

Westphalia ISD Staff Policies and Procedures Guide  
2013-2014

**ACCIDENTS**

All accidents are to be reported to an administrator on the day they occur. The teacher is to complete an "Accident Form" for each accident and return the form to the administrator. The teacher must maintain reasonable supervision of the students continuously to prevent accidents.

**ATTENDANCE—STUDENTS**

Improving student attendance, as it is every year, is a major goal for Westphalia ISD staff during the 2013-2014 school year. We must work together to accomplish this goal. Good ADA means money for our school. Let's make ours 98% or better this year.

State Law requires students to attend class 90% of the days class is offered in order to receive credit for a class. When a student is in danger of losing credit, parents will be notified by the office. The attendance committee may determine that the student is not eligible for promotion or will be required to attend summer school.

When a student is absent, he/she **MUST BRING A NOTE**. Be sure that all notes from parents and doctors turned into the office each day. These will be filed in the office. They are **VERY** important when determining a student's attendance status.

Students are expected to be in class on time. If you have a concern about a student who is consistently late, please notify an administrator.

The attendance secretary is in charge of daily attendance. She will enter absences and file notes when students are absent. She will compare sign-out times and make corrections to daily attendance records. If you begin to see a pattern developing in a student's attendance or anticipate a problem, you discuss it with the student and his/her parent and, also, please notify the attendance secretary.

**ATTENDANCE—TEACHERS**

Teacher's attendance at school is of utmost importance. Students do not learn as well without their regular teacher in the classroom. Please make every effort to be in attendance daily.

All substitutes for teachers and aides will be secured through the office. You need to notify the office if you are going to be absent from school due to illness, family illness, personal days, funerals, jury duty, school business related workshops or conferences. Please notify Robert Hudson at 254-482-0411 anytime you will be absent.

If you are ill and at home during the day and know you will not be able to come again the next day, call the office so you can try to secure the same substitute for your class the next day. A teacher is not to be absent from his/her regular duties at any time without the consent of the building principal except in the case of illness or emergencies.

If you need to request a personal day or a school business day you will need to get a form from the principal's secretary and have it approved prior to the absence.

**NOTE:**

If you have a prearranged absence on the day you have morning and afternoon duty, it is your responsibility to find someone to take your duty for you--trade duty days, etc. Have this worked out in advance with a fellow teacher.

Refer to the sick leave policy in the district's blue book for answers to your questions concerning absences.

**CAFETERIA**

The district participates in the National School Lunch Program and offers free and reduced priced lunches based on a student's financial need. Meal tickets may be purchased in the cafeteria. Teacher lunches cost \$2.50. Meals may be paid by the day, week, or month to the office.

**CHEER FUND POLICIES**

The faculty, staff, and aides are asked to contribute \$20 to the cheer fund - \$10 at the beginning of the school year and \$10 at the beginning of the second semester. Deliver the money to the office.

The cheer fund will be used for the following:

- Cards of sympathy and "get well" will be sent to relatives of employees.\*
- Floral arrangements will be sent to employees or their immediate family members in case of illness or death. Immediate family members include husband, wife, children, mother, father, mother-in-law, and father-in-law. Floral arrangements will be sent to the hospital. If the person has not been hospitalized, a card will be sent to the home.

All remembrances will be sent in the name of Westphalia ISD. Any other cards or flowers sent by individuals should not be signed in this manner.

Please let the office know of any illness or death during the school year or during the summer.

Notify the office when one of your students is hospitalized or has a death in the immediate family. Balloons, candy baskets, etc. and/or a card will be sent to the

student. The money to pay for these remembrances will come from the school budget not the Cheer Fund.

### **CLASS PARTIES**

Teachers may schedule class parties for birthdays, end of semester (Christmas), Valentine's Day, and the end of the year.

