

Lorenzo G. Loya Primary

Teacher
Handbook
2016-2017



San Elizario Independent School District

P.O. Box 920

San Elizario, TX 79849

Lorenzo G. Loya Primary School

2016-2017

(915) 872-3940

Fax (915) 872-3941

Policies and Procedures Booklet

This general information and policy handbook has been prepared to assist you in having a more effective and productive campus. By following these procedures, we hope to ensure a pleasant and successful school year. When in doubt about any procedure or policy, feel free to inquire in the Principal's office. Please feel free to write notes on the suggestion page so we can make changes in the future.

1. ABSENCES AND ATTENDANCE

- A. When it is necessary to be absent, notify the Principal as far in advance as possible so arrangements for a substitute teacher may be made. If necessary, contact the campus at 872-3945 and leave a message. In extreme emergency, you may contact Mr. Augustain at 872-8957 and leave you message on answering machine.
- B. Following a **Professional Development** or **Jury Duty** absence, all personnel must complete an *Absence From Duty form and a Substitute Evaluation form, which are due **no later than the end of the first day back**. Personal and Sick leave must be entered on TEAMS. (No AFD is required)
- C. All personnel must clock in/out every day. Don't ask anyone to clock in/out for you, as this is grounds for immediate dismissal. If you forget to swipe in or out for any reason, fill out your time card incident form. **If absence information is not submitted on time (AFD, TEAMS), your time will not be amended and you will have to make corrections at the Payroll Department.**
- D. When requesting to leave early, please fill out the index card with your reason for the request and the time you would like to leave. Place in assigned supervisor's box. Before you leave for the day, check with the clerk to ensure your request has been approved.
- E. All staff members **must** take a lunch break. **No exceptions without approval from the Principal!**
- F. **Sign-in and out if you leave the building during school hours** so the office can locate you in case of emergency. Sheets are located at front desk.

2. **ADDRESS AND PHONE CHANGES**

Please advise Norma Avila of any address or phone number changes as they occur throughout the year. There have been occasions when we've tried to contact personnel and the information had changed.

3. **APPEARANCE - FACULTY AND STAFF**

Proper grooming is a trait of our profession as we serve as role models for students. Appropriate clothing is a must! Please exercise discretion in wearing short skirts and dresses as well as revealing blouses. Shorts are not permitted. No tattered or worn clothes at anytime. Shoes need to be chosen for safety as well. No flip-flops. Remember that feet get stepped on and things get dropped on our toes. **Jeans are allowed on Fridays only and they must be worn with a school shirt.**

BEVERAGES/FOOD IN CLASSROOM – SMOKING

Do not eat food or drink sodas/coffee in your classroom when students are present. This campus is a smoke free/drug free campus. Do not send students to obtain food or beverages for you.

5. **CAFETERIA**

Please advise the Cafeteria Manager, in writing, **ten (10) days** in advance when a sack lunch is needed for the classroom. This allows the manager time to obtain necessary supplies for requests. Anytime there is a change to the daily lunch routine with your class, such as treating your class to pizza, advise an administrator and the cafeteria manager, in writing, 1 day prior to the event. District nutrition policy must be adhered to at all times.

6. **CHILD ABUSE**

All district employees are required by law to report any suspicion of child abuse to Child Protective Services. By phone call the Abuse Hotline, 24 hours a day, 7 days a week, toll-free (1-800-252-5400). By Secure Internet Website, go to <https://www.txabusehotline.org>

7. **CLASSROOM ENVIRONMENT**

A clean and orderly classroom is conducive to learning. You are expected to keep a neat classroom. Some classrooms are fire hazards because there are too many things in them. Clean it out. Clear tables of unnecessary clutter. Organize, organize, and organize. Place cardboard or an old shower curtain under easels or paint tables to minimize paint damage to the floor/carpet. Cover walls with paper to eliminate paint splatters on the wall. Instill pride in your students to maintain a clean and clear area. Allow them to clean up the centers, after completing art projects, and prior to going home. Supervise closely.

In displaying student projects on the wall, use either plastic adhesive or the hot glue gun. Remove items from walls with care so that you will not damage the walls by stripping the paint off the wall. Do not use waxy products; they are hard to remove from the walls. Do not tape items directly to doors. Cover the doors with butcher paper and then tape items to the paper. Do not cover door windows! They must remain free of obstructions all year long.

