



Glasscock  
County  
ISD

2017-2018

WHERE PRIDE SETS THE STANDARD

Welcome to the 2017-2018 school year! We are looking forward to a GREAT year. For this to happen, we all have to work together.

Faculty  
Handbook

Achieving Excellence Together

# Table of Contents

<b><u>THE PURPOSE AND USE OF THIS HANDBOOK</u></b> .....	4
<b><u>GLASSCOCK COUNTY ISD MISSION STATEMENT</u></b> .....	Error! Bookmark not defined.
<b><u>Activities</u></b> .....	4
<b><u>Assemblies</u></b> .....	4
<b><u>Attendance (Students)</u></b> .....	4
<b><u>Attendance (Teachers)</u></b> .....	5
<b><u>Cafeteria</u></b> .....	5
<b><u>Campus Committees</u></b> .....	5
<b><u>Classroom Rules</u></b> .....	6
<b><u>Computer Use Policy</u></b> .....	6
<u>Email</u> .....	6
<u>Guidelines</u> .....	6
<u>Lab</u> .....	Error! Bookmark not defined.
<u>Library</u> .....	6
<b><u>Conference Period</u></b> .....	7
<b><u>Curriculum</u></b> .....	7
<b><u>Drills: Fire, Tornado, and Other Emergencies</u></b> .....	7
<b><u>Discipline</u></b> .....	10
<b><u>District Policy</u></b> .....	11
<b><u>Dress Code, (Faculty)</u></b> .....	12
<b><u>Evacuation Plan</u></b> .....	12
<b><u>Faculty Absences</u></b> .....	12
<b><u>Faculty Meetings</u></b> .....	12
<b><u>Field Trips</u></b> .....	12
<b><u>Finance</u></b> .....	13
<b><u>Food in the Classroom</u></b> .....	13
<b><u>Grading System</u></b> .....	13
<u>Failing grades</u> .....	13
<b><u>Secondary Grading Policy</u></b> .....	14
<b><u>Make up Work When a Student is Absent</u></b> .....	14
<b><u>Final Exams</u></b> .....	14
<b><u>Grievances</u></b> .....	14
<b><u>Guidance Services</u></b> .....	14
<b><u>Hall Traffic</u></b> .....	15
<u>Elementary</u> .....	15
<u>High School</u> .....	15
<b><u>Health Services Plan</u></b> .....	15
<b><u>Homework/Late Work</u></b> .....	15
<u>Reasons for Homework</u> .....	15
<u>Homework Responsibilities of the Teacher</u> .....	16
<u>Homework /Test Exception</u> .....	16

<b>Housekeeping</b> .....	16
<b>Insurance</b> .....	17
<b>Inventory</b> .....	17
<b>Leaving Campus During the School Day</b> .....	17
<b>Lesson Plans</b> .....	17
<b>Library and Media</b> .....	17
<b>Mail Boxes/Information Distribution</b> .....	18
<b>Maintenance Requests</b> .....	18
<b>Parent Conferences/Involvement</b> .....	18
<b>Parties</b> .....	18
<b>Pay Day</b> .....	18
<b>Permanent Records</b> .....	19
<b>Professional Organizations</b> .....	19
<b>Purchasing</b> .....	19
<b>School Day (Faculty)</b> .....	19
Arrival.....	19
Elementary.....	20
Secondary.....	20
Dismissal.....	20
<b>Sexual Harassment</b> .....	20
<b>Sick Leave</b> .....	20
<b>Special Programs</b> .....	21
ESL:.....	21
Gifted and Talented:.....	21
Modifications: .....	21
Special Education:.....	21
Title I: .....	21
<b>Student Accounting</b> .....	22
<b>Student Procedures</b> .....	22
<b>Tardies</b> .....	22
<b>Teacher Appraisals</b> .....	22
<b>Telephone Use</b> .....	22
Student: .....	22
Teacher:.....	22
<b>Testing</b> .....	23
<b>Testing Program</b> .....	23
<b>Textbooks</b> .....	23
<b>Transportation</b> .....	24
<b>UIL</b> .....	24
<b>Vehicles/Parking</b> .....	24
<b>Visitors</b> .....	24

## **THE PURPOSE AND USE OF THIS HANDBOOK**

The purpose of this handbook is to serve as a ready source of reference for the members of our faculty on some of the regulations and concerns they will face at the beginning of school, and throughout the year. Additional information and handouts will be provided during the year. These handouts and memos need to be placed with your student and teacher handbooks. It is expected that ALL faculty members will study the handbook carefully.

### **Activities**

Students representing GCISD will be accompanied by a coach/sponsor of that activity. If a coach/sponsor cannot go with the student(s), the student will not participate.

Wednesday night is church night – do not schedule any activities on this night.

### **Assemblies**

Assemblies will be scheduled throughout the year. Teachers will accompany their students to the auditorium and sit with them during the program/assembly.

