



**Presidio Independent School District
New Teacher's Survival Guide
Returning Teacher's Reminders
2008 -2009**

Presidio Independent School District does not discriminate on the basis of race, color, gender, national origin, disability or age in its programs and activities. For more information call (432) 229-3275.

School Board Members:

Carlos Nieto, MPH	Board President
Carmen Elguezabal	Vice President
Abelardo Franco	Board Secretary
Ruben Armendariz	Member
Alfred Muniz	Member
Aureliano Ramirez	Member
Tony Villarreal, Jr.	Member

The School Board’s regular meeting is the third Tuesday of each month beginning at 6:30 pm.

District Administration:

Central Office	432.229.3275
Dennis McEntire	Superintendent
Murphy Quick	Deputy Superintendent/HS Principal
Presidio High School	432.229.3365
Murphy Quick	Deputy Superintendent/HS Principal
Judith Pardo	Campus Administrator
Dale Jones	Campus Administrator
Lucy Rede Franco Middle School	432.229.3113
Teresa Porras	Principal/Bilingual Coordinator
Leoel Madrid	Student Liaison
Presidio Elementary School	432.229.3200
Yvette Machuca	3 rd – 5 th Campus Administrator
Brenda Witty	Pre-K – 2 nd Campus Administrator

This Presidio Independent School District (District) teacher survival guide is designed as a guideline for all teachers to use so implementation of policies and procedures is consistent throughout the district. It is essential that all teachers follow these procedures in order to set clear expectations for students. This guide is a work in progress and may be changed without prior notice. This guide does not take the place of the District Employee Handbook, which can be found on line at www.presidio-isd.net.

ACADEMIC TEAMS: Teachers will meet in both content area and grade level teams as required at each campus. District Vertical Alignment Teams will meet on early release days. There are four District Focus Area Teams, one for each of the District Focus Areas. Each teacher serves on one of these teams. These teams meet as necessary to conduct their work. Academic teams are responsible for the following:

1. Conduct parent conferences
2. Plan and implement interdisciplinary/thematic units
3. Align your subject TEKS with the TAKS objectives and District Curriculum Maps.
4. Document all meetings/decisions/results. Turn in a copy of team meeting minutes to the principal after each meeting.
5. Plan and conduct an evening meeting with the parents of each grade level twice each semester (grades Pre-K – 8).
6. Report concerns to the administrations concerning textbooks/materials/ supplies, etc.
7. Maintain the bulletin boards in and around your classrooms with displays of student work, announcements, decorations, etc.

ACCIDENT REPORTS: Any time an accident occurs on the campus or during any school related activity (staff or student), the staff member must file a report at the principal's office within 24 hours. Workman's compensation will not cover any accident if the prescribed process is not followed. The "Accident Report" form and "Workmen's Compensation" form are both available on-line.

ACTIVITY PERIODS: Scheduled activity periods will be determined by campus administrators and committees.

ALARM CODES: Buildings will be opened and closed on a campus by campus schedule to be determined by the campus administrators and committees.

ARRIVAL AT SCHOOL: All professional staff members are required to sign-in by 7:30 a.m.

PES: Classes begin at 7:50 a.m. Sign-In sheet for Pre-K/K is in the Pre-K/K workroom. 1st-2nd grade sign-in sheet is located in the workroom by the south office. Sign-in sheet for 3rd-5th is on North office door, in the 3rd/-5th grade building. Everyone is expected to sign in daily.

LRFMS: Classes begin at 7:50 a.m. Sign-in sheet is in the office.

PHS: Classes begin at 7:55 a.m. Sign-in sheet is in the office.

ASSEMBLIES/PEP RALLIES: All teachers will escort and sit with their students in all assemblies and pep rallies. Teachers are to inform/supervise students concerning proper procedures and discipline for all assemblies and pep rallies.

ASSESSMENTS:

Basic Procedures and Standards:

1. No group breaks – bathroom or otherwise (except lunch when necessary).
2. Tests can only be read to students if that is standard procedure for that assessment or has been a documented method of instruction.
3. Strictly follow all campus and district TAKS security measures, use of calculators, dictionaries, covering wall charts, etc.
4. Specific TAKS training will be given prior to each TAKS administration.

SCA: Will be given three to four times during the school year at all grades K – 12th. All TAKS security measures and procedures will be followed. Pre-K will be required to give the K exam at the end of the school year.

Mock TAKS: Will be given in the applicable grade levels as determined at each individual campus. 2nd grade will give the 3rd grade Mock TAKS at the end of the school year.

STAR: STAR will be given in grades 1st – 5th three times per year, beginning, mid-year and end-of-the-year.

Classroom Assessments: Classroom assessments are assessments of student learning that are TEKS based and TAKS formatted. These assessments are teacher made and aligned with current instruction. These assessments will be tracked to triangulate the data with the TAKS tests and SCAs.

ATTENDANCE: The District stresses attendance for students and staff. Children cannot learn if they are not here and they do not do well if the teacher is not here. Please make every effort to be here as it takes excellent attendance on the part of students and staff to ensure success. All teachers are expected to be at school on time everyday.

