



ASPERMONT ISD
FACULTY HANDBOOK
2017-2018

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ASPERMONT I.S.D.

Welcome and best wishes for a great year at Aspermont I.S.D. Your commitment to the children of the district is commendable. Very few people have the opportunity that you have to bring about positive change,, mold young lives, and serve as mentors and role models to our most precious resource.

This handbook is intended to help you as we strive to provide an appropriate educational experience for all our children. Please read it carefully and become familiar with the Student Handbook as well. Let us be diligent in our efforts to be fair and just in our partnership with the parents and students who are depending on us.

ADMINISTRATION

Superintendent	Tim Bartram
Business Manager	Melissa Perales
Elementary Principal	L'Rae Watson
Elementary Secretary	Billie Howell
High School Principal	Zach Morris
High School Secretary	Charla Leonard
Counselor/Testing Coordinator	Teddye Myers

SCHOOL BOARD

President	Keith Moore
Vice President	Jim Bob Mullen
Secretary	Barry Richardson
Members	Brandon Criswell
	Mark Leonard
	Lacy English
	Jared Bell

ABSENCE FROM DUTY

A teacher or para-professional must call and notify the principal or secretary no later than 7:00 a.m. on the day of the absence; the day before is preferred. A teacher or para-professional who has missed one day and is going to miss the following day should contact the office before the close of business so that the substitute may be contacted prior to leaving school. Following an absence, staff members must sign an absence from duty form and return to the office as soon as possible. Emergency lesson plans must be on file in the office for easy access. The following contact numbers are:

Elementary			Secondary	
Secretary-	Billie Howell	806-659-2121 (Cell)	Secretary- Charla Leonard	940-200-1733 (Cell)
Principal-	L'Rae Watson	806-592-1211 (Cell)	Principal- Zach Morris	940-988-4099 (Home)
		940-989-3323 (Office)		940-989-2707 (Office)
				940-200-0713 (Cell)

ARRIVAL AND DEPARTURE OF INSTRUCTORS

All teachers and para-professionals will arrive at school no later than 7:45 a.m. and will remain until 3:45 p.m. In case of emergency requiring early departure, teachers are to notify the campus principal before leaving the building, stating time of departure and reason.

Any teacher and Para-professional which needs to leave during the day prior to 3:45 p.m. for any reason must sign out through the campus office and clear the early departure with the principal. This should be limited to school functions unless prior approval.

SICK LEAVE-PERSONAL LEAVE

All employees of Aspermont I.S.D. receive five (5) days from the state. These days are cumulative with no maximum accumulation. In addition to these days, each employee shall receive five (5) additional local days, which are non-accumulative.

The personal leave days may not be used to extend a school holiday or on any day scheduled for local, state, or national testing. Employees should notify their campus principal at least two weeks in advance, if possible, whenever they plan to use a personal business day.

JURY DUTY

Employees called for jury duty from which they are not excused shall be paid their regular salaries. Documentation of jury service shall be attached to the absence from duty form.

DRESS CODE

All teachers, para-professionals, and other school staff will dress professionally. Jeans may be worn with school colors only on Friday (or other designated spirit days as determined by the campus principal) or during inclement weather. Male staff will wear slacks and collared shirts to class. Female staff will wear dresses, slacks, and pantsuits or other professional attire to class. Permanent tattoos must be covered by clothing.

PARA-PROFESSIONALS

Para-Professionals will be under the direct supervision of a teacher and should not be expected to create lessons or learning situations. However, a para-professional can supervise students in classroom situations that have been developed by a teacher or instructional program.

Supervising teachers should take great care to insure that instruction is at an optimal level with the para-professional under their supervision.

CONFERENCE PERIODS

Teachers are expected to be available at all times during their conference period for meetings with students, parents, or members of the administration. Teachers who do not have a classroom available during their conference period should notify the office of their usual location during these times. The conference period is not a free period for leaving campus. Teachers should only leave campus if an emergency arises and must notify the administrator on duty before leaving. It is a requirement to sign out and back in at the campus office if you leave campus.

TEACHER-PARENT CONFERENCE TIPS

There are times when a meeting with a parent is necessary and of great benefit to the student's welfare. When it is obvious to you that such a meeting should be held, some planning should be done before the conference in order to accomplish certain results.

