**
- 3. The same rules apply to both types.**




INDEPENDENT STUDY AT PCS

- There are times when students miss school because of family obligations, educational travel opportunities, and other extenuating circumstance.
 - On these occasions, we can provide independent assignments while the student is absent to help them stay current with the class room assignments and lectures. We cannot assign independent study, participation must be voluntary.
 - An Independent study supports both the student and our school. As long as the term for I.S are being met we receive ADA for those e students when they out on I.S.
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INDEPENDENT STUDY REQUEST

What does an I.S Request Contain?


- 1. Name and grade of the student.**
 - 2. Calendar with days absent highlighted and defined.**
 - 3. Request for homework assignments, class handouts.**
 - 4. Request to assign and name two note takers for all class lecture notes for duration I.S.**
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WHAT DO I INCLUDE IN AN I.S REQUEST?

- Please send all in class assignments and the clear instructions for the duration of the IS.
- Included lectures notes, PowerPoints or any other handouts you have prepared. These can be attached digitally or with a hard copy. Also include any text book pages.




GRADING OF INDEPENDENT STUDY

- If this information is not all available by the time the student receives their packet, they will be considered exempt from whatever assignment they did not receive as part of the I.S. packet. Whatever you assign the student for their I.S. should be what they are graded on for that period of time. It is not the intention of an I.S. that the student will then have to make up extra assignments when they return.
 - The purpose of the I.S. is to keep the student as current as possible with their classes– the exception being that they will be asked to reschedule tests & quizzes and to turn in longer term essays and projects when they are back at school.
 - You will be asked to help facilitate the transfer of lecture notes from note taker to student.
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WHAT HAPPENS IF YOU DO NOT SUBMIT ASSIGNMENTS AND IN CLASS NOTES/ AND OR HANDOUTS BEFORE THE DEADLINE?

The student is exempt from grading on any work covered during the time of the Independent Study if you do not submit it to the office by the date requested.



WHAT HAPPENS WHEN THE STUDENT RETURNS TO SCHOOL

The student should present themselves to the front office with the I.S. packet with completed assignments. They should NOT return the assignments to you. I need the original paperwork for the file and will make copies of everything for you to grade. The exception being artwork, or video files



PLEASE NOTE –

NOT GOOD

1. Missing the assignment deadline.
2. Sending me a link to a site that can not be accessed without a permission request.
3. A link to your classroom calendar/

GOOD

1. Links to documents/PowerPoint slides and handouts that I can print are great



FINANCIAL DETAILS

2015-2016
WHOLE YEAR

2016-2017
YEAR TO DATE




REIMBURSEMENTS/INVOICES

PCS has a back-office support company so school related checks are not printed at the PCS Business Office. They are printed and mailed from southern California. **This means that checks cannot be cut the same day you submit a request, even in urgent situations.**

Steps for submitting reimbursements/invoices (if you have parents or students submitting for payments, they must also follow these steps):

- 1) The reimbursement form that is correct is a pdf form. It has our correct address on it. If you have a copy of an old version, please do not use it.
- 2) School expense, club/sport expenses and PVA expenses must all be on different forms. If you have more than one kind of expense, please place on separate forms.
- 3) Expense reports must be filled out completely, including an address where you would like your check sent. Because we are no longer cutting the checks, I will be unable to just place them in your box.
- 4) You must sign as requester and date. If it is a department expense, you must have your department head approve the expense by signing the form. All expenses will ultimately have approval from either the principal or the board.
- 5) **We must have original receipts, not copies.** The exception to this rule is for email/online receipts. We just need a copy of the print out.
- 6) Small receipts may no longer be loose as all pages have to be scanned in. If a receipt is smaller than a normal 8-1/2 x 11 sheet of paper, it must be taped to an 8-1/2 x 11 sheet of paper. Any requests with loose receipts will be returned to submitter.

Note: PCS cannot reimburse for alcohol, gift cards or bag fees.




RENTING OUTSIDE FACILITIES FOR PCS FUNCTION

If you are renting / using any facilities other than PCS for a function (sports fields, dance locations, etc.) then you will need to fill out a request for a certificate of insurance (COI). Most outside facility agreements will state that a certificate of insurance is needed before the space can be utilized. Please click [here](#) to access the form. You can use either the pdf or the Word document, whichever you are most comfortable using. Please provide the Business Office with the completed form, either by hard copy or via scan. The Business Office will then send it to PCS's insurance provider. Processing time averages one to three days so please plan accordingly.


