

Tioga ISD

2009 – 2010

Faculty
Handbook

FORWARD

This bulletin has been prepared for the teaching staff of Tioga ISD. There are certain procedures and regulations, which are generally recognized, but others have been listed to meet local needs.

It is imperative for each teacher to realize that he or she is a **PROFESSIONAL**. To be a professional you must maintain the responsibilities of a dedicated teacher.

The teachers in the Tioga ISD will be expected to work for the school, not against the school.

It is known throughout the teaching profession that each community differs in many ways. The standards of living, environments, occupations, inherent ideas, and community educational concepts all have their influences.

The policies injected in this bulletin correspond to the community along with those expected by the school board and administration.

We want each teacher to be happy in his or her work, and the administration stands ready, at all times, to discuss problems and practices of Tioga ISD.

Andy Baker
Superintendent

Bess Gressett
Principal

TISD GOAL: Always strive for superiority of instruction, reliability of student performance, and successful students.

MISSION STATEMENT: The mission of Tioga Independent School District is to graduate confident and competent individuals prepared to communicate, contribute, and interact responsibly in our global community.

TIOGA ISD TEACHER HANDBOOK

Accidents

- *In cases of emergency call **911** immediately.
- *Notify proper school officials that an accident has occurred, type of problem, location, and number of injured.
- *Keep injured persons quiet, calm, and warm.
- *Do not move the injured unless his/her life is in danger.
- *Do not become part of the accident yourself. Keep crowds away.
- *Assist emergency personnel when asked to assist. Otherwise, help by giving them room to work.

ANNOUNCEMENTS

Announcements will be made daily at 7:50. It is important to teachers and students alike that they are attentive to these announcements. If you have something that needs to be

announced, please write it out completely so that it is easily read. Make sure that it is in the office by 7:45 so that additional interruptions will not have to be made during the day.

At this time, we will also conduct the pledges to the U. S. Flag and the Texas flag, followed by a moment of silence.

APPRAISALS

Tioga ISD will be using the traditional PDAS (Professional Development Appraisal System) for teacher evaluations and walk-throughs.

Informal Walk-Throughs may be conducted at any time.

***Every teacher** will complete Section I of the Teacher Self-Report Form, which shall be presented to the principal within the first three weeks of school start date.

***Every teacher** will complete Section I revisions if necessary, and complete Sections II and III of the Teacher Self-Report Form that shall be presented to the principal at least two weeks prior to the annual summative conference.

Cumulative data of written documentation collected regarding job-related teacher performance, in addition to the formal classroom observation, will be included. A written summative annual appraisal report and annual conference will be included. No formal observations will be made proceeding any official school holiday.

2009-2010 Appraisal Calendar

September 14 Teacher Self—Report Due (Part 1)

September 14 First Day of Appraisal Period

March Recommendation of contracts

April 19 Teacher Self—Report Due (Part 1 & 11)

May 5 End of Summative Conferences

ATTENDANCE

TEACHER ATTENDANCE

*It is important that teachers are in class every day that it is physically possible. A substitute cannot do the job that a teacher does.

*The school workday for teachers is from **7:35 in the morning until 3:40 in the afternoon** unless other duties make it necessary for the day to begin at an earlier time or end later.

TEACHER ABSENCES

Teachers are allowed 5 state leave days (these are accumulated). Tioga I.S.D. allows teachers 2 additional days. These may be used as either sick or personal days. If it is necessary for personnel to be absent they should call the secretary either **the night before the absence or before 6:30 a.m. that morning.**

Let Alexa know as soon as you know.

(Example—Doctor appt. in December—tell Alexa now.)

Phone numbers:

Alexa Payne –	Cell	xxx-xxx-xxxx
Bess Gressett –	Cell	xxx-xxx-xxxx
Nanci Whitworth –	Cell	xxx-xxx-xxxx

Personal Days –These days should be arranged with the principal as far in advance as possible. At least five days notice is encouraged, **two days notice is required.** The principal may limit personal days to 10% of the staff if substitutes become a problem.

Teachers who are absent should make certain that all materials are ready for classes before the school day begins.

After the absence, the teacher will receive an Absence from Duty Form. Please read and sign, and return to the office.