Grades K-5 will have an Awards Assembly at the end of the school year.

### **Attendance (Students)**

Students must attend 90% of the 171-day school year in order to receive credit. An attendance committee may give class credit to a student who is in attendance less than 90% of the school year if the committee determines that the student's non-attendance is due to extenuating circumstance. This committee will be selected by the Administration.

Students who are out for stock shows with adjunct personnel will be counted present for state attendance. A list of these students will be available in the office. These absences do not affect perfect attendance awards or incentives.

Make-Up days due to excessive absences will be handled through After-School Detention, Saturday School, BearKat Days, and Summer School.

If students are absent due to extra-curricular activities, it is the responsibility of the sponsor to place an itinerary, which includes a list of the students' names and the date and time of departure, in the mailboxes of teachers at least TWO days prior to the activity. This itinerary must be approved by the principal prior to it being placed in the mailboxes of the teachers. Failure to comply may prevent students and sponsors from going on future trips.

## **Attendance (Teachers)**

A state minimum personal leave program consisting of five days per year personal leave with no limit on accumulation and transferable among district's shall be provided for school district employees. Glasscock County ISD provides two additional personal leave (local) days beyond this minimum. When an employee is absent from duty for any reason and any length of time they must complete an Absence From Duty Form and turn it into the office. The administration will determine whether the employee will use state or local days for the absence. General guidelines are: a half day is any amount of time that is two hours or more and a full day is any amount of time that is four hours or more. Leaving early or absences less than two hours will be limited to three per semester without penalty, after which they will be considered a half day.

## **Cafeteria**

The price for lunch is as follows: Elem. Student- \$1.25, JH/HS students- \$1.50, JH/HS Salad Bar- \$1.50, Staff lunch- \$2.00, and Staff salad bar- \$1.50.

The price for breakfast is \$0.75 for all students.

Mrs. McKinnon needs to be informed at least two weeks in advance if your class does not intend to eat in the cafeteria due to field trips, parties, other special class activities, or any UIL events.

## **Campus Committees**

Several campus committees will be established to assist with our school improvement process. Committees are as follows:

- CIT (Campus Improvement Team), CIP –Site Base Decision Making
- Technology
- Reading/ Writing Curriculum
- AR (Accelerated Reader) Elementary
- Campus Climate/Social/Beautification
- Attendance Review
- Pre-Referral (SPED)
- Discipline
- Crises Intervention
- Others if needed

### **Campus Improvement Team (CIT)**

The Campus Improvement Team will consist of two or more teachers at large, and one paraprofessional in addition to parent, community member and/or business member. The team will meet at least once a semester.

This team will be established to work on campus improvement in a positive manner. Any instructional concerns or positive improvement ideas may be given to committee members to post on an agenda for the next meeting. Any other concerns must be addressed with the campus administrator. This team has not been formed to address disagreements with campus, district, state or federal policies and/or decisions.

## **Classroom Rules**

Make sure that classroom rules are sent home the first day of school and signed by parents. Be sure and list rules and consequences. Keep a signed copy on file in your classroom for each student. Please turn in a copy of your classroom rules to the office by Friday of the first week of school. Make sure that these rules do not conflict with any local or state policies, or with any rules and regulations in the student handbook or student code of conduct.

## **Computer Use Policy**

### Email

Teachers have e-mail access, but may only send or receive e-mails appropriate for school. Check your e-mail first thing in the morning and at various times throughout the day, as time permits, for daily memos and updates.

Please refer to the computer use agreement for more information about student email.

### Guidelines

Please keep your passwords out of view of students. Under no circumstances should students be given the password to bypass the filtering software. No games should be loaded onto teacher or student computers. Teachers should make use of their computers for professional planning purpose when class is not in session. Computers will be used to aid instruction in the classroom and in conjunction with projectors and multi-media presentations. If you need additional training, please contact Coach Wood.

### Library

Teachers may send a few students to the library at a time for research or to check out books. The students must carry a pass or note that states the type of research on which the students will be working. If the students do not work on the listed research, or if the library is full, the students will be sent back to class. Teachers need to let the librarian know in advance if students might be coming down independently during the week. Never send your entire class to the computer lab without the teacher being present.

The computers are school property and should be treated accordingly. The computers are there for research purposes, classroom projects, and instructional enhancement. This standard needs to be closely monitored. Students will not be allowed to download games, nor will they be allowed to play games on the computer during school hours. When in a laptop setting, teachers should be standing and actively monitoring student progress.

For further information on the acceptable use policy, refer to the Board Policy manual and the Student Handbook.

### **Conference Period**

A forty-five minute conference/planning period is provided daily for each teacher.

