

FACULTY / STAFF HANDBOOK

CLARENDON ELEMENTARY SCHOOL

2021-2022

“Committed to a Quality Education”

Believing that each student can learn, we at Clarendon Elementary will strive to develop the whole child emotionally, intellectually, socially, and physically by enhancing his attitudes, skills, and abilities.

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GENERAL INFORMATION

ABSENCE FROM CLASS

Teachers are to be in their classroom with their students at all times. Do not leave the classroom unattended unless you have an emergency. When there is an emergency, please contact the principal as soon as possible so that a replacement may be found. **Making copies for your class is not an acceptable excuse to leave your class unattended.**

ABSENCE FROM DUTY INFORMATION / PROCEDURES

Good attendance by teachers is absolutely imperative to the best learning situation of our students.

Teachers, please notify Mrs. Bessent immediately by using a DMAC Absence form upon realization that you will not be able to report for duty on a specific day in order that a satisfactory substitute may be secured. If, in the morning, you or your child is ill and you are unable to report to work, call Ms. Rattan at 662-3020 or Mrs. Bessent at (325) 338-8629.

A substitute folder should always be available and up-to-date. The folder should contain your schedule, class list, computer generated Attendance Roster, times when students leave for Dyslexia Therapy, Special Education services (Speech, OT, PT), and other pertinent information. It should be kept in an easy to find location.

ACCIDENTS

Teachers should submit a written report of all accidents to the principal's office. The state requires that we make an accident report at the end of the year.

ASSEMBLIES

All teachers and instructional assistants are required to attend assemblies unless they have a student in their classroom who has a written letter approved by the principal as to why attending may not be appropriate. *All teachers are to help in supervision of students during assemblies even when assemblies are scheduled during conference periods.* There will be a designated area for elementary students in the gym for assemblies, pep rallies, etc. Only personnel with an approved reason to not attend assemblies, or an assignment given by them by the principal will be excused from attending.

ATTENDANCE ACCOUNTING

ATTENDANCE ACCOUNTING IS A VERY IMPORTANT AND NECESSARY FUNCTION OF THIS SCHOOL. In keeping daily attendance, please follow these procedures:

1. A daily attendance roll check is to be made each morning at 9:30 AM. Do not mark attendance in the txGradebook computer program prior to this time. Students who arrive prior to 9:30 will be given credit for the day. Students who leave prior to 9:30 will not be given credit for the day unless they return with a doctor / medical note.

2. When the student returns to your class following an absence, he/she should have a blue admission slip. If not, send the student to the office to obtain one, sign the form, and return to the office.
3. If an error is detected in recording attendance, please notify the office as soon as possible. You will be given an Attendance Correction form to fill out that will be kept on file in the office. NOTE: If a student is tardy to class, the student should present a tardy slip to enter your class. If the student arrives after 9:30 AM, they will be marked ABSENT for that day even though they are in attendance for part of the day.
4. When a homeroom teacher is absent, follow this procedure: Print a role sheet from txGradebook prior to your absence by going into txGradebook and selecting the date of your absence(s). Print one sheet for each day you will be out of your classroom and place it/them in your Substitute folder. Instruct the substitute to correctly mark, at 9:30, each student as either Present, Absent, or Tardy. The substitute should then sign and date the role sheet and send to the office.
5. Students who are assigned to ISS for the day should be treated as "Absent" by the homeroom teacher and marked as such in the txGradebook. The Attendance Code will be changed to "J" (In School Suspension) by the attendance accounting clerk.
6. At the end of each school year, Head Start, Pre-K and Kindergarten teachers will record yearly attendance in their students' cumulative folders which are located in the Elementary Office. In addition, Kindergarten teachers will place a copy of the final report card in their students' cumulative folder.
7. All Kindergarten through 3rd Grade teachers will place the student TPRI **booklet** in their students' cumulative folder.

AVERAGING GRADES FOR TRANSFER STUDENTS

Teachers will receive grades for students transferring from other school districts as soon as records are received from the sending district. If you fail to receive the necessary grades within a reasonable time after the student enters your class, contact Ms. Rattan in the Elementary Office.