STUDENT ATTENDANCE

Since the money we receive from the state is based on attendance, it is important that accurate attendance records and reports are kept. Those responsible for the PEIMS and daily attendance reporting cannot do their job accurately unless each teacher accurately reports absences.

*Student attendance is taken each period of the day.

*The 3rd period attendance is the state reporting period. **It is vital that this period is done correctly.**

1. Make sure you have the correct attendance for each period
2. Students who are absent because of extracurricular activities or field trips **should not be counted absent.** Teachers who are responsible for extracurricular absences or field trips should have a list of students in the office no later than 24 hours prior to the absence.
3. If you realize you have made a mistake, please notify the office immediately.
4. Teachers need to keep a hard copy of classroom attendance.

*Students who miss only a portion of the day for medical or dental appointments are not considered absent if the student brings an excuse from the doctor's office within the 2-day time period.

BOMB THREATS

If you should answer a phone call to a bomb threat, please try to remember:

- *Don't hang up.
- *Notify office as soon as possible.
- *Document in writing:
 - Date & Time
 - Exact wording of message
 - Estimation of race, sex, age, cultural background of person making threat

BREAKFAST

All students in Tioga ISD will be provided breakfast free of charge. The cafeteria will begin serving breakfast at 7:30 a.m. Students wishing to eat may do so, but are required to be in class by the 7:50 a.m. tardy bell.

Visitors will be allowed to eat breakfast at the cost of \$1.50.

CARE OF SCHOOL PROPERTY

Care of school property is the responsibility of all school personnel as well as students. According to statutes of the state, parents or guardians shall be responsible for willful or malicious damage done to school buildings, furniture, grounds, textbooks, or any other property of the school by their child or ward. The assessment of any such damage shall be made by school officials and payment for damages made before the child or ward shall be entitled to the privileges of school.

It is the responsibility of the teacher to guide students in proper care of school property:

- 1. Students should not be allowed to sit on the top or back of desks.**
- 2. Student textbooks should be kept covered and handled properly.**

CELL PHONES

Teachers may use cell phones **ONLY** during conference periods. Phones should be turned **off** during classes. Teachers should not make personal calls/texting during the time they are scheduled to be instructing students. **All** incoming phone calls to teachers/staff should come through the office phones.

Students are allowed to have cell phones at school; however, they should not be seen at any time during school hours. They are to be turned off and **kept out of sight**. As a school employee if you see or hear a cell phone, it is to be taken up and delivered to the principal.

CLOSED CAMPUS

No student may leave the campus unless he/she has permission from the office. Teacher's/Staff who need to leave the campus during the school day are required to ask permission from school administration before leaving.

CONFERENCE PERIOD

Each teacher shall have a conference period set-aside during the daily schedule. The purposes of the conference period are as follows:

1. A work period for the teacher for preparation and evaluation of student's work.
2. A time for parent-teacher, pupil-teacher, or administrator-teacher conferences.
3. Time for relaxation. Dictatorial policy concerning the use of the conference period will not be made, but care should be taken that it is used wisely and efficiently.
4. **Teachers are to remain on campus during your conference period, unless they have received prior permission from the administration.**
5. If you need to leave, sign out in the office.

CONTENT MASTERY

*Content mastery is a tutorial situation in which the student is capable of mastering core objectives with minimum intervention or modifications.

The classroom teacher is responsible for:

1. Students bringing the appropriate materials and assignment to CMC
2. Giving the necessary materials such as test keys and review sheets to content mastery teachers
3. Working closely with content mastery to insure each student's needs are being met
4. Grades based on student's IEP
5. Deciding when the student goes to CMC room

Strategies used with CMC students:

1. Help with organizational skills (Utilize student handbook)
2. Note taking assistance (copies of other student's notes)
3. Shorten assignment without effecting content
4. Use of information aids such as computer, highlighted texts, calculator, etc.
5. Quiet place with few distractions
6. Different teaching approach
7. Brief reteach
8. Extra time to complete work
9. Check often for understanding

COMP DAYS

All employees will be expected to accumulate comp days to replace the staff development days built into the 2009 – 2010 school calendar.

Comp requirements:

- *Each comp day is equal to 6 hours of workshop time

- *It has to be at your own expense/time
- *Must be related to your curriculum or teaching area-not coaching
- *Must have prior approval from your principal

COPY MACHINES

Copy machines are located in the teacher's lounges, in the ESL classroom, and in both offices.