If you want your chalkboard cleaned, keep it clear of any obstacles. Indicate on the board if you don't want it cleaned. If you are dissatisfied with the cleanliness of your classroom, fill out a custodial work order. Briefly describe the problem and submit the form to the administrator. These forms are used as documentation in the custodian's annual evaluation. A cluttered classroom is not conducive to learning.

8. **COPIES**

Please be prudent in making copies for your class or for office use. Try to use both sides of the copy paper. SAVE A TREE! Remember to use the Riso machine when making more than 20 copies. It is more cost efficient.

9. **COUNSELOR/SOCIAL WORKER REFERRAL PROCEDURE**

A referral form may be obtained at the teacher workroom or with the counselor/Social Worker. With the exception of a crisis, the teacher must exhaust all interventions prior to requesting assistance from the counselor or social worker.

10. **CRISIS PLAN**

Familiarize yourself with the crisis plan so you will know what is expected of you in case of a crisis. Ensure you are familiar with the codes so you will know if you are to exit the building or stay in your classrooms. We'll be conducting multiple practice lockdowns during the school year.

11. **DISCIPLINE**

Teachers are expected to handle their own discipline problems according to their Assertive Discipline Plan. Whenever the concern is severe enough to warrant a visit to an administrator, report the concern on a **Student Discipline Referral** form and place the report in an administrator's mailbox. Do not send the student to the office. The child will be called out of class as soon as an administrator is available. **It is the teacher's responsibility to contact parents on the day the violation occurs and to advise them of the concern and consequences. A "Parent Contact Log" must be maintained at all times. NO exceptions!**

Unless you actually talk to the parent, the contact has not been made. Complete all areas of the referral form that pertain to the teacher.

Teacher assigned lunch detention for infractions in the classroom will be covered in the teacher's classroom. Do not leave students in the cafeteria or out in the playground for the monitors to cover for consequences you assigned. The PDAS instrument evaluates your ability to redirect inappropriate behavior in and out of your classroom. Therefore, you are the disciplinarian!

12. **Lesson Plans, Daily Schedule, Progress Reports, Grade Book, Report Cards and Attendance**

Lesson plans must be kept up to date and available at all times upon request. Lesson plans will be randomly checked. Lesson plans serve to: (a) provide a guide in the delivery of instruction and (b) in case of absence, provide the substitute a plan to follow. **Special education modifications** must be included in your lesson plans. Reference to the modifications being utilized should be highlighted. Ex: M 12 (shortening the assignment) 10 math problems instead of 15 problems.

Daily schedules must include required content areas and their time allotments. Include PE, computer and library time. Once your schedule has been approved and typed, post one copy in your lesson plan book and the other one outside your door on the wall at eye level. Do not put them in your mailboxes. Keep the area around the schedule clear so it is visible.

Progress reports communicate a student's strengths and/or academic concerns to parents. They are sent out on Wednesday of the 5th week of every nine weeks for all of your students. Submit copies to your assigned supervisor.

Grade Books are to be kept up to date and available at all times upon request. Maintain the required number of grades per week. Teachers are required to maintain nine week, semester and end of year averages in their grade book in the event of a lost report card.

Report Cards will be sent home on the dates posted on the monthly calendar.

Student Attendance. Follow the TEAMS system procedure for inputting student absences. Be punctual. Teachers are expected to contact parents on students who are absent frequently (**as per PDAS**).

13. **Duty** is a necessary part of a teacher's responsibilities. **Be punctual to your assigned area. Refrain from arriving late and leaving early.** In the cafeteria, walk around and help the children. Encourage them to keep their area clean and pick up after themselves. Monitor by walking around. Talk to the children about appropriate behavior. Encourage the use of trash cans. Intervene to address inappropriate behavior. All students are your students! Timeout is an effective way to deal with disruptive behavior if used fairly and consistently. Write up **only severe** behavior problems on a discipline referral form and place in an administrator's box.

14. **EARLY RELEASE-PROFESSIONAL**

Teacher working hours are 7:30 am - 3:15 p.m. Be aware that on certain occasions, we may need to hold vertical meetings or other types of special meetings that may require you to stay later than 3:15. You are expected to attend. In special cases, a teacher may request to leave early by signing an "Early Release" card and turning it in to the assigned supervisor. Obtain approval before you leave the campus. Use discretion in requests to leave early.