### **CO-CURRICULAR / AND CLUB ACTIVITIES**

Well-supervised co-curricular activities are an important part of a good school program. The purpose of such activities is to provide enriched opportunities for the personal, social, and educational growth of each student. Activity sponsors should keep this purpose in mind as they work with the various organizations. Early in the year each club or organization should submit an outline of the year's events to the Principal/Superintendent in order that a calendar of activities may be scheduled. Events will be scheduled on a first come, first served basis. A description of the event, including a list of chaperons, time, place, and program, must be approved by the Principal at least **two weeks in advance** of the event. The building/facility must be secured at the conclusion of a scheduled event. Flyers/posters need administrative approval prior to posting on building walls and windows.

### **COMPUTER E-MAIL ETIQUETTE**

- Teachers should check e-mail regularly and immediately in case of an emergency.
- Refrain from sending jokes, poetry, etc.
- Do not advertise personal concerns (property for sale, cars, etc.)
- Refrain from criticizing peers, policies, etc. via this forum.
- If you have a concern, please follow the chain-of-command.

### **CONFERENCE/PREPARATION PERIOD**

This is to be regarded as a work period when class preparations may be made, parent and student conferences held, papers graded, or work of a similar nature is completed, and not as a period off campus or for chronic visitation.

If it is necessary to leave the campus at any time during the school day, the office staff should be notified and the teacher must sign out giving destination and estimated time to return and then sign in on return. Personal responsibilities are to be taken care of after school.

### **COPYRIGHTED MATERIAL**

*Rented videos/DVD:* Films rented for use with a VCR or DVD player shall be used in the classroom for education purposes only. No rented film that includes the notice that the film is for "home use only" shall be shown to a class for entertainment purposes.

*Computer software:* Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies.

District employees shall not use school purchased software for personal use, nor are they allowed to break the licensing agreement of the software.

### **CUSTODIAL SERVICE/MAINTENANCE SERVICE**

No furniture, including but not limited to chalkboards and file cabinets, should be moved without administrative approval. Please make a written custodial or maintenance request, listing work needed, location and time when work can be done. Turn in work request forms to the office. Please refrain from stapling posters, projects, etc. on walls in hallways.

### **DAILY PROCEDURES AND TEACHER RESPONSIBILITIES**

Student school day is 8:00 a.m. to 3:30 p.m. The teacher school day is from 7:45am to 3:45pm. Teachers must sign-in upon arrival to school. The sign-in sheet is in the staff workroom. *You may leave campus during your individual conference time after you sign out in the administration office.*

Lights should be turned off and your rooms locked when you leave your room for lunch, conference time, (unless used by another teacher), a program, etc. This is for your protection!

### **DETENTIONS – TEACHER ASSIGNED**

For relatively minor infractions of published policies, rules, or regulations of the district or school, and/or for minor misconduct, teachers may assign detentions.

Preceding the assessment of such disciplinary action, the teacher shall inform the student of the nature of the offense (the specific rules he is charged with having violated) and of the specific conduct which constituted the violation and the student shall be afforded an opportunity to explain or justify his actions to his teacher.

In all cases in which detention is to be used as a disciplinary device, prior notice shall first be given to the student's parent or legal guardian. Notice shall be for the purpose of informing the parent of the basis and reason for the detention and to permit arrangements for the necessary transportation of the student. The student's parent or legal guardian, if the student is a minor, shall be responsible for the transportation of the student when the student has been detained after school hours for disciplinary purposes.

Notice shall also be provided to the office of all students assigned to detention.

### **DISCIPLINE**

Teachers must make discipline a top priority. In order to learn in other areas, discipline must be learned first. Classroom and general school expectations must be made and enforced.

Have an understanding with your class as to the consequences (choices) for not

following the expectations. Discuss all these expectations thoroughly. Be firm, fair, and consistent.

Teachers will use their Teacher Discipline Plan for minor disruptions. Please send a copy of your discipline plan letters to parents. When you have reached the end of the specified consequences on your plan or have a severe problem (causing physical harm, destroying property, disrupting the whole class, disrespect for the teacher), refer the student to the office immediately. **REFERRAL FORMS SHOULD BE FILLED OUT ON EACH STUDENT PRIOR TO SENDING OR BRINGING A STUDENT TO THE OFFICE.**

Every effort should be made to use positive reinforcement. You are expected to involve parents--call them--when you are having a problem with a student and **ALSO WHEN YOU CATCH STUDENTS DOING SOMETHING GOOD.**

### **DRESS POLICY—STUDENTS**

Proper student dress and grooming are basically a responsibility of the student and his/her parents. An acceptable and desirable code is one that will create an atmosphere that will be pleasing and acceptable to the majority of the students, teachers, and parents.