The copy machines in the offices are **for office use only** except in cases of breakdown of the other machines.

COUNSELING

A counselor is available to the school district for personal counseling of students with social, family, emotionally, or dependency problems. Teachers who observe a need in a student should refer that student to the counselor or principal.

DISCIPLINE

In general, each teacher is expected to maintain a high degree of discipline within his/her own classroom. Little learning can be accomplished unless the teacher has control of the group. Generally, either normal or routine discipline problems should be handled by the teacher. In persistent or unusual cases the principal should be consulted.

Each teacher has delegated to him/her the responsibility of maintaining discipline not only of his/her own group, but also of any student of any grade that he/she feels is showing misconduct on the school premises. Each teacher is expected to have **constant supervision** over the group under his/her control in the classroom, gym, cafeteria, field trips, etc. **It is never advisable to leave students unsupervised under any circumstances unless it is an emergency.**

Good discipline can be maintained only if teachers conduct themselves in accordance with the regulations set up for students in regard to chewing gum, smoking, etc.

From the beginning of school be sure that each of your students understands what is expected of him/her, and then be fair, firm, and consistent.

The best approach to good discipline is through constructive techniques. Being prepared for class and keeping the students busy learning are invaluable techniques to maintaining discipline. Good teaching cannot be done if the teacher does not control the students in his/her class.

Corporal punishment will be administered in the office by an administrator.

Discipline forms should be filled out when there is a problem in the classroom. Normal discipline procedures are as follows:

1. Routine discipline problems handled by the teacher.
2. Persistent problems or aggressive behavior should be documented and the student brought to the principal.

DETENTION

Detention will take place at 3:25 p.m. to 4:10 p.m. Tuesday thru Thursday. All teachers will be responsible for hosting a detention. A detention duty list will be made by the office.

DRESS CODE

Student Dress Code

See student handbook.

TEACHER DRESS CODE

Teachers are expected to use good judgment in their mode of dress. They are expected to **dress professionally** while being comfortable. Fridays are considered “jean day” as long as the jeans **are appropriate**.

*Jeans may also be worn on game days with a school spirit shirt.

DUTIES

***All teachers** are required to be on hall duty during the passing period. **No exceptions.**

*All other duties are assigned; see the Teachers Duties section of this handbook. The teacher is expected to be on that duty each day during that time period. If you have any questions please ask.

EMAIL

Teachers are encouraged to check email. The administration will communicate with the staff through email.

EQUIPMENT USE/CARE

Overhead Projectors: Each teacher has access to an overhead projector in each room. Bulbs are available through the office. Overheads are cleaned during the summer months upon request.

Projection Equipment and Recording Devices: Televisions, VCR's, Laserdisc Players, Still Video Camera, Video Camera, and LCD Player are available for teacher use. All of this type of equipment can be checked out through the library.

Student use of any of this equipment should be under the supervision of a teacher.

Any malfunction or damage should be reported to the Technology Director or Principal immediately.

EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in all facets of extracurricular activities. We believe that involvement in school activities keep a student out of trouble. Teachers are encouraged to be supportive of extracurricular activities and understanding of interruptions of daily routine that might be caused due to these activities.

FACULTY MEETINGS

Faculty meetings will be held when necessary. Times and dates will be determined as needed. All teachers are expected to be in attendance at these meetings. An email or announcement will be made in advance of a scheduled meeting.

FIELD TRIPS

All field trips need to be approved by the administration. All students must go and return in school-approved transportation, unless the parent signs them out at the end of the trip with the approval of the sponsor. The presence of a sponsor is required. Any student who does not travel by school-approved transportation will not be allowed to attend.

Student trips are under the supervision of the school program. Any student who fails to observe these and other rules of good behavior may lose the privilege of making future trips, as well as receiving normal school discipline.

If transportation is required, please follow procedures outlined in the Transportation portion of this handbook.

If you are a classroom teacher accompanying a field trip other than your class, you will be considered absent from duty and will need to fill out an Absent From Duty sheet and also will be docked a personal day.