Decide in advance what you are going to discuss during the parent conference. Assemble a folder of the student's work and make a checklist of the issues you want to discuss with the parent.

Do your best to make the meeting as positive and professional as possible and to make the parent feel welcome. If possible sit near or beside the parent, rather than seating yourself behind a desk.

Give parents a chance to express their concerns and perspective early in the conference. After they have done so, you will find it easier to address any problems openly. Try not to get into an argument, as this will accomplish little.

Try to have as much information as possible about our school system. The best response to any question is a knowledgeable, sound, and straightforward answer. A smile and a word of praise are tools you have available at all times.

Teacher may request an administrator be present if the teacher feels uncomfortable with the meeting.

BELL SCHEDULE

Elementary - The bells will be used on a limited basis. Bells will ring to start the school day at 8:00 a.m. with a tardy bell at 8:05 a.m., and to end the school day at 3:30 p.m.

Secondary Bell Schedule (Monday, Wednesday, Friday)

1 st period	8:00 am – 8:55 am
2 nd period	9:00 am – 9:55 am
3 rd period	10:00 am- 10:50 am
4 th period	10:54 am – 11:39 am
5 th period	11:43 am – 12:28 pm
Lunch	12:28 pm – 1:08 pm
6 th period	1:12 pm – 1:57 pm
7 th period	2:01 pm – 2:46 pm
8 th period	2:50 pm – 3:35 pm
Tutorial	3:35 pm – 4:00 pm

Secondary Bell Schedule (Tuesday, Thursday)

1 st period	8:00 am – 8:45 am
2 nd period	8:49 am – 9:34 am

3 rd period	9:38 am- 10:23 am
4 th period	10:27 am – 11:12 am
5 th period	11:16 am – 12:01 pm
Home Period	12:05 pm – 12:30 pm
Lunch	12:30 pm – 1:10 pm
6 th period	1:14 pm – 1:59 pm
7 th period	2:03 pm – 2:48 pm
8 th period	2:52 pm – 3:37 pm
Tutorial	3:37 pm – 4:00 pm

ATTENDANCE

Elementary:

Teachers are required to check their class attendance no later than 9:00 am each morning. It is mandatory that attendance be turned in each day, even if there are no absences.

Secondary:

Teachers are to check grade speed for attendance during the first few minutes of class. It is mandatory that the attendance be checked in each period even if there are no absences. If any changes are to be made after it has been sent to the attendance office, it will be necessary for you to contact the front office regarding the change.

Tardy Policy: When the tardy bell rings, students should be in the classroom prepared to learn. Students will report to the attendance office for a pass if tardy in 1st and 5th period only. Please mark grade speed for all other classes.

ATTENDANCE POLICY

The Texas Education Code states that school attendance is mandatory; that is, a student must attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are more successful after

leaving school. Each student must attend school 90% of the school year in order to receive credit.

- A. In order to inform parents of student absenteeism, the campus secretary will attempt to contact parents of absent students by phone daily. Direct teacher contacts should be utilized when student's absences are excessive.
- B. The student must assume the responsibility of seeing their teacher the first day back at school about work missed. Make up work must be completed in the same number of days as involved in the absence. Failure to complete the makeup assignments will result in a "0" for each day absent and will be recorded in the teacher's grade book. Make up work for school sponsored trips is required.

Absences are classified as EXCUSED or UNEXCUSED. Examples of excused and unexcused absences are as follows:

- 1. Excused: Approved by parent for reasons specified below. Students with excused absences will be able to receive 100% credit on missed assignments.
 - a. Personal illness, doctor or dental appointment
 - b. Illness in the family
 - c. Quarantine in the family
 - d. Death in the family
 - e. Observance of religious holidays
 - f. Emergency or set of circumstances which in judgment of the principal are acceptable
 - g. School sponsored activities
- 2. All other absences will be considered unexcused unless the student has prior approval from the principal or his/her designee

All absences will be assumed to be unexcused until the student provides proof that it is an excused absence. The burden of proof must be on the student to show must cause for all excused absences. This proof must be in writing and signed and dated by a parent or legal guardian and will be kept on file in the attendance office. The student should have each of his/her teachers initial the admit slip and return it to the attendance office at the conclusion of the school day. Failure to turn the excuse in to the attendance office may cause the absence to be counted as unexcused.