As a teacher, it is your responsibility to monitor student dress. As part of your daily morning routine, student dress shall be checked. Evaluate student dress in the morning as you are taking role and lunch count. Students who are considered to be in violation of the dress code shall be sent to the office and given the opportunity to change clothes.

**\*\*THERE SHOULD BE NO DRESS CODE VIOLATIONS AFTER 8:30 A.M. ALL STUDENT DRESS CODE VIOLATIONS SHOULD BE SENT TO THE OFFICE PRIOR TO THAT TIME.**

### **DRESS POLICY – Westphalia ISD FACULTY/STAFF**

Teachers should set an example for students. They should be professional in grooming and dress.

The dress and grooming of district employees shall be clean, neat, professional, and in a manner appropriate for their assignments. Staff dress affects student learning and the school climate; therefore, personal preference of clothing should not interfere with the educational process. Clothing worn by staff should exceed the expectations set for student dress code. Dress that may be considered inappropriate includes but is not limited to the following examples:

- Jeans are discouraged except in appropriate situations, such as designated spirit days
- Backless or strapless dresses or shirts
- Lack of undergarments

- Tight-fitting clothing
- Revealing clothing
- Inappropriate length
- Dress considered appropriate in some areas of the campus, but inappropriate in other areas\*

\* PE Policy - Physical Education teachers and coaches are to wear wind suits or pants in the main building.

Research states that dress standards influence learner behavior.

**Summary:** We know from the Pygmalion experiment that teacher expectations of the learner's ability affect how they learn. But what about the reverse? Do student expectations about teachers affect how they learn? **Yes**, according to clothing consultant John Malloy. He set up experiments to discover whether student perceptions of teacher clothing impacted their learning.

Mallory summarized the conclusive results: "The clothing worn by the teachers substantially affected the work and attitudes of the pupils." He says that teachers who were better dressed had fewer discipline problems, better work habits and learned more. He added that at different socio-economic levels, learners responded differently to the various types of clothes.

**Example:** You go to a conference or workshop and the presenter is very casual or sloppily dressed. There's a different reaction in your mind than if the presenter is professional and businesslike, with good grooming.

## **DRINKS AND SNACKS**

Food and drinks are not to be in classrooms.

Exceptions to this are as follows:

- Students with medical reasons cleared through the clinic, such as diabetes or hypoglycemia, may need to eat or drink during instructional time.
- Teachers should inform administrators when there are legitimate educational reasons for food in the classroom. (Example: a cultural lesson on foods in a foreign language class).

## **DUPLICATING/COPYING**

Copy machines are located in staff workroom. Please leave the area neat and clean for the next person. If paper is low after you have finished, please refill as a courtesy for the next person. No students should be allowed to use the copiers. If you wish to use the copy machine or any other equipment after hours, it is your responsibility to **TURN OFF THE EQUIPMENT**.

## **DUTY**

Campus personnel shall be assigned early morning duty to supervise the cafeteria until students are dismissed to class. Personnel shall also be assigned

afternoon duty to supervise students as they are dismissed. Please report to your duty station on time. If you will be absent or will need to miss an assigned duty, **it is the responsibility of the teacher to find someone to cover for them.**

### **FACULTY MEETINGS**

Please reserve Wednesday afternoons at 3:45 p.m. in the Library for faculty meetings. Attendance is mandatory at scheduled meetings. Faculty and staff members are required to sign in and be prompt in attending meetings. The principal must know in advance if you cannot attend. Faculty meetings will be announced in advance.

### **FAILING STUDENTS**

**PROGRESS REPORTS:** At the third week of each six week grading period, progress notices will be given to every student. These notices are issued early in the grading cycle. This allows failing students sufficient time to improve their grades.