Teachers are encouraged to plan lessons/activities during this time, and also conduct parent conferences as needed. Since you are to be available for conferencing at this time your lunch does not need to be scheduled during your conference period. If you have to **occasionally** leave the building, you need to let the office know where you are going and when you will return. Teachers should not make a habit of leaving the school during their conference period.

When you receive phone calls during your planning period, the office will check your room and the lounge. If a teacher is neither place, a message will be taken.

### **Curriculum**

The TEKS, STAAR Objectives, Course Objectives, and the needs of individual students will be your curriculum guide, **not just the textbooks**. The TEKS, and STAAR objectives and individual needs of students should be closely observed when planning for instruction. In planning a well-balanced curriculum, learning styles of the individual students must be addressed by using a variety of teaching strategies, and making sure that modifications are made to assist students that have special needs. This planning should be evident in lesson plans. Copies of the TEKS can be found on the Internet.

### **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers and other District employees will participate in emergency drill procedures. When the alarm is sounded, students should follow the direction of the teachers or others in charge and move quickly, quietly and in an orderly manner to those areas designated.

Fire Drill Bells

3 bells or fire alarm....leave the building

2 bells.....return to the room

Fire drills are conducted for two purposes: 1) to train occupants to leave the building quickly and in an orderly manner in case of an emergency, and 2) to teach self-control in time of emergencies in later life.

Upon the sounding of the bell, students will rise and pass rapidly and quietly out of the room, without instruction from anyone, leaving all books, hats, etc. they should refrain from talking, holding hands, or pushing. The last person to leave the classroom should close the door. Teachers should have grade books and office personnel should have roll sheets.

When students reach the safety zone (a safe distance from the building away from fire hydrants, and not under electric power lines), they should turn and face the building and remain quietly in line waiting for further instructions. The teachers should stand between the students and the building. The building should be cleared in less than two minutes. An account of all students will be necessary before re-entering the building.

#### **TORNADO PROCEDURES**

1. In the case of bad weather, we will sound the designated signal or announce over the intercom.
2. Elementary students and staff in grades 3-6 hallway will line up quickly and quietly and go down hallway between library and cafeteria, enter gym, and descend into downstairs locker rooms on the right past the gym lobby under the home bleachers.
3. Elementary students and staff in grades PreK-2 hallway will line up quickly and quietly and go down hallway in front of elementary office, go out front door of elementary and to back entrance of gym by the boys' basketball coach office, and descend into downstairs locker rooms under the home bleachers.
4. Secondary students in the hallway that runs in front of the principal's office will quickly and quietly go down the hallway, go out the door by the cafeteria into the front door of the gym, and go to the locker room under the bleachers in the southwest corner.
5. Secondary students in the hallway that runs north and south, and the science hallway will quickly and quietly go down the hallway, go out the door by the cafeteria, to the front door of the gym and go to the locker room under the bleachers in the southeast corner.



6. Students in the Ag building will proceed through the building as #5. (If time permits). If time does not permit, students in the Ag building will go into the boys' dressing areas.
7. Students in complex will go to equipment room directly behind office of PE teacher.
8. In the event we would not have enough notice to move to locker rooms, students would line up in hallways, facing the wall, making themselves into a ball with head down and covered with hands.
9. A signal or announcement over intercom will give staff and students further instructions when weather is clear.

### **LOCK DOWN PROCEDURES**

1. The lock down code ("Please lockdown the building") will be announced via the intercom system.
2. Teachers in classrooms immediately move students away from windows and doors, close blinds and lock windows and doors, and turn off lights. If possible, students may position themselves under desks for protection. If a student needs in the classroom, quickly open the door and pull the student inside. Do NOT let anyone else in or out.
3. Account for all students. Notify the office via the classroom phone( if possible and safe to do so) if a student is missing, or if an extra student has entered the room.
4. If a student is in the building but not in a classroom, he/she moves quickly to the closest classroom, or moves to a bathroom and locks himself/herself inside the stall.
5. If a class/student is outside the building during a lockdown, he/she/they should NOT come in the main buildings. Students should move to the Ag shop or the complex , whichever is closest, and follow same lockdown procedures as if in a classroom. Students in the gym or complex should move to innermost areas (such as locker rooms or offices) and stay as far away as possible from windows and doors. Any door that can be locked should be locked.
6. Teachers need to ensure that students remain as calm and quiet as possible.
7. The intercom announcement "all clear" will signal the time to return to regular class activities.

### **Glasscock County ISD**

#### **Hold Positions Procedures**

#### **(Not emergencies to staff/student safety)**

1. If we don't need to lock down the building, but need everyone to hold positions, the hold positions code ("Please hold your positions") will be announced via the intercom system.

2. Students and teachers should stay where they are. Work can continue as usual, but no one is to move to the hall, move to another classroom, etc. Students in the bathroom should return quickly to the classroom, as well as a student outside the building. If a whole class is outside the building, they should remain outside until the “all clear.”
3. The intercom announcement “all clear” will signal the time that student and teachers can move to other locations.

