



# Carroll T. Welch Elementary Handbook

2018-2019





# Prowling Panthers on the Hunt for Greatness!

Carroll T. Welch Elementary

2018-2019

## **BUS DROP OFF:**

Buses will drop off students at the drop off zone on Crocker Street. If you are assigned to have duty on that area, be sure to be on time.

## **LINE-UP:**

Students will line-up in the playground area of the school. Teachers will pick up students at 7:20 a.m.

**CAMPUS ANNOUNCEMENTS:** (7:25 am) Morning pledge/brief announcements. Detailed campus announcements will be provided via email. Teachers must **check their emails twice a day (AM/PM)** to keep updated on daily campus activities.

Student School Hours for 2018-2019 school year are:

Kinder through 3 <sup>rd</sup> grade	7:25-3:00
Pre-Kinder A.M.	7:25-11:00
Pre-Kinder P.M.	11:30-3:00

## **TEACHERS:**

Work hours are 7:20 a.m. to 3:30 p.m. During the school year, please make plans to leave the campus by 7:00 p.m. as there are custodial duties that must be completed in a timely manner. If you are going to be late to work make sure to notify your designated administrator.



Ms. Margie Flores (Principal) 915-637-1372

Ms. Suzanne Gutierrez (Asst. Principal) 915- 861-6119

Mr. Davette Alonzo (Asst. Principal) 915- 258-9025

If you know ahead of time that you will be out for a designated time, input your absence in Skyward and utilize the district's automatic substitute finder. The system is easy to follow. Should a teacher be too ill to call AESPO by early morning, teachers will need to email Esmeralda Richman or Beatriz Olivas at CTW by 5:30 a.m. to request a substitute. Failure to follow this policy will result in administrative action.

Should an emergency arise and you need to leave early (before 3:30 p.m.), you must clear with an administrator **before requesting** a substitute or leaving. Teachers should give at least 24 hours of advance notice to the office for a substitute. Teachers notifying the office in the morning requesting a sub for the afternoon must wait with their class until the sub arrives. **Doctor and dental appointments are not considered an emergency.**

**Important Note:**

Please make sure to fill out an Early Release Form and give to your appraiser when you need to leave early.

If you will be leaving CTW to go to another campus, please notify the office where you will be and sign in as a visitor at the appropriate campus.

**Paraprofessionals/Custodians/Monitors** – No one is allowed to work overtime unless it has been pre-approved by Administration.

**Students:**

Teachers will be posing attendance on Skyward between 9:45 and 10:15. It is imperative that you notify the office if you have a student in your class whose name does not appear on Skyward or if a name of a student is on Skyward and he/she is not in your class, please inform Mrs. Richman immediately so that this can be corrected.



The classroom teacher is responsible for taking attendance and posting it on Skyward. At no time are students or paraprofessionals allowed to take or to post attendance for teachers.

If a student is late but enters **before 10:00 a.m.**, he/she is considered present. If the student reports to school **after 10:00 a.m.** he/she are absent for that day.

Teachers are required to keep a record of all tardies. **Students who are habitually tardy are not to receive perfect attendance awards.**

An attendance verification sheet will be in your box weekly. Always verify this information for accuracy! These worksheets need to be checked against your grade book to make sure that there are no mistakes on who was absent. Verify and report any errors to Esmeralda Richman immediately. Please sign, date and submit attendance verification sheets in the afternoon that the sheets are given.

**Teachers are to remind students that a note from parents/guardian is required upon their return to school. Notes are to be dated and should include reason for the absence and must be signed by the parent.**

**Important:**

**All notes are to be sent to the office each morning.** Teachers should help students learn responsibilities by having them bring in their absence notes and making up missed work and tests. Teachers, please write student's name and date of absence on the note!

**FUNDS FOR OUR DISTRICT COME FROM THE ACCURACY OF YOUR ATTENDANCE KEEPING, SO PLEASE BE ACCURATE.**

Students excused from P.E.

1. Teachers will submit all doctor and parent notes for student absences and excuses from P.E. to the office. Students not able to fully participate in P.E. will be excused with documentation.
2. P.E. excuse notes are to be sent to the office. Copies will be made, one for the Nurse and P.E. teacher. Absences and excuses from P.E.



for more than three days must have a doctor's note. If a student was not absent but has a note stating the student cannot participate in PE do not send the note to the office, send to the P.E. Coach.