If you need to be absent, please inform the campus administrator and campus substitute coordinator, in writing in advance if possible. The form for this is available on the school website: employee resources – forms. You may inform an administrator but the secretary is the one who makes the substitute arrangements. If you cannot return to work the next day, please call the office before school is out so your substitute may be retained. If you know you are going to be absent please provide ample time to secure a substitute. In case of emergency you should call the office and leave a voice mail by 7:30 am. If a teacher must be absent, he/she must fill out an electronic absence from duty report the day of his/her return. On this form you must state the reason for your absence. If the report is not completed, a teacher may be docked a full day’s pay. Refer to District Policy concerning use of State and local leaves. **DEC (legal) DEC (local)**

The number to call in case of an emergency is:

PES -229-3200

LRFMS – 229-3113

PHS – 229-1101

Fill out the “Substitute Evaluation” form on your return. That gives the campus administrator info on the quality of instruction that was provided in your absence. The “Substitute Evaluation” form is located on-line. Create a substitute folder which must include attendance roster, instructions for the assignment, any special remarks about duty, student’s procedures, etc.

The District offers \$300 for perfect attendance for all staff. If absent one day, the stipend is \$200.

Except for lunch, teachers are expected to be on their assigned campuses for the entire work day. However, we understand that occasionally emergency situations arrive. If you must leave the campus during the workday, inform a campus administrator and sign out and in through the office.

DAILY ATTENDANCE: Attendance, on TxGradebook, must be submitted according to the listed procedures. If someone is marked incorrectly, it is the teacher's responsibility to notify the office immediately. Parents are contacted daily regarding their child's absences. It is the teacher's responsibility to leave a printed attendance sheet for the substitute to send to the office for posting.

Be sure to select the correct day when marking attendance. Attendance is very important. All documentation is subject to audit. Funding is generated from student attendance and the accuracy of your submission.

PES: Attendance will be taken at 9:30 a.m. Tardies need to be monitored and documented on TxGradebook at 8:00 a.m. If a child has excessive tardies contact the parent as the first step in reconciling the concern. If the pattern does not change notify the principal, include your documentation.

LRMS & PHS: It is important that attendance be taken correctly every period of every day. Teachers should take roll immediately at the beginning of every class period. If a student is not in the classroom when the bell rings they are to be counted absent. The student must get a tardy slip from the office and the attendance clerk will change the absence to a tardy.

Students: You may reward student attendance with special privileges or other rewards. Any suggestions you have for increasing student attendance will be greatly appreciated. Also, inform parents that students may be retained due to poor attendance. Perfect attendance is recognized at the end of each six weeks. Students with perfect attendance for the entire year are given a certificate at an awards assembly. As you monitor student attendance, please inform the campus administrator of any excessive absences. They will help contact parents and participate in parent-teacher conferences if needed. Keep records of your parent contacts regarding absences in your files.

BELLS: Neither PES nor LRFMS use bells as indicators of class changes. There are entry, lunch and dismissal bells. All clocks are to be synchronized by cell phone time and dismissed according to time schedules.

BREAKFAST:

PES: Students in 3rd -5th may eat breakfast in the PES Cafeteria from 7:15-7:45. PK – 2nd will be served breakfast in their classrooms. Any unused/extra food is to be returned in the containers to the cafeteria. Your cafeteria list of student names and numbers served must match your submitted attendance on TxGradebook.

Students are expected to enter the cafeteria in a quiet, orderly manner. Please walk them to this area and settle them down in line before you leave. Students must be escorted by the teacher. Students will stay in the cafeteria until dismissed by the people on duty. Recess is not part of the lunch period. The teacher must pick up their students in front of the cafeteria on time.

LRFMS: Breakfast will be served to all students in the classrooms during the first few minutes of 1st period, daily. Any unused/extra food is to be returned in the containers to the cafeteria. Questions or concerns should be addressed to the principal.

PHS: Students may eat breakfast in the PHS Cafetorium from 7:30 a.m. until 7:50 a.m.

CAFETORIUM EXPECTATIONS

1. Students should remain respectful of those around them.
2. Students should line up in a single file line.
3. Students must stay in the cafetorium until dismissed.

PHS: At PHS, students going outside must stay between the baseball field and gym or at the outdoor basketball court. No wall ball or skateboards allowed at PHS. Students are not allowed in the halls or in front of the building. Students must exit through the doors located by the baseball field only. No students should be allowed to use any other exit during lunch.

4. Students must have written permission from a teacher or administrator to be in the halls.

CAMPUS COMMITTEES: Each professional staff member is encouraged to serve on at least one campus committee and/or District committee each school year.

CAMPUS IMPROVEMENT PLAN (CIP): A copy of the CIP is located on the District website. All staff are responsible for knowing and promoting the goals and objectives of the plan. The required activities and measures are also listed.

CELL PHONES: Teacher cell phones are not to be used during instructional time.

Students are not permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. Students are allowed to check in their electronic devices in the campus administrator's office before school.

Any electronic device confiscated will be kept for one month from the day it was picked up. The device will be released to the parents or guardians only. Any device confiscated for the second time will remain in the office for the remainder of the semester.

CHANNEL ONE: Shown during the school day to grades 6-8 in available classrooms. It is available to grades 9-12 during the school day. The brief news program is valuable for our students. For many of them, it is the only broadcast television they view in English.

CHARACTER EDUCATION:

Second Step will be used on the elementary campus. As part of our character education, all classes need to teach the positive behavior lessons as part of their day. There are 3 kits available per grade level for instruction. There is a core team who has received training on this. A campus administrator will meet with each grade level the first week of school, during grade level planning, to review this program. It must be documented and included in your lesson plans.