*COMMUNICATION WITH PARENTS ABOUT GRADES:* For any student whose average is 70 or below, the teacher must initiate parent contact by telephone or email. The time period between the third and sixth week is an important period to monitor a student's cumulative grade. Efforts should be made to keep parents aware if a student's grade fails below passing during this period. Also, teachers shall provide opportunities for parent conferences once each semester. A parent conference must be scheduled when a student fails a class or is in danger of failing a class.

### **FIELD TRIPS**

Field trips must be approved and scheduled by the Principal at least two weeks in advance. To do this, teachers must complete a field trip form outlining the academic rationale/objectives for the trip.

You must provide the attendance secretary and the principal with a list of students' names. The date and time of the absence, the activity involved, and the time of the event must be approved by the Principal. The roster of students must be given to the attendance secretary prior to the trip.

**A contact number (cell number) must be listed on both forms.**

Attendance will make corrections. **Field trips should not be scheduled for the last 3 weeks of each semester.**

### **FIRE DRILLS AND EMERGENCY EVACUATION**

Regular fire drills must be held on a monthly basis as mandated by the state. Regulations and directions for fire drills and evacuation procedures need to be reviewed with each class in the early part of the semester. A diagram showing the primary exit route for each classroom and the designated 'safe' area **MUST** be posted in close proximity to the door.

The fire drill signal to evacuate the building is a series of high pitched sounds. Once the signal is heard, immediately stop the lesson and verbally instruct the students to exit the building using the prearranged route. *Take your gradebook or roll sheets with you any time the building is evacuated in the event that a roll call is necessary.* LOCK THE CLASSROOM DOOR AS YOU LEAVE.

Procedures for Fire Drills/Evacuation:

- At the sound of the alarm, students should immediately evacuate the building in a quick and orderly manner. Only purses may be taken with the students during the evacuation. Backpacks and other large belongings are to remain in the classroom.
- Students should be aware of others around them so that everyone may move safely down hallways.
- Once outside and at a safe distance from the building, students should remain together as a class should a roll call be necessary. Keep the students from congregating near any fire lane.
- Stay calm and listen for any emergency announcements that may be made during the evacuation.

#### TEACHERS ON CONFERENCE DURING DRILL

Assist the other teachers in maintaining order and clearing the building. Check all restrooms and common areas before leaving the building. Report to the safe area that is closest to the exit that you used in leaving the building.

PLEASE REFER TO THE EMERGENCY PLAN TAB FOR DETAILS!

#### **FUND RAISING**

All fundraisers must be approved in advance by the building principal. This involves filling out a form and receiving approval in writing. Develop a system for collecting money from your students who are involved in the sales campaign. The principal's secretary is to receive all collected funds for deposit. For obvious reasons, do not keep money in your rooms. All money should be turned in daily.

#### **GRADE DOCUMENTATION**

All grades are documented in the RSCCC software. **However, a handwritten grade book should be kept as a back-up.** The principal may use these grades during a conference or refer to them during the summer months. Therefore, all grades should be clearly defined and the use of symbols kept to a minimum.

#### **GRADES OF TRANSFER/NEW STUDENTS**

When a student transfers from another school, his/her grades from the sending school are to be used in determining the six-weeks and semester grades. Check with the office for these records if you do not receive them.



## **GRADING SCALE**

The grading system for WISD is as follows:

- **100-90 (A)**           Excellent Progress
- **89-80 (B)**           Above Average Progress
- **79-70 (C)**           Average Progress
- **69- 0 (F)**           Unsatisfactory Progress (Failing)

## **GRADE REPORTING SYSTEM**

The school year is divided into two semesters of three six-week periods each. State law requires that Progress Reports be sent to all students failing or near failing at the end of a three week period of time and that conferences be held with parents of the students with failing or near failing grades. Our policy requires that ALL STUDENTS receive 3-week progress reports. Progress reports and report cards for students who fail **MUST BE SIGNED AND RETURNED**. Conferences will also be scheduled for these students. You may use computer progress reports or your own progress reports. (See the IMPORTANT DATES page for the days these reports are to go home.)

Report cards are to be issued at the end of each six weeks. (See the IMPORTANT DATES page for the days cards are to be issued) Each teacher will turn in computer grade sheets for each class at the end of the six weeks to the Registrar.