BOOK ROOM

All books must be accounted for from the first day of school until the last. Any books taken from the book room, including teacher's editions, will be accounted for in the principal's office and verified by the principal or his designee. The same is to be followed when returning books to the book room.

CARE OF THE BUILDINGS AND EQUIPMENT

We strive to keep our buildings and equipment in good condition. Please try to inspire students to take pride in our buildings and campus and to keep things orderly. Please watch carefully for any evidence of damage to the building and/or equipment and notify the principal about students whom you observe damaging either. Urge students to keep trash off the floors and campus. Do not let students sit on tables or desktops. Do not staple, tape, or use substances on the walls, doors, or lockers that will cause the surface to be defaced.

DISCIPLINE PROCEDURES

Students are expected to be responsible for their actions at Clarendon Elementary. If we can reach the goal where students can make positive decisions regarding their behavior, then we have succeeded in one of the most vital areas of education. Student behavior in the classroom is the teacher's responsibility.

If a student will not cooperate after the teacher has attempted to correct misbehavior, the principal will do what is necessary to insure that the student conforms to good behavioral standards.

The principal will set guidelines for the student to follow and will use whatever discipline procedures deemed necessary to correct the student's behavior. If, after these procedures are tried, there is no improvement in the student's behavior, then a recommendation of suspension will be made to the superintendent of Clarendon CISD.

Breaking rules and regulations, such as leaving campus, truancy, fighting, etc., will be handled by the principal. It is vital to our program that we have your help in reporting students who break rules. Everyone must be consistent in application of rules, regulations, and behavior.

As far as possible, minor problems should be handled by the teacher or staff member. *However, when a student must be sent to the office, he/she must be sent with a Discipline Notice.* When filling out the Discipline Notice, please name ONLY the student in which the referral is for – if other students are involved, refer to them as “another student” instead of by name. Students will be sent back to the teacher with the sheet signed after appropriate action has been taken. Teachers will keep these sheets on file. A separate record will be kept in the principal's office. *Discipline which is administered in the office will be done at the sole discretion of the principal.* Students sent to the office without a discipline notice will immediately be sent back to class.

If it is necessary, corporal punishment may be administered by the principal. It should be done out of the view of other students and in the presence of a teacher or other adult employed by Clarendon CISD.

A parent's permission for a student to violate the school's policy or his/her approval of the violation after it has occurred does not legalize the action.

DRESS CODE

Employees are to dress as professionals during the school day. Pride in appearance conveys an unspoken message to the students of the seriousness with which you approach learning. *Shorts, wind suits, sweats and extremely casual clothing are not acceptable.* Teachers may wear jeans on Fridays throughout the school year. Jeans are not acceptable wear on Monday through Thursday unless prior permission to wear them has been given by the principal. Teachers wearing the above mentioned clothing or jeans on Monday through Thursday will be required to change to a more professional dressing attire.

DRUG FREE SCHOOLS REQUIREMENTS

The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the district activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling, rehabilitation programs, employee assistance programs, termination of employment with the district, notification of the Commissioner of Education, or referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

DVD/WEB BASED VIDEO USE

Use of technology clips is encouraged as long as they relate directly to the student expectations being taught. Sustained and continual use of DVD's will, however, be considered as a teacher not being able to effectively teach their class.

FACULTY MEETINGS

When necessary, faculty meetings will be held before school at 7:30. Those unable to attend will meet with Mrs. Bessent the next school day during your conference period or at 3:40 p.m. *It is the teacher's responsibility to schedule this meeting.*

Curriculum meetings will be held in Room 129. Schedules for these meetings will be provided to teachers from Mrs. Bessent.

FIELD TRIPS/END OF YEAR PARTIES

Many of the field trips are scheduled through the WOW program. For these field trips, Ms. Rattan will request the buses and schedule the bus drivers. For field trips/end of year parties that are not scheduled through the WOW program, the teacher will need to clear the field trip through the office. He/she must then request the bus (found on our website under Resources-Staff-Help Desk/Transportation Request), get a bus driver, and let the office know of the plans. Additionally, if the field trip and/or class party is on site (ie football field, baseball field, gym (old or new), tennis courts, etc), the teacher will need to check with the appropriate department to ensure there aren't conflicts.