CHILD ABUSE: Any suspicion of child abuse or neglect must be reported to the proper authorities within 48 hours of suspicion; this includes the campus administrators as your first step. The Child Abuse Hotline number is: **1-800-252-5400**

CLASSROOM ENVIRONMENT: As you walk into your classroom, is it stimulating to an inquisitive student? Do the students have ownership in the room? Is value given to their work through classroom and hallway displays? Be creative, imaginative and innovative in preparing the environment that will surround you and your students for so many important hours each day. The classroom should be neat and organized.

In an effort to help our custodians in cleaning the building, please have your students pick up all paper, crayons, etc. from the floor each day before they leave. Also, make sure computers, air-conditioners and lights are turned off before you leave for the day.

CLASSROOM INSTRUCTION: Classroom instruction is expected to be from “bell-to-bell” for all teachers.

AT PES, non-negotiable minimums are:

90 minutes of Tier 1 reading every day for every student.

30 minutes of science instruction each day in grades Pre-K – 2.

30 minutes of social studies instruction each day in grades Pre-K – 2.

Bloom’s Taxonomy: All students will be given an opportunity to learn at the higher levels of Bloom’s Taxonomy, through challenging instruction as documented in lesson plans. Students are to be encouraged to use these higher level skills through both written and verbal responses.

CLASSROOM OBSERVATIONS: Observations of all staff will be conducted during the school year. PDAS will be the instrument used to appraise teachers. The principal and assistant principals will be visiting classes “informally” as much as possible as part of the instructional monitoring process. Feedback will be provided and this information may become a part of your PDAS file. Some visits will be very short (5 minutes), and others will be longer. The District Appraisal Calendar may be found on the District website.

CONFERENCE PERIODS: All teachers have one 45/50 minute conference period daily for school-related planning and organizing, not for personal business. Your conference/planning period is included in each day’s schedule. In addition to your daily preparation for instruction, it may be used for grade level planning, parent and other conferences. If it is necessary to leave the building during your conference period, you **MUST** notify a campus administrator and sign in/out and return on time.

COMPUTER LABS: PES has two computer labs. Use of the labs is to be scheduled with the lab assistant on duty.

COPIER: A copier is available for teacher/staff use in the teacher’s workroom. Do not send students to make copies. Send students to the office with instructions if necessary. If you wish to make overhead transparencies with the copiers, please make sure you are using the correct overhead transparency sheets.

PES The Pre-K copier can be used only by staff that have codes and access to this copier. Other staff will need to continue to use the copiers in the other two workrooms.

CUSTODIANS: All requests for custodians must be done through a work order found on the district website. Emergencies are to be handled through the principal's office.

CONFIDENTIALITY: As part of our legal responsibilities to our students and parents, confidentiality that must be maintained at all times. Telephone calls, workroom talk, hallway conversations and parent conferences must be conducted in such a professional manner that guarantees that private information will remain private. A loose comment can easily be escalated into a serious public relations problem that will embarrass the entire school. Unfortunately, parents often judge a teacher they do not know based on a single comment the teacher made in the hall, the voice level the teacher was using when the parent walked by the classroom, etc. Remember to hold student conferences in a location that is confidential.

DISCIPLINE: The teacher is responsible for discipline in their classroom.

Each classroom should have a laminated poster on display with the discipline cycle procedures adopted by the District. If your classroom does not have a discipline cycle poster, notify the office. Your specific classroom rules should be posted prominently. There should be no more than five classroom rules.

All teachers must use the discipline policies and procedures in the **Student Code of Conduct and Student Handbook**.

At the beginning of the year it is helpful if you make positive parent contacts to ensure parental support in discipline situations.

Student Detention after School: The parent must be notified prior to keeping the student for after school detention. Same day detention requires verbal documented parent approval. Next day student detention requires a note sent home, signed and returned and/or a documented phone call.

If a student is a constant discipline problem in the classroom parents must be contacted to help remedy the situation. The parent liaison will be available to help with the initial parent contact and with parent conferences when needed.

Discipline/Behavior Instruction: All teachers must document in your lesson plans that students have been taught the classroom rules. These rules must be taught by everyone at the beginning of each semester.

Discipline Cycle: Must be followed and documented on discipline referral prior to sending a child to the office.

Level 1 **verbal warning**

Level 2 **Student and teacher conference and/or teacher detention**

Level 3 **Parent and teacher conference (classroom discipline consequences may also be assigned)**

Level 4 Discipline report to Principal/Assistant Principal

Discipline Referrals: A discipline referral is required for all student referrals to the office. Use the discipline form available on-line. Follow your classroom discipline steps before referring a student to the office, unless the conduct/offense warrants immediate referral. Parent contact must be documented. The completed referral will be e-mailed to the teacher.

Students may not be left alone in classrooms, hallways, or outside for punishment or any other reason.

DISMISSAL OF STUDENTS: Staff members should stand in the hall to ensure that the students exit in an orderly manner and that the students do not run down the hallway.

PES: Grades Pre-K-1 students are dismissed at 3:00 p.m. Only bus students may be allowed to leave 5 minutes early and must be escorted by an aide to the bus. Grades 2-5 are dismissed at 3:45 P.M.

LRFMS: Grades 6-8 are dismissed at 4:00 p.m.

PHS: Grades 9-12 are dismissed at 3:55 p.m.

