

Owens Elementary



“Exemplary... Back to Back”

*Staff Handbook
2009-2010*

WILD about Owens!

*Owens Elementary School
Professional Staff Handbook*

I. General Information

A. Professional Staff Day

Teaching staff hours are from 7:45 a.m. to 3:45 p.m. Monday through Friday. Teachers and aides should sign in electronically via computer when arriving at school. **Homeroom teachers are required to be in their classrooms by 7:45 a.m.** If a teacher needs to leave their room for a brief period while students are in the room, she should notify a “neighboring” staff member, so that a professional is responsible for the children at all times.

B. Leaving Campus

Staff members must sign-out in the office prior to leaving the campus during school hours (exception: lunch). Teachers needing to leave early or arrive at school after 7:45 due to medical or dental appointments should complete the appropriate form in the office to get permission from the principal in advance. Appointments which require a teacher’s absence from duty for a brief time without taking a personal or sick day will be **limited to 3 per school year.** These appointments should be scheduled after school hours if possible.

C. Notification for a Substitute

Staff members should follow the district procedures for reporting absences; however, in addition to calling the absence reporting system, please call your PDAS appraiser and leave a message so we will know to expect a substitute in your classroom. Do not ask office staff to enter your absence for you.

Lesson Plans must be printed out from CScope and left for the substitute. If your absence is unscheduled, the grade level chairperson will print out your lesson plans for the substitute which means they will need your password.

Jury Duty: Submit a copy of your jury summons notice as soon as you receive it to Sylvania. TISD requires all staff to return to the campus and assume their regular duties should they be dismissed from jury duty during the school day. The substitute should be directed to report to the office so he/she can be assigned as needed on campus for the remainder of the day.

Please call the office **before 2:00** if you are absent and realize you are not going to be able to return to school the following day if we need to retain your substitute for the next day.

State Personal Days: Requests must be made in writing to the campus principal using the form available on the TISD website **three days in advance of the scheduled absence.** Office personnel cannot grant you this leave. **Always make sure you have the principal’s written approval BEFORE taking this day, making travel reservations, or securing a substitute.** Discretionary state leave shall be granted on a first-come, first-serve basis,

with a maximum of 10% of campus employees permitted to be absent at the same time. **A maximum of two consecutive personal days may be granted by the campus principal. The salary of staff will be docked for days that exceed two consecutive personal days absence.**

District policy prohibits taking personal days on staff development days, days prior to/after a holiday, or TAKS testing days. Campus administrators respectfully request that you look at the district, PTA, and campus calendars so that personal days and medical appointments are not scheduled or requested two weeks before TAKS or during TAKS and one week prior to any holiday or special campus event.

Fridays/Mondays are difficult to fill requests for substitutes according to Maxine Marshall who oversees substitutes. Please consider this information as you make plans.

PLEASE MAKE SURE THE FOLLOWING ARE TAKEN CARE OF IF YOU ARE ABSENT:

- Current class roll and seating chart
- Substitute lesson plans on desk with materials needed for the day
- Daily schedule
- List of students that will be of assistance
- Fire/Inclement weather map
- Students in special programs with times they attend (resource, speech, TARGET, dyslexia, etc.)
- Discipline Mgt. procedures/forms
- After-school dismissal procedures (bus riders, pick-ups, walkers, daycare)

D. Conferences

Owens Elementary expects to maintain a good working relationship with all parents. Teachers need to schedule conferences with parents as needed, and communicate with parents throughout the school year. A conference with each parent is required once each semester.

Teachers should discourage “mini” conferences in the halls when students are present or the teacher is responsible for students in the classroom.

Remember...You are the second best public relations agent for our school. Students are the first! We must provide great educational programs where students achieve to the maximum of their abilities. The little things are what count! The contact the teacher has with a parent may be the only direct contact a parent has with their child’s learning. What YOU say is heard as gospel by parents, the community, and children. You have the accurate information about our school and the

image you project is the image that people will have of Owens. Be positive, professional, pleasant, and accurate in your communications while maintaining confidentiality of individual students.

E. Discipline

Most discipline issues should be handled by the classroom teacher. A child should be brought to the principal's office only if he/she has:

1. Deliberately hurt another child.
2. Broken several classroom rules after parental contact and disciplinary intervention by the teacher.

Discipline Reports – The teacher must send a discipline report with students who are sent to the office for discipline matters. Discipline reports may be sent directly to the child's parents when the teacher feels that they need to be advised of a problem, but does not feel intervention by the principal or assistant principal (s) is necessary.

F. Social Contract

Teachers will develop a social contract with his/her class(es). Students and parents should be informed about the rules for acceptable behavior.