## **Discipline**

The School’s Discipline Management Plan of Glasscock County ISD consists of the Student Handbook and the Student Code of Conduct. Student expectations are expressed in these publications, and consequences are given for violation of the student handbook.

Each faculty member is responsible for discipline at all times in all parts of the building. The only way to maintain discipline is for all school personnel to work together and be consistent. Staff members are expected to follow local and state discipline guidelines, and to make sure that students follow these guidelines.

Although the dress code will be checked throughout the day in each classroom, first period teacher should catch most infractions. Classroom management issues will be handled by the teacher in the classroom first and then by the principal if behavior does not improve. Classroom management issues should not be handled during recess or the PE/athletic periods.

**BE CONSISTENT. WHAT IS WRONG ONE DAY SHOULD BE WRONG EVERYDAY. DO NOT LET YOUR EMOTIONS CLOUD GOOD JUDGEMENT.**

For discipline rules, see student handbook and student code of conduct.

Classroom discipline slips are always available. These forms must be completed by the teacher and sent home with students for parents to sign. Before a student can be sent to the office, several conditions need to be met. Unless the incident is severe, it must first be dealt with as a classroom management situation. Before students are sent to the office, teachers must first do the following:

1. Document the behavior and assign classroom consequences that are listed in the teacher’s classroom rules.
2. Conference with the parent about the problem and set solutions to be followed and document if student does not comply.
3. Send student to the office with a discipline form filled out completely documenting previous actions, date of parent conference, and a detailed account of the infraction. Do not send a student to the office without a discipline form. A copy of the report will be sent home.
4. This report must be signed and returned to the teacher.
5. Referrals sent from the office will be returned to the office.

The principal may give a verbal warning, assign detention, withdraw privileges, administer corporal punishment, contact the parent, or take other action as appropriate. However, once a student is sent to the office, the choice of discipline strategies belongs to the administrator in charge.

Although Chapter 37 of the Texas Education Code gives teachers the right to remove students from their classrooms, several steps must take place before this can happen. Repeated documentation showing that a variety of discipline techniques have been used and have failed must occur before a teacher can request that a student not return to her/his classroom. In addition, teachers must remember that there are provisions in the law for schools where there are no other classes available.

If you need a temporary time-out place for students, bring the student to the principal's office. Use good judgment when you send students to the office. You may or may not need to escort the student. If the administrator is not in the office, check in with the campus secretary on what procedures to take next.

If you encounter a situation in your classroom or in any other place on the campus where you need assistance, use the call button to signal and request help or send someone to get help. **DO NOT LEAVE STUDENTS IN THE ROOM UNATTENDED.** If you are not in the room and an accident occurs, you could be liable.

A copy of any classroom rules other than those rules posted in the handbook will be sent home to parents to be signed and kept on file. Be sure to notify parents of any behavior problems, prior to assigning discipline, unless these problems are severe. Be sure to keep a log of all discipline activity for parent conferences (short notes or list) and a log of all parent conferences. The campus administrator may want to review these documents periodically.

If students fail to turn in assignments, teachers will handle the incident within the confines of their room. If this results in students receiving a lower or failing grade, then the teacher needs to contact the parents and set up a parent conference and set up a written failure plan that would address the needs of that particular student. This plan must be on file for any student that is failing a class. The plan must be individualized to meet the needs of the student; not a blanket plan.

Manners are never out of style in conferences, meeting, telephone conversations, etc.

### **District Policy**

The District is a member of the TASB policy service. This policy manual is available on our school website ([www.gckats.net](http://www.gckats.net)) and in the superintendent's office. Please be familiar with the student and faculty handbooks.

We are members of the Region 18 Service Center. Region 18 serves our school in many areas. If you have any questions about the services that Region 18 provides, see an administrator.

## **Dress Code, (Faculty)**

All GCISD employees are expected to come to work dressed professionally and appropriately for your assignment. Your apparel helps provide a positive image for our school district. Jeans and a Bearkat shirt (or red and black shirt) can be worn on Fridays when a school activity is scheduled, or as designated by the principals.

## **Evacuation Plan**

Please check school map for evacuation of building during a fire drill.

## **Faculty Absences**

Regular attendance of teachers is a critical element for an effective school. A substitute teacher cannot have the impact that the regular teacher has. Teachers are encouraged to be in attendance daily.

In the event of an emergency or sudden illness and you must be absent from work, contact your building secretary, as soon as possible. If you cannot contact your secretary, contact your principal.

Upon your return to work, an Absence-From-Duty-Form must be signed, completed, and returned to building secretary.