DISTRICT CALENDAR: Teachers, coaches, and sponsors should submit all activities to be included on the district calendar as soon as they are scheduled. Please check the district calendar before scheduling any event to minimize conflicts. All calendar entries should be sent to the District Technology Coordinator.

DRESS CODE:

Students: Students will follow the dress code policy outlined in the Student Code of Conduct and the Student Handbook. All staff members are responsible for monitoring student compliance with the dress code. Questions about appropriate dress may be addressed to the campus administrators. Students wearing inappropriate clothing will need to call parents for a change of clothes. It is the classroom teacher's responsibility to enforce the dress code. At PES and LRFMS, student shirts must be tucked in at all times.

Staff: Teachers and staff members are to follow the District's Dress Code. We are professionals. Questions about dress code may be addressed to the campus administrator. During games days, wear your blue and white to support our athletes.

Revealing tops, tight pants, and shirts, so short that your stomach or back shows when you bend or stretch to write on the board, are not considered appropriate attire.

Your attire, your cleanliness, and neatness are a part of the whole person that represents PISD. The public's perception of you as a professional teacher is influenced, consciously or unconsciously, by these three things, as well as your classroom performance.

DUTY: Teachers and Aides will be assigned various monitoring duties before school, after school and/or at lunch. Teachers are to monitor the halls before and after school. Teachers are to be in the halls to monitor students during class change. The duties schedules are on a campus basis.

EQUIPMENT: All audio-visual equipment is checked out through the library. Please do not move any equipment from a room without notifying the office and filling out a transfer form.

EXPERIENTIAL LEARNING/FIELD TRIPS: Field trips and/or special programs on campus are allowed, if they are directly tied to TAKS objectives and will help raise test scores. If you are anticipating a field trip, requests and plans must be submitted at the beginning of the school year so plans can be set. The principal must approve all field trips. All requests for field trips and/or special programs must be submitted in writing with all the details necessary for preparation (i.e., time of departure, location, cost of meals and/or event, number of staff involved, estimated time of return, TEKS objectives covered, number of buses needed, and special equipment set-up.) All field trips should begin with learning in the classroom. Your request must include how the learning experience is aligned with the Campus Improvement Plan, our curriculum, the TEKS, and how it will be evaluated. Student travel is subject to budget considerations. One or two of the teachers requesting the field trip should be certified to drive the bus unless there is a shuttle.

Teachers are responsible for the following procedures after principal approval of out-of-town trips.

- Submit a Transportation Request to the principal.
- Notify the school cafeteria a week in advance if students will be absent and if the cafeteria should prepare breakfast and/or lunch to take on the trip.
- Send consent forms home and returned two days prior to the trip.
- Provide at least one sponsor for every ten students.
- Submit an itinerary of the proposed trip to the principal.
- Submit to the office a list of eligible students participating on the trip.
- Leave with students from campus and remain with all students until bus driver has taken all students home. This applies to all sponsors.

EXTRA-CURRICULAR ACTIVITIES: Athletics, band, TIPS, student council, NHS, UIL. The UIL Coordinator is the athletic and activities director. Sponsors are assigned on a voluntary basis.

FACULTY MEETINGS: All faculty meetings will be held in the library unless otherwise stated.

PES: Thursdays, 7:20 a.m.

LRFMS: Wednesdays, 7:30 a.m.

PHS: Tuesdays, 7:30 a.m.

FIRST AID: When a student is ill or injured, you must send him/her to the nurse's office with a referral with the reason for the visit. In the case of a serious injury, inform the office immediately. Do not move a student if you are unsure of a neck or back injury. No medications are to be kept in the classrooms without checking with the nurse. **The nurse will not have medicines available for staff or students. It is against Texas Department of Health laws for a nurse to prescribe and/or dispense Over-the-Counter (OTC) medicines.** Do not use the Nurse's Office for discipline problems.

Some students have learned how to use illness as a way of "escaping" from the classroom. Much instructional time can be wasted if students are just sitting in the nurse's office. Be observant and look for patterns. Carefully check out the child's complaint and see if a trip to the nurse's office is absolutely

necessary. Often, children can rest a minute, get a little TLC, return to work and learn something exciting.

FIRST DAY PROCEDURES: All students should be in a classroom or office with a school official. There should be no student in the halls or restrooms during the taking of attendance. Take attendance as required.

1. If a student is in class, but not on the Class Roster, send the student to the office (PES & LRFMS). At PHS, add the student's name to the bottom of the roster.
2. If a student is on the Class Roster, but not in class, mark NS (No Show) on the day the student is a No Show. If the student shows up on subsequent days, write an "E" for enrolled on the day the student begins.
3. No students will be marked absent on the first day of school.
4. Teachers who are responsible for the attendance accounting period:
 - a.) Count the number of students in your class.
 - b.) Verify that the number shown on the class roster matches your head count (after taking into consideration new students and no-shows).
 - c.) Do not let the student leave the room until the official count is complete.
5. If you make a change before the Class Roster has been collected, mark through the error and initial the change.
6. Take roll in blue or black ink using the Temporary Class Roster or Attendance Roster. Sign each day's Class Roster in blue or black ink.