TARDY POLICY

If a student is tardy consistently, please contact the office. We will need help and cooperation from the parents to correct this problem. The principal will meet with the parents when there is a pattern of tardiness. Student who receives 5 or more tardies during each semester will not be eligible for perfect attendance.

TRUANCY

Examples of truancy include:

1. Leaves school without signing out in the office
2. Is absent from school without prior permission from their parents
3. Is absent from class without permission (skipping)
4. Obtains a pass to go to a certain place and does not report there
5. Becomes ill and goes home or stays in the restroom without reporting to the school officials
6. Comes to school but does not attend classes

GRADING POLICY

Each campus of the Aspermont Independent School District shall establish grading policies that will include the following, in accordance with Senate Bill (SB) 2033:

- A classroom teacher must assign a grade that reflects the student's relative mastery of an assignment;
- A classroom teacher may not be required to assign a minimum grade for an assignment without regard to the student's quality of work; and
- A student must be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

Campus grading policies shall also include:

- Students will have two days in which to correct or redo assignments with the highest possible grade for the correction being a 70.
- Students who fail examinations shall also have an opportunity to retake the exam during a time set by the teacher and/or the principal.

GRADING SYSTEM

Elementary:

The following administrative guidelines concerning our grading system are to be complied with in order to enhance consistency and ensure fairness to all students. Remember, grades are designed to reflect the learning status of a student at any given time. Each teacher is to

develop a grading system that best reflects this, and can be explained to anyone requesting information about their son/daughter or other responsible adult with a need to know such information

1. Any class or course taught will be composed of a minimum of six (6) grades in a six weeks grading period
2. With item one as a minimum, departments will decide on the number of grades to be given in a six weeks period to ensure consistency of grades with the teachers involved

In grades 4 and 5, grades will be weighted 70% for daily grades and 30% for tests.

Secondary:

The following administrative guidelines concerning our grading system are to be complied with in order to enhance consistency and ensure fairness to all students.

1. In computing six weeks grades, daily work will count 50%, tests and/or major assignments 25%, and six weeks test/special project 25%.
2. Although grades in any class or course taught can be composed of a minimum of six (6) grades in a six weeks grading period, teachers are urged to consider using 2-3 times the minimum number required

REPORT CARDS AND PROGRESS REPORTS

Report cards will be computer printouts in grades 1 – 12. Because of this, it is imperative that you meet the deadline for inputting your grades into the grading program. It is your responsibility to notify parents of any serious problems that arise in the classroom and of academic progress in the classroom. Students that are failing, or are in danger of failing, should have their parents notified prior to the end of each grading period. Additionally, three week progress reports should be mailed home to any student with an average at or below 75.

Report cards for early childhood and kindergarten will be teacher created

Grade proof sheets with any corrections must be turned in by noon on the Monday following six weeks tests, so that report cards can go out on Wednesday

ALL TEACHERS ARE CAUTIONED ABOUT GRADES OF 68 TO 69, TO ENSURE THEIR ACCURACY IN REFLECTING THE STUDENT'S ABILITY IN THAT AREA

TUTORIALS

Voluntary tutorials are available on both campuses from 3:35 – 4:05 Monday thru Thursday or at any time agreed upon between the student, parent, and teacher.

Mandatory tutorials will be set by the campus principals

HOMEWORK

Homework should be used solely as a reinforcement tool and not as a method of teaching new material. The emphasis should be on quality, not quantity. Aspermont ISD students are involved in eight classes and many extracurricular activities, necessitating that homework assigned is pertinent and beneficial to the concepts taught. When homework is assigned, it should be graded and the grade recorded. Never throw away assignments or tell students that you are not going to grade an assignment.

CHEATING

Teachers must take steps in their individual classrooms to ensure the security of tests and test sessions. Students should be advised that any appearance of cheating would result in a zero (0) for all students involved. Remember, it is easier to prevent cheating than to take action after the fact. Teachers will have the option of either writing up cheating on a minor or major referral.