G. Faculty Meetings

Staff meetings will be held after school on Wednesdays. Personnel are required to attend. Appointments should not be made that will prevent your attendance at staff meetings.

H. Student Medication

All medications are to be kept and administered in the clinic. Medication must be in its original container accompanied by a letter of consent and information regarding the administering of the medicine.

I. Student Accidents

All student accidents that result in injury to a student MUST be reported to the nurse. No contact sports are allowed at any time.

J. Use of the Telephone

Staff members may use the telephone in the workroom or conference room. Calls not involving school business should be kept to a minimum time period. Cell phone usage during instructional time should only be for emergencies or calling a student's parent. Cell phones should be turned off or on silence when in the classroom. All cell phones should be turned off during meetings on campus (faculty, vertical team, etc.) TISD also requests the same during PFK or any of their meetings.

Teachers will not be called to the telephone during class except in cases of an emergency. Important messages will be delivered to the classroom, or emailed/posted in the teacher's box.

Student use of the telephone should be kept to an absolute minimum, and should only be for emergency health problems. Teachers should send a permission note with the student to the clinic. Students will not be called out of class to answer the phone. Students are not to use the class telephone to place calls. STUDENTS ARE NOT ALLOWED TO USE CELL PHONES WHILE ON CAMPUS. STUDENT CELL PHONES ARE NOT BE VISIBLE AND/OR TURNED ON WITHOUT EXPRESS PERMISSION OF THE PRINCIPAL. VIOLATION OF THIS POLICY WILL RESULT IN THE CELL PHONE BEING CONFISCATED. THE DEVICE WILL BE RETURNED UPON PAYMENT OF A \$15.00 FEE.

K. Visitors

Teachers will not allow anyone in the classrooms unless they have a visitor's pass from the office. No one is allowed to pick up a child from school or visit a child at school except the child's parents, legal guardian, or the individuals listed on the student's enrollment card. Teachers should only dismiss a child early if the office notifies them to send the child to the office to leave. Children should not be dismissed early from the classroom if the teacher has not received notification from the office to dismiss the child.

L. Parties

Classroom parties are held the day before the Christmas break and Valentine's Day. Staff members need to be familiar with the guidelines of the *Texas Food and Nutrition Policy* regarding snacks/foods that can be served to students at school. Students are not allowed to pass out invitations to personal parties at school.

M. Dress and Personal Grooming

Acceptance of the position of teacher carries the responsibility of becoming a role model. The dress and appearance of teachers shall conform to the standards expected of professionals and the district dress code.

The TISD Board Policy Manual states, "The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent."

DH – LOCAL

Specific guidelines include the following:

1. All garments shall be properly fitted and convey a dignified and professional appearance.
2. Jeans should only be worn on Friday "spirit" days with either an Owens shirt or school colors (silver and blue).
3. Jewelry accessories should be appropriate.
4. Warm-ups (except for physical education teachers), sweats, and stirrup pants shall not be worn in the classroom.
5. Athletic shoes shall not be worn (except in P.E. classes). **Sandals should convey a professional appearance.** (Flip Flops/shower shoes are not allowed). Feet should be well-groomed when wearing sandals...clean, moisturize, and trim!
6. Women should not wear low-cut clothing. Skirts, dresses, etc. must meet the district dress-code. (Do the bend-over test at home in your mirror...frontward...and backward. Be cognizant of split skirts and where the split ends.)
7. Men shall wear shirts with collars.
8. Men shall wear socks.
9. **No visible tattoos** are permissible.

If you have questions about particular clothing, please consult with the principal in advance.

II. Grading (TISD Grading Handbook is on-line)

A. Progress Reports

Progress reports are sent home according to the district schedule if a student is failing a subject. In addition, if a student's average drops more than 10 points a progress report should be sent to the parent.

B. Report Cards

Report cards are sent to parents/guardians according to the district schedule. Grades must be entered by the Friday before report cards are to be sent home with students. In the case of holidays, grades should be entered before leaving for the holiday (Christmas, Spring Break).

Parents now have access to grades on-line and therefore grades should be updated weekly.

Performance Plus test results should be averaged into a student's grades according to district directive. A student's report card grades, P. Plus scores, and TAKS scores will align if the TEKS are being taught and assessed according to the district scope and sequence.

Grades may be checked each six weeks or at random. Zeros are not allowed! Set expectations for success and adhere to it!

C. Homework

Homework should be assigned with discretion. Assignments should consist largely of enrichment activities, unfinished classroom work, or short practice sessions for the acquisition of a newly-learned skill. **Homework is practice and therefore assignments should never be made without prior instruction to ensure student success. Grades are not given for homework.**

Homework is an extension of classroom learning and should not be punitive. Please follow district policy when assigning homework.

