

Nevada-Utah Conference

Educator's Lifeline

Due: September 5, 2009

Teachers Name _____ School _____

Forms to be sent in this Month:

- _____ 1. Educator's Lifeline Report
- _____ 2. Opening Report
- _____ 3. Daily Class Schedule for your classroom

Reminders:

1. Begin planning so you have adequate time for students to complete their AJY requirements for investiture in the spring. Begin working on AJY requirement **early** in the year.
2. Notify the Office of Education if your class will be away from the school for the full day. This will help the superintendent when planning school visitations.
3. Regularly check playground equipment and grounds for safety.
4. It is recommended that teachers carry 250,00/500,000 Bodily injury Liability, \$50,000 Property Damage liability, \$5,000 Medical payments and \$35,000 Uninsured Motorist on auto insurance. (Optional \$300,000 single limit policy is acceptable.) Comprehensive \$100 Deductible and Collision \$500 Deductible is recommended according to your need. Proof of insurance is due in the Conference office.
5. Share weekly written teaching goals with your student's parents. It is a great marketing technique.
6. Be sure to have proper supervision before and after school, during recesses and noon hour!
7. I have a cumulative record folder, and separate red medical Folder made for each new student in your classroom?_____
8. Outdoor education and ski program plans must be submitted for approval by the Board of Education before they are implemented.

Comments, Suggestions, or thoughts you would like to share with us:

Superintendent's Signature _____

Nevada-Utah Conference

Educator's Lifeline

Due: October 6, 2009

Teachers Name _____ School _____

Forms to be sent in this Month:

- _____ 1. Educator's Lifeline Report
- _____ 2. Community Outreach Report

_____ Reminders:

1. Remember that regular communication with parents is vital.
 2. Its suggested that tentative yearly field trip plans be made and approved by the school board at the beginning of each year.
 3. Make sure that AJY is functioning in your classroom.
 4. Have you sent out mid-term reports and counseled with parents of children who are doing poorly?
 5. Asbestos form must be sent from each school to the Conference office.
 6. Make sure you have scheduled the ITBS/ITED Tests for the week scheduled according to this years Conference calendar(**all schools must test the same week**)
 7. Important! Make sure that you send out mid-term progress reports to each parent so there will not be any surprises at the end of the quarter.
- Special events planned for October (include field trips, programs, etc.)

_____ Date _____

_____ Date _____

Comments, Suggestions, or thoughts you would like to share with us:

Superintendent's Signature _____

Nevada-Utah Conference
Educator's Lifeline
Due: November 6, 2009

Teachers Name _____ School _____

Forms to be sent in this Month:

_____ 1. Educator's Lifeline Report

Reminders

1. The Thanksgiving holiday is coming this month. Remember to plan related activities such as special stories, art language etc. to make this holiday spiritually meaningful for students.
2. Plan a definite time in November to review ITBS/ITED test results and study ways to make improvements.
3. Make appointments for required parent-teacher conferences.
4. Remember to notify parents in writing when students are not doing acceptable work.
5. Invite your Pastor or Pastor's to periodically conduct worship in your classroom.

Further information

1. Is your School Register up to date with attendance and parent information? _____
 2. Is there an active baptismal class available to your students? _____
 3. Quarterly Report: This first quarter began on _____ It ended on _____
 4. Actual teacher-student school days _____ (These may be field trips, but **not** teachers in service days or convention or registration days.)
- Special events planned for November

_____ Date _____

_____ Date _____

Comments, suggestions, or thoughts you would like to share with us:

Superintendent's Signature _____ Date _____

Nevada-Utah Conference

Educator's Lifeline

Due: December 8, 2009

Teachers Name _____ School _____

Forms to be sent in this Month:

- ____ 1. Educator's Lifeline Report
- ____ 2. Community outreach Report

Reminders

1. Remember you should be in your classroom at least one-half hour before classes begin and one-half hour after dismissal.
2. Remember your classrooms and all activities should be Christ-centered.
3. Acceleration requests and Retention request for the current school year must be made before second semester begins. Any requests submitted during second semester will be considered for implementation in the following school year. (Forms in Appendix)
4. Have you personally talked to each student about His/her friendship with Jesus?
5. **Important** ! Mid-term reports need to be given to the parents by December 5th

Further Information:

1. What was the date of your Parent/Teachers Conferences: _____
 2. What Percentage of your parents came to your Conferences? _____ %
- Special events planned for December

_____ Date _____

_____ Date _____

Comments, Suggestions, or thoughts you would like to share with us.

Superintendent's Signature _____ Date _____

Nevada-Utah Conference
Educator's Lifeline
Due: January 6, 2010

Teachers Name _____ School _____

Forms to be sent in this Month:

- ____ 1. Educator's Lifeline Report
- ____ 2. The completed employment Intent form

Reminders:

- 1. All ITBS/ITED information should have been filed and labels attached to cum folders.
- 2. Reading professional Growth books earns credit toward certification renewal.
- 3. Remember to notify parents of students not doing acceptable work.
- 4. Make sure you keep cum folders are up to date.