DISCIPLINE

Students are expected to respond to the instructions of the teacher. You should organize your class on the first day of school and have a clear understanding of what is expected of your students. Use care to develop classroom routines, procedures, and rules that are fair and consistent and do exactly what you tell the students you are going to do. If a student does not respond to your directions, arrange a pupil-teacher conference and notify the principal. Inform the student what s/he is doing wrong and explain what will happen if the situation is not corrected. Do not tell the student s/he cannot come back to class. Please do not leave class to bring a student to the office. Send a discipline referral slip with the student or send a reliable student to the office to request assistance. Be firm, fair, and consistent in all situations. Set high expectations and work with students to achieve them.

DISCIPLINE MANAGEMENT PLAN

Teachers shall provide the campus principal with a copy of their classroom discipline plan upon request from administration

The classroom teacher can successfully manage most student behaviors. There should be immediate and consistent intervention of any behavior that impedes orderly operation of the school.

Intervention should occur by the teacher who is supervising the student or who observes the misbehavior. The teacher shall maintain a record of minor offenses. The teacher should discuss the misbehavior with the student, parent, administrator, and/or support personnel.

A teacher may send a student to the principal's office in order to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques consistent with local policy.

STUDENT SIGN OUT PROCEDURES

Elementary: Occasionally it is necessary for a student to leave school during the day. Any student who must leave the building for any reason must check out through the office. The student should also be accompanied by a parent or guardian. Pay close attention to the person checking out a student to ensure that they have the right to do so. Refer to student handbook for more details.

Secondary: Occasionally it is necessary for a student to leave school during the day.

Any student who must leave the building for any reason must check out through the office. The student should be accompanied by a parent or have parent permission to leave campus. Pay close attention to the person checking out a student to ensure that they have the right to do so.

RECORDS

Students' cumulative and permanent records are located in the principal's office. These confidential records are available to teachers on an "educational need" basis. If you need additional information about a student, see the campus principal or the secretary to obtain this information.

WITHDRAWALS

When a student withdraws from school, s/he should go to the principal's office and get a copy of the withdrawal forms. The student will fill in all necessary information and report to teachers, the librarian, and lunchroom secretary. The principal will sign the form only when all records are clear. The student's permanent records will be copied and sent to the receiving school upon request from that school and with the permission of the student's parent.

LESSON PLANS

Elementary: Lesson plans must be maintained and available upon administrator request. Copies and any other materials necessary should be gathered and be accessible in your classroom in case of an illness or emergency where a substitute will need to be used.

Secondary: Lesson plan books must be maintained and turned in at the end of the year. Lesson plans are encouraged to be turned into the office each week, but not required. A formal detailed lesson plan must be provided to the office before the formal evaluation. Emergency lesson plans must be on file at all times for substitutes, in the office.

STUDENT HANDBOOK/CODE OF CONDUCT

Each teacher is asked to read the student handbook in order to be familiar with the policies regarding students

COPYING MACHINES

Paper for the copying machines is in the lounge and is allocated through the central office. If a problem develops with the machine, please notify the principal. **NO STUDENT WILL BE ALLOWED TO USE THE COPYING MACHINE OR PAPER CUTTERS.**

FACULTY MEETING

Faculty meetings will be held in the teacher's lounge. Notification of meeting will be made with as much advanced notice as possible.

ASSEMBLIES

For special assemblies, faculty members are to accompany their classes to the gym or auditorium and locate their students in their assigned seats. A seating chart will be distributed when appropriate. Check roll before you arrive in the gym or auditorium and sit with your students. A student is truant if they skip assembly. Please inform your classes of this procedure

FEES AND FINES

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, papers, erasers, and notebooks, and may be required to pay certain other fees or deposits including:

1. Club dues

2. Security deposits
3. The materials for a class project the student will keep
4. Personal physical education and athletic equipment and apparel
5. Voluntary purchases of pictures, publications, class rings, etc.
6. Student accident insurance
7. Fees for damaged library books and school-owned equipment

All fees and library fines must be paid and library books, textbooks, and other school owned property must be returned before students will be allowed to take exams and be given grades