D. Make-up Work

It is the responsibility of the classroom teacher to assign make-up work for student absences and determine a reasonable amount of time given to the student to complete the make-up work. A student who does not make up assigned work within the allocated time by the teacher will receive a grade of zero for the assignment. (It is important to keep parents informed and seek their assistance when a student hasn't turned in make-up assignments prior to assigning a zero.) **Make up work for unexcused absences are assigned a grade equivalent to 70% of the grade made on the assignment with the maximum grade of 70.**

E. Promotion and Retention

In accordance with the law, students are promoted on the basis of academic achievement and meeting state attendance guidelines. The "Grading Handbook" details the requirements for academic expectations and student promotion. Grades must reflect the academic achievement of a student.

F. Modifications

State law requires that modifications be made for Special Education students as indicated in their IEP or students who qualify for modifications under "Section 504".

III. Emergency Drills

Procedures for emergency drills are detailed in the Owens Crisis Response Plan. Each staff member is responsible for knowing and practicing these procedures. **Fire Drill and Inclement Weather Drill maps must be posted in every classroom. Doors to all classrooms and exterior doors must be closed during drills.**

IV. Physical Education, Library, Art and Music Programs

The classroom teacher's responsibility to the PE, Library, Art, and Music programs include:

- A. Take students to the appropriate block class on time. Pick your students up on time from their block class.
- B. Do not keep students in the classroom during PE, library, art, or music except for health reasons or when approved by the principal.
- C. Alert the PE teacher of unusual health or physical conditions that may impair a student's ability to participate in regular physical activities.

Lesson Plans should be done a week in advance. They must be available on CScope before 8:00 a.m. on Monday mornings for the week.)

Must include:

- Lessons that meet district time requirements for instruction – CScope lessons must be used for both Math and Science. Other lessons are available on CScope however alternate lessons can be attached as long as they follow district requirements.)
- Lesson plans should reflect the number of minutes per subject as required by the district.

Recess is to be limited to a maximum of 15 minutes daily. A structured activity such as stretching/exercise in place, board games, reading, etc. should be planned as an alternative during inclement weather.

- Students are not to watch television during school hours. This includes recess time. If weather does not permit recess, time can be used for instruction, accelerated reading time, shared reading, etc.

TARGET – Students identified for this program will attend on the designated day each week. They are not required to make up any work missed while they are at TARGET nor should you teach a new concept on this day unless you are prepared to make it up with them without requiring them to do extra work. These students cannot be penalized for participation in the GT program.

Teacher Requests: (Textbooks, Copies, Supplies, Wish List, Work Orders)

- **Confer with your grade-level chairperson if you need books.**
- **Copies – each teacher has a copy code. Copy counts are reset the first day of each month. Copies should be made during your conference time. Parents and students are not allowed to make your copies. DO NOT send a student to the office to request more copies.**
- **Supply requests, graphics requests, work orders must be approved by the grade-level chairperson and principal. (Forms at the back of this handbook.)**

- **Each teacher has \$250.00 at the IRC. Please make good use of this resource for laminating, etc.**

Volunteers/Visitors

- **All volunteers must have prior approval and background checks by TISD. This includes PTA parents.**
- **All visitors must check in with the office and wear a badge.**
- **All visitors must show a picture ID each time they visit the campus.**

Announcements: 8:00 each morning

Student Morning Arrival:

Only students that are eating lunch go to the café...All others go to the gym. First bell rings at 7:45, announcements begin at 7:55, and instruction begins at 8:00.

Dismissal:

No students are dismissed from class until the 3:00 bell rings unless dismissed over the intercom. Parents are not allowed to wait in the hallway for their student(s).

Café:

- Students should bring lunch/money until free/reduced lunch forms are approved.
- Student charges are limited to three. Café mgr will send home notes about charges. Alternative meal will be served after the third charge.
- Employee charges may be made in the café but employees should clear up charges in a timely manner.
- Bring students and pick up students on time from the café.
- Please discuss proper café conduct with your students.
- **Teachers are asked to eat lunch with their classes for the first three days of school to help students learn where to sit, how to go through the line and how to conduct themselves. During TAKS testing teachers are also asked to eat with their students.**

Tardies: Doors and gates will be locked at 8:00. Students that arrive after the 8:00 bell must report to the office. Teachers must mark students

tardy if they arrive after 8:00. A new district-wide tardy policy is in effect this year. Consequences will be assigned for tardiness. (Same applies to "early leave".)

