**Arrival for Teachers**

Teachers will continue to sign the book in the morning when arriving to school. The book will be collected at 8:20 a.m. each morning. Please note that there is no grade period for being late.

**Blue Cards**

Teachers are expected, as part of their professional responsibilities, to collect blue cards, and to ensure that they are updated when notified that a change is needed.

There will be a prize for the first class that turns in 100% of its blue cards with no missing information.

**Mail**

Please check your mailbox each morning when you arrive and each afternoon when you leave. Please note that all mail must be retrieved by the teacher, not a student.

All electronic mail will be conducted through the DOE email system. It is imperative that all staff follow the directive that identifying information for the school or students must only go through the DOE email. This information may not be sent using a private email account.

**Photocopying**

Staff Copy Room: There is a copy machine in the staff room for your use. Please do not try to fix the machine yourself if there is a paper jam, or other issue. Please contact an office staff member to assist you.

If the staff copy machine needs paper then please ask an office staff member for paper. Please do not request paper for the copy machine as a supply item. If you need copying done by the office staff, please leave your request in writing in the designated location in the office. Please include the date and time of your request as well as the date you need the copies.

**School Supplies**

Supply requests and delivery will be handled by the school aids. Please submit any requests the designate school aide with the date and time of the request as well as the date you need the materials.

**Student Attendance**

Attendance should be checked at the start of the day. A school aid will collect attendance from your classroom by 9:00 a.m. each day. Please have attendance complete and ready for pick-up.

Attendance will be verified every afternoon by a school aide. He or she will go to each class with the day’s absence/late list to confirm that the students indicated as absent are, indeed, absent. Please accommodate the person who comes to your room for this check-in. It will only take about 30 seconds of your class time.

Students had 94% attendance for the most recent year of data. We would like to maintain, or increase, that rate. Proper attendance records will help in that goal.

**Tax-exempt Status**

As a government organization, we are officially exempt from paying taxes. There are tax exempt forms in the office for your use that you can provide to the vendor. Many larger companies are able to look us up by our school telephone number. Please be aware that we are not able to reimburse you for tax paid on any purchases so please be very careful.