## **SUBSTITUTE LESSON PLAN FOLDER**

Each teacher must have sub-folder for times when they are absent. Update your sub-folder as necessary. Please include all of the information so that the substitute will be able to follow the proper procedures. **The sub folder must contain a copy of the master schedule, class seating chart, discipline plan, fire drill procedures, school map, student transportation schedule, any pertinent information that has to do with health issues and/or legal issues, lesson plans and any other needed information to help make the substitute successful. Substitute folder must be completed by August 11, 2018 and approved by administration.**

## **EMERGENCY LESSON PLANS**

By Friday, August 17, 2018, one week of lesson plans must be filed in a folder labeled "EMERGENCY LESSON PLANS". This folder must be stored in a place where it will easily accessible.

Please provide your substitute with the following information:

1. Substitute must sign in at the office. The office will see that the room is open.
2. The sub should check teacher's mailbox in the teachers' lounge.
3. The substitute should read over the lesson plans and check this folder for the daily class schedule. The discipline plan is posted in the room. Substitutes are to keep in mind that only severe cases of discipline are to be sent to the office (actual fighting, weapons, or drugs and damage to school property). If you have any questions, see the teacher next door. If a lesson plan is not on the teacher's desk, ask the office for any clarifications.



4. Substitutes must be in their designated area at 7:20 a.m. listen for the morning bell and pick up the students. Substitutes must report to the office to sign in and get sub pass.
5. Take attendance by 10:00 a.m.

## **CLASSROOM PROCEDURES**

### **BEVERAGES/FOOD IN THE CLASSROOM/OFFICE**

School personnel are not to eat snacks or drink beverages while teaching class or interacting with parents/visitors. Beverages/food may be enjoyed during conference periods. Water is acceptable.

### **CLASS SCHEDULE**

Teachers should have two (2) copies of their class schedule. Please keep one in your substitute folder and the second one posted outside your classroom door. **Special program classes will not be canceled or changed without prior administrative approval.**

### **BATHROOM BREAKS**

Students should be allowed to go to the restroom, if it is an emergency. They are to ask permission and should be reminded not to abuse their restroom rights, to be quick and to behave. **Students are not allowed to take any writing tools into the restrooms.** Please provide students with bathroom passes. Hand sanitizers are allowed in the classroom for disinfecting of hands. Class bathroom breaks are encouraged before or after lunch or before or after PE.

### **SUPERVISION OF CHILDREN**

All teachers must have their students line up at their designated area at 7:20 a.m. and at lunch time. Teachers will pick students up on time and escort them to the



classroom. **Students will also be escorted to and from the cafeteria, library, computers and P.E., bus and pick-up areas, etc. by the classroom teacher.**

Adult to adult transition: You are expected to walk your students to the next teacher or coach etc. Students will be expected to walk in a single-file line, quiet and in an orderly manner with their hands to themselves. **Student will be supervised at all times by an adult. Teachers will walk at the end of your classroom line to monitor.**

**AFTER SCHOOL:** Teachers are to ensure their students board the correct bus.

- If a parent has requested that another individual pick up the child from school, the teacher must verify in the office that the specific individual is listed on the child's demographic card.
- Students cannot be removed from the bus, once they have boarded. Any changes in the pickup procedure must be done by 2:00 p.m. unless it is an emergency.

**AT NO TIME DURING THE INSTRUCTIONAL DAY, SHOULD ANY STUDENT BE LEFT UNSUPERVISED BY A TEACHER.** Should you need a restroom break, please ensure that a neighboring teacher monitors your class as well as theirs from the hallway to assure safety at all times.

## **DISCIPLINE**

*Discipline is everyone's responsibility. All employees should oversee students' behavior. If students are aware that everyone is monitoring them, they will be on their best behavior. Please be respectful at all times. Create and practice behavior management plan that you can refer to throughout the year.*

**Cafeteria Discipline:**



Cafeteria monitors are to be obeyed at all times. Students are to be on their best behavior. Moving from seat to seat, throwing food, leaving trays on tables, etc. is not acceptable. Emphasize good manners while eating in the cafeteria. If a teacher assigns lunch detention to a student, that teacher is responsible to supervise the students.

During lunch time hours, should a teacher need to meet with a student, please ensure that a hallway pass has been provided to the student. No exceptions!