Further information:

- 1. List your professional memberships:

- 2. Have you sent out mid-term reports and counseled with parents of children with children who are doing Poorly? _____

Special events planned for January

_____ Date _____

_____ Date _____

Comments, suggestions, or thoughts you would like to share:

Superintendent's Signature _____ Date _____

Nevada-Utah Conference
Educator's Lifeline
Due: February 6, 2010

Teachers Name _____ School _____

Forms to be sent in this Month:

- _____ 1. Educator's Lifeline Report
- _____ 2. Request to Operate, Budget, School Calendar

Reminders:

1. Remember to be alert for the "Mid-Winter Blues" both for teachers and students.
Plan
on some different stimulation activities to keep up interest. Make sure classrooms are kept "freshened up" after the holidays.
2. AJY class work should be in progress to be ready for Investiture.
3. Remember to make specific plans to personally invite each student to accept Christ.
4. Plan to readjust your long-range lesson plans for the last half of the year.
5. School Registers should be up to date with attendance (and 1st semester scholarship for grades 9 & 10 only)
6. Important! Mid-term progress reports need to be sent to parents by Mid February

Special events planned for February

_____ Date _____

_____ Date _____

Comments, suggestions, or thoughts you would like to share with us:

Superintendent's Signature _____ Date _____

Nevada-Utah Conference

Educator's Lifeline

Due: March 6, 2010

Teachers Name _____ School _____

Forms to be sent in this Month:

- ____ 1. Educator's Lifeline Report
- ____ 2. Community Outreach Report
- ____ 3. Teacher's Summer School Request forms- to be filled out if you plan to attend summer school.

Reminders:

1. Remember to continue positive parent communication. Say something nice to parents about their children.
2. Teachers should be at school on duty one-half hour before classes begin and one half-hour after dismissal.
3. **Adequate supervision for students is required by law** and must be provided at all times—classroom, play ground, lunch time, rest rooms and hallways, before and after school.
4. Are you planning now for an Investiture program? Weekly work on the AJY classes will insure thorough completion in time for investiture.

Further Information:

1. Have you sent out your mid-term reports and counseled with parents of students who are doing poorly? _____

Special events planned for March

_____ Date _____

_____ Date _____

Comments, suggestions, or thoughts you would like to share with us:

Superintendent's Signature _____ Date _____

Nevada-Utah Conference

Educator's Lifeline

Due: April 6, 2010

Teachers Name _____ School _____

Forms to be sent in this Month:

- ____ 1. Educator's Lifeline Report
- ____ 2. AJY Progressive Class work order form needs to be sent in to the Conference.
- ____ 3. Projected Enrollment from all teachers.

Reminders:

- 1. Plan second Parent-Teacher Conferences as needed.
- 2. Do the students perceive that God has top priority in our private and professional lives?
- 3. Have you kept you register up-to date?
- 4. Encourage students in your school's highest grade to be in contact with an academy and if possible attend an academy day.

Further information:

- 1. Quarterly report: This third quarter began on _____. It ended on _____.
Actual teacher-student school days. _____. (Not in service days.)

Special events planned for April (include field trips, programs, etc.)

_____ Date _____

_____ Date _____

Comments?

Superintendent's Signature _____ Date _____

Nevada-Utah Conference

Educator's Lifeline

Due: May 6, 2010

Teachers Name _____ School _____

Forms to be sent in this Month:

- _____ 1. Educator's Lifeline Report
- _____ 2. Community Outreach Report

Reminders:

1. Make plans for close of school activity. Keep academics going strong through the last week of school.
2. **Important!** Mid-term progress reports to parents need to be sent out by May 1st

Further Information:

1. List in-service activities you participated in this year:

Comments:

Superintendent's Signature _____ Date _____

Nevada-Utah Conference
Educator's Lifeline
Due: June 5, 2010

Teachers Name _____ School _____

Forms to be sent in this Month:

- ____ 1. Educator's Lifeline Report
- ____ 2. Registers & Closing Reports
- ____ 3. Credit Equivalency Form
- ____ 4. Educator's Final Check Sheet

Reminders:

- ____ 1. Before sending School Register to the Conference Office all of the following **MUST** be completed. (**Done on SmallSchool Minder**)
 - a. Register
 - b. Year end summary and scholarship record
 - c. Special work
 - d. Parent information, all blanks completed
 - e. Closing report (**Done on SmallSchool Minder**)
- ____ 2. Order textbooks and supplies for next year. (Text book lists have been sent to each school.)
- ____ 3. Leave Classrooms and grounds clean and orderly.

Comments, Suggestions, or Thoughts you would like to share:

Superintendent's Signature _____ Date _____

Nothing is a waste of time if you use the experience wisely