FIRE DRILLS

Fire drills shall be held on a regular basis. Teachers are responsible for knowing the procedure for clearing the building from his/her classroom. When all students are clear of the classroom the door should be shut and the teacher should exit with the students. **Don't forget to pick up your emergency backpack/ notebook (grade book) on the way out.**

Fire Drill: Evacuation—Siren (at least 50 yards away from the building)
Return—Alarm Silence with an all clear announcement.

Tornado Drill: All Call over the PA system - go to designated area indicated on the map in your room

Return—All Clear announcement over the PA system.

When there is a tornado drill or an actual emergency, students should move quickly to the inside area (usually the hall) of the building. They should be seated against the wall with their knees pulled to their bodies and heads down.

GRADEBOOK/REPORTS

Tioga ISD is converting to RSCCC. Training will take place during staff development days and each teacher will receive a training guide with information and procedures to follow throughout the year.

Grades must be uploaded to the office at the end of each three-week period. Progress reports will be printed and distributed through the office.

RSCCC will take the place of K12 Planet. Parents can now view grades as soon as the teacher uploads them.

GRADING SYSTEM

The following grading system is followed at Tioga I.S.D.

90 – 100	Excellent
80 – 89	Good
75 – 79	Average
70 – 74	Below Average
Below 70	is failing

*Grades are calculated in the following manner: Six weeks grades: Daily grades 50%; Tests grades 50% Any variance of this method needs to be cleared through the office.

*Semester grades: Six weeks grades 80%, Semester Exam 20% (Take an average of the three six week's grades, multiply by 4, add the semester exam grade, and divide by 5.)

*It is required that students have a sufficient number of daily grades (10-12 suggested) and at least 2 test grades during the six weeks to justify the grade received.

*Progress reports are sent on the Tuesday following the 3rd Friday of each six weeks. Report cards are sent on the Wednesday following the last Friday of each six weeks.

HALL PASSES

Students should only be allowed to leave the room for a "good reason". They will not be allowed to leave the room without a **pass**. (Middle school teachers could use the planners as a pass.) Anyone seeing students in the hall should check for the hall pass. If he/she is not in possession of the pass, please send him/her to the office. If he/she does not have a pass, he/she cannot leave the classroom.

Teachers are responsible for making sure students have the hall pass when they leave the room for any reason.

HONOR ROLLS

'A' Honor Roll

'A' honor roll shall designate students in grades 1st-8th as having averages of 90 or above in each individual subject or course for the six weeks. For the final honor roll at the end of the year, he/she must have an A average in each class for the year.

'A/B' Honor Roll

'A/B' honor roll shall designate students in grades 1st-8th as having averages of 80 or above in each individual subject or course for the six weeks or the entire school year.

Principal's Honor Roll

The principal's honor roll will be made up of students who receive no grade below 90 for any reporting period. This is only given at the end of the year.

HOMEROOM

Homeroom is used to increase rapport of teachers and students with each other. They will be assigned at the beginning of school; you will keep the same grade throughout the year.

IN-SERVICE DAYS

In-service days are planned throughout the year for teacher training. These days should be used correctly and fully. Some special training sessions may be held on these days and teachers are expected to attend.

INSURANCE

Teacher medical insurance is provided through the school district. Each employee may elect not to take the insurance, or he/she may add family members at his/her own expense.

JURY DUTY

If you are called for jury duty, please contact the secretary so that she may get a substitute for you on the day that you are to appear. When returning to work, please provide the office with a copy of your jury summons.

KEYS

Keys to the teachers' rooms are to be obtained from the principal. Teachers who are not

returning the next year should return keys to the principal at the end of the year. A \$25.00 charge will be administered for lost or replaced keys.

LAMINATING MACHINE

The laminating machine is located in the workroom and should be operated only by the designated person. This machine is too delicate and expensive to have everyone operating it.

LESSON PLANS

Each teacher is required to turn in weekly Lesson Plans coded with TEKS and modification for specific students to the office by Monday morning for the week.

LIBRARY

The use of the library is encouraged. Teachers may reserve the library for class use by signing up with the librarian in advance. Classes or groups of students should not be sent to the library unsupervised.

LOUNGE

Everyone needs to clean and pick up his or her own mess. No students are allowed in the lounge unless they are accompanied by a teacher. Please adhere to this rule.