District policy states that discretionary personal days:

- Can be used after submitting a notice of request to the principal or designee two days in advance of anticipated absence.
- Cannot be taken for more than five consecutive days, except in extenuation circumstances as determined by the Superintendent.
- Cannot be allowed on the day before or after a school holiday, days scheduled for end of semester or end of year exams, days scheduled for STAAR Tests, or on professional/staff development days, except in the extenuating circumstances as determined by the Superintendent.

## **Faculty Meetings**

Each campus will have periodic faculty meetings called by the campus principal. Teachers are expected to attend faculty meetings.

## **Field Trips**

Elementary: one field trip out of the county and one trip in the county.

Grades 7-12- Must be subject related. Follow same guidelines as Elementary.

ALL TRIPS- Must be approved by the Administration

## **Finance**

The budget has been set. Each function has its limitations.

Function 11: Bicknell/Pierce  
Function 12: Chudej  
Function 13: Weeaks  
Function 23: Bicknell/Pierce  
Function 31 McDonald/Parker  
Function 33: Goodwin

Function 36: Parker/Jones/Pierce  
Function 41: Weeaks  
Function 51: Weeaks  
Function 71: Weeaks  
Function 81: Weeaks  
Function 91: Weeaks

Do not go over the budgeted amounts. Kristi Fuchs will give each person, whose name corresponds with the function, a monthly statement of their function. If there is not money in the line item, don't spend it. Mr. Weeaks has the last say on any budgetary item in question.

## **Food in the Classroom**

We need to limit the times that food is eaten in the classroom to a minimum. Do not eat in front of the students if you do not allow the students to eat. Water in a container (k-5) and bottled water (6-12) is the only drink item that should be in the classroom on a regular basis.

## **Fund Raising**

- Coordinate all Fund-Raising activities through the principal's office.
- Keep fund raisers to a minimum
- School personnel will handle all fundraisers.

## **Grading System**

Progress Reports for all failing students will be sent out at three-week intervals, or more often if deemed necessary. Report cards will be sent home at the end of each six-week period. Students will be given a time limit to have progress reports and/or report cards signed and returned. If materials are not signed and returned on time, students will serve on day of detention for every day that these papers are late.

## **Failing grades**

If a student receives a failing grade in any subject, a parent conference is mandatory by state law. This conference needs to be documented. If you have difficulty contacting parents, K-5 teachers see Mr. Bicknell and 6-12 teachers see Mr. Pierce. A failure list will be examined at the end of each six weeks to determine how to better serve the needs of our students. If a student is failing, teachers will need to have a prevention plan made in conjunction with parents and have on file. This is not an optional plan.

Remember it is not possible for students with special needs to fail until all required modifications have been met. Be sure and check modification sheets of Special Education, ESL and 504 students. Make sure that you are following their modification sheets to the letter of the law. Following a modification sheet is not optional.

Mr. Bicknell, the campus Gifted and Talented coordinator, will provide teachers with a list of gifted students to help facilitate accelerated learning strategies.

### **Secondary Grading Policy**

Each teacher's grading policies must be approved by the principal.

Must have at least two categories.

Each category may have less than two grades per six weeks.

Must have a minimum of 12 grades each six weeks.

Must enter grades on a minimum of a weekly basis.

\*If a student does not turn in his/her work on time then the student is assigned a detention that must be served that day or the next day.

Student's maximum grade is decreased each day the work is late as follows:

One day late- 25 points deducted

Two days late- 30 points deducted

Three days late- 35 points deducted

Four days late- 40 points deducted

Five days late- student receives a zero

### **Make up Work When a Student is Absent**

Any student that is absent for any reason other than truancy will have the same number of days to turn in any assignments as the number of days the student was absent.

### **Final Exams**

All students in grades 9-12 will take final exams in the core classes (science, math, ELA, and Social Studies) at the end of the school year.

This exam will count for 10% of the second semester grade.

### **Grievances**

Refer to board policy DGBA. (attached)

## **Guidance Services**

The purpose of our guidance services is to help students and teachers as individuals and as a group with personal, educational, social, and school problems.

Academic counseling....Tiffany Parker

## **Hall Traffic**

### **Elementary**

A teacher should escort classes to music, to the library, P.E., and to lunch. The teacher or an aide should pick up students who attend a special area class and return to the classroom in an orderly manner unless other scheduling arrangements are made.

### **High School**

At the end of each class period, teachers are to move to the hallway and monitor students during class changes and movement to lunch. All policies and procedures in the student handbook and district code of conduct are to be enforced by all teachers at all times.

## **Health Services Plan**

A copy of the School Health and Wellness Plan is on file in the administration office and on our school website.

## **Homework/Late Work**

The amount of homework students receive and the late-work policy is left to the individual teacher. However, please adhere consistently to whatever policy you establish. Homework is one means of teaching the necessary skills of independent study and learning outside school. A broad definition of homework is considered here to include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading, and other activities, which are related to the classroom work, but are assigned to be done at home.

