



## ***Dr. Martin Luther King, Jr. High School*** ***“Non-Negotiables”***

1. Teach from Bell-to-Bell. This means you should differentiate your instruction by using *various methods and activities* to meet the needs of all learners).
2. Use *formative assessments/assessment for learning* strategies to know student progress and drive your instructional strategies.
3. Use *data* from formative assessments to differentiate instruction for those students not meeting standards and those exceeding standards.
4. Stand at the door during the changing of all class/Be visible and vocal! Monitor and move students along in the hallways.
5. Limit restroom passes (4 per semester per student) Use professional discretion!
6. No passes during the first and last 15 minutes of each class (15 Minute Rule!)
7. Sign In/Out in the Main Office Teacher Workroom (everyday).
8. Arrive on time for work (7:45 AM) and for all duties throughout the day
9. If an absence is imminent, please contact your Grade Level Administrator and fill out the appropriate leave form.
10. Update all student grades in a timely manner. At least three grades must be entered weekly.
11. Post attendance each period on Infinite Campus. This must be done the first 10 minutes of each class period!
12. Maintain accurate and complete records.
13. Submit documents, grades, and reports on time.
14. Model the behaviors and language you expect from your students.
15. All communication (i.e. emails, telephone calls and/or request) must returned within 48 hours.