## **HEALTH SERVICES**

If a student is noticeably ill, the teacher should send the student to the office.

For your protection, do not move a student who is seriously injured. You should send a responsible student to the clinic and office for help in such situations.

All injuries must be reported to the Principal.

## **HOMEWORK**

Homework should be evaluated and returned to learners in a timely manner. Homework must be used as a method to provide students with specific feedback on their performance of assigned tasks. Homework should only be assigned for reinforcement of skills and concepts taught in class. Homework should have value, should result in a higher performance level on summative activities and be included in the total grade to encourage students to complete work productively and on time.

## **HONOR ROLL**

(All A)

Students who earn 90 or above in all classes receive recognition by having their names placed on the six-week Honor Roll. Certificates are awarded at the end of the year to those who have earned Honor Roll status for each of the 6 six-week reporting periods (**not a yearly average**).

(A-B)

Students earning a minimum of 90 and above in at least one class and an 80 or higher in the remaining classes within a six-week reporting period will receive recognition by having their name placed on the A-B Honor Roll. Certificates are awarded at the end of the year to those who have earned A-B Honor Roll status for each of the 6 six-week reporting periods (not a yearly average).

### **KEYS**

See the Principal for keys. Each teacher is personally responsible for keeping up with keys. If you lose your keys, notify administration immediately. Do not duplicate or let anyone duplicate any of your keys. **Keys are not to be given to students for any reason.**

### **LEAVING ROOM OR BUILDING**

If it is necessary that you leave your classroom, notify the principal's office immediately. Students should not be left without someone to supervise them.

You must sign out **anytime** you leave campus and sign in when you return. The sign-out/sign-in sheet is in the administration office.

### **LESSON PLANS**

Plans are necessary for effective teaching. Teachers are expected to make long-range plans that are keyed to the district and campus goals and objectives. The plans should include TEKS (Texas Essential Knowledge and Skills) objectives that are coordinated with what you are teaching, activities (strategies for teaching--what students will do to learn), materials (what you plan to use in teaching), evaluation (how you will know the objectives have been accomplished), and RETEACHING strategies.

Develop your assessment, and then write your plans. Use the TEKS as a baseline and teach above the state requirements.

Each teacher shall keep a Teacher Plan Book. Daily plans should be made in advance. Copies of plans for the following week are to be turned in **NO LATER THAN 8:00 a.m. on MONDAY MORNINGS.**

### **LIBRARY PROCEDURES**

In the 'age of information' the library becomes a vital link in the student's education. Our goal would be that each student is able to locate for him or herself the information he seeks.

Our main objective would be that the library media center will be integrated into your classroom instruction as a partnership - teacher/media specialist.

The library will be open from 8:00 am to 3:45 pm and at other times if the need is requested. There will be open access at all times for individuals. The library will have flexible scheduling. Teachers may schedule classes whenever needed.

When classes request the use of the library, they must be scheduled with the librarian. Expected rules must be followed by all.

Beginning of school orientation and special programs will be scheduled for all students. Students may come to the library for check out any time the need arises with permission from their teacher.

Please be aware of the copyright laws concerning print and non-print materials. For more information please consult the copyright manual in the library.

*DO NOT ALLOW STUDENTS TO TRANSPORT TV'S*; it is too dangerous. Students are not allowed to run the equipment.

### **LOCKERS**

Lockers will be assigned to all students by their homeroom/grade level teacher. Lockers are the property of the school and are subject to inspection/search.

### **LOCKDOWN PROCEDURES**

If a lockdown procedure is warranted, it will be announced.

#### **Secure and Lock**

Keep everyone in the room and lock your door.

Lower and close the blinds.

Have students down on the floor away from the windows and door.

Turn off the lights.

During a lockdown, disregard all bells until the release code is given.

#### **Release Code**

All Clear

### **LOST/FOUND ARTICLES**

All articles of value including but not limited to purses, wallets, cellular phones, jewelry, etc. that are found are to be turned in to the main office. Teachers are not to maintain possession of the item(s) found.