### **Reasons for Homework**

1. To complete work started in class
2. To expand and/or enrich regular class work
3. To build interest in reading and learning
4. To make up work missed due to absence
5. To encourage parents' awareness of student learning
6. To provide an opportunity to pursue special interest or ability areas

7. To increase learning time
8. To establish and reinforce independent study skills
9. To strengthen basic skills
10. To develop initiative, responsibility, and self-direction

#### Homework Responsibilities of the Teacher

1. Homework assigned will be at the discretion of each teacher based on knowledge of the students' individual ability and awareness of home conditions
2. Homework should be the independent practice of an effectively taught skill.
3. Homework should be given with a purpose that is understood by both teacher and student
4. It is important that homework be within the student's capability.
5. Homework assignments should be planned to include a wide variety of activities in all areas of the curriculum.
6. Students should have readily available to them all books and materials required to complete the assigned work.
7. Homework assignments are not to be given as busy work or disciplinary reasons.
8. Evaluation of homework should be very prompt. (Do not have students take at test until all homework and previous tests have been graded and returned.)
9. Teachers' aides are not to grade homework under any circumstances.
10. The frequency and duration of homework assignments should take into consideration time requirements for extracurricular activities and community involvement of the student.

#### Homework /Test Exception

If a student leaves early in the morning to participate in a school activity and it gets cancelled, upon arrival back at school that same day, all work or tests will be due the next school day.

#### **Housekeeping**

Teachers are asked to help keep the building and grounds in good order by assisting with some housekeeping chores.

Please pick up after yourself in the workroom. Make a special effort to keep your classroom neat, orderly, attractive, and conducive to learning. If you keep treats in your room, please keep them in a sealed container.

Have students pick up paper and litter in your room at the end of each class period. Student should be encouraged to keep the halls and the grounds free of litter. We are fortunate to have carpet in most of our rooms- no gum, and no tape on the carpet. Please send someone to the office or get a custodian if a student has an accident or if spills occur on the classroom.



## **Insurance**

If you have insurance/claims questions, see Dinnette Watkins.

Glasscock County ISD provides coverage for its students. Information on the coverage will be sent home the first week of school.

## **Inventory**

You are responsible for all items in your classroom. Make sure that kids take care of school equipment. If you want to get rid of an item in our room, please go through the principal. All fixed assets are in a computerized inventory system.

## **Leaving Campus During the School Day**

- a. Faculty members check with your campus administrator
- b. Principals check with Superintendent
- c. Mrs. Fuchs will know where Supt. is at all times

## **Lesson Plans**

Lesson plans are legal documents that serve as documentation to the state that you, as a teacher, have taught the TEKS and have modified instruction to insure the success of students with special needs. Lessons should include an objective, the activity, any materials needed and the method of evaluation. Lesson plans need to also include notations that indicate what TEKS, STAAR Objectives, modifications for the needs of students (GT, ESL, Special Ed, 504) and strategies for different learning styles. Lesson plans are due in the principal's office Monday mornings for the subsequent week.

Elementary- Submitted to Mr. Bicknell through google doc

High School- Box in work room, posted on your website, or via email

## **Library and Media**

Research time will be established in the library, as well as a book checkout time for students. The librarian will work out these details with teachers. Teacher will accompany their entire class during their research/library time. Students, who are sent without teacher supervision, must have a pass that lists the research on which a student is working. Any students not working where he/she should be will be sent back to class.

Videos should have an educational purpose, should be included in your lesson plans, and be directly related to instruction as well aligned to the TEKS.

### **Mail Boxes/Information Distribution**

Please check your mailbox at least twice a day, morning and afternoon. Notices to go home with students, in-house mail, and U.S. mail may be placed in boxes. Outgoing mail can be put in a drop box in each office.

### **Maintenance Requests**

Please check with Tony for minor repairs. Other maintenance requests need to go through the Superintendent's office. These requests need to be given to the principal to sign before it goes to the Superintendent's office.

### **Parent Conferences/Involvement**

Regular contact with parents is a critical part of the educational process. Please send home a letter explaining your classroom rules, discipline management procedures and grading procedure; have it signed by parents and on file in your room. Also, let parents know about the good things students do periodically. Contact parents frequently about things that are going well at school. Invite parents to attend programs and presentations, and to see student work or to listen to them read. Parents get tired of being contacted only when their child has done something wrong.

**Make contact with parents at least once a semester (in person, via email, or by phone).** Take time to explain their child's progress and answer questions about your classroom. A written record should be made of each and every parent conference or contact.

Verifying parent conferences- Mr. Bicknell.....Grades K-5

Mr. Pierce.....Grades 6-12

Information going home or to the community through memos, notes, newspaper, etc. should be complete, and it needs to make sense to someone who knows nothing about school or our educational program.

### **Parties**

All parties must be approved by the Principal, Elementary parties already approved include: Christmas and Valentines.