- Safety Patrols are following administrative directions when they do not allow students to go to the teacher's classroom.

**Teachers are responsible for their students' behavior outside of their classroom.** Discipline referrals will be handled by Administration if they constitute a severe cause: physical harm to another student, weapons, and destruction of school property. All other issues such as incomplete homework or class work, not paying attention, playing around should be handled by the teachers. Please support the monitors' and other staff's efforts when dealing with your students.

### **Classroom Discipline:**

Good classroom discipline is paramount if learning is to take place in your classroom. Remember that the major cause of discipline problems is lack of supervision, lack of a plan and/or no rituals and routines established. Each one of us has a different level of tolerance when it comes to minor offences. In developing a discipline plan for your classroom keep the following in mind: be reasonable, fair, and consistent.

Offenses that involve weapons, fistfights, defacing school property and drugs are to be sent to the office with a properly complete Discipline Referral. Escort the students to the office with the documentation. The classroom teacher must make parent contact and explain the incident. Teachers should consistently practice and model expected behavior. P.E. Coaches are to also follow this same expectation.

## **1. CLASSROOM RULES**





Teachers need to build a positive sense of community with their students and parents, please contact parents when a child has sustained an injury during library, P.E., computers and Special Education.

**Teachers and staff are expected to always practice professional ethics in establishing a positive rapport with parents by treating them with respect.**

## **2. KEEP AN OPEN MIND**

Children have their own likes and dislikes; condemning or criticizing their taste in music, books, movies, dress, etc. will more than likely alienate them from their peers. Understand and respect children's desires and choices as long as they do not interfere with your teaching.

## **3. PRAISE**

Never take good work or improvement for granted. Try to give each student a sincere word of praise or encouragement each day. Be sure and praise expected behavior at all times. A short note on an assignment paper or even a quick comment, such as, "That's excellent work, Joe" or "I like the way Juan is focusing", will give students some recognition and he/she will most likely try for more. An occasional note to parents praising their children will also create and build positive relationships and communication between school/home. Post your discipline plan in your classroom and make sure that your students understand what you expect of them. Please keep in mind that one (1) positive parent contacts is required weekly. By the end of the third week all teachers must make a positive contact with all parents and document it on your parent log.

## **4. BE CONSISTENT**

Students will adhere to your expectations when you are fair and consistent.

### **Playground Discipline:**

Students will display proper playground expectations at all times. Playground monitors will supervise the playground before school and during lunch time. Monitors are to be obeyed at all times. Classroom teachers are responsible for



their students' behavior during lunch. The classroom teacher is responsible for contacting the parent in the event of an accident or a disciplining infraction. The teacher will provide consequence for the infraction. Monitors will notify teachers of their students' misbehavior. Remind the students that the following offenses are not acceptable:

1. Throwing of any objects that may harm another student
2. Play fighting or fist fighting
3. Vandalism of any school property to include playground equipment
4. Attempting to climb the rock walls
5. Tackle football or other contact sports
6. Improper use of the equipment

## **CAMPUS AND DISTRICT POLICIES AND PROCEDURES**

**Laptops, I-Pads, Chromebooks, Smart Tv's and ActivBoard cables and remotes for all devices Policy:** Electronic equipment will be controlled through the library and Tech Coach. The duties of the librarian in regards to this equipment are as follows:

The librarian/Tech Coach will be responsible for the following:

Equipment:

- a. Laptops, Chromebooks, Ipads
- b. All equipment purchased with library funds
- c. Checking out and receiving equipment to/from teachers

**Video Requests:** Any teacher wishing to view a video in his/her class will have to:

- Obtain a video request form from online.
- Complete and return the form to the office for administrative approval at least 24 hours prior to showing the video. (See district video request form)



**Class Parties:** Three (3) designated class celebrations are allowed per year: Christmas, Valentine’s Day and last day of school in May. Birthday celebrations are allowed during the last 30 minutes of instruction. Cakes and cupcakes must be store bought and juices need to be 100% juice. Please clean up after the party.

**Classroom Visitors:** Parents are welcome to visit their children’s classroom with advanced notice and background checks. However, **parents and all visitors need to stop in the office to sign in and pickup a visitor’s pass.** Inform parents of this, but also ask them to give you prior notice of their visit. They will be given a “visitor” pass to use during their visit. Relatives that are visiting teachers or students that come to visit teachers are not allowed unless approved by an administrator.