### **LOUNGE AND WORKROOM**

Please remember that the professional attitude of a school can be measured by a visit to the staff lounge. The use of the lounge should not be abused. When visitors are in the lounge, the neatness of this area coupled with the manners of our professional staff will lend to our school's image. There should always be an atmosphere and general appearance which suggest the presence of professional people.

### **MAILBOXES**

Please check your mailbox when you arrive at school, during your conference period, during your lunch period, and at the end of the day—keeping it empty on a regular basis.

## **MAKE-UP WORK**

All students shall be allowed to make-up work when they are absent from class. They shall have a time equal to days absent from class to complete all missed assignments. Under extenuating circumstances such as long-term illness or family emergencies, teachers may choose to give students more than one day for each day missed to make-up assignments. Assignments given before an absence occurs will be due upon the student's return.

Students who are absent for three or more consecutive days should advise their parents/guardians that make-up work may be picked up at the main office. Parents/guardians should call the office before 8:15 a.m. in order for teachers to prepare the assignments during their conference time. Work needs to be turned in to the office as soon as possible in order for parents/guardians to pick it up after 3:45 p.m.

If a student is absent from class on the day a test is assigned, he/she is not responsible for that test on the day he/she returns. If, however, the student is present on the day a test is assigned and then is absent for a day or period of days, he/she is responsible for that test upon his/her return to class. It is not necessary that the student be given additional time to prepare for the test. Do be flexible and look at individual circumstances.

When a student is required to make-up a test, quiz, or other activity that must be completed at school, the student should be encouraged to come in during a tutorial time to avoid missing additional class time.

## **MEALS PROGRAM**

Daily recording for meal count is done at the start of the day by the teacher on the weekly "lunch folder." Any money collected for meals shall be turned in at this time. The folder will be picked up by an official from the office and must **never** be delivered to the office by a student.

It is important to remember that there may be students participating in the Federal School Meals Program; therefore, when recording in the lunch folder, please maintain confidentiality.

## **PARENT CONFERENCES**

Parent/guardians desiring a conference have been asked in the Student Handbook to contact the school to schedule an appointment or to conference by telephone.

Teachers should contact parents anytime a conference is needed for grades or behavioral issues. Conferences should be scheduled each Progress Report period for students with any grade below 70. Please keep parents informed of not only problems, but of the students' accomplishments. It takes an extra effort but it pays off with good PR for you and your school - use the telephones and email!

## **PARKING**

All faculty, staff and substitutes are to park in the parking lot on the side of the building near the church. There will be no parking at the front of the building or in the rear of the building near the fire house.

## **PROFESSIONAL DEVELOPMENT/COMP TIME POLICY:**

In-service Education and/or Activities that qualify for in-service credit are those activities Staff Development provided under "...a planned program of learning opportunities afforded staff members of school districts and related agencies for the purposes of improving performance in already held or assigned positions." (TEA, Oct. 1977)

Compensatory Time: Compensatory Time (COMP Time) is a process whereby a person may participate in approved activities that are offered outside the regular working day, and/or outside the contractual period. For each 7 (seven) hours of approved participation, you may exchange that time for a designated "COMP Day" off.

There are two ways to earn Comp Time:

1. LOCAL COMP: In-service Education activities that occur outside your regular working hours conducted locally.
2. WORKSHOPS: Workshop activities that occur outside your working hours and contractual year. Education Service Center, Texas Education Agency and other organizations sponsor workshops throughout the year that occur outside your regular work hours and contractual year.

## **PROFESSIONAL ORGANIZATIONS**

Professional organizations are an integral part of the educational program and should be supported with time, effort, and funds. All certified personnel are encouraged to engage in these cooperative efforts in order to provide more fulfilling opportunities for teachers and pupils.

## **PTO**

***Membership in PTO is a standard expectation of WISD staff.***

A supportive PTO is vital to a good school. A membership drive will be held in September. All teachers and students are encouraged to join and support the PTA.

## **PURCHASING PROCEDURES**

A teacher shall be reimbursed for reasonable, allowable classroom supplies only with prior approval of the superintendent. For any authorized expense incurred, the employee shall submit an actual receipt documenting the actual expense.