Subsequent days (until new instructions issued)

1. Sign all daily rosters in ink at the bottom of the form.
2. Record all absences in ink. A student may not be marked absent until he/she has enrolled in school.
3. Strike through and initial all errors in ink.
4. Use only valid attendance codes to mark a student absent. Do not put any marks if the student is present.
5. Notify the clerk of corrections on a separate sheet of paper. Be sure to include the student name, your class and period or homeroom number.
6. Add new students in ink to the bottom of the roster and on the remaining space.

FORMS: Copies of forms used by the district are available on the school website under resources. Please ask for help if you are unsure about filling out a form

- Accident Report
- Absence from Duty
- Content Mastery Pass
- Custodial Work Order
- Discipline Report
- Distance Learning Site Request
- District Fax
- Hall pass
- Lesson Plan Template
- Property Transfer Template
- Request for Transfer or Reassignment
- Substitute Evaluation

- Teacher Requisition
- Teacher Self Report (Self-extracting software)
- Teacher Self Report (Paper Form)
- Technology Work Order
- Travel Request
- Workmen’s Compensation

FUNDRAISING: Any organization having a fundraiser must obtain permission from the campus administrator as well as filling out the proper forms. Requests for fund raising activities must follow district policies and guidelines. The Campus Site-based Committee will make the decision on which fundraisers will be conducted.

GRADE LEVEL MEETINGS: At PES each grade/department level will meet formally a minimum of one time per week. LRFMS and PHS departments will meet daily during the established teaming period. Turn in minutes and signatures to the principal’s office.

GRADES: Numerical grades for students in grades 1-12 will be entered into the TxGradebook. Grades are to be averaged and reported to the principal’s secretary. All teachers will use TxGradebook. Training will be provided for those teachers who are unfamiliar with the program. At least two grades per week for the six-week period in each subject need to be entered and posted on a weekly basis. It is the teacher’s responsibility to report failing grades at the end of each three-week period. Contact the parent when you see a drastic change in grades. Remember to follow all grading policies and do not record grades lower than a 50 on the report card. Be consistent with your grade level regarding opportunities to redo work, extra credit, etc.

Parents will have access to their child’s grades via the electronic Gradebook.

Each six-weeks, schools will publish an honor roll list in the local newspaper to give special recognition to students for excellent academic achievement. A grade of 90 or above must be attained in all courses to be listed on the “A” honor roll. Students maintaining grades between 80 -100 will be listed on the A and B honor roll.

GRADING POLICY:

In grades 1-12, achievement is reported to parents as:	PES	LRFMS	PHS
Daily work (including homework & content specific).....	60%	20%	40%
Test/quizzes/Alternative Assessment	30%	30%	40%
Authentic Assessments.....	10%	30%	
Six-weeks tests		20%	20%

Semester grades are calculated by weighting each six-week grade twice and counting the semester exam once. The total of these scores is divided by 7 for the semester grade.

GRANTS: All grant applications must have prior approval from both the campus administrator and the superintendent.

GIFTED AND TALENTED (G/T): All teachers must have the basic 30 G/T staff development hours. The District will provide the 6 hour update training each year. All G/T students’ needs will be addressed in all scheduled classes in accordance with his/her individual needs. The G/T State Performance Standards training DVD is available on the website, with a link to the Standards.

HALLS: All students are expected to conduct themselves in an orderly and quiet manner throughout the building. It is the teacher's responsibility to accompany students within the building to supervise them. Students may not roam the halls during lunch or any other time.

PES: With the exception of going to the restroom, all students must travel in pairs for safety.

HALL MONITORING: All teachers are to monitor the halls in the morning, during class changes, before and after lunch, and after students are dismissed from school. Teachers should monitor the halls around their classrooms and help monitor the restrooms for any inappropriate behavior.

HALL PASSES: Any student who is allowed to leave the classroom during class time **must** have a hall pass. For grades 1-12, **Hall passes are to be used by students, at all times.**

PES: The hall pass must be specific to the child and include his/her AR information. The hall pass may not be specific to a classroom or teacher. If you have any questions about this see the Campus Administrator.

LRFMS: The student's hall pass is their student planner and must be filled out and carried at all times.

PHS Please use the blue plastic passes issued to you. Do not allow students in the hall during class time unless it is an emergency. Students without hall passes will be subject to disciplinary action.

HOMEWORK: Homework must be designed to help the child learn responsibility and reinforce already learned skills and concepts. Please make sure the amount of homework you assign is within reason and **consistent** with other teachers on your grade level or content area. Also, be sure to give value to student's homework by checking it and making it count for something. Please make sure parents and students are able to follow directions and that the task may be completed with no help or assistance. Homework is to be reviewed/checked in class the next day.

All homework should:

1. Be relevant to the lesson being taught.
2. Have value and purpose.
3. Be specific and easily understood.
4. Be easily accomplished by all students.
5. Be realistic – (not something that can't be associated with lesson).
6. Be an opportunity for student success.
7. Be relative to their education and lives.

Homework should never be:

1. Used as a punishment
2. Assigned without previous teaching
3. Too long or complicated
4. Unclear or ambiguous in directions
5. Too difficult for any students

Remember:

1. Not all students have access to assistance at home
2. There is more than one way to teach responsibility

IDENTIFICATION BADGES: All staff are required to wear identification badges when on campus. Badges will include a bar code for all staff to sign in and out.