PURCHASING PROCEDURE

1. No purchase will be made without prior approval from the building principal and central office
2. Purchases originating from faculty members must go through the principal's office and will then be presented to the superintendent for final approval. This will be done by way of a properly completed purchase order.
3. Purchases made from salesmen calling on the school will also have to be approved
4. No student has the authority or permission to purchase anything and charge it to the school. Any teacher asking a student to do this will be responsible for payment of the purchase
5. Purchase of items without prior approval or an approved purchase order places the teacher in the position of being responsible for the bill
6. Sponsors with activity accounts should coordinate their purchases through the office

ACTIVITY ACCOUNTS

Funds gained by each class or sponsor may be spent at the classroom teacher/sponsor discretion; however, an activity fund purchase order must be completed and approved by the campus principal before ordering products.

SCHOOL SUPPLIES

Supplies such as pens, pencils, staples, tape, etc. will be given to each teacher by the office. Such items are considered "basic" and needed for keeping school. Any special supply requests, such as corrugated paper, staplers, hanging files, etc. must be cleared through the principal. These will be charged against that department's supply account.

TEACHERS' WORKROOM

A refrigerator, microwaves, water machine, and soft drink machine are provided for teachers in the workroom. Teachers are not permitted to smoke in the workroom. Each teacher should feel responsible for helping to keep the workroom clean and inviting. The workroom is for the convenience of the teachers and staff and not students are allowed in the workroom at any time

GAME WORK SCHEDULE

Elementary and secondary teachers will combine to cover the gates on a rotating basis. An assignment sheet with dates will be issued at the beginning of the school year. Please consider duty as an important part of your professional responsibility. Workers need to report one hour before game time. All administrators are on permanent duty and will circulate around the campus.

MAIL BOXES

Each faculty member will have a mailbox. Check each morning and during your conference. Do not let mail accumulate in boxes. Do not send students for your mail.

KEYS

Teachers and staff will be issued school keys as needed. Keys should be handled with care. Report loss of keys immediately. Keys are not to be given to students and duplicates are not to be made without approval of the principal. All keys will be returned at the end of the school year unless arrangements have been made with the principal

PARTIES

Any school or classroom party must be approved through the principal's office

PROFESSIONAL ORGANIZATIONS

All teachers are encouraged to join a teacher association of their choice at the beginning of the school year. This school does not pay dues for individuals

PUBLIC RELATIONS

Refrain from discussing private school problems, school affairs, and other teachers in such a way as to create unfavorable attitudes on the part of anyone. Be extremely cautious in discussing students or teachers with any student. Never allow personal differences to reflect unfavorably upon the work of the school. Defend and support our school by believing in its ideals, policies, and services. Constantly strive to improve our school.

AUDIO/VIDEO EQUIPMENT

Televisions, VCR's, and DVD's are available in each building. Teachers are to return any AV equipment to the library or AV room when they are not using it. Do not leave televisions in your room overnight

CLASSROOM MOVIES

Movies should be used in the classroom only if they pertain to the unit of study and must be approved through the office. Showing movies for entertainment or busy work is prohibited. Students are not to be sent to the video store to rent movies.

SCHOOL NURSE

The school nurse has the responsibility for many health activities, such as visual, auditory, and general screening, counseling with students, parents, and teachers, and aiding in the identification of children with physical or emotional problems that might require special services. This person also administers first-aid and assists students who become ill while at school. If a student appears to be seriously injured, send for an administrator and nurse to come to the injured student. Remember, never move an unconscious or seriously injured person unless that person's life is in immediate danger.

ACCIDENTS

Any and all accidents during school or school activities must be reported to the principal as soon as possible. Safety should be a constant priority. The teacher is responsible to see that all safety precautions are taken in all classrooms. An accident report must be turned in on each student involved in an accident resulting in an injury to both the principal and school nurse. Please remember that good supervision can help to reduce accidents

DRUG AND ALCOHOL POLICY

Aspermont I.S.D. prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any school activities. Disciplinary sanctions (consistent with local, state, and federal law) up to and including termination or employment and referral

for prosecution, will be imposed on employees who violate the standards of conduct. Information about any drug and alcohol counseling, rehabilitation, and re-entry programs are available at the following numbers:

Alcohol Abuse:	1-800-252-6465
Drug Abuse:	1-800-662-4357
School Counselor:	1-940-989-3307
Abilene Council of	1-800-227-0438
Alcohol and Drug Abuse	

TRIPS

All travel arrangements connected with school-sponsored activities will be made under the direction of the principal. Please try to make arrangements well in advance. Anytime you will be taking a group of students out of school for any type of trip, you are required to submit a list of all students to the office three (3) days before you leave. This procedure is necessary for checking attendance and notifying fellow staff.

