



Homeroom Teacher Partnership and Duties

This section applies specifically to homeroom partners in D18 (grades 5-12)

- **Communication**
 - There should be open communication between homeroom teacher partners. This communication can take place in person and/or on Teams (the group chats which already exist with an administrator). In any case, talk to your partner(s) openly and often about your homeroom students.
 - Homeroom teachers support one another and assist one another in managing the students in their homeroom.
 - Below the following homeroom tasks are explained in detail. It is imperative that HR partners have discussions on how to divide the responsibilities in order to not overwhelm one particular teacher.
 - Attendance
 - Registration
 - Meetings with Parents
 - Students
 - Events and Trips
 - Homeroom Hour (prescribed)
 - Managebac Behavior Notes (also prescribed but should then be shared)
- **Tasks:** The homeroom teachers must work together to support the needs of the students in their homeroom. They should share duties such as:
 - Attendance— There are two main elements to attendance management: the office secretaries and the Homeroom Teachers. The office secretaries are responsible for gathering and inputting excused absences in a timely fashion. That is the limit of their responsibilities.
 - Homeroom Teachers are responsible for monitoring and actively following-up on unexcused absences of students in their homeroom. Parents should be contacted via email to obtain reasons for absences. If you contact a parent by phone, keep a record of the details of the conversation as proof of the follow-up. All contact details can be found on Managebac.
 - The Homeroom Teachers can view the attendance for the class across the whole week or they can view a list of absences to date for a student on Librus. Full details of how to access this are supplied in a separate document.
 - Registration (M-F 8:30-8:43)—Homeroom teachers must take attendance during morning registration. A secondary responsibility during registration is to check in with students and inform them of any important announcements. This duty should be shared equally amongst homeroom teachers. The suggestion here is to alternate days, weeks, or months. The agreed upon arrangement should be shared with the administration.
 - Furthermore, if you are going to be late for registration and/or cannot make it one day, utilize Teams to communicate with your partner to get coverage.
 - Meetings with Parents

- Communication with parents who speak only Polish is generally monitored by the Polish-speaking homeroom partner.
- Any parent contact that one homeroom teacher has with a parent should be relayed to the other homeroom teacher. And vice versa.
- Parent meetings can be with one or both of the homeroom teachers, however if a teacher is not present, the other teacher has the duty to fill that teacher in.
- The corresponding admin (listed below) will join homeroom teacher(s) during parent meetings if it reaches a certain level.
- Students
 - It is natural that some students may gravitate to certain teachers rather than others. However, it is the responsibility of each homeroom teacher to support all students. Therefore, separating the class into groups of any sort and designating those groups to a specific homeroom teacher should not be done.
 - Incident reporting—Subject Teachers who experience or observe behavioral incidents are to report them to the Homeroom Teachers and the Administrator responsible for the relevant school (see below). One homeroom teacher has access to see all behavior notes on MB and will get a notification. With that said, homeroom teachers should work together to look at MB.
 - PreK – 4: Assistant Head of Elementary
 - Grade 5 – 8: Head of Elementary
 - Grade 9 – 12: Vice Principal, Principal
 - If a behavior has reached the Stage 3 Administrative level, homeroom teachers are responsible for providing reports and background information to the appropriate member of the administration who will follow-up with Stage 3 Administrative Intervention Actions, including the carrying out of investigations and resulting actions with students and parents. Reporting for behaviors reaching the Stage 3 level is maintained by the Administrators listed above.
- Events and Trips
 - Off campus events-- (*Integration trips* (in September), *Mikolajki* (usually 5-6th in D18), and *end of the year trips*) These trips are to be planned by the homeroom teachers. All homeroom teachers should be in attendance during the event in order to monitor the students. Usually while walking to and from places, one teacher is in front of the group and one teacher is in the back of the group.
 - Schoolwide Events—Usually these events are related to the house system and in that case homeroom teachers will not be with their homeroom students. However, there are some events which require homerooms to stay with their class and therefore they must be supervised by their homeroom teachers.
- Homeroom Hour
 - One homeroom teacher from each grade has been assigned a “Homeroom Hour” which takes place once a week. This “lesson” is reserved for a variety of important tasks in order to integrate each class and is outlined in more detail in OneDrive--> Teachers--> SOP --> "Homeroom Hour_2022_23_01"
 - The teacher conducting the homeroom hour lessons will be in communication with homeroom partner(s) about the progress of these meetings. The other homeroom partners can also be involved if their schedule allows, but their attendance is not mandatory.
- Managebac Behavior Notes

- Due to the design of the Managebac system, it is possible for only one teacher to be assigned to a class. Therefore, only one homeroom teacher will receive behavior note notifications when those notes are added on Managebac. It is crucial that all homeroom teachers are aware of any behavior notes. With that said, the HR teacher who receives the email notification should inform the other HR teachers by either forwarding them the email or informing them, in writing, on Teams.

Homeroom Teacher Duties for New Students who arrive *after* the beginning of the year:

Regardless of when a student's first day of school is, the level of engagement by the homeroom Teacher is a critical factor in how smoothly a student will settle in afterwards. There is a separate list of duties that is published for the opening day of school in September. What follows here are guidelines for managing students that enroll later.

- a. If a new student comes to your class during registration, please confirm with the office the status of the student, especially if you were not informed ahead of time (usually by email).
- b. Be in the lobby to meet them on their first day (usually around 08:15). Introduce them to their homeroom teachers and explain the role of the homeroom teacher to them
- c. Help the student to find a locker in the correct area.
- d. Choose a suitable student to be responsible for helping the new student to find his/her classes and guide him/her for the first few weeks of school. This could be the class president or vice president or a student who has a similar background to the new arrival. Although this student now has a "buddy," the homeroom teachers should stay involved and monitor the new student's transition.
- e. Ensure that the student knows how to access all digital resources including Managebac, school email and digital textbooks. Any issues should be reported to Mr. Mehdi and followed up on to ensure they're solved.
- f. The appointed Homeroom Teacher should meet with new students weekly for the first month to make sure that any issues are ironed out. These meetings can be short and to the point but are important to allow the opportunity for problems to be identified. Check that they have all of their books; have access to all of their classes on Managebac; know how to use Managebac; are added to Teams groups if applicable; are reminded once more of the role of the homeroom teacher etc.