FIRE, TORNADO, LOCK DOWN DRILLS

Students, teachers, and other district employees shall participate in drills of emergency procedures. When the alarm is sounded, students must follow the directions of teachers and others in charge – quickly, quietly, and in an orderly manner. Drills are as follows:

FIRE DRILL:

3 BELLS – Walk out of the building in an orderly manner without rushing, crowding or talking. Teachers should make sure that doors are closed behind them.

2 BELLS – Return to room.

1 BELL – Stop and stand at attention.

2 BELLS AFTER STOPPING – Return to room.

Doors and windows should be closed, and air conditioners turned off in every room. Class rosters shall be taken and student counts checked. Afterwards, "All Clear" cards shall be given to Ms. Rattan or designated person when classes are in place in the field west of the Functional Living Center building. The designated person will be Ms. Rattan or her substitute if she is absent.

TORNADO DRILL:

Continuous ring (10 seconds) from P.A. system.

Follow route to the designated areas of the school.

A. Primary route to tornado shelter posted in each classroom.

B. Secondary route to bathroom areas posted in each classroom.

C. Class roster shall be taken and student counts checked. Afterwards, rosters should be given to Mrs. Bessent or designated person.

When long siren or signal from Civil Defense ceases or administrative direction given – return to room.

Doors and windows should be closed, and air conditioners turned off in every room. Class rosters shall be taken and student counts checked. Afterwards, hold up the “Green or Red” card to let Mrs. Bessent know status of your class.

LOCK DOWN DRILL:

Principal or designee will announce over the intercom the words... “Lock Down, I Repeat, Lock Down.”

A. Teachers will secure the classroom door.

B. Students and teachers will go to the assigned area of the classroom and take safety positions.

C. All persons are to remain totally silent and still throughout the duration of the Lock Down.

As a reminder, classroom doors are not to be opened for anyone until the building has been secured and it is safe to do so.

FREE DAYS OR FREE PERIODS

The administration does not condone the use of Free Periods or Free Days. **This includes the last weeks of the school year.** Academic work is to be done up to the last 3 days of school.

GRADING SYSTEM

All grades for Kindergarten will be recorded on student cumulative folders at the end of the school year. The TPRI booklet for each student is to be placed in cumulative folders. 1st grade-3rd grade teachers will also place student TPRI booklets in cumulative folders.

All grades for 1st through 5th grade will be recorded using the txGradebook online program. Dyslexia Therapy and Keyboarding are non-graded courses. Be sure to code Dyslexia Therapy as a 7, (non-graded course).

Grades shall be recorded in the txGradebook on a consistent basis. Grades recorded in txGradebook should as much as possible reflect student effort on assignments and tests; however, no grade below 50 will be recorded in txGradebook or the student report card.

Explanations of grades are as follows:

90-100 = A

80-89 = B

75-79 = C

70-74 = D

69 – 50 = F

Explanations of Conduct Codes are as follows:

E = EXCELLENT

S = SATISFACTORY

N = NEEDS IMPROVEMENT

U = UNACCEPTABLE

GRADE RECORDING

No fewer than **two grades per week** shall be recorded for all core curriculum classes. (ELA/R, Math, Science, Social Studies).

Gradebook grades are to be updated at least weekly on teacher computers. Any problems that occur should be reported to the principal/secretary as quickly as possible. **Do not wait to post grades.** The parent portal tool must be as up to date and current as possible. Send graded papers home with students each Friday, or more often if you prefer, throughout the school year.

HOMework

All homework is to be assigned in class and written in student planners each day.

HONOR ROLL

Clarendon Elementary has an “A” and an “A/B” Honor Roll that consists of students who have made all A’s or all A’s and B’s in their core classes on their report card for the current 6 week period.

This honor roll will be posted in the hallway by the Elementary Office, and also sent to the newspaper office each six weeks period.

INCOMPLETE GRADES – END OF SEMESTER

1st Semester: Teachers will have two weeks to update an incomplete final grade to a completed final grade.

2nd Semester: Teachers may not give an incomplete final grade. Grades are FINAL.

IN SCHOOL SUSPENSION

Clarendon CISD maintains an individualized study center where students with disciplinary problems may be assigned by the principal. The student will be assigned from the regular classroom to the ISS center for a specified number of days. The ISS center will be in the Old Gym. It is the responsibility of the ISS supervisor to maintain strict classroom discipline and enforce all school district policies and regulations.

