

Homeroom Moderator & Teacher Responsibilities 2016 – 2017

The homeroom moderators are responsible for the behavior of the students assigned to them. They should take a special interest in these students, monitoring their conduct and personal appearance. They should help their students to acquire good taste and good habits by wise counsel and guidance.

During assemblies, liturgies, and other gatherings of students in the chapel, auditorium, or other location, homeroom moderators and their helpers are required to sit with their homerooms.

In the course of the year, there will be periodic requests for the completion of forms, lists, and other business. These tasks must be carried out with a high degree of accuracy.

So that homeroom can proceed as smoothly as possible, please attend to the duties listed below **in order**:

- **Take attendance.** Students are expected to be on time to homeroom; if a student is late, send her to the Attendance Office for a late pass or send an email to Bernadette Fahy to let her know and she will record the lateness. If a student is late to homeroom, she receives 2 demerits. Attendance should be taken in the MMS system at the beginning of homeroom. The length of homeroom varies from 10 to 12 minutes long; there is no time to waste. Students have 5 minutes before homeroom to go to their lockers and organize their books for their next few classes. It should not be necessary, therefore, for a student to go to her locker or to the lavatory during homeroom. Every student should be assigned a seat in homeroom to facilitate the taking of attendance. This is especially helpful when a substitute is needed. **The homeroom moderator must personally take the attendance.**
- **The daily announcements will be delivered via the TV.** Students must remain in their seats and give the announcements their full attention. Students are not permitted to use laptops or iPads or complete homework during the daily announcements.
- **Students are to complete forms, surveys, etc. as listed on the Timeline before attending to any other requests for information.**
- **Distribute "call slips" and other personal requests to students. This must be done by the faculty member in the room.** Students who have received "call slips" are to see the faculty/staff member at the time specified on the slip. **Students are not permitted to leave homeroom until all announcements and homeroom business has been completed.** If a student who receives a "call slip" is absent from homeroom, please return the slip to the Main Office immediately after homeroom.

Note: Be sure the activity representative picks up the materials from the Office of Student Affairs before coming to homeroom. The activities representative will be instructed to hand all materials to the homeroom moderator. The moderator should direct the activity in the homeroom from that point.

CLASSROOMS

It must be emphasized that good order of the school is the responsibility of every faculty member. All rooms should be left in order at the end of the school day. Even though the actual cleaning of the building is done by the maintenance staff, teachers are asked to see that:

- boards are erased
- windows are closed
- blinds are adjusted
- desks are straightened
- bulletin boards are decorated
- computers are shut down
- scraps of paper and other trash are not left on the floor, bookcases, or windowsills.

Students should be expected to help with these chores and should be taught that these tasks are done out of respect for others, especially those who clean the building.