**Extracurricular Activity:** All teachers will sponsor one activity.

**Duty:** All faculty and staff are expected to be in their duty station on time. Failure to be at your designated area will constitute administrative action.

**Meetings & Staff Development:** All personnel are expected to be on time to any campus or district event. Failure to be on time will constitute administrative action.

**Learning Thursdays:** We will have short staff developments once a week on various topics.

**Walkthroughs:** All teachers will respond to all walkthroughs. An email is generated when a walkthrough has been placed in Eduphoria. You will have 48 hours to respond to the walkthrough.

**Lesson Plans:** Lesson plans are due on Friday before the end of the day. Admin will check and send out notices if unclear or not differentiated.

## **DRESS CODE**

**STUDENTS:** Each teacher will be responsible for seeing that his/her students are following the Clint ISD Uniform policy, *Dress for Success*. Be sensitive to your students. Please take them aside to inform them of non-compliance. If a child continues to show up without their uniform send a note home and send them to our



CIS Social Worker. **Repeat offenders will be sent to the office, after a grace period and after the teacher has made parent contact.** Should a student continue to ignore the CISD uniform policy and after the teacher has made parent contact regarding this matter, the teacher must notify an administrator

**TEACHERS:** Teachers need to wear professional attire according to the district dress codes. If a teacher is not following the dress code, he/she will be asked to go home and change. **Fridays will be designated “Spirit Days”. “Spirit Days” attire will be a designated Carroll T. Welch logo polo shirt and denim jeans. Failure to wear a spirit shirt with your jeans will result in you being sent home to change. College Day (Thursdays)- Teachers may wear their favorite college shirt as long as it’s professional looking and can be worn with jeans.**

**Field Trips:** Contingent on funding, only one school-funded field trip per grade level will be allowed. Teachers wishing to take their students on a field trip need to follow the procedures below:

1. Fill out a trip required form in the office, at least five (6) weeks prior to the field trip.
2. Parent permission forms must be sent out by the teacher and kept on file.
3. Notify the cafeteria if you will not be eating lunch in the cafeteria and pick up a sack lunch regardless if class is eating elsewhere.
4. Follow-up (one week prior to field trip) with the transportation department to ensure that your bus will be ready for the appropriate date and departure time. Please make sure that if a Special Ed bus is needed for the field trip that it has also been requested. If SPED bus is not available for the trip, then the field trip will be cancelled.
5. Provide the office with a class roster of all students attending the field trip the morning of the trip and be sure to indicate the bus number on your class roster.
6. If a student will not attend the field trip, make proper arrangements for him/her in advance and document the room number of where the student will be on the class roster. Make sure to submit it to the front office. Use your class roster to submit names



7. Teachers must only attend the place submitted on the field trip request. At no time should this be changed during your trip.
8. If chaperons are needed, please make sure to make arrangements 2 weeks before the trip. Please remember that parents must have their background checked before going. Paraprofessionals or Special Programs teachers who want to chaperone will need to take a personal day unless it involves PreK students and a Prek aide will help.
9. Parents are not allowed to meet or take their children from the field trip unless they have given notice to the office and have been cleared by a background check. **No exceptions.**
10. **No students will be kept back from the field trip due to behavior. No exceptions.**

**CANDY ON SCHOOL GROUNDS:** No candy or chewing gum is allowed at CTW except for the three designated days. (Halloween, Christmas and Valentine's Day)

**INCLEMENT WEATHER:** Inclement weather in the morning will be determined by an administrator, students will be directed to the cafeteria. During inclement weather, **teachers are to pick up their students in the cafeteria or gym on time.**

**LUNCH: Paras and Coaches are expected to assist in the cafeteria** during inclement weather days. During inclement weather at lunch, **teachers are encouraged to eat with their students** and return to the classroom as soon as all students have finished their lunch.

**Leaving School Grounds:**

**STUDENTS:** Teachers are to remind students that no one is to leave school grounds without their parents and clearance through the office.

**NO parent** will pick up a student directly from the classroom. All students leaving will be called out to the office.

**TEACHERS:** If a teacher or staff member must leave school grounds (during conference time), they must check in and out of the office. This is for safety precautions.