When a student is assigned to the center, he/she will attend for the full assigned time period. There he/she will work on assignments made by the regular classroom teacher. The grades from these assignments will be averaged into the student’s six weeks grade. All students must report to the principal’s office to attend ISS.

When a teacher is notified that a student is to be placed in ISS the teacher will prepare assignments for that student and place them in the principal’s office prior to 8:00 AM the day of placement. If a student is absent on the day of assignment to ISS, the classroom teacher will be notified that the student has been reassigned to ISS on the first day that he/she returns to school, or on the first date available on the ISS schedule.

Students who have been assigned to the ISS room from the elementary campus will serve as any other student in the district.

WHEN A TEACHER IS NOTIFIED THAT A STUDENT IS TO BE PLACED IN ISS THE TEACHER WILL PREPARE ASSIGNMENTS FOR THAT STUDENT AND PLACE THEM IN THE PRINCIPAL'S OFFICE PRIOR TO 8:00 AM THE DAY OF PLACEMENT.

IN SCHOOL SUSPENSION RULES

While rules and regulations of regular school will be adhered to at all times, privileges accorded students in the regular program will not be extended to students assigned to ISS. ***No extracurricular activities or attendance at school functions on the days of ISS will be allowed.***

Students will report to the Elementary Office immediately after morning announcements so that they may be escorted to ISS when assigned, and:

Students are not allowed to talk to each other in ISS. They may talk quietly with the supervisor when asking for help or instructions with assignments.

Students are not allowed to sleep during the ISS day. They will work on assignments or read.

Students are not allowed to leave their chairs or desks without permission from the supervisor. They will not be allowed to move about or to visit one another.

Students will be allowed one restroom break in the morning and one in the afternoon.

All students in ISS will be required to bring a sack lunch or eat a lunch from the cafeteria. Both types of lunches will be eaten in the ISS room.

IN SCHOOL SUSPENSION – STUDENT ASSIGNMENT FORMAT:

Teacher assignment sheets need to be fully detailed to provide proper explanation to both the ISS supervisor and to the student. Sheets must be filled out completely.

For ISS to work properly, we must maintain a constant pressure on the students assigned there. This can only be accomplished by having a highly structured environment, a very heavy workload, and lack of privileges. Teachers are the key to the workload which the students have in ISS, so:

- A. ASSIGNMENTS MUST BE AT THE OFFICE ON TIME
- B. ASSIGNMENTS MUST BE FULL AND DETAILED
- C. ASSIGNMENTS MUST OVERLOAD THE STUDENT

ASSIGNMENTS ON TIME: The assignment must be in the office prior to 8:00 AM the morning of assignment to ISS, or as soon as possible if the student has had to be placed during the school day.

ASSIGNMENTS FULL AND DETAILED: Instead of instructing the student to “Read Chapter 5”, please tell them to “Read and answer questions at the end of Chapter 5”. Instead of instructing the student to “Read about a subject”, please list specified pages for them to read and summarize. ***Do not assign reading without assigning written work to go with the reading.*** The complete assignment tells in detail what the assignment is and what is expected from the student on the assignment.

ASSIGNMENTS OVERLOADING THE STUDENT: The teacher does not know exactly how much work the student can do in the time he/she has to work the assignment each day of the stay in ISS. Code any work that is not required work with an “X” on the upper left corner on the back of each sheet.

NOTE: One of the major problems in ISS is a student not having sufficient work to keep them busy.

Grading and the maximum grade from work in ISS are left to the discretion of the teacher. A format to follow is to give full credit for work being done on the day in ISS. Take 10 points off grade for each day that work is late.

The ISS supervisor will return all work and assignments at the end of the assigned day(s) in ISS. If additional work or days are added by the principal, the teacher will be notified.

JURY DUTY

When it is necessary for you to be absent from school because of jury duty, please provide the jury summons to be attached to the Absence from Duty Form filed in the Elementary Office. *If you are not selected for jury duty, you are expected to return to work immediately following your notification of not being selected to serve on the jury.*

LESSON PLANS

Lesson plans should include the objectives, instructional activities, resources, differentiation strategies, technology directions and evaluating procedures.