15. **ENERGY CONSERVATION**

Turn off lights, audio-visual equipment etc. whenever you leave the room. This uses up a lot of energy and costs the taxpayers a great deal of money.

16. **ENROLLMENT**

First day of school - Accept only students who are on your roster. Include a count of students present and list of students who did not show up. On the 2nd day and thereafter, accept only students who have been issued an entry form by the registrar. Under no circumstances will students be transferred from one room to another unless the change is approved by the principal and processed through the registrar's office.

17. **FIELD TRIPS**

A Trip Request Form, a Field Trip Special Instructions Form, and a Field Trip Lesson Plan form need to be submitted to the principal, a month prior to the field trip. Incomplete forms will be returned. Since field trips have an instructional focus, they cannot be used as a discipline tool against students. Students must have written permission by the parent or legal guardian to participate. **Only one field trip per year** will be allowed. Please use discretion if disagreements occur on the field trip. Remember you are representing not only the campus but also the district.

18. **FIRE DRILLS AND FIRE PREVENTION**

There will be practice fire drills once a month without warning. Only the first fire drill of the year will be announced. Familiarize yourself and your students with the Fire Drill Exit Plan. Remind students they are not to stay in restrooms or anywhere else in the building during fire drills. Exit via the nearest door in a rapid, quiet and orderly manner. Talk to all students regarding not pulling the fire alarms anywhere in the building. Impress upon them the consequences of setting off a false fire alarm.

19. **FIXED ASSETS**

All classroom inventories must be maintained and updated at the beginning and end of the year. Before moving fixed asset items from one location to another, all staff is required to obtain prior approval from Administration. This will ensure the appropriate forms are filled out.

20. FUND RAISERS

Fund raising should be for the purpose of improving campus needs. The principal must approve all fund raising activities. Fund raising for personal use is not allowed. All monies collected must be turned into the secretary.

21. GIFTED AND TALENTED IDENTIFICATION

G.T. identification/screening will begin during the first week of September. The G.T. committee will forward additional information to you. Submit copies of GT staff development to the Principal.

22. GUEST SPEAKERS, VISITORS, AND PARENTS

All visitors, guest speakers, and parents must sign in at the office and obtain a badge before going to your room. Refer individuals without badges to the office immediately. All guest speakers must be approved by the principal. **Please ensure that your guest speakers receive a certificate of appreciation. See the campus secretary for certificates.**

23. INCLEMENT WEATHER SCHEDULE

There will be times when severe weather conditions will prevent the students from going outside during the lunch break. **During announced inclement weather, the last group of teachers going to lunch will take a thirty-minute lunch break. This group of teachers will not have lunch duty on that day.** Pick up students from the gym as soon as lunch is over.

24. INSERVICE/CONFERENCE REQUESTS

All requests need to be submitted a month in advance in order to process all required paperwork. Include CIP/DIP citations and e-mail address. Submit the registration form, a Request for Professional Development, and a Request for Substitute form to the principal. If the request is for an out of town conference, request funds for all expenses in advance (i.e. meals, taxi fare). You will not be reimbursed for expenses not identified before the trip. Problems that occur on a trip need to be taken care of by the attendees. Report problem to administrator upon return. *You are expected to make a presentation regarding the in-service during grade level meetings upon your return.* Sign up for the presentation on your grade level's meeting agenda, no later than two weeks after you attended. Submit proof of attendance to the workshop to the principal. These things will serve as documentation for PDAS.

25. INSTRUCTIONAL DAY

Students line up at 7:40 on the blacktop. You must pick them up at 7:45 and be in class by 7:50. During inclement weather, students will be picked up in the gym. Announcements begin promptly at 7:50 a.m. Students who arrive after the announcements are considered tardy. Send to office to pick up a tardy slip. No exceptions!! Help your students and parents develop good habits by enforcing this rule.