**COPIERS:** The copy machine in the office is for office use only. There are copiers in both teachers' workrooms. If they are not working, please let Betty Olivas know so that she can call our contractor to fix them.

**LAMINATING:** Laminating will be done by our volunteers only on a first come first serve basis.

**PARENT/TEACHER CONFERENCES:** Consistent communication between parents and teachers is paramount in establishing a positive rapport and ensuring trust. A strong partnership between parents and teachers is very important to a child's educational development. One of the best ways to develop this strong partnership is through effective parent-teacher conferences.

1. Listen without interrupting
2. Be positive and encourage our students' parents to come and meet with you.
3. Be prepared and most importantly, stress to the parent that you want their cooperation and help in providing their child with the best education possible.
4. Schedule your conferences during your **conference period** except on **PLC Thursdays**.
5. If a parent conference cannot be arranged, see an administrator.

### **POLICE OFFICERS, CHILD PROTECTIVE AGENCY, ETC.**

When requesting to speak to one of our students, office personnel will make a copy or check the credentials of the individual and inform an administrator or counselor.

**REPORTING CHILD ABUSE:** Any employee of a Texas public school district who believes that a child has been subject to abuse or neglect must make a report current law requires this report must be made (1) to a local state law enforcement agency (2) to the Child Protective Services Division of the Department of Protective and Regulatory Services. A report made to the Texas Education Agency will not satisfy the statutory reporting requirements. The legal duty to report lies with each person who has cause to believe that abuse or neglect has occurred. It is the responsibility of the individual failing to report is criminal offense. *Texas Family Code, Sec. 34.07*



**If any employee suspects of child abuse or neglect AND/OR the student has made an outcry to that employee, it is that employee's LEGAL RESPONSIBILITY to contact child Protective Services for referral. Child Protective Services (915)546-8160 or website: [childabusereport@elpasoco.com](mailto:childabusereport@elpasoco.com)**

### **PROFESSIONAL DEVELOPMENT BY CERTIFIED PERSONNEL:**

Certified teachers requesting permission to go to a conference or workshop must follow these procedures:

#### **Local:**

1. Get approval from administration to attend workshop/conference at least five (5) weeks prior to the training.
2. Notify Betty Olivas to make necessary arrangements.

#### **Out of Town Travel Required:**

1. Get approval from administration to attend workshop/conference
2. Training must be aligned with campus CIP and district initiatives
3. Once approved, fill out TRIP REQUEST FORMS (See Betty Olivas)
4. Turn in completed forms and other paperwork necessary to Betty Olivas at least five (5) weeks prior to your departure.
5. Should a teacher cancel a trip, he/she will be held responsible for reimbursing all trip expenses once funds have been encumbered
6. After returning all trips must be cleared at Central Office within 10 days.

### **RULES FOR OFFICE:**

1. Only administrators and secretaries are allowed in cum room. If you need something from this room, ask for assistance. Cum folders are not to be taken from the office area.
2. Office telephones may be used for business and personal calls. Time for personal calls should be limited to a few minutes. No long distance calls, unless approved by the administration. Staff will only be called to the phone for emergencies.



3. Faculty and staff members are welcome in the office to discuss or take care of business. Please keep **private/personal conversations** for the teachers' lounge.
4. Only office staff is allowed in the supply room. If you are in need of any supplies fill out the supply request form and expect the supplies the next day. Make sure to preplan what you will need.
5. There will be times throughout the school year when office personnel (secretarial staff) will ask to utilize an instructional aide to assist in various situations. Please keep in mind that during these times such a directive is coming from the administration.
6. **When wanting to speak to an administrator, teachers/staff need to first check in with a secretary and wait behind the counter to allow for privacy and maintain confidentiality. There is a lot of information that is being transmitted by parents. Make sure that anything is heard that does not apply to you, that you do not share that information with others. Violations of confidentiality will be issued a written reprimand.**

### **EXPECTATIONS FOR TEACHERS LOUNGE:**

The Lounge has been provided for your relaxation and positive communication amongst staff members. Take pride and keep it clean and organized. Enjoy it. You deserve it! Therefore:

1. Help us keep the lounge clean at all times. Its cleanliness reflects the staff, so please do your share and clean up after yourselves.
2. All food trays, cups, glasses, etc. are to be returned to their proper place immediately. Do not pile them in the sink. This will prevent problems with ants. The custodians will throw dirty dishes left in the sink at the end of the day.
3. No items (paper, books, plates, cups, etc) are to be left on top of the Coke machine, refrigerator, mailboxes, couch, or tables.
4. **KEEP THE REFRIGERATOR CLEAN!!!!** It will be cleaned by a custodian every Friday and any leftover food and its containers will be disposed of. We will not be responsible for your Tupperware or other containers.