IN SCHOOL SUSPENSION (ISS) When a student is placed in ISS, the administration will e-mail the ISS teacher with the dates and number of days the student will serve. Teachers should check the board in the workroom daily. In addition to the board, the ISS teacher will e-mail the teachers of the student who is placed in ISS. Teachers should send work to the ISS teacher via e-mail if possible or place the work in the ISS teacher's box. Teachers should include any specific directions with the work that is sent. If the student is in ISS for one day, the work should be sent early in the morning in order for the student to have time to finish. Teachers should label any tests or quizzes and should make sure all work has the teacher's name on it. The ISS teacher will return the work to the teacher's box as soon as possible. It is the responsibility of the regular teacher to monitor the student's work in the ISS setting.

Teachers of special education students in ISS are required to go to ISS during their conference period to monitor the work of the student(s) and to ensure that the students(s) will be able to continue to make progress while removed from their regular schedule. Such visits are only to ensure progress and generally are not time intensive.

- A Student is assigned to ISS by the campus administrator.
- The attendance office will e-mail a list daily, to relevant teachers (homeroom, grade level) of students assigned to ISS.
- If you have a student assigned to ISS, please do the following:
 - Bring your daily assignments for your student to the attendance office
 - Please give careful direction for successfully completing the work.
 - Provide all necessary books/materials.
 - Make the assignments meaningful.
 - Give the student feedback as quickly as possible
 - Help the students before or after school, or during your conference time.

While Assigned to ISS:

- Students may not participate in any extra curricular activities.
- Students may not attend any school activities, before, during, or after school
- Students will not be released from ISS until all work is done satisfactorily.
- Students will eat lunch separately and apart from classmates.
- Students will have no access to their gym lockers.
- Unacceptable behavior in ISS could result in alternative school placement.
- Students receive two rest room breaks a day: one in the morning, one in the afternoon.
- The campus dress code, rules, and procedures are the same for all students, including those assigned to in-school suspension or alternative school.

INSTRUCTIONAL AIDES: Each of the instructional aides has a specific assignment: special education, ESL, computer lab, library, clerical. The campus administration assigns additional duties.

INTERNET USE: No staff or student will be able to access the Internet on school computers unless a signed Internet Agreement is on file in the office or library.

INVENTORY: Do not remove any “tagged” item out of your room without notifying, in writing, and receiving permission from the principal’s office. These items include computers, furniture, file cabinets, tape recorders, overhead projectors, etc. The Business Office keeps an inventory sheet for each classroom and any changes must be documented.

KEYS: The campus administrator issues keys to faculty/staff members. If a key is misplaced or lost, please notify the office immediately. Each staff member checking out keys must sign a receipt for all keys.

LAMINATING: Please be conservative and thoughtful of others regarding the laminating machine. Laminate only what needs to be laminated since film is very expensive.

LESSON PLANS: Lesson plans are to be written indicating plans for your week’s work using the district format template. The Lesson Plan Template is available on-line. Handwritten plans will not be accepted. Plans should be specific enough that any teacher could utilize them in conducting your class. Also, document any modifications for special education students and strategies to address the diverse needs of our G/T and LEP students. Lesson plans are due on Monday by 8:00 a.m. of each week. Lesson Plans need to be submitted electronically via the lesson plan link, found on the school website. Have a plan ‘B’ lesson plan available in printed form in case of emergencies. This “Plan B” should be kept in your substitute folder on your desk.

LIBRARY: Students must have a hall pass to go to the library. Students who do not bring their hall passes will not be allowed to check-out books and/or may be returned to class. Please schedule student/class visits with the librarian. Teachers must supervise their students while in the library.

PES: Students need to walk in pairs to and from the library. Each student’s A/R level must be listed on their hall pass.

LRFMS: All students must carry with them the Planner with their personal barcode and Reading Log with their assigned reading level in order to check-out AR Books.

PHS: Teachers should issue library passes to go to the library. See PHS procedural manual for details.

MAKE UP WORK: For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. The student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. The student must be given at the least the same amount of time to turn in the makeup work as the number of days missed.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the campus administrator and previously communicated to students.

MOVIES/DVDs/VIDEOS: Movie/DVD/Video excerpts must be tied to TEKS objectives and documented in lesson plans. The District expects compliance with all copyright laws.

NURSE’S OFFICE REFERRALS: All students sent to the nurse’s office must bring their referral with them. The child may not be sent without the completed form (except in emergency situations).

Students will return to class with a copy of the report filled out with actions taken listed. If the child was sent home, the Nurse's Office will notify the teacher.

OFFICE INFORMATION: Everyone is expected to check his/her mailbox and e-mail on a daily basis (as a minimum).

PAPER: Do not make unnecessary copies. Conserve paper. Use the copiers instead of the laser printers to make multiple copies.

PARENT CONFERENCES: Parent conferences are a valuable strategy for improving classroom performances and behavior as well as enhancing learning. During the conference, focus on student behavior and performance, not "attitude." Try to keep parent conferences brief. Document all parent conferences.

PAYROLL: Presidio ISD pays every two weeks. Your check is delivered to your campus after 8:15a.m.

PERFORMANCE DATA: Student assessments need to be presented in TAKS format and charted on the wall for student reference and visual reminders. Individual student data folders need to be kept at all grade levels. The student needs to be accountable for charting his/her own data.

PICKING UP STUDENTS: Parents are required to come to the office to sign the child out. The parent will wait in the office until office personnel bring the student to the office. If you find that a parent is constantly picking up a child early, please inform campus administration.