- B. All students will be issued a bus badge that identifies their address, their teacher's name, bus #, or parent pickup. Ensure students wear their bus badges daily. This information helps the office/substitutes identify students. Replacement badges can be purchased at the office for \$1.00. Escort students to the bus at dismissal (Pre-K teachers will walk only the pm students) and assure students board their assigned bus. **Continue monitoring until the buses have departed. Parent pickups must be escorted to the office by assigned personnel.** Please do not allow parents to pick up their child before 2:15 without office approval. Report any problems to the office.

- C. Escort students to the cafeteria, computers, P.E., and library. **Teachers must remain with students during computers, library, science lab and counseling presentations to actively participate in instruction and to provide follow through lessons in the classroom.** These are not extra planning periods. P.E. is an additional conference period. When leaving your classroom to attend one of the sessions, don't leave so early that you and your students are loitering outside the designated classroom. This wastes students' instructional time and gives them time to get into mischief.

26. KEYS

Each teacher will be issued keys to his/her classroom. Keys must be returned at the end of the year. Replacement of lost keys will be the financial responsibility of the teacher.

27. MEETINGS

Professional Learning Team (PLTs) meetings will be held weekly. The focus of these meetings will be instruction. Pre-K will meet after school on Wednesday and Kinder will meet on Thursday. Vertical meetings will be held after school every other week on Thursday.

Non-instructional issues should not be addressed during these meetings. Make all effort to address and resolve non-instructional issues collaborate within the grade level. If the assistance of the principal is needed, submit in writing as a grade level the issue in question. Agenda, sign in sheets, and minutes must be kept for all meetings.

Faculty meetings will be held as needed. You will be given advance notice.

28. I.D. Badges

All campus staff is expected to wear their I.D. badges daily. New staff members receive an I.D. badge from Central Office. If I.D. badge is lost or damaged, replacements are \$10.00 at Central Office.

29. NURSE'S OFFICE PROCEDURE

Any student, who is injured, appears ill, or needs to take medication should be sent to the nurse's office with a Nurse Pass indicating the child's name, classroom number, teacher's name, and the reason for seeing the nurse. After being examined and cared for, the student will return to class. In the event a child needs to go home, the nurse will notify the teacher and the parents or **persons listed on the emergency card**. Any person who comes to pick up the child must go to the office first to sign the child out. Proper ID must be shown.

If the child is injured at school, bring him/her to the nurse's office for first aid. The person witnessing the accident needs to fill out an accident report immediately. The nurse will complete her portion of the form and inform the parents and the principal.

If there are persistent personal hygiene problems with the child, it is best if the teacher tries to solve the problem by contacting the parents. If this doesn't work, contact the nurse or social worker.

Parents are relying on the nurse to give their child his/her medication at the proper time. Please send the child to the nurse's office at the required time.

30. PARENT CONFERENCES

Keep parents well informed about the positive and negative circumstances concerning their child. Start with the positive. Please refer to the district calendar for the scheduled 2011 -2012 parent conferences. Instructional aides will assist teachers those nights. Staff members who don't stay for parent conference night will need to: 1) work late on early release days, or 2) take a personal half-day off.

Unscheduled Parent Conference - If a parent attempts to see you during class time, invite them to come during your conference time. If that is not possible, arrange with the office for someone to cover your class.

31. PARENT TRAINING

Educational Parenting Sessions (EPS) will be conducted again this year. Each planning group will conduct one training, in the evening on reading, language arts, or math. Request needed materials for the training at least three weeks in advance of your training date. Submit planned presentation, in agenda format, in English and Spanish to principal three weeks in advance. Each group must **choose one of the following dates**.

32. PARKING

Parking is available for all staff, volunteers, guests and parents in the back parking lot. All employee vehicles must display an SEISD parking permit.

33. PURCHASE ORDERS

Use the Purchase Order Request form (located in work room). Include all requested information, reference to the CIP and DIP, and the specific, intended purpose for the materials. PO's lacking the requested information will not be processed. Submit PO requests to principal for approval. Once approved, the secretary will process the form.

34. RECOGNITION OF RELIGIOUS HOLIDAYS (GUIDELINES)

Schools may not endorse or disapprove of any religion, either explicitly or implicitly. Public schools may observe a holiday in an objective and prudent manner without trying to indoctrinate students.

Christmas and other holiday plays and assemblies are allowable if the program material is educational, objective and not devotional in nature. Public schools may not compel students to participate in a holiday celebration if it conflicts with their religious beliefs. Parents who ask for their child to be excused from participation will be accommodated.