Teachers are to email lesson plans to the principal every Friday by the end of the school day, for the upcoming school week. All teachers are to use the district lesson plan template, or other approved by the principal.

Your lesson plans need to be thorough enough to be followed by a substitute. Be careful of over loading as well as under loading your students. Properly prepared lesson plans mean a well-managed classroom, and a well-managed classroom has fewer discipline problems. *If you cannot come to school, and your lesson plans are not ready, make arrangements to send the assignments to school for the substitute prior to 7:45 AM.* This should be a rare occurrence.

LIBRARY

If a class is going to the library, please notify the librarian in advance. Teachers will be responsible for accompanying and supervising their students while in the library. Teachers are reminded that the library is an extension of their classroom. Library hours will be 7:30 AM – 3:40 PM Monday through Thursday, and 7:30 AM – 3:30 PM on Friday.

MAINTENANCE REQUESTS

Use the maintenance request section of the Clarendon CISD Help Desk to request any maintenance to be done in your classroom. The request will be sent to the central office, then to the principal to be approved, and then sent to the Maintenance department. This is also the process to follow to arrange for transportation for field trips.

MAKEUP WORK

The following guidelines will be used in determining whether makeup work should be allowed:

EXCUSED: Student is permitted to do makeup work. This excuse is given when a student has been sick, sickness or death in the immediate family, doctor or dental appointment, religious holidays or any other absence approved by the principal. For each day of an excused absence, the student will receive one day to do makeup work. For example, a student is absent one day; he/she has one day after returning to school to turn in missed work. If a student misses four days; he/she has four days after returning to school to turn in missed work. Extenuating circumstances will be handled by the principal and he will notify teachers.

UNEXCUSED: Student is permitted to do makeup work. The work will be graded and the earned grade will have a 30 point deduction taken from it. ***If a student does the work and makes a 100, record 70 in the gradebook.; 90, record 60.*** For each day of an unexcused absence, the student will receive one day to do makeup work. For example, a student is absent one day; he/she has one day after returning to school to turn in missed work. A student misses four days; he/she has four days after returning to school to turn in missed work. An unexcused absence is given to students who:

1. Are absent due to reasons not approved under excused absences.
2. Have been truant.
3. Did not bring an absentee note from home.

All work missed during a student absence will be given to the student upon his/her return to school.

Look on the blue slip sent from the office to see if the absence is excused or unexcused. If the blue slip says unexcused pending note, the absence is unexcused unless a parent brings us a note during the three day grace period. If an acceptable note is turned in to the office, Ms. Rattan will notify you that the absence has been changed to Excused.

MEDICAL EMERGENCIES

Any medical emergency should be reported to Mrs. Bessent, Mrs. Thompson, and Ms. Rattan as soon as possible. There are medical authorization forms in the nurse's office for each student. The authorized personnel will use the information on the forms and act accordingly. *The nurse will decide whether or not the student should be sent home and will notify the teacher, student's parent, and the office. Teachers are not to make this decision. The nurse's decision is final. Staff are to use care in sending students to the Nurse.* It is not acceptable to regularly send/allow a student to go to the Nurse if she has sent them back to your class. Students who are being sent home will gather their materials together and will wait to be picked up in the Nurse's office. Parents will pick up their child(ren) at the Nurse's office then check them out from the office to go home.

NURSE'S OFFICE VISITS

Students being sent to the nurse's office must have a Health Referral Form completely filled out, including student ID#, stating the reason they were sent to the nurse. This information is necessary not only for the nurse to be informed of the situation so that she may act accordingly, but also for the nurse's office records. *Students without a Health Referral Form will immediately be sent back to class to obtain the form from the teacher.* Staff are to use care in sending students to the Nurse. It is not acceptable to regularly send/allow a student to go to the Nurse if she has previously seen them and sent them back to your class.

PARTIES

NO parties are to be held during the school day except during the specified time periods, approved by the campus principal. Reserve the last 30 minutes of the last Friday of each month to celebrate class birthday parties. This means to not have multiple birthday parties during the month. If parents complain, send them to the office to speak with Mrs. Bessent. Parents of D-Wing students may send birthday treats for their child if the birthday falls on the assigned snack day for the student. Invitations to individual student's birthday parties are not to be handed out at school unless each student in the class receives an invitation. All parties, field trips, etc. will be required to follow the FMNV policy of the state of Texas. The three exceptions will be Halloween, Christmas, and Easter.