FIRE AND TORNADO DRILL INFORMATION

Regulations and directions for fire drills will be posted in each room. Teachers and students should become acquainted with these instructions and follow them carefully.

1. Every teacher should take a student name list to check and ensure that all students in their care have been evacuated successfully
2. Fire Drill
 - a. 3 long bells Begin the drill
 - b. 2 long bells Return to class
3. Tornado Drill
 - a. 1 long bell Begin the drill
 - i. If there is no electricity, a long blast on a police whistle will be the signal.

See campus maps for fire and tornado routes

WEATHER

During bad weather employees should listen to KVRP 97.1 or watch Abilene television stations for possible closings.

CAFETERIA

The prices for school lunches are as follows:

	Breakfast	Lunch
Students Pre-K-5	Free	\$2.70
Teachers Pre-K-5	Free	\$3.25
Students Grades 6-12	\$1.00	\$2.70
Teachers 6-12	\$1.25	\$3.25
Guests	\$1.75	\$3.75

Meal payments will be made to the cashier in the cafeteria or the Elementary School secretary each morning before school. Teachers will not be asked to collect meal payments at any time.

INDICATORS OF QUALITY TEACHING

1. Arrives on time to class and class starts when the bell sounds
2. Clearly reveals aims, objectives, and a plan for the lesson. Handles clerical tasks, taking role and collecting papers, efficiently
3. Engages students in active learning, with frequent corrective feedback
4. Arranges tasks so that students achieve a high degree of success in their learning activities.
5. Holds expectations that are appropriately high for learners based on individual situations and needs
6. Shows enthusiasm, excitement, and interest in the lesson
7. Maintains the classroom as a professional, orderly work place
8. Keeps students on task, purposefully engaged in accomplishing appropriate objectives
9. Show interest in students as people, in a friendly, trusting, sensitive, concerned manner.
10. Provides adequate "wait time" for responses after asking oral questions
11. Uses evaluative questions as means to target high cognitive levels

FAILURES AND RETENTIONS

Will be decided by the principal, special needs committee, classroom teacher, and parent

IN-SERVICE EQUIVALENCY TIME PROGRAM

The Aspermont ISD shall provide an equivalency (compensatory) time for teacher in-service. ETP is a process whereby staff members may participate in approved activities offered after school hours or outside contractual time where a seven-hour day is equivalent to a day of participation. This will be allowed in exchange for designated in-service day(s). In addition, eight hours accumulative of two or more acceptable activities may be substituted.

According to the State Board of Education, in-service is “a planned program of learning opportunities afforded staff members of school districts and related agencies for purposes of improving performance in already held or assigned positions.” Activities directed toward certification or advanced degree may not be counted as ETP time.

1. To receive ETP exchange credit, the workshop or other in-service activity must be approved in advance by the principal
2. Expenses for the activity must be paid by the staff member unless attendance is required or requested by the school or state.
3. To facilitate required record keeping, each activity shall be reported to the building level principal and turned into the superintendent’s office
4. Only predestinated days in the school calendar may be used for ETP exchange.
5. Activities to be counted as ETP time must be conducted on non-school and non-contractual time.
6. The superintendent may deny any or all requests for ETP

LIBRARY

The librarian is interested in providing learning materials for all students and teachers. The library is arranged to provide for reservations of one class at any one time. The teacher must remain in the library with the class and reservations should be made at least one day in advance. Only two students should be allowed to come to the library from your class for individual work. Please give each student a pass with his/her full name on it, as well as, your signature. When you have taken library material for use in your classroom, please return it as soon as you finish with it. Do not wait until the end of the six weeks, semester, or school year. Other teachers may need the same material or students may need to refer to it. It will help the library staff if you would inform them of a particular assignment ahead of time. In this way one

student will not be allowed to get all of the material available on one subject when others may also need it. Please do not send students to the library unsupervised without prior approval from the librarian. If you have a substitute, please inform them not to send students to the library.

