

# ON THE LEVEL



## A CHEERFUL LITTLE EARFUL

The holidays will soon be upon us with happy feelings. This is a time for celebrating our bounty and our blessings with good food, wonderful friends and family, and a little holiday cheer. A little cheer can go a long way. As models in the community, we are held to a higher standard. What we do after work can reflect upon us in our work. So if the holiday spirit moves you a little too far or the Friday "Happy Hours" last a little too long, do the sensible thing. **Your job may depend on it.**



Take a cab home, get a ride with a friend, or call a family member to pick you up if you are intoxicated. Don't put your job on the line. You can be terminated for inappropriate or criminal behavior outside of work.

## FCFT OFFICE HOURS

FCFT office hours are from 8:30 a.m. to 4:30 p.m. If you call after hours, please be sure to repeat your name and your telephone number. Sometimes the message is garbled. Please call us again if you don't receive a return phone call from us. Thanks in advance!



## THE FIRST OBSERVATION REPORT

By now some of you will have received some communication from your supervising administrator who has made a classroom observation. Be certain to implement any suggestions for improvement. If you do not agree with the report, you may write a rebuttal that will be attached to the observation. We urge you to call FCFT to get help writing a rebuttal. FCFT recommends that you keep a notebook divided into each of the standards and insert the relevant documents behind each standard. This will provide your evaluation with documentation and show that you are organized.



### SPECIAL POINT

Please update your name and school changes with FCFT. Also list a current private phone number and e-mail address. We never give out your contact information to anyone else. You can e-mail the office at [www.fcft.org](http://www.fcft.org) or call the office at 703-451-6840.

### INSIDE THIS ISSUE:

- Have fun, but be cautious. 1
- If you call the office, please say your name and number twice! 1
- When in doubt about school matters, call FCFT. 1
- Guard your school computer. 2
- Watch out for deer on the road while driving. 2
- Be careful driving, especially at dawn & dusk. 2

# BE A SAVVY COMPUTER USER

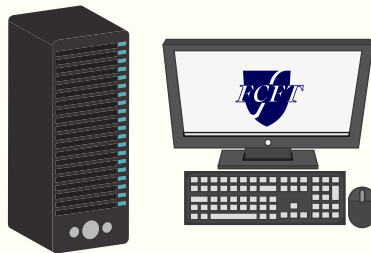
Always use common sense when sending FCPS' e-mails. The school system's administration can access your computer messages; therefore, do not compromise your job by misusing the FCPS e-mail system. Regulation 6410.15 Attachment A establishes security procedures for FCPS' computer systems. Some of the responsibilities listed under the regulation include the following:

1. Keep your password private.
2. Keep your terminal session secure and terminate properly when you are done.
3. When using the computer in school or with remote access, use it for FCPS' mission-related purposes only.

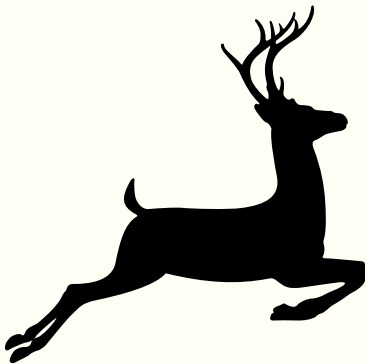


It is prohibited to use FCPS computer systems for personal gain. In addition, transmitting any obscene communication on school computer-system equipment is prohibited.

Remember to use FCPS computer systems for school-related business only and private e-mails for anything else.



# WATCH OUT FOR DEER



The large whitetail deer population throughout the suburbs of Northern VA has resulted in conflicts between deer and people. The most serious of these are auto collisions. These collisions can result in extensive car damage, bodily injury, and even death. Deer are known to be on the move at dusk and dawn, both times when you may be driving to or from school. Unfortunately, deer seem to be around at various times of the day so be cautious.

Drive the speed limit and watch out for deer. Seeing one means that more are very nearby. The Fairfax Police Department are very concerned about the high incidents of accidents involving deer and have issued warnings to motorists to be careful.