PERMANENT FILES

A teacher wishing to examine a permanent file or record of a student in his/her class for legitimate educational reasons may do so in the office area.

PLANNING, CURRICULUM, AND PREPARATION PERIODS

These periods are provided for the teacher to do the necessary paper work that accompanies the instructional program. More than this, it offers a time during the school day for students, parents, and staff members to confer with the teacher without interrupting the regular class session. Conference, curriculum, and planning periods are school time. Do not schedule appointments, extra jobs, tanning, etc. during your conference time. If it becomes necessary to leave the campus for personal business, teachers will check out through the office.

At least two parent-teacher conferences are required during the school year (Sec. 21.702). Although the teachers may feel free to use a portion of the planning, curriculum, and conference periods for relaxation, they should always be available for appointments, and the greater emphasis should be on the purpose intended. If it becomes necessary for an employee to leave the campus during these periods, or any other time during the school day, he/she should check out in the principal's office. **This means to get approval from Mrs. Bessent, not Ms. Rattan.**

PROGRESS REPORTS

Progress reports are to be sent home with each student, each 3rd week, of each six week period, in all core classes. These reports will be the parent/school communication tool for academic purposes. Students with any grade of 70 or below will be required to attend tutoring. Students are required to attend tutoring until their grade average is at least 80 in the subject(s) being tutored. **Tutoring is to begin after the 3rd week of the 1st 6 week period.** Tutoring shall be held 3:30 to 4:00 PM on Monday thru Thursday. TUTORING AND ASAP ARE TWO SEPARATE PROGRAMS.

PURCHASE ORDERS

Teachers will submit all orders for supplies through the principal. Teachers will complete a requisition online and email to the principal. The principal will approve and code the requisition. She will then forward the requisition to Ms. Rattan. She will complete the PO, send it to the central office, and when approved there, she will then order the requested materials.

CLARENDON INDEPENDENT SCHOOL DISTRICT WILL NOT BE RESPONSIBLE FOR PAYMENT OF ANY BILL OR INVOICE THAT DOES NOT HAVE A PURCHASE ORDER ON FILE BEFORE MERCHANDISE IS ORDERED. THIS INCLUDES ACTIVITY ACCOUNTS.

REPORT CARDS

Clarendon Elementary will send out report cards after each six weeks grading period to notify parents of their child's progress in each subject. If a student received a grade less than 70 in any subject, the report card will state that a parent-teacher conference is necessary to discuss tutoring and other methods for use to improve student's grades.

SCHOOL CALENDAR

The school calendar in the principal's office (Google) is the official calendar regarding school and community activities. All activity dates need to be cleared through the principal so they may be placed on the calendar. Campus-wide activities (i.e. Music programs, Meet Your Teacher night, Veterans Day, awards assemblies, etc.) that are planned must be approved on the master calendar in the Central Office. If a problem occurs with two activities being planned for the same date and location, the activity scheduled first will be kept. The other will be rescheduled. The Google calendar will be the master calendar for teachers. All staff will be emailed a weekly bulletin from the office at the end of each week for the upcoming week.

SUBSTITUTES

Our substitute list is almost non-existent, so we are asking that no more than three staff are gone on a given day if at all possible. Ms. Rattan will periodically send out an email on the days that are "full".

TARDIES

A student who is tardy to class by more than 90 minutes will be counted absent. The teacher will be required to send a student to the office to see the principal after the THIRD time he/she is tardy. For each additional tardy after the third, send the student to the principal's office. The number of tardies will dictate the severity of the punishment. Parents will also be filed on in Municipal Court according to local policy. Occasionally, large groups may be tardy (bus breakdown, etc.). Please admit these students to class. **It is the teacher's responsibility to send the student to the office with a note explaining the number of tardies.**

TEACHER / STAFF DAY

The school day for teachers will be from 7:45 AM to 3:45 PM. Teachers and all other staff should be at the door of their classroom at 7:55 AM to greet students as they enter their room each morning. Friday hours will be 7:45 AM to 3:30 PM. The school day for paraprofessional staff will be from 7:30 AM to 3:40 PM. Morning bus duty will begin at 7:30 AM and will be over when the last bus unloads students. Morning cafeteria duty will be from 7:30 AM until 7:55 AM. Morning bus duty assignments, cafeteria duty, and crosswalk duty will be assigned to paraprofessional staff.