TEACHER ABSENCES

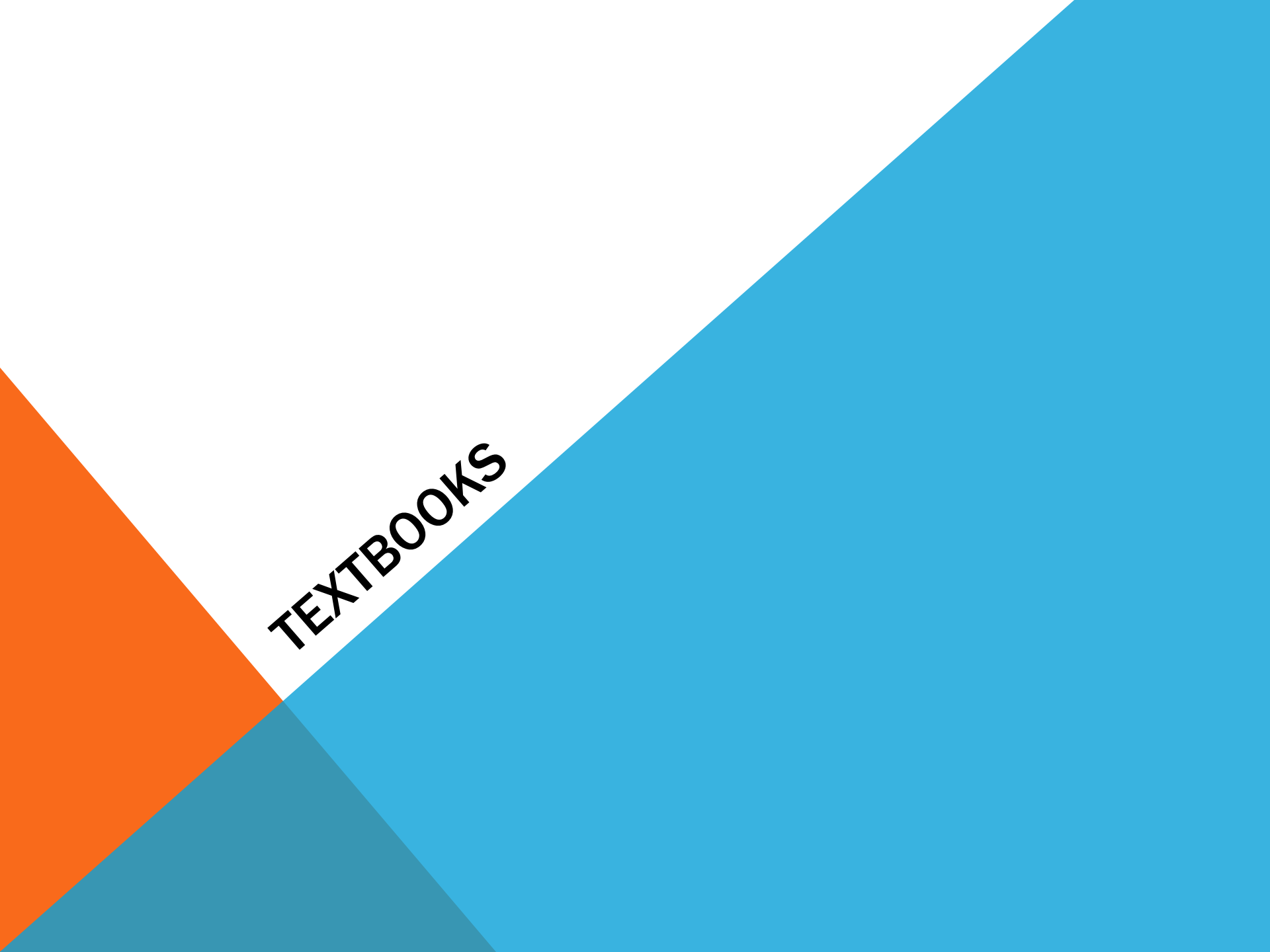
**How to request
sick/personal
leave and request
a sub.**

PLANNED ABSENCES

- Fill out Personal Leave Request Form as soon as you know you will need to take a day off.
 - Go to Aesop and put in your absence request.
 - Please leave lesson plans in your room or in your box and email Sonya to let her know where the lesson plans are or make a note of that in Aesop.
- *If you are having another teacher cover for you, you still need to fill out the leave request but you do not have to put it in Aesop. Please let the office know so we can have a attendance roster printed.
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UNPLANNED ABSENCES

1. Go to Aesop and put in for your sub. If it is after 7:00 AM the day you need a sub you will need to email Sonya to do it for you.
 2. Email lesson plans to Sonya. Having an emergency lesson plan on file in the office is very helpful!
 3. Fill out Personal Leave Request Form.
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The background consists of several overlapping geometric shapes. A large light blue triangle occupies the top right. An orange triangle is on the left side. A teal triangle is at the bottom left. The word 'TEXTBOOKS' is written in black, bold, uppercase letters, rotated 45 degrees counter-clockwise, and positioned in the white space between the orange and light blue triangles.

TEXTBOOKS

TEXTBOOK DISTRIBUTION

- All new textbooks must be stamped with the PCS property stamp on the inside cover. Books must also be numbered.
- Before passing out textbook to students make an Inventory List. Each book number should be associated with a student name. Collect books at the end of the year. Send the name of students to Peggy who have not returned books on the last day of school.

VOICEMAIL

HOW TO PERSONALIZE YOUR VOICEMAIL MESSAGE

DIRECTIONS TO PERSONALIZE YOUR VOICEMAIL

1. Dial *98
 2. Enter your extension #
 3. Enter your password (which is your extension #)
 4. Press 0 to record message.
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