

GENERAL CLASSROOM INFORMATION

Thank you for choosing to come and sub at Cyprus High School today! We appreciate you and hope that you have a great experience. We hope the following information will be helpful.

HELPFUL TEACHER	If you have questions about the sub plans or need help finding something please contact XX in room XX.
ATTENDANCE	Please take roll verbally at the beginning of class. Mark the rolls with an A for Absent, T for Tardy. Then count the number of students to make sure no one is present from another class.
POOR BEHAVIOR CONSEQUENCES	1. Warning (as private as possible) 2. Seat away (in class) 3. Send to office with note about what is going on. <u>Please write down all names of students causing any trouble along with a short description of what happened.</u>
GOOD BEHAVIOR REWARDS	Please write down the names of any particularly respectful, helpful, or hard working students with a short description of their good behavior. I will award them with C-Card points when I return.
BATHROOM/ HALL PASS	Please inform students that they <u>cannot</u> use the bathroom or hall pass today. We ask that you don't let students use the pass unless it is an emergency. Students must sign out and take the hall pass to be out in the halls.
CHROMEBOOKS	If chromebooks are not being used appropriately, please write down the student's name along with a short description of what happened in the substitute notes to the teacher and follow through with the poor behavior consequences listed above.
CELL PHONES	Cell phones are not permitted during class time at Cyprus High. Give students one warning if a cell phone is seen. If you see the cell phone again, confiscate the phone and write down the student's name and student number. Return the student phone at the end of the class period. Please list the student name(s) for the absent teacher in the notes so I can document the infraction.
MUSIC	Listening to music is not permitted with a substitute.
EMERGENCY CONTACTS	In case of emergency contact Front Office: 385-646-5300
GTI PASS	Some students have a special pass because they attend the Granite Technical Institute. These students need to leave second period at 10:20am to catch their 10:40am bus.

CYPRUS TECH TIPS

LAPTOP LOGIN	Use your Granite substitute credentials to login to any school computer. If you don't know them, please call 385-646-6270 or 385-646-6246 or go to the library on the second floor.
CANVAS LOG-IN	Please review Canvas assignments if they are assigned to students so you can help students complete work appropriately. To log in go to https://graniteschools.instructure.com Username: See Canvas login card Password: cyprussr Select the appropriate class.
VIEWSONIC BOARDS	If the room has a ViewSonic TV for a display, it should have two connecting cables not being used. One is HDMI, which has the wider connector of the two, and the other is USB. You may connect your laptop via the HDMI cord for display. The ViewSonic is a touch screen. If you want to enable the touch interactivity, you will need to plug in the USB cord connection as well, but it is not required.
CONNECTING TO THE PROJECTOR	If the room has a projector with a desktop computer, you will need to login to the desktop computer using your substitute credentials. If you don't know them, call the library (385-646-[6270] or [6246]) or go to the library on second floor. Once logged in, turn on the projector and press the 'Computer' button on the remote until you see the proper display. If the room has a projector with NO desktop computer, you will need to login to your temporary laptop you should have received from the office with your substitute credentials. Turn on the projector and press the 'HDMI' button until you see instructions on the display to press the [Win] + [K] key to connect. Choose the name from your list that is displayed on the projector and your laptop display will connect wirelessly to the projector.

PIRATES KEEP TO THE CODE



EXPECTATIONS

- **Be on time, and ready to learn!** Get to class before the bell with your supplies.
- **If you're out, tell us!** Have a parent or guardian let the school know when you're absent.
- **Stay in class!** If you're not where you're supposed to be, you'll be marked absent and get a \$5 fine.
- **Don't miss too much!** If you're absent a lot without a good reason, you could lose your spot at school.

THE WHY

- **You're in charge!** When you're here, you get to lead your own learning.
- **Show up, succeed!** Being in class helps you get better grades.
- **Earn rewards!** Good attendance means you can earn special tokens and prizes.
- **Stay involved!** Your attendance impacts your citizenship grade, which can affect your ability to participate in fun school events.

ATTENDANCE & TRUANCY POLICY



PIRATES KEEP TO THE CODE

CLOTHING SHOULD...

- **Tops:** Cover top of armpit across to the top of other armpit to mid-abdomen (front & back) Must be connected from front to back over the shoulders
- **Bottoms:** Cover from the waist to mid-thigh
- **Shoes:** Be worn at all times (no slippers)
- **Head wear:** Not obscure the face and ears except as a religious observance or as protective equipment



CLOTHING MUST NOT DEPICT, IMPLY, OR ADVERTISE...

- Illegal, lewd, or violent actions
- The use of tobacco, marijuana, alcohol, or other controlled substances
- Weapons
- Pornography, nudity, or sexual acts
- Discriminatory, hate speech, and imagery targeting individuals or groups
- Gang affiliation or activity



You'll get a chance to fix things before administrative involvement.

DRESS CODE



PIRATES KEEP TO THE CODE



- **No passes at the start or end:** You can't use a hall pass during the first or last 15 minutes of class or during Advisory.
- **Keep it quick:** If you're out of class with a pass for more than 5 minutes, it could be considered skipping.
- **Show your pass:** Make sure the teacher's name on the lanyard is easy to see.
- **Use the closest one:** Head to the nearest restroom or drinking fountain.
- **Always have your pass:** If you're in the hall or bathroom without an official pass, it's considered skipping, and you'll get a truancy warning.

TYPES OF PASSES

- Hall Pass = Worn visible to staff
- Street Pass = Given when a student is checked out by a parent by phone
- Chill Pass = Approved by Student Support Team
- Medical Pass/Early Release = Approved by Student Support Team
- GTI Pass = Identification Card

HALL PASS POLICY



PIRATES KEEP TO THE CODE



- **Put it away during class!** Keep phones and other devices out of sight and silent during lessons.
- **Ears clear for learning!** No earbuds in your ears during class time.
- **Lunch, before & after school are go-time!** You can use your devices during these breaks.

THE PROCEDURE

- Students caught with electronic device will turn it in to an envelope.
- The envelope will be picked up or brought to the office.

CONSEQUENCES

- Offense: Student picks up device after school in the office
- Offense: Parent will need to pick up device in the office
- Offense: Administrator, parent, and student meeting will take place to create an intervention plan

ELECTRONIC USE & CELL PHONE POLICY



Teacher:

Date:

PERIOD	CLASS	HELPFUL STUDENTS	STUDENTS WHO MAY NEED ADDITIONAL SUPPORT	OTHER NOTES ON CLASS
1A/1B				
2A/2B				
3A/3B				
4A/4B				

Class:

Period(s):

Topic:

Objective:

Materials Needed:

- (and where found)

Links:

Lesson:

- 1.
- 2.

Class:

Period(s):

Topic:

Objective:

Materials Needed:

- (and where found)

Links:

Lesson:

- 1.
- 2.

NOTES ON CLASSES FROM THE SUBSTITUTE

Thank you again for taking my classes today! If you have any issues, please leave a note for me and I can address it when I return. If you have an emergency, please see **XX** in room **XX** who will call for assistance.

1ST	
2ND	
3RD	
4TH	