LUNCH & BREAKFAST

Breakfast will be provided to school personnel at a cost of \$1.00.

Lunches will be provided at a cost of \$2.50.

*Teachers may eat in the cafeteria or take their lunch to the teacher's lounge.

*Teachers need to include themselves in the lunch count if they want a lunch provided by the cafeteria.

Visitor's lunches will be provided at the cost of \$2.50.

MAKE-UP WORK

Excused Absence: Absences due to either illness, death in the family, doctor's appointments, or extracurricular is considered an excused absence and makeup work will receive full credit.

Prior Approval: Students may petition the principal for an unexcused with prior approval absence. This is done by parent contact prior to the absence. Make-up work for these absences receives full credit.

In-School Suspension: All work that a student does while he/she is in ISS receives full credit so long as the work is turned in as assigned. Any work assigned but not turned in receives no credit.

If the student **was in** attendance when the assignment was made and when the assignment is due, any work not turned in at the designated time should be considered late.

MEDICATION

Employees are prohibited from giving any kind of internal medicine to a student orally, or putting it in their eyes, ears, or nose while the student is in school. This prohibition also includes aspirin or aspirin-type tablets and over-the-counter medicines. Medications will be given in the office, by the nurse, only upon request of the parent or legal guardian. All student medications should be kept in the nurse's office.

NO PASS NO PLAY

The "no pass no play" rule applies to all extracurricular activities

- *Students lose or regain their eligibility seven calendar days after the end of the grading period.
- *Students may regain eligibility after three weeks, but they are not eligible to play until the following Friday
- *Students may regain eligibility an unlimited number of times throughout the school year.
- *Students will be allowed to practice with the team during their ineligible period.

(Example: Grading period ends on Friday at 3:20 p.m. Students shall not regain or lose their eligibility until the following Friday at 3:20 p.m. Three school week evaluation period ends on Friday. Students shall not regain eligibility until the following Friday at 3:20 p.m.)

PAYROLL

Yearly salaries will be made in 12 equal payments on the 25th of each month. During months that teachers are not at school, checks will be mailed to their home addresses or they may pick them up at the business office.

PESTICIDES

The school applies pesticides monthly or as needed. In order to insure maximum pest control, teachers should report the problem to the office. This includes fire ants, mice, and any other annoying creature in the classroom.

REIMBURSEMENT OF EXPENSES

Reimbursement expenses must be approved by your supervisor **before** expenses occur.

ROOM MAINTENANCE

Each employee receives \$500 to clean their designated classroom or area. It is the employee's responsibility to see that proper care is taken to the furniture, equipment, and physical room during the time that he/she is in the room. Good housekeeping procedures on the part of the students and employees reflect upon the ability and interest of a group of students and employees.

Our rooms and buildings are a direct reflection of pride and professionalism. If the following guidelines are not followed, **the principal shall designate maintenance personnel to take over the area and he/she will be paid the employee's cleaning money.**

1. Floors should be vacuumed. No paper, no dirt
2. Trash should be emptied and set outside the room.
3. Furniture and shelf areas should be straightened
4. Boards should be clean
5. Computer areas should be clean
6. Teacher's desk and work area should be clean and orderly
7. Student's desk and work areas should be clean and orderly

Any repairs that need to be made should be turned into the office.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. School closing, delayed starting time or early dismissal will be announced using the stations on the emergency call list. If no report is heard, it can be assumed that school will be in session. All teachers will be notified by phone as soon as a decision is made about delays or closings.

SCHOOL HOURS

Employee hours are 7:35 – 3:40. School for students begins at 7:50 and ends at 3:18.

SCHOOL SPONSORED TRIPS

During a school-sponsored trip all school rules shall be followed as if it were a regular school day, unless allowances are announced by the principal.

SIGN IN/OUT SHEETS

All teachers will sign in and sign out every day when they arrive and leave school. If for some reason, you need to leave the campus during the school day please sign out in the office.

SNACKS

Chewing gum is not allowed at any time during school. All snacks should be kept in commons area. No food or drinks are allowed in the classroom. Special celebrations that include food should be held in the commons and approved by the principal.

SPECIAL EDUCATION REFERRALS

If there are questions about referring students to special education, please consult the principal or the special education teacher.

