

## HOMEROOM

### HOMEROOM PHILOSOPHY

Homeroom at Van Nuys Middle School provides a wonderful opportunity for us to provide the "Adviser-Advisee" relationship that is a vital component of the Middle School philosophy. It is a chance for us to guide, mold, and assist our students in areas of behavior and work habits that will affect them in their daily lives, as well as their future.

As a homeroom teacher your role is that of friend, counselor, and team teacher whose guidance can be very influential in this crucial stage of your students' educational, emotional, physical and social growth and development. The relaxed atmosphere and relationship between teacher and student is very conducive to the teaching of positive aims and goals enumerated in our school's mission and vision statement.

We have attempted to provide information in this Handbook that will enable you to provide your students equal knowledge and access to all of the activities, resources and opportunities available at **Van Nuys Middle School**.

### HOMEROOM MANAGEMENT

1. The purpose and value of the Homeroom includes the following:
  - A. It provides the legal means of attendance and accounting.
  - B. It provides a sense of security and belonging.
  - C. It provides the opportunity for an "Adviser-Advisee" relationship.
  - D. It helps to instill school pride and build school morale.
  - E. It serves as a communications point for school activities.
2. The Homeroom Teacher's Responsibilities include the following:
  - A. Attendance accounting and absence reporting.
  - B. Reading the Weekly Bulletin and posting it in a special place in the room, answering questions about it when necessary.
  - C. Administering school drives and collections.
  - D. Encouraging participation in Grade Level/Student Body activities.

- E. Administering the circulation and completion of Progress and Report Cards when necessary. Providing guidance and assistance to students whose grades are not satisfactory.
- F. Going over all school policies and procedures:

3. Organization of your Homeroom should include the following:
  - A. Orient students to the school policies and procedures as detailed in the STUDENT HANDBOOK. Make sure all of your students have been given the school's discipline policy, and dress code policy and have returned the tear-off with the parent's signature.
  - B. Establish a daily routine which includes the flag salute, listening to P.A. announcements, taking roll on the Attendance Office roster and in your own roll book, and distribution of any school information or materials for the students and/or parents.
  - C. Provide time for your homeroom representatives to convey important information and encourage participation in school organizations and activities.
  - D. Develop a guidance program that will:
    - 1) review student's progress and achievement.
    - 2) maintain and encourage parent contact.
    - 3) help students solve problems related to school life.
  - E. Encourage everyone on your team to participate fully in the team process, which includes "watching out" for each other and providing social and emotional support.
  - F. Be ready to begin your homeroom business promptly.