Please speak with your students about school visitors and remind them not to open the doors/gates for people since they are supposed to go to the office first.

Absences: Turn in parent notes, doctor notes, etc. to the office when students return after an absence. The attendance clerk will need these to determine if an absence is excused or unexcused.

Remember that vacations, visiting family, or other such absences are unexcused. The only excused absences are when a student is ill or when there is a death in the family.

Please monitor attendance (PDAS). TISD has set our attendance goal at 98%. Keep records of your contact with parents regarding absences. Teachers are to conference with parents should an attendance problem arise. The teacher will call the parent/home on the second absence in a row if we have heard from the parent. Keep the counselor, attendance clerk, and principal informed if you see a pattern of absences with any student.

Withdrawal of Students:

Processing of records does not begin until our office has received either a verbal or written communication from the parent. If the parent notifies you they are moving, notify the school secretary immediately so the withdrawal procedure can start. Parents need to tell the secretary which day will be the child's last day of attendance.

The withdrawal form will need to be completed by the teacher and initialed by their name. The completed form will be returned to the secretary and a copy will be made for the parent, a copy for the withdrawal notebook, and the original placed back into the teacher's mailbox so it can be placed in the child's cumulative folder. A parent must come to the office to sign the form. Library books, textbooks, classroom books, and lunch charges must be cleared.

Send home a copy of the report card if the child is moving within the district, send the actual report card (MAKE A COPY FIRST AND PLACE IN CUM FOLDER, IF THE CHILD IS LEAVING TISD.) Send

home his/her supplies. DO NOT send home any of the consumable textbooks with the child whether moving within TISD or another district.

Monies and Valuables in the Classroom: Do not leave valuables in the classroom when you leave. A safe is located in the office for school monies. Money such as picture money, field trip funds, or other school funds must be locked in the safe. Teachers assume responsibility for money not kept in the office safe. Keep valuables in a secure, locked location. Remind students that toys, candy, jewelry, electronic games, etc. are to be left at home.

Fieldtrips: Must be documented in lesson plans and linked to TEKS. Fieldtrips are for instructional purposes therefore they must be taken prior to the last three weeks of each semester to allow for integration into instruction.

- Prior approval from principal required.
- Let the secretary know ASAP to secure buses.
- Must be on school calendar.

Permission slips must be sent home at least one week in advance so students will have ample opportunity to return them. Teachers are responsible for putting the information on the permission slip, giving them to students, collecting completed forms, and keeping them with them during the trip. After the trip is completed, the fieldtrip forms should be turned in to the office.

- Parental permission cannot be given over the telephone so students should not be sent to the office to call home.
- **Students will not be allowed to participate in fieldtrips if their teacher is absent.** If you call in ill, the fieldtrip will be cancelled.
- If a large number of students are not attending the fieldtrip, one teacher may be asked to stay at school to supervise those students.
- If a student cannot attend, arrange for that student to attend class with another teacher. Let the office know where the student will be during this time.
- Students represent our school and are expected to wear clothing that complies with the student standard of dress. A high expectation for behavior is mandatory. **No electronic games, IPODS, etc. are allowed on the bus even during fieldtrips! These items will be confiscated and a \$15.00 fine assessed before they can be returned!**

- A sign indicating Owens should be placed in the window of the bus.
- Parents are welcome to follow the bus to locations such as the zoo but they must pay the admission price. Parents are not allowed to attend performances since the number of attendees is limited.
- Younger siblings are not allowed to attend fieldtrips.
- Parents are not allowed to ride the bus on fieldtrips.
- Notify the principal if anything unusual happens on a fieldtrip (lost child, hurt child, etc.)

First Day:

Send folder home with each student on the first day.

9:00 - No Shows...Send a list to the school secretary on the first day of school by 9:00 of any students on your class roll that did not show up.

9:15 Enter attendance (every day). If a child comes to school after you have entered attendance, notify Donna Parker in the office. Posting attendance in TEAMS is mandatory and non-compliance will be documented for PDAS purposes.

The attendance clerk will notify the principal daily when attendance is not posted. If the number of times that a teacher does not post attendance exceeds five days within a six weeks period a conference with his/her appraiser will be held and documentation will be made for PDAS purposes.

Other:

Instructional time on task is the strongest indicator for student success. Instruction should begin at 8:00 and continue until 2:50. Clean-up time and reflection by students about what they have learned that day should begin at 2:50. No students should be released from class until the bell rings at 3:00. Students should leave promptly at 3:00.