### **Pay Day**

Payday is the 20<sup>th</sup> of each month. If the 20<sup>th</sup> is on a weekend or holiday, checks will be given before the weekend or holiday. Proper credentials are to be in place before the first check is issues (see Mrs. Wheat).

## **Permanent Records**

Each student should have a permanent record folder in the office. Contact office secretary to request records from other districts.

Make sure to keep a currently signed report card in the folder as soon as it is available. Replace report cards each six weeks with a new one while discarding the old one. At the end of the sixth six weeks, the final copy of the current year's report card needs to remain in the permanent folder.

## **Professional Organizations**

Our District is a member of the Texas Association of School Boards, the Texas Associations of Community Schools and the Texas Small School Association.

Faculty members are encouraged to become a member of a professional organization.

## **Purchasing**

After the new budget comes into effect, see office secretary about purchasing instructional supplies. Remember that all PO's must be signed and approved by the principal. Do not order materials unless you know for sure that there is money in your budget.

If there is not a purchase order, the item could be shipped back at the expense to the person who ordered the item.

Credit cards may be checked out through Mrs. Fuchs. Receipts/Credit cards are to be turned in on the next working day. Receipts not turned in on time could be taken out of that person's check that was responsible for that purchase.

Internet purchases need to have a receipt printed and turned in immediately.

Remember to attach an item list and amount list to each PO. No PO will be processed that does not have a teacher signature, Adm. signature, a vendor address, and a date. Merchandise ordered without the proper process is subject to being returned and having payment refused.

## **School Day (Faculty)**

### **Arrival**

The workday begins for teachers and aides at 7:45 am. **Faculty members are to be in their educational setting at 7:45 am, ready to serve their students.** Exception will be if that person is a bus driver. Staff members not on time will be documented.

## Elementary

After arriving, students will report to the cafeteria or the classroom until the first bell rings. On bad weather days, K-5 students will remain in their homeroom class. Announcements will be made as soon as possible after the tardy bell rings.

## Secondary

Upon arrival at school students will be allowed to work on computers in the library, sit in the rotunda or sit outside. Announcements will be made during the first 5 minutes of first period (8:00-8:05).

## Dismissal

Elementary teachers are to walk students to the bus area and be on duty until the buses leave. Aides will be on duty. If a student in your class wished to stop and get a snack, please leave that student with the aides and continue out the door with the rest of your class. Secondary teacher need to monitor the hallways until all students are gone.

Teacher may leave at 3:45 each day. When leaving for the day, go through a mental checklist:

- a. Check thermostat- set on 75
- b. Lock windows
- c. Lock your door
- d. Coaches will lock up game gym and complex
- e. Ag teacher will lock up the Ag building

Additional Duties- Staff members may have additional duties assigned as needed.

## **Sexual Harassment**

Any and all incidences of sexual harassment or suspected sexual harassment whether by school personnel or students, must be reported immediately to the campus administrator. The administrator will report the incident to the District's Title Nine Coordinator. This includes student-to-student harassment, adult-to-student harassment, or adult-to adult harassment. Sexual harassment, of any kind, will not be tolerated at Glasscock County ISD.

## **Sick Leave**

- a. Two local days – these days can not accumulate
- b. Five state days – these days CAN accumulate

## **Special Programs**

### **ESL:**

Certain federal and state guidelines must be met when dealing with these students. Please check your folders during the first two weeks of school. If any child's home language survey says another language other than English, please contact the ESL teacher (Ms. Correa). If any new child enters your class after the first two weeks, immediately contact the ESL teacher and Mrs. McKinnon if the Home Language Survey states that another language is spoken at home other than English.

### **Gifted and Talented:**

Ms. Weeaks is the District Gifted and Talented Coordinator. At the present time, GT students will be serviced in all subject areas in Glasscock County ISD. If a teacher does not have 30 hours of GT training, please contact Mr. Bicknell during the first week of school.

### **Modifications:**

- a. K-5 teacher will meet with Mr. Bicknell
- b. 6-12 teachers will meet with Mr. Pierce
- c. Mrs. McDonald will verify that modifications and IEP's are being implemented for Special Ed students.
- d. Ms. Correa will verify that modifications and IEP's are being implemented for Bilingual/ESL students.
- e. Mr. Pierce, Mr. Bicknell, and Ms. Dieringer will verify modifications for 504 students.
- f. Teachers will have evidence of modifications and IEP's in their daily lesson plans. (Documentation)

### **Special Education:**

Special Ed takes precedence over any other special program. If you have a Special Ed student in your class, please work closely with the special education teacher. Remember the confidentiality that covers these students. If you feel that a child needs to be tested, please contact Mrs. McDonald.

### **Title I:**

We are a school-wide Title I Program.