The procedure to purchase is as follows:

1. Each teacher must submit a "Teacher Reimbursement Form" to the superintendent.

2. The superintendent will approve or decline the request.
3. Upon approval, the teacher may purchase the item(s).
4. The teacher submits the receipt to the office.
5. The approved receipts will be filed and teachers will be reimbursed twice yearly.

### **RESPONSIBILITY IN HALLS**

It is important that corridor traffic be kept moving in an orderly manner. Teachers, therefore, must be by their doors between classes and after school is dismissed to assist in the halls. If any teacher sees a student misbehaving at any time, he should take action to stop the behavior. Do not assume that the student is not your responsibility if he is not in your classroom. We all need to work together at all times to maintain order and good conduct. If everyone does his part, then all teachers' work will be made easier. **BE CONSISTENT!**

### **SCHOOL ACTIVITY CALENDAR**

The official school calendar is kept by the superintendent. All student activities are to be approved by the superintendent and placed on the official calendar **at least one month in advance** of the activity.

### **SCHOOL DAY**

The minimum school day for the faculty is 7:45 a.m. to 3:45 p.m. All faculty and staff members are expected to model punctuality for students by reporting to work at or before the scheduled check-in time. **TEACHERS ARE EXPECTED TO SIGN-IN UPON ARRIVAL AT SCHOOL. THERE WILL BE A SIGN-IN SHEET IN THE STAFF WORKROOM.**

### **SCHOOL EQUIPMENT**

Do not change from room to room or take home school equipment. If this is necessary, please make arrangements with the principal for personal use of any equipment.

### **TARDIES—STUDENT**

It is recognized by the school administration that occasionally unavoidable delays will cause a student to be tardy to school or to class. However, tardiness is not tolerated. Student punctuality not only enhances the educational process, but it assists school officials in their efforts to properly supervise and maintain a safe environment for students.

### **TEACHER-PARENT RELATIONS**

A teacher's success depends on many things, among which is the ability to professionally carry on teacher-parent relations. When you find that a conference might benefit any one of your students, it is your responsibility to call the parent. (As a parent we would expect no less from the teacher of our child.)

When conferencing with parents, we should be courteous, honest, and professional. Should your positive attitude during a conference fail in maintaining

a desirable and fruitful conference, be as diplomatic as possible in bringing that meeting to a close and suggest that it be continued in the Principal's office. (See Code of Ethics and Standard Practices for Texas Educators) A failing grade should not be a surprise to a parent.

### **TELEPHONE**

The office will take all calls for teachers during the day and a telephone message will be emailed to you. Please answer these calls during your conference period or after school, not between or during classes. If it is an emergency call, you will be called by the office.

***Teacher cell phones should be turned off during class and should only be used during conference periods or lunch. Teacher use of cell phones in front of students is discouraged.***

### **TEXTBOOK GUIDELINES**

Teachers should keep a close check on textbooks. Teachers should put the student's name, teacher's name and school year in each textbook. Teachers will also maintain a book list. This list should be updated as students enter or withdraw from class. At the end of the year the teacher book list should be accurate as to student names and book numbers.

### **TUTORIALS/ EXTENDED INSTRUCTION**

A student who receives an unsatisfactory progress report or report card is required to attend tutorials. Remember that under Education Code 29.084, if the District offers tutorials, students whose grades fall below 70 in grade-reporting period, must attend.

### **VISITORS**

Visiting students and parents should not be allowed in your classroom without signing in and obtaining a pass from the office. Visiting parents are welcome, but should hold lengthy discussions during the teacher's conference period, not during class time. *Teachers should be aware of adults on campus. Please ensure that all visitors have a Visitor's Badge from the office.*

### **WITHDRAWAL FROM SCHOOL**

When it becomes necessary for a student to withdraw from school, a written statement from a parent or guardian stating the reason for withdrawing must be brought to the office. A withdrawal slip will be issued to the student for his/her teachers, the librarian, and the cafeteria cashier to sign. Grades are to be recorded up to the time of withdrawal. Books are to be left with each individual teacher. The withdrawal slip is to be returned to the office.