

Faculty Bulletin

April 14, 2008

We are pleased to announce that there is now a link to "Athletic Eligibility" on our School Website. It is on the "Staff Resources" page at <http://www.waukeganschools.org/staffNew.html> Thanks for your patience.

End of 07/08 School Year Check Out Schedule

To insure that all materials are returned and to prepare for inventory, the library staff needs to issue ultimate due dates.

All books checked out to seniors are due Monday May 12th, the week before cap and gown pick up on Thursday, May 22th. This schedule allows time to hand out overdue notices before final exams when seniors are no longer in regularly scheduled classes.

IF SENIORS DO NOT RETURN BOOKS and/or IF FINES ARE NOT PAID BY MAY 22nd, THEY WILL NOT BE GIVEN THEIR CAPS AND GOWNS.

Books for all other students will be due on Tuesday, May 27th.

All materials are available for student and teacher use within the library up to and including June 5th our last day of school.

TEACHERS:

AV Equipment checked out for long term loan is due June 2nd.

Certified Staff, please inform Human Resources if you plan not to return in the fall for the next school year! Any staff notifying HR of their non-return will receive all summer checks on June 13, 2008, but you must notify HR before May 31st. -H.Dangel

If you are interested in applying for summer school. You need to complete your application online at the following website: <http://www.applitrack.com/waukeganschools/onlineapp/>

Staff, we have a box, in the teacher center, for Pennies for Pasta fundraiser to support the Leukemia & Lymphoma Society. – K. Ludowise

Staff, the posters for the poster contest are due April 15th. You can turn them in at the UGC to Kathy in the Teacher Center or Ms. Sullivan at the NGC in room 340.

Teachers, if you will be conducting class anywhere but your classroom, please put a sign on your door. This will help us and other offices, if we are trying to locate you or a student. Thanks.

You can access the teacher handbook at the following web address.

<http://www2.waukeganschools.org/main/wpsDocuments.php> There is also 2 copies in the teacher center for your viewing pleasure.

Our PRIDE challenge for the week:

Verbally acknowledge at least 5 students a day for displaying appropriate hallway behavior