

*Use hospitality one to another without grudging. As every man hath received the gift, even so minister the same one to another, as good stewards of the manifold grace of God.* *I Peter 4:9-10*

# Teacher Times

FACILITATING RAPID COMMUNICATION BETWEEN THE HEADMASTER AND THE FACULTY

*Week Eleven*

*Day 47*

*October 23, 2006*

- ***Confidential forms are due***  
Please remember the final deadlines for turning in confidential evaluation forms is Monday, October 30. These must be returned in a sealed envelope with Dr. Askew's name on them.
- ***Room Appearance Inspections***  
It's time (actually past time) for the fall semester classroom appearance inspections. This is actually not bad timing since you will want your classrooms to look spiffy for the parent conferences coming up next week. Sarah Ferg, Brian McKinley, and I will begin conducting these inspections in Monday, October 23 and conclude them no later than Wednesday, October 25. You may consult the forms in the back of your Teacher Handbook see what we will be looking for. Particularly, we see improvement in reducing clutter and in giving evidence that we are a Christian school.
- ***Security issues***
  1. Please instruct your students that they must enter through the library to get to the school office. Practice with students/class as needed.
  2. Do not go through the library when leaving campus during school hours. Please use the front gate near the admin building. The gate opens with your classroom key. We need to reduce unnecessary traffic coming through the admin building.
- ***Please check medical cabinets***  
If your classroom needs medical supplies, please see or email Mary Yantis.
- ***Other nits to pick***
  1. Students need to be told not to play with the drinking fountain heads. These are fragile. Mr. Ritt has already repaired drinking fountains twice this year!
  2. Remind students to keep their feet off the stucco...walls (can you believe it!)
- ***Social events:***
  1. Staff bowling event, Saturday, October 28, from 3:00 -5:00 at Fiesta Lanes.
  2. Second quarter Teachers' Tea, Friday, November 3, 3:15 – 4:00, in the new teachers' workroom.