

tabc welcomes you to BCPS!

I need to be at school at o'clock.^[10.6]

The sign-in sheets are located at .

My mailbox is located at .

I can secure my personal property at/in .^[10.19]

The nearest bathroom to my room is located .

I've got my regular class schedule.

My planning time is .^[10.13]

My lunch time is .^[10.13]

My during-the-day duties are .^[10.13.6]

My school's after-school meeting schedule is .^[10.14]

I'm planning to hold my "coach class," if applicable, on .^[10.7.7]

If I need to call in sick, I record my absence in SEMS and tell .

I need to give my three days' worth of emergency lesson plans to (or put them in) .^[10.5.3]

Here's some stuff to find out now.

I am supposed to park at and use my One Card to enter the building at .

The nurse's office is located at .

The library is located at .

If I need to call the office from my classroom, I .

If I need to call for a custodian, I .

If I need to call for the nurse, I .

If there is an emergency in or near my classroom, I .

When I need classroom supplies, I . [10.19]

The photocopiers nearest my room are at . [10.21]

I can find my curriculum at and my gradebook at . [10.17]

Other teachers in my building who've taught the classes I'm teaching this year, and who may serve as resources, are .

I've got a copy of the *Grading and Reporting Procedures* guide, and I've discussed how it is implemented at my school.

My Grade Level or Department Chair is .

My evaluative administrator is .

The TABCO Representative in my building is .

My Faculty Council Chair is .

I've got a copy of my school's discipline plan. I understand which behaviors are mine to handle in my room, and which are escalated to administration, and how and to whom they should be escalated. [11.1]

TABCO

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of Baltimore County

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<http://www.tabco.org/>

Scan for your contract:



Don't forget to
join TABCO!

[10.5.3] You are required to have 3 days' worth of emergency lesson plans on hand.

[10.6] Your duty day starts 15 minutes before the students arrive, and ends 15 minutes after they leave.

[10.7.7] "Coach Class" helps to meet your requirement to meet with students for reinforcement and remediation.

[10.13] You are entitled to 30 minutes, duty-free, for lunch. You are entitled to 250 minutes per week of planning time. Special Educators and related service providers may request more time for case management.

[10.13.6] Teachers who are assigned more than 3 preps are not to be given other duties.

[10.14] Schools are encouraged to hold their faculty meetings on Mondays after school.

[10.17] You will find both curriculum and gradebook in Schoology, via BCPS One. Your planning materials are your own, but the gradebook is BCPS property.

[10.19] You are entitled to secured storage for your personal property and confidential materials. You are also entitled to necessary instructional supplies and materials.

[10.21] The school is required to have both working copiers and sufficient copy paper.

[11.1] In each school, the Faculty Council and the school administration are required to develop a discipline plan.