SUBSTITUTE TEACHER

The substitute teacher has the same authority and responsibility, as does the regular classroom teacher. Plans should be left for the substitute so that he/she may do an adequate job of teaching in the absence of the regular teacher. As a classroom teacher it is your responsibility to prepare for the substitute. We are not allowed to put in a movie to pass time, unless it is integrated into your lesson plans and part of the lesson. Copyright laws prohibit the unauthorized viewing of such movies unless it is a part of the educational process.

SUPPLIES

Certain supplies will be supplied by the office. Any request for additional supplies should be made to the principal in the form of a purchase order that contains all needed information.

STUDENT RELEASE

No student will be released during or at the end of the school day to anyone unless their name appears on the emergency contact list or prior approval has been made through the office.

TARDIES

Students are expected to be in class on time. Each student is to receive one “freebie” tardy per classroom. All tardies thereafter, student is to be sent to the office to receive a detention notice. All classroom teachers are to keep a hard copy of all student tardies.

State law requires the principal to report to the court the unexcused voluntary absence of a child on 10 or more days within a six-month period or three or more days or parts of days within a four-week period from school without the consent of his parents.

TEKS

The Texas Essential Knowledge and Skills (TEKS), are the TEA mandated objectives for teaching of all classes and will guide Tioga ISD's curriculum.

TELEPHONE

The office telephone is a business telephone—students are allowed to use the phone only in cases of emergency or situations that arise from school changes. Students and teachers will be called out of class to answer the telephone only in an emergency. All messages will be delivered at the end of class. Teachers are encouraged to keep personal calls to a minimum.

*Please do not allow students to come to the office to use the phone during class time.

TESTING

Texas Assessment of Knowledge and Skills (TAKS)

State law requires TAKS be administered to all eligible 3rd – 8th grade students. The test is designed to measure mastery of essential elements in Reading, Writing, Math, Science and Social Studies.

Texas Primary Reading Inventory

These tests will be administered to all students in Grades K-3 to monitor their progress in reading development and comprehension skills. These tests will be given at the beginning, middle, and end of the school year.

TEXTBOOKS

All textbooks are state property and must be replaced at the district's expense if lost or damaged. Teachers are asked to check books out carefully to students, making note of any damage so that the student will not be charged for it, and take up these books at the end of the semester or year.

It is the teacher's responsibility to see that textbooks of students under his/her jurisdiction are properly cared for and covered. Textbooks should be checked throughout the school year in order to determine conditions and care of books and to make sure they are staying covered properly.

Textbooks will be taken up at the end of the semester or school year. Books lost will be purchased by the student to whom they are issued. For unusual wear and damage, fines will be assessed to the student.

Any student losing a book during the year should check with the office to see if the book has been turned in. If not, the student must pay the full price of the book before another book is issued. In the case that the lost book is found, the cost of the book will be refunded.

Books found throughout the building should be turned into the office.

TOBACCO

The use of all tobacco products is illegal on school property. This is state law. All teachers and students are expected to adhere to this law. Anyone not doing so should be reported to the principal immediately.

TRANSPORTATION REQUESTS

If a bus is needed for a field trip, extracurricular activity, or organizational project, approval shall be obtained through the office.

Bus requests should be made at least two weeks in advance of needed date.

VISITORS

All visitors shall report to the office upon arrival at school. It is important for the safety of our students and building that all visitors report to the office first. The office will call the room for any students leaving early.

In the case of salesmen, appointments should be made to meet with the teacher during his/her conference period. Salesmen are not to go to teacher's rooms without first checking into the office.

Please report anyone roaming our halls or loitering outside the building to the office.

UTILITIES

The rising cost of utilities continues to take a chunk out of the district budget. You can play an important role in conservation by keeping the room comfortable but, not unnecessarily warm or cool. Keep doors shut and turn off the lights when you leave the room. The utilities should never be left on overnight unless otherwise instructed to do so. We need to treat this as you would your home and you had to pay the bill. The more we spend on utilities the less we have to spend on teaching resources and other items we need to do our jobs!!!

WITHDRAWALS

Any student withdrawals need to be sent to the office for proper clearance. Withdrawn students should not be marked absent on attendance sheet. If you are certain they have been withdrawn, you may either draw a line through their name or ignore it until it is removed from your roles.