

Middle School East

December 2022

Respectfully submitted by Shanalyn Eckenrod

Just a couple of quick reminders for all teachers this month:

1. As we go into the colder months, keep your building reps up-to-date on any issues with heat in your room.
2. Make sure that you keep track of your coverages to be sure that your coverage pay is correct.
3. Be sure to follow through with discipline procedures in your building.
 - a. If you feel that a discipline issue has not been given correct consequences, be sure to check the Student Code of Conduct book for consistency.
 - i. <https://www.readingea.com/wp-content/uploads/2021/08/Code-of-Conduct-English-Language.pdf>
 - ii. You can appeal any consequence by following the procedure outlined on page 14
4. If you have safety concerns in your building, let your reps know.

Some reminders for Building Reps

1. Be sure to have one meeting a month (virtual or in person) with your building REA members to give the information from REA rep council
2. Be sure to have at least one meeting a month with your administration to address building concerns
3. Invite me to your monthly meetings, so I can assist you and your building with concerns and issues. 😊
4. Be sure to call or text me when things come up in your building. This is the best way for me to keep up to date and help as quickly as possible!

If you need to contact me, my contact information can be found below. Be sure to have as much information about the situation as possible when contacting.

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Thank you!