All Elementary students will report to the cafeteria upon arrival to school.

TEACHER / STAFF LEAVING EARLY

When it is necessary to leave early, please see the principal and make arrangements as far in advance as possible. Make your personal appointments as late in the day as possible. Teachers leaving prior to 2:30 PM will be charged

1/2 day personal leave. Only two 2:30 leaves will be allowed each semester without being charged. The teacher will be responsible to find someone to cover his/her duties for each 2:30 leave. Employees may be charged 1/187th of their salary if they are absent the day prior to or the day after a holiday or COMP day. Discretionary leave may not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end of semester or end of year exams, days scheduled for mandated tests, or professional/staff development days. (DEC-local) If leave is granted, the employee will be docked 1/187th of their salary. Multiple requests received for early dismissal for the same day may not be granted.

(TEKS) TEXAS ESSENTIAL KNOWLEDGE AND SKILLS

Each teacher shall provide instruction in the TEKS of each course of study. Teachers shall not delete or omit instruction in the TEKS required by the State Board of Education. Instruction in the TEKS may be modified for students with special needs. Each teacher shall receive a copy of the TEKS for their course.

TELEPHONE / FAX MACHINE

Personal phone calls to make appointments (doctors, hairdressers, etc.) can be made during your conference, lunch, or after school. If you must make a call during the school day, please use your cell phone or the phone in the workroom so that the office phone is available for incoming calls. **Cell phones are to be turned off during teaching times. Do not keep them on and set to vibrate.** You may use your cell phone during off teaching times. If there is an important call you are expecting, notify the office so that I will know why your cell phone is on during instructional time. All fax transmissions must be recorded on the log sheet by the fax machine. Personal fax transmissions cost \$0.25 each, payable at the time of transmission.

Students will not be allowed to use the office telephone unless it is an emergency. Homework, lunch box, lunch money, or classroom materials that are forgotten or left at home DO NOT constitute an emergency.

TUTORIALS

A period of time each week is to be provided for those students who are struggling in core classes. After school tutorials will be from 3:30 to 4:00 PM, Monday thru Thursday. Tutoring will not be scheduled during the day in the place of recess or another class. Tutoring officially begins the fourth week of school. **Students with an average below 70 are to be assigned to tutorials.**

USE OF SCHOOL FACILITIES

Any person or group must contact the person in charge of the building in advance if school facilities want to be used. Each building principal is responsible for his campus.

VENDING MACHINES

Only use the vending machines at lunch or during your preparation period.

BOOKROOM / TEXTBOOK INFORMATION

1. Mrs. Bessent or her designee will check out all textbooks.

2. Sample textbooks are NOT to be put in the book room. Please make sure all textbooks have book numbers in them.
3. Books and workbooks purchased with local funds are not to be put in the book room. Only State adopted textbooks are to be in the book room.
4. Teachers should see that the pupil's name is clearly written in ink in the spaces provided on the book label.
5. Book covers are available. BE SURE your students have their books covered.
6. When books are returned to the book room, covers must be removed.
7. When you return books to the book room, please put them in the correct spot in an orderly manner, with all titles in the same direction. There are labels on the shelves with the names of the books that belong in a certain place.
8. The book room is NOT a storage room for miscellaneous items.
9. If for any reason a person needs to get into the book room, please see Mrs. Bessent or Ms. Rattan. TEA rules state that book rooms are to be kept locked.