5. ALL PERSONNEL is to be out of the Lounge by 7:30 a.m., unless this is your conference period.
6. No children or students are allowed in the Teachers' Lounge.
7. **Cell phones are only to be used during conference periods and afterschool.** There are landlines available for your use. **Cell phones and text messaging will not be allowed during instruction time.** Parents are not to be contacted nor should you encourage them to contact you through cell phones or landline during instruction time unless cleared by an administrator.

### **RULES FOR WORKROOM:**

All materials and equipment that belong to the workroom are to be used in the workroom and not taken out without prior approval from an administrator. Use it with care and if you have any questions as to its care and operation, ask a colleague. If you have a parent volunteer, please remind them that **NO CHILDREN** and **NO STUDENTS** are allowed in the workroom for safety reasons.

### **SCHOOL KEYS:**

You will be given a key to your room. Keep your valuables locked at all times. Teachers who lose keys will be charged the cost of having these keys made and replaced. The cost of the room key is \$25.00 or more. All keys will be turned into Mr. Fierro at the end of the school year.

### **SCHOOL NURSE:**

All students asking to see the nurse or not feeling well will be given a "Nurse Pass" by the classroom teacher. Nurse will return the pass with student indicating the time student left nurse's office and what ailment the student had. When a student comes in during lunch or P.E., the nurse will notify the classroom teacher of the student's whereabouts once his/her class has returned to the room. **Please communicate with the nurse to determine whether the nurse or teacher will contact the ill student's parents.**

### **SCHOOL PURCHASE OF MATERIALS:**



See purchase requisition requirements handout. Lost instructional materials will need to be reimbursed to the campus by the responsible staff member.

### **CLASSROOMS:**

In order to help our custodial staff, keep our building and classrooms clean, please make sure all chairs are stacked or placed on the tables or desks at the end of the instructional day. During the last five minutes of the class each day, direct your students to pick up paper and other debris. If there is a special occasion or party, ensure that the mess is cleaned up. **CLASSROOM LIGHTS MUST BE TURNED OFF WHEN NOT IN USE.**

### **SELLING OF ITEMS:**

It is Clint ISD policy that no one is allowed to sell items that are not for school profit. School personnel will not sell such items as clothing, food, cosmetics, arts and crafts, etc. on school premises. **An administrator must approval all fundraising.**

**SEXUAL HARASSMENT/CONFIDENTIALITY Information:** Will be provided during in-service in August.

### **Code of Conduct:**

Each parent will have access to a copy of the CISD Code of Conduct and Procedures online. Teachers will go over the rules and policies with emphasis on our disciplinary policy and dress code. **A signed receipt of these procedures (located inside the packet sent home) must be returned to the teacher by the end of September and kept on file.**

**STUDENT PICK-UP:** Teachers are not allowed to release a student unless the person has been cleared by the office. Parents should report to the office first. The office staff will call out students to be picked up at the office. **If a parent requests to remove a child from class, the teacher should refer the parent**



**back to the office.** Due to liability issues, only individuals who have been registered on the student's demographic card can pick up a child from school. **A written note must be provided in the instance that someone other than those designated will be picking up the student.** A government issued identification card must be presented to verify the identity of the person picking up the student.

**LATE STUDENT PICK-UP:** To help curtail late pick-ups, the school has a strict policy for the safety of each child. Parents arriving for late pick up will be required to stop in the office and sign them out. If the late pick up continues, a parent/administrator conference will be scheduled. Should the problem continue, Child Protective Services and the Sheriff's Department will be contacted.

**STUDENT TEXTBOOKS:** Teachers and students are responsible for all textbooks signed out to them. At the end of the year, all records must balance or the campus will be charged for unaccounted losses. Therefore, please follow these guidelines:

- Teachers are to fill out a textbook form and provide the Assistant Principal with a copy by a designated date.
- If teachers share books or loan books to each other, then the teacher who has signed out for the books is responsible for their return.
- Books are checked out through the Assistant Principal. Write your book requests and place them in his/her box.
- **Check textbooks periodically (at least once every 6 weeks).** Students who lose or damage a book should be sent to the office with the name of the book so that the office can charge them for the cost of the textbook or damaged property.