35. RECYCLING

Work at recycling all used white and colored paper, newspapers, and catalogs. The recycle bins are located in front of the gym. Don't throw trash in these bins. Explain to students the purpose of the bins and encourage them to recycle.

36. Cumulative Folders

If you need access to cumulative folders, request approval from the school registrar.

37. REPAIRS AND MAINTENANCE

If your room needs repair or maintenance, put it in writing on a Custodial Work Order Form. Please be specific. Place form in Administrator's box.

38. ROOM RESERVATION

If you would like to use the Conference room for any reason, please reserve the room in advance with the campus secretary.

39. SAFETY PRACTICES

*Keep door windows uncovered.

*Do not stand on chairs, desks, or tables, or allow the students to do so.

*Be on time at all times (morning/lunch duty, picking up students, etc.).

*Watch for spills, objects on floor.

*Do not leave students unattended.

*Monitor students at all times, keep track of where they are.

*Report dangerous situations to office.

*Ask for help in lifting or moving heavy objects.

*Lock your classroom when not in use and secure all audio- visual equipment.

40. SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any other offensive treatment of an employee/student or group of employees/students.

Prohibited Conduct

Employees shall not engage in conduct constituting sexual harassment. The District shall investigate all allegations and shall take appropriate disciplinary action against employees found to engage in such harassment.

Complaint Procedure

An employee who believes he/she is being subjected to any form of sexual harassment shall bring the matter to the attention of the immediate supervisor, in accordance with the District's grievance policy. No procedure or step in the policy will have the effect of requiring the employee alleging such harassment to present the matter to a person who is the subject of the complaint.

Procedure for Filing Complaint

Report incident to immediate supervisor in accordance with District Grievance Policy DGBA(L)

Title IX Coordinator for District employees:

Luz Estrada, Interim Director of Human Resources

P.O. Box 920

San Elizario, TX 79849-0920

(915) 872-3900

POLICY REFERENCE: SEISD, Policy DHC (L)

41. STUDENT RESTROOM BREAKS

Send 1-2 students at a time to the restroom to minimize the noise. Teachers will remain with the class when the entire class goes to the restroom. Schedule breaks so only one class is waiting to use the bathroom at any time. Encourage students to keep restroom clean at all times. Monitor students at all times. **Under no circumstances should a student be denied to go to the bathroom.**

42. SUPPLIES - INSTRUCTIONAL

Each teacher is responsible for ordering his/her own supplies (chart tablets, sentence strips, newsprint, picture story paper, etc). Include CIP and DIP on P.O. You will be given an allotment for the year. Spend it wisely. Contact the secretary for ordering information. All orders are reviewed by the principal.

Request basic school supplies (pencils, crayons, glue, and scissors) from parents. Be reasonable when requesting other items (Kleenex, paper plates, and markers).

43. TEACHER' S E -MAIL AND MAILBOX

Check your e-mail and box regularly, as information and/or notifications are sent out during the day. Report any irregularities with your e-mail to the district technology help desk (3489). Keep mail box clutter free.

44. TELEPHONE USE

A telephone has been installed in all classrooms. They cannot be moved from the location that they are currently in. These phones are for your convenience in contacting parents or the front office in case of an emergency. Please limit the use of the phone during instructional time.

Teachers are expected to make parent contacts to maintain a good relationship between school and the home. Do this during your P.E. time and/or your conference period.

Please refrain from using your cell phone during instructional time.

45. TEXTBOOKS

Please ensure that your textbook inventory is maintained and updated on a regular basis. If additional books are needed, please submit a request in writing, to the administrator.

46. USE OF VIDEOS IN THE CLASSROOM

Please obtain approval from the administration before viewing a video. Videos must have instructional value that enriches your lesson. Include the video in your lesson plans by citing the objective, TEKS, pre and post activities, and evaluation. Reserve the VCR/DVD with plenty of time.

47. VOLUNTEER SERVICES

Requests for volunteers and their services **must** be put in writing on the Volunteer Work Form. Orders will be completed as they are received. Think ahead and request your needs in advance. Field trip volunteer requests must be submitted at least one week in advance. Contact only the Social Worker for all requests.

Have a successful school year!