All special programs must be coordinated closely with the classroom teacher, special program teacher, administrator and the parents. A list of these special programs will be distributed and updated after each six weeks.

Special Program contact persons include:

- |                                       |  |
|---------------------------------------|--|
| a. At-Risk -----Tiffany Parker        | f. Special Education-----Sharon McDonald |
| b. Dyslexia-----Laura Dieringer       | g. Title I-----Scott Bicknell            |
| c. ESL /Bilingual-----Bea Correa      | h. 504-----Laura Dieringer               |
| d. Gifted and talented---Ellen Weeaks |  |
| e. Migrant-----Wayland Pierce         |  |

## **Student Accounting**

Check with Mrs. Schmitz or Mrs. Doster for any PEIMS information. Mrs. Doster is in charge of all student activity accounts. The school is only the custodian of accounts where student raise money. The only thing that this money can be spent for is something that directly benefits the student.

## **Student Procedures**

New student check-in procedures

- a. Report to Principal's office
- b. Parent sign request for records
- c. Approve student-if transfer
- d. Enroll student

Student withdrawal procedures

- a. Report to Principal's office
- b. Turn in textbooks
- c. Pay fines/lunch bill
- d. Parent sign withdrawal form

Student records/permanent files are not to be removed form the Principal's office.

## **Tardies**

See the Student Handbook for additional student tardy information.

## **Teacher Appraisals**

- a. We use the TTESS teacher appraisal system.
- b. Appraisals are scheduled one time a year; teachers will be given a one-week window for appraisals.
- c. Walk-through evaluations will be done often.

## **Telephone Use**

Student:

Students will not be allowed to use the phone during the class time unless it is an emergency situation. Students may come in the office between classes to use the phone. Students should not have cell phones on their persons. Confiscate any electronic devices you see during class and turn them into the office.

Teacher:

The office will be more that happy to take a message and put it in your mailbox so you can return a call ASAP. Teacher will not be called from their room to answer the phone except in case of an emergency. If exceptions need to be made, please see your campus administrator.

## **Testing**

Many problems have arisen concerning the cheating issue. Here are some recommendations for giving tests at ALL levels.

- If calculators are needed for the test, the teacher will hand them out or make sure that student's calculator is cleared.
- Teachers will provide teacher made tests that are based on TEKS ,and STAAR objectives and ask students to respond to information, pictures and graphs. A large portion of the test needs to have written responses to prepare students for STAAR.
- Teachers will closely monitor the room.
- Any occurrence of cheating will be documented in writing. Teachers will send this documentation to parents and turn it into the office. Students will receive a zero for that paper and students will not be allowed to redo any work or get credit for any portion of that particular assignment.
- Teachers will provide cover sheets for students and move the students out of view of other students as much as possible.

## **Testing Program**

State testing, Attendance and PEIMS make up the Report card that the state uses to gauge our effectiveness as a campus. These indicators need to be an integral part of our planning and direction for Glasscock Co ISD. Our Testing Coordinator will hand out information with testing dates and grades to be tested at the beginning of the year. Any needed materials will be purchased. Make sure that the students for which you are responsible are prepared for the tests they have to take.

## **Textbooks**

Mr. Bicknell and Mr. Pierce are our textbook coordinators. Teachers are responsible for the books used in their classrooms. If a student loses a book, he/she will have to pay for the book. The student cannot check out any other books until the list item is paid for.

Textbooks are checked out through the library bar code system. If a book is lost, report it to Mr. Pierce. Elementary teachers will hand out textbooks to their students. Students will be given their textbooks, at which time they will go to the library and have each book scanned. Secondary teachers will assist students in getting their books scanned.

Unless issued to a teacher or student, keep all textbooks locked in the book rooms. GCISD is fiscally responsible for each textbook.

Make sure books are covered at the beginning of the year and remain covered throughout the year.

## **Transportation**

Transportation requests are available in the elementary and high school offices.

These requests start in the Principal's office. Forms will be forwarded to the Supt's office. Mr. Weeaks and Tony Gomez will make the final decisions concerning transportation.

## **UIL**

GCISD follows the guidelines under UIL no pass, no play. Each sponsor and coach will have UIL orientation training before school starts.

Check the UIL Leaguer for changes in UIL contests and events. Sponsors are responsible for deadlines, dates and rule changes. Sponsors need to be familiar with the Constitution & Rules Manual that affects their events.

## **Vehicles/Parking**

Sponsors/coaches are responsible for vehicles checked out and any damages to that vehicle while in your care. Check your vehicle before and after the trip. Make sure your vehicle is clean of all trash before you return it.

Student parking is available in the parking lot east and southeast of the high school.

No students/teachers should park in red zones or directly behind the cafeteria.

Blue zone is handicap parking only.

## **Visitors**

Visitors need to check in at either the elementary or high school secretary's office. Visitor badges are available in these offices.