## **CHAIN OF COMMAND**

Any teacher or employee wishing to express a concern or complaint involving this campus or any of its employees, must first address their concerns/solutions to the Faculty Advisory Committee. If the concerns cannot be resolved by the committee, the administration **must** be given an opportunity to address the issue before a staff member is to proceed further up the chain of command.



## **RECORD KEEPING/DOCUMENTATION**

### **AWARDS:**

Teachers will give certificates and awards to all their students at the end of the school year to recognize them for perfect attendance, academic achievement (honor roll), citizenship, etc.

Keep in mind that **pre-kinder and kindergarten** students do participate in the school-wide honor roll or end of year awards ceremony and the students are provided certificates of completion.

### **COUNSELING SERVICES:**

A Special Education Counselor will be on campus one day per week. He/she will see Special Education students needing services. One general education counselor will be based permanently on campus (Ms. Gloria Padilla). Procedures for general education referrals will be provided to you through the Counselors' office. The Counselor will provide teachers with a schedule of counseling class presentations.

**DEADLINES AND ARRIVING ON TIME:** It is expected that everyone will comply with all deadlines and start times for staff development in or out to the campus, meetings or events that require mandatory attendance. Failure to follow this directive will generate administrative reprimands.

### **CUMULATIVE FOLDERS:**

Teachers will post necessary information at designated times. All grades recorded in the cum folders will be numerical. Keep in mind the following procedures when working on cumulative folders:

1. Teachers will work on cum folders only in areas assigned by administration
2. Cum folders are not to be taken to classrooms or home
3. When posting information onto cum folders do the following:
  - a. Use **BLACK INK** only
  - b. Do not use liquid paper or erase changes. Put a line through any necessary change initial change and enter correction information



- c. Attendance-days present plus days absent must total exact days in semester
- d. Composite average must be posted
- e. Enter all dates, grade level, grades and include teacher signature on all lines
- f. Placed, retained, or promoted must be written in at end of the year
- g. Student withdrawal information will be recorded in cum folder at the time student withdraws
- h. Once completed, administration will check for completeness.

## **CTW CURRICULUM**

**TEKS:** Each teacher will use TRS in planning daily lessons.

**RtI:** (Response to Intervention): All classroom schedules, instruction, and interventions must be documented in the Skyward Module. See RTI Module. All RTI folders/documentation must be turned in at the end of the year along with student work samples, running records, DRA/EDL, benchmarks ect. Teachers must attend RTI prepared with the data.

**PROFESSIONAL LEARNING COMMUNITIES (PLCs):** PLCS will be on Thursdays. We will begin on August 23<sup>rd</sup> and end on May 2<sup>nd</sup>. It is expected that during PLC time, teacher will focus in discussing student progress and TEKS that will require to be spiraled throughout the following weeks. Attendance is mandatory and detailed notes will be taken for each week. A grade-level binder will be issued to teach grade level leader to keep all minutes.

**PLC Teachers:**

Carlos Arellano  
Luis Mora  
Suzanne Ritchey  
Gloria Padilla  
Manuel Acosta  
Elena Perez



**TEKS ACADEMIES:** The expectation is that an entire 9 weeks will be collaboratively plan. No teacher will plan for one content area and share with the rest of the grade level. Everyone must assure that the planning will differentiate for the instructional needs of both teacher and student. TRS will be followed.

**BILINGUAL MODEL:** Must be followed as per district guidelines. Prek-1-Spanish Instruction, 2<sup>nd</sup> grade 1<sup>st</sup> semester Spanish Instruction and transition to English 2<sup>nd</sup> Semester, 3<sup>rd</sup>- 5<sup>th</sup> Grade-English Instruction. Newcomer students will be instructed in their native language as applicable.

**iRead: (Monolingual teachers K-2 and Transitional 2<sup>nd</sup> Bilingual Teachers)**  
You will make sure students are on the program 5 days a week for 20 minutes. Teachers will print the growth report every Friday and put it in your balanced literacy binder.