VISITORS

We are happy to have adults visit our campus and classes if they so desire. All visitors must report to the office and unauthorized individuals are not permitted on the premises. We reserve the right to ask any visitor to leave, and if they refuse, we will call the proper authorities. The administration, in conjunction with the classroom teacher to be visited, will approve or disapprove all such requests. Student visitors are not permitted.

GYM USE POLICY

A group requesting to use the gym must get permission from the administration or athletic director. The group must sign a request form stating that they will be responsible for all damage and conduct of individuals during the time that they are using the gym. No employee is to give out keys unless they have prior approval from the administration

REPORTING OF CHILD ABUSE OR NEGLECT

It is paramount responsibility of all school district personnel to take action to protect the physical and emotional welfare of the children of this state. Any employee of a Texas public school district who believes that a child has been subject to abuse or neglect must make a report (Texas Family Code, Section 34.01).

Reports must be made (1) to a local or state law enforcement agency or (2) to the Child Protective Services Division of the Department of Protective and Regulatory Services (formerly Child Protective Services of the Texas Department of Human Services). A report made to the Texas Education Agency will not satisfy the statutory reporting requirement.

If the district employee holds any certificate, permit, license or other education credential issued by the Texas Education Agency, that employee must make a verbal report to the appropriate authorities within forty-eight (48) hours of the incident (Texas Family Code, Sections 34.09 (d))

The legal duty to report rests with each person who has cause to believe that abuse or neglect has occurred. It is the responsibility of the individual, not the school district, to make the report. A person who has cause to make a report, but knowingly fails to do so, commits a criminal offense (Texas Family Code, Section 34.07)

Texas public school district employees and officers should cooperate completely in all matters relating to the investigation of any report of suspected child abuse or neglect.

FUND RAISING ACTIVITIES

The sponsor of each club should keep accurate records detailing costs and profits of fundraisers. All money collected shall be turned into the office for record keeping and deposit. Disbursements of activity funds shall be made through the office as well. A fund raising request form must be approved and signed by the principal and filed in the office 10 days before each fundraiser begins

FUND RAISING

Students, clubs, classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund raising drives. An application for permission must be made and approved by the principal at least 10 days before the event.

Except as approved by the principal, fund raising in the name of Aspermont ISD is not permitted on or off school property, by either school employees or students.

ANNOUNCEMENTS

Announcements will be made 4th period. The office must approve all announcements. Please try to make them clear and brief. Announcements will not be made other than at the regular time except as approved by the office. Turn in announcements before 8:30 a.m. or the day before to the principal's office

CLASS SPONSORS

6th Grade- Misty Hise, Charla Leonard, Beverly Mullen

7th Grade- Julian Menchaca, Lacey Peiser

8th Grade- Amy Richardson, Lisa Meador

9th Grade- Matthew Killingsworth, Teddye Myers

10th Grade- Adreane Bradley, Cesily Hecht

11th Grade- Allison Martin, Tres Myers, Mindi Robertson

12th Grade- Ryan Koenig, Drucilla Hays

**** Allison Martin will function as the Tech Coordinator for Juniors and Seniors****

CLUBS AND ORGANIZATIONS

Sponsors are responsible for their group in all activities. All projects must have a sponsor and office approval before they are undertaken. In accordance with school policy, all activity accounts are to be deposited with the activity fund in the principal's office. It is very important that all funds be deposited promptly.

CLUB AND ORGANIZATION SPONSORS

Student Council	Teddye Myers
National Honor Society	Lacey Peiser
9-12 Cheerleaders	Misty Hise
7-8 Cheerleaders	Ryann Koenig
9-12 UIL	Allison Martin
6-8 UIL	Allison Martin
UIL Drama	Lisa Meador
Math and Science Club	Lacey Peiser and Amy Richardson
FCCLA	Cesily Hecht
FFA	Tres Myers

COMPUTER USE

The computer lab will be available during the day. If there is a class taken place in the lab they are not to be disturbed. You sign up for computer lab use (when time are available) on the door. This is done each month. Students are not allowed to play computer games at anytime during the school day.