TEACHER / STAFF INFORMATION

ITEMS OF EMPHASIS FOR ALL STAFF MEMBERS

1. Read the student handbook and teacher handbook, and abide by all of our policies. If you have a question, consult the principal.
2. In the presence of students, use Mr., Mrs., etc., when addressing other staff members.
3. Any student absent from classes must have a blue Admission Slip from the office. It is very important that you sign this and return it to the office as soon as possible.
4. **Students are not to be in the building until 7:30 AM. Students will stay in the cafeteria until dismissed to go to classes at 7:55 AM. This includes all teacher/staff children and/or grandchildren.**
5. Money is not to be left overnight in your classroom. Turn all money in to the office to be locked up. Please label it with your name and what it is intended for, such as Field Trip, AR folder, etc.
6. Have your classes pick up trash and straighten up your classroom as much as possible.
7. Teachers are not to be late to class and they should not leave their class unattended. If you must leave your room, ask your partner teacher, or a colleague to cover for you, and, if necessary, notify the office.
8. Students are not to be let out of class unless it is necessary. Any student who is let out of class must have a pass.

9. **When one of your students is assigned to ISS you will receive a discipline notice. Students assigned must be in the office immediately following the morning announcements on the day of assignment. If students are assigned the same day to ISS, please get their work to the office as soon as possible. ISS assignment sheets are to be filled out completely and included with student work.**
10. Teachers are not to hold students over, keep students in during recess, or keep them out of another teacher's class unless you have the principal's approval.
11. When the student body meets as a whole for assemblies, etc., you are to be there with the students from your class unless you are assigned somewhere else by the principal. This includes times when assemblies are scheduled during your conference period, music, or PE.
12. Students caught vandalizing, defacing, or destroying property are to be brought to the office immediately.
13. Keep the students in your classroom busy.
14. Students are not to be dismissed early from classes or at the end of the school day. Do not dismiss students from your class until you hear the bell ring at 3:30 PM.
15. Students are not to lean back in chairs, sit on tables, or do anything that abuses school furniture or property.
16. Students are not to be playing games, cards, or any other type of time wasting activity. It is acceptable for them to use math games, learning activities on the computers, or working on an assigned project.
17. Drinks are allowed in the teaching area only if in a container with a lid.
18. Teachers and all staff have the authority to correct any student they find misbehaving in or around the building. Just because a student is not assigned to you does not free you from the obligation of correcting that student.
19. Teachers are to dress as professionals during the school day.
20. As professional educators we must have a positive attitude about working with students as well as pride in the things we do.
21. Jenae Ashbrook is the District 504 Director, Migrant, ELL, and all level counselor.
22. Teachers are to be **at their classroom door** ready to greet students at 7:55 AM each morning. Teachers who do not have an 8:00 AM class will be required to do the same. Paraprofessionals are to be at their assigned classrooms at 8:00 AM. A positive morning greeting combined with your presence in the doorway will settle students and have them prepared and in the correct frame of mind to begin the school day.
23. **Students are not to be in the teacher workroom at any time during the school day, 7:45 AM to 3:30 PM.** Students may go in the workroom after 3:30 with teacher approval.

24. Teachers are required to notify parents if a student's grade point average drops significantly any time during any grading period.
25. Teachers must check out library books prior to taking them from the library.
- 26. Teachers/Paraprofessionals must never interrupt another teacher's classroom while students are in the room.**
- 27. Discussions about students, parents, paraprofessionals and/or professional staff are not to be done around students. If discussions are necessary, they are to be held in a private manner away from classes and students.**
28. When correcting a student regarding behavior other than minor issues, staff members are to take them out of class and calmly discuss the situation with them individually. **We must all be extremely aware of what we say, how we say it, and where we have corrective or disciplinary conversations with students.**
29. Students may be sent to the hallway for disciplinary purposes, but for no longer than 10 minutes.
30. Teachers, and all staff, are to confiscate cell phones from students if the cell phone is being used or rings/vibrates in the classroom, locker, cafeteria, or any other area of the campus during the school day. Cell phones are to be turned in to the office. Students/parents may pick up the cell phone after paying \$15.00 to the office.
31. Lesson plans from all teachers, in all subjects/classes are to be emailed to the principal prior to leaving the building each Friday. (This includes computer, music, P.E., etc.)
32. The practice of having students walk laps as a punishment for using the bathroom during class time is no longer a valid practice.
33. If there is a difficulty between staff members, it should be handled quickly and professionally between the involved parties. If it cannot be handled in this manner, all parties shall contact the principal and a meeting will be set to discuss the manner with the final decision on what to do being decided by the principal.