**Imagine Learning:**

You will make sure that students use Imagine Learning Software for 100 minutes a week. Daily will be 20 minutes on the program to include lesson. **No Exceptions.**

**DETENTION:** Teachers are not to hold students after school without prior notification to student's parent. Teachers may keep students at detention during their lunch under their supervision in the classrooms, but not every day. Students attending detention or any other lunch time activity are required to have a pass. **Only severe discipline incidents** are to be sent to the office along with a completed office referral form.

**GRADE BOOK:** Your grade book will need to follow the district policy when imputing grades. The Parent Portal will remain open this year for parents to view grades. Teachers must keep a hard copy of the student's grades and be properly labeled.

**WEEKLY GRADES:**

Reading/Word Study/Language Arts: 1 each per week



Mathematics: 2 per week  
Science/Social Studies: 1 per week

### **GRADE CONVERSION SCALE:**

The following conversion table shall be used to determine number grades for promotion/retention purposes:

- 90-100 = A
- 80-89 = B
- 75-79 = C
- 70-74 = D
- 69- Below = F (Actual grade earned)

For the conduct component of the grading system, the following scale shall be used:

E = Excellent   S = Satisfactory   N = Needs Improvement   U = Unsatisfactory

### **GRADING PROCEDURES:**

All students will be graded on grade-level achievement of the TEKS. Students identified as having special needs shall be instructed in those same TEKS by providing interventions in methodologies, pacing and materials and will be evaluated accordingly.

### **PROGRESS REPORTS:**

Each teacher will send out progress reports to parents of students at the end of the third week of each nine-week period. **Parents must sign and return them.** File them in student's file for future reference. Copies of these progress reports are required documentation for intervention procedures.



## **REPORT CARDS:**

Report cards are passed out on the Thursday following the end of each nine weeks' report period. PK-K report cards will also be sent out every 9 weeks.

**HONOR ROLL CRITERIA:** "A" Honor Roll must have an "A" in all core subject areas (language arts, math, science and social studies) and no less than S (satisfactory) in conduct for the six-week period. Students must be achieving at grade level in all areas.

"A/B" Honor Roll must have "A/B" in all core subject areas and an S (Satisfactory) in conduct for the six weeks' period.

Yearly selection for the A/AB Honor Roll will be based on Academic Achievement and an overall conduct of an "S" or better.

**LESSON PLANS:** Will be placed on the Google Drive by Friday at the end of the day. Administrators will check for TEKS, small group instruction, lessons, specificity and timely submission based on your individual class.

**WALKTHROUGHS:** Make sure to respond to your walkthroughs within 24 hours of being posted in Eduphoria. Failure to comply will result in administrative action.

**DISPLAYING STUDENTS' WORK:** Each grade level will be designated an area in the main hall to display their students work each month.

**Word Walls:** are to be maintained throughout the school year

**Writing Walls:** Student's writing samples should be displayed outside your classroom door and rotated on a monthly basis.

**DAILY CLASS SCHEDULES:** Please ensure that you are following your class schedule unless there is reason that there is a change. It will be expected by administration that as walkthrough are conducted they will be observing the content that teachers have identified at the time they walk in to your classroom. Schedule your literacy block uninterrupted.





**There should be a total of 455 minutes of daily instruction**

## **SCIENCE LAB**

Please go with Mr. Arellano so that you can choose a time to go to the lab. Please remember that all students need to go to the Science Lab once a week. Mr. Arellano will make sure that the lab is ready.

## **CARROLL T. WELCH COMMITTEES:**

- **Campus Instructional Leadership Team (CILT)** – will meet every week on Wednesdays from 3:15 – 4:30 after school, members to be selected by Principal.
- **CLAWS (Committed to Learn and Attain Winning Students) Team**– at least 3 times a semester as needed.
- **Faculty Advisory Committee**– will meet monthly or as needed afterschool from 3:15-4:00—p.m. Members must be voted by campus teachers to serve a one-year term. The committee will meet monthly to plan student/staff recognition and address campus concerns. Written concerns must have solutions.
- **Safety Committee**- Will meet once a semester to discuss, lock down procedures, fire drills, shelter in place and other safety concerns.
- **RTI Committee**- Will meet every Tues, starting on October 24, 2017.



- **ARD Committee-** Will meet every Wednesday as needed to address students.
- **LPAC Committee** – Will meet as needed for placement