Faculty meetings will be held on Wednesdays 3:10 – 4:00 (occasionally the meeting may run a little after 4:00)

****Written materials/notes/letters must be**

grammatically correct.** Ask a colleague to check your material prior to sending it home.

Keep campus administrators informed. We are better prepared to speak with parents about their concerns and support you if we have the facts.

Empty your mailbox in a.m. and check it before you leave.

Notify the office if you take your students out of the classroom at an unscheduled time via intercom. The office must know your whereabouts for safety reason or if an emergency should arise on campus or with a parent.

Speculating to parents that you think a child is dyslexic, ADD, ADHD, or should be in TARGET, Resource, OTPT, etc. should be avoided at all times. Any academic concerns should be discussed with the Assistant Principal(s).

Café offers special lunches for teachers. Check with a fellow teacher or the café manager. Mrs. Paulette.

Stand by your door at 7:45 each morning for about the first 5 minutes to greet students and give students time to get to class.

Announcements will begin at 8:00. Supervise students in your room and hallway. Establish a routine for what students are to do as they enter your room. After the first few weeks, routines should become a habit if they are adhered to consistently.

Runners – remind students to walk. If running, tell them to go back to a given point and then walk.

Student supplies – Please notify the counselor if a student's family is unable to purchase supplies.

Electronic games, toys, CDs, DVDs, trading cards, etc. are not to be brought to school. This also applies to “show and tell” items. Any electronic toy, game, phone, ipod, etc. will be confiscated and assessed a \$15.00 fine before it can be returned.

Please read the district handbook for further information. Go over dress code, toys/weapons, and other specific items from the student code of conduct with students. Familiarize yourself with level-1 offenses.

Teachers new to the campus or those who desire support may request through the assistant principal or principal to visit another teacher’s classroom on campus to observe a particular strategy or initiative.

Schedules:

Block classes will begin the first day of school.

Resource will begin the 4th day of school.

Dyslexia and Reading Recovery will begin as soon as the assessment is complete. These teachers will come to you for referrals.

Speech is set after Resource and classroom schedules are set and assessments are complete.

Grade level meetings will be held weekly in the conference room on Tuesdays to discuss, plan, and coordinate instruction/TEKS. The grade level chair will schedule any additional meetings and will keep a notebook containing the agendas, signatures of attendees, and minutes.

Deadline:

September 4th - Copy of daily schedule to office (Donna will organize and make copies for the following people...Payne, Bosley, Hart, Carpenter, Fleisher, Librarian, Bickley, Edwards, Balkey, and Waters.

Your schedule must be posted on the inside of the window adjacent to your classroom door.

Teacher Workroom (lounge)

The workroom is a place for fellowship, networking, and relaxing. Please pick up after yourself to keep the lounge area free from clutter.

Refrigerator space is limited. Please use it only for your lunch. Items in the refrigerator will be discarded every Friday at 3:45 with the exception of bottled salad dressing/condiments. Everything in the refrigerator will be discarded prior to Christmas break and summer break.

Volunteer Connection: Counselor
Path Student Supplies: Counselor
United Way: Nurse
Grade-level Chairpersons:

K	Lowe
1	Walthall
2	Lane
3	Bennett
4	Reeves
5	Gilmore
Specials	Balkey

DEIC Representative: Sandra Colvin

Lead Mentor – Dana Miller

**Mentors: Smithson, Karlovetz, V. Walker, Bennett, Bickley,
Finley, Stewart**

Staff trained for NCI/TBSI:

Payne, Bosley, Hart, Malone, Sheppard

TBSI Only: Carpenter

Trauma Team:

Principal, 2 asst. principals, nurse, PE coach, counselor ,Sylvia Carpenter, Donna Parker,
Laura Russell, Pat Bickley, Julie Walden

Technology

Gilmore, Balkey, Russell, Walsh, Walthall

Pre-referral Team:

- One of the Assistant Principals.
- Classroom Teacher or teachers in departmentalized grades
- Parent of student
- Resource teacher
- Nurse if needed for medical issues
- Counselor if needed for behavioral/emotional issues
- Dyslexia teacher if needed

Sunshine: Joyce Fleisher

Student Council: Debbie Karlovetz

CPOC: Broome, Gazette, Ricks, Morgan, Walsh, Walker, Bennett, Bosley, Russell, Payne, Walthall, Lane

Field Day Committee: Balkey, PE Asst, Taylor

Book Person: Stewart, Bain, Bennett

Literacy: Bickley, McRae, Gazette, Payne, Munn, White, Russell, Bain

AR Committee: Gilmore, Karlovetz, Oliver, Walthall, Russell

AED/CPR: Sheppard, Malone, Stewart, Martin, Reagan, Balkey