

Middle School East

May 2023

Respectfully submitted by Shanalyn Eckenrod

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

1. Be sure to have three full days of lesson plans and two skeletal
2. Be sure to follow building policies on discipline and discipline reporting
 - 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
3. If you have safety concerns in your building, let your reps know.
4. Make sure that you keep track of your coverages and splits to be sure that your coverage pay and split pay are correct.
5. If you are called into a meeting in which there will be disciplinary action, you are entitled to representation. If your meeting suddenly becomes disciplinary, you have the right to ask to stop the meeting and ask for representation. This is known as your Weingarten rights.

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

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!