PES Teachers, it is very important that you deliver and pick up your students on time to and from lunch, P.E., music or Art. Pick up your own students and do not depend on someone else to do this.

PLAYGROUND:

PES: The playground between the special programs building and the main office is for use by the Pre-K and K students only. The little plastic houses are being dismantled by the older students. Pre-K and K staff: both the teacher and the aide must be present while the children are playing. The blue playground is for K – 3rd. The tan playground is for 1st – 4th. Please use the equipment bearing in mind that others use it also. 5th grade may not use the playground equipment, only the concrete slab and the playing field.

PRESS RELEASES: The superintendent is the district spokesperson. All press releases must be approved by the campus administrator and forwarded to the superintendent for approval prior to release.

PROFESSIONAL DEVELOPMENT APPRAISAL SYSTEM (PDAS): All teachers will be appraised using PDAS. The campus administrators will appraise teachers according to the appraisal schedule approved by the school board. New teachers will receive 6 hours of PDAS training early in the school year. All teachers will receive an annual PDAS update. Unless other arrangements are made, in writing, these appraisals will be completed by December 1 of each year.

PROGRESS REPORTS: Progress reports are to be given to **all** students on Monday of the 4th week of each six weeks period. A progress report may be sent to the parent at any other time deemed necessary by the teacher. All parent contacts should be documented.

Parent Teacher Organization (PTO): A PTO schedule will be set up by campus/grade level with specific timelines and content guidelines.

PURCHASING MATERIALS: All purchases are to be on a requisition request form and approved by the campus administrator. Do not purchase anything with a personal credit card, personal check or cash without prior permission from the campus administrator, business office, and superintendent or you will not be reimbursed. Your purchase request must include the group of children the material will serve and the Campus Improvement Plan goal that these materials meet. Nothing may be ordered or purchased without an approved purchase order.

Procedures when ordering/purchasing/requesting:

1. Establish what is needed. (Make sure the company is in the vendor book)
2. Locate prices and approved vendor (see campus secretary for assistance, if needed).
3. Fill out purchase requisition and submit to campus administrator (allow 5 days for completion of purchase orders.)
4. Purchase orders must be approved by person submitting requisition, the campus administrator, the business office, and the superintendent.
5. Once the purchase order is approved, it will be returned to the originator for ordering (unless other instructions have been attached).
6. All orders are delivered to the District warehouse and then to the respective campus and teacher.
7. If you need a check issued with the PO, you must put it in writing on your PO (Cut check please).
8. Please allow enough time for PO to go through entire process. You are responsible for picking up check and credit cards (when applicable).

Classroom materials: If you need basic items such as pens, tape, etc., please fill out a requisition form and place on the secretary's desk.

Computer materials: Request computer supplies through technology/campus administrator. Use the requisition form. Your request needs to be specific (i.e., computer or printer style and number.)

Catalogue orders: Before ordering make sure the company is on the District approved vendor's list. A blue notebook listing all approved vendors is located in each workroom. Make sure all information is filled out on the requisition including the vendor's number. Be sure to include shipping and handling on all requisitions (if unsure use 10%).

Asking parents for money for a class or grade level activity for extra material is prohibited. If you believe you have an extenuating circumstance submit a written request to the principal.

SAFETY DRILLS:

Review all safety drills the first week of school and establish routine entry and exit procedures for all drills. Assign a student monitor to help with the drills in each class. All teachers are required to print their rosters for each class and have a folder with the class roster and safety procedures in a convenient place ready to take in case of an emergency.

A minimum of six safety drills will be held throughout the year. Teachers will be provided with red folders to use as their emergency folder. This folder must contain an evacuation map and current student rosters for each class period. Teachers are expected to carry this folder with them during the drill.

Teachers must be familiar with the emergency exit procedures for fire, tornado, lock down, and evacuation. Teachers must check roll when they reach the safe zone and be ready to report the names of any missing students to the administration (use the rosters to mark missing students). The administration will pick up a roster from every teacher during the drill before students are allowed to return to the building. Turn off all electricity and close doors before leaving the classroom.

Fire Drill

1. Line up the students quietly and exit quickly.
2. Be prepared to use alternate routes.
3. Walk students to designated area.

Tornado Drill

1. Exterior Rooms: Students get on the floor with head between the knees and covered. Keep students away from windows and glass. Students should sit along the wall with no windows.
2. Interior rooms of main building: Students go to hall and sit on the floor with head between knees and covered with their arms.

Evacuation Drill (Same as fire drill)

1. Students should be prepared to cover eyes and nose if necessary.

Campus Lockdown

1. An announcement will be made to initiate the LOCKDOWN. Keep all students in classrooms and away from windows.
2. Secure building keeping all students away from affected area. Lock doors.
3. Hold all classes until released by intercom. Do not open the door for anyone.

SECTION 504: The District identifies and serves children who meet the criteria for Section 504 services. All professional staff are to receive annually basic training on the Guidelines and referral procedures. The Operational Guidelines and referral process can be found on the District website. If you have questions or concerns about a specific student see your campus administrator or talk to the Section 504 Coordinator.

SECURITY CODE: Protect your security code issued by District Security Department. These will be issued on approval from your building administrator.

SEXUAL HARRASSMENT: Any concern about sexual harassment must be reported immediately to a campus administrator and/or superintendent.

SCHEDULES: A copy of your schedule must be posted in your classroom. A copy of your daily schedule must be turned in to principal's office prior to school starting. If changes are made during the year, please turn in the updated version.

SITE-BASED DECISION MAKING: The SBDM/Campus Quality Team (CQT) team will be elected according to school district policy. This team will act as a consulting body, as a liaison between staff and administration, and as an advisor/advocate to the administration. The principal, in consultation with the SBDM/CQT team, the faculty, and the other campus administrators will make final decisions concerning the campus.

SIGNING IN: All staff must sign in or scan upon arrival. Signing out is required only if you leave early or leave campus and return during the school day. If you need to leave early or leave campus during the day, you must secure permission from a campus administrator. Para-professionals and clerks will use the time clock to clock in and out. Para-professionals and clerks may not work more than 40 hours unless you have written approval in advance from a campus administrator.

SPECIAL POPULATIONS: Faculty members are expected to follow all laws and district regulations regarding modifications and documentation for special education, ESL, 504, dyslexic, and gifted/talented students. Compliance must be documented through lesson plans, samples of student work, progress reports, etc.

STAFF DEVELOPMENT: Teachers are expected to attend district/campus staff development workshops scheduled periodically outside the regular school day. Professional growth is very important. We are lifelong learners and role models for our students.

TARDY PROCEDURES:

PES: See Attendance Procedures

LRFMS and PHS: Any student who is not in the classroom when the bell rings must go to the office to get a tardy pass. Teachers are not to allow students in the classroom without a tardy pass after the bell rings. The student must get a tardy slip from the office and the attendance clerk will change the absence to a tardy.

- All Tardies are cumulative (6-weeks)
- 4 Tardies- 1 DAY LUNCH DETENTION
- 5 Tardies- 2 HOURS SATURDAY SCHOOL
- 6 TARDIES- 4 HOURS SATURDAY SCHOOL
- 7 TARDIES- 1 DAY ISS
- 8 TARDIES- 2 DAYS ISS
- SUBSEQUENT TARDIES- DISCIPLINARY ACTION

FAILURE TO SERVE LUNCH DETENTION RESULTS IN SATURDAY SCHOOL.
FAILURE TO SERVE SATURDAY SCHOOL RESULTS IN ISS. FAILURE TO SERVE ISS RESULTS IN POSSIBLE SUSPENSION.

TAKS TUTORIAL/ENRICHMENT All students may be assigned to a TAKS tutorial or enrichment class. TAKS tutorial classes will focus on preparation for the TAKS. Students will be placed in TAKS tutorials based on their previous TAKS scale score. Enrichment classes will focus on higher level

learning skills and other enrichment activities. Attendance and tardy policies will be followed. All classroom procedures must be followed.

TECHNOLOGY: The new definition for technology is anything related to a computer. Any audio-visual or media equipment not connected or related to a computer will be handled by the library. This library media includes (for example) TVs, VCRs overheads, elmos, cameras, etc. All equipment must be checked out through the library and returned before the end of the school year.

TELEPHONE USAGE: There is a phone located in each workroom. Dial 9 for an outside line. The workroom phone does not allow long distance calls. If you need to make a long distance call regarding school business, that call must be made from the office. There is a log to write down the date, place and number called in order to verify the call on the phone bill. If you need to make a phone call that may compromise the confidentiality of students, please make arrangements to use the phone in an office. Occasionally the office gets calls during working hours asking for a staff member. Unless it is an emergency, a message will be left in your mailbox.

TELPAS: All teachers will be trained and must qualify to be a rater.

TEXTBOOKS: All textbooks are to be covered. Classroom sets are to be covered and consecutively numbered on the spine. These books are to be counted daily, and are not to leave the classroom. Students who are issued books to take home must leave them at home. Student name, student signature, and book number must be listed for books issued to students. A campus administrator will help you with all your textbook needs. At the end of the year all the textbooks must be accounted for, so you may want to make a periodic book check. If a student loses a book, report it to the office so the fee can be collected. Each school is responsible for paying for shortages at the end of the year. Textbook inventory is kept by barcode label. All textbooks will be checked out through the library.

VISITORS: All visitors must report to the office and request a visitor pass. All teachers and staff members are responsible for approaching any visitor who does not have a visitor pass. Student visitors are not allowed unless scheduled as part of the educational environment. Any teacher scheduling guest speakers must get approval from the office and obtain visitor passes for the speakers prior to the speaking event.

WITHDRAWAL OF STUDENTS: The withdrawal sheet will be taken to the teacher. The teacher must document students' grades and return the form as soon as possible to the office.

WORKROOM: The workroom is for your benefit. The machines are delicate and often cranky. Please take care of them and handle them gently. If you need help, call the office. The workroom is made available for teacher mailboxes and eating area. Please clean up after yourself, avoid negative communication and destructive gossip. Make this area a positive one where all feel welcome.

WRITTEN COMMUNICATION WITH PARENTS: Notes will enable us to communicate effectively with our parents and community. Be sure to write notes expressing thanks for assistance given in parent conferences. Proofread your notes carefully for misspelled words, punctuation errors, incomplete sentences, etc. Ask co-workers or an administrator to proofread notes that may sound harsh or could be misunderstood. Be liberal with notes of praise, encouragement and exciting news. Maintain a folder for all notes you send out and receive. This is for your information and protection. You never know what documentation will come in handy! Any notes going out to all parents in a class or grade level must be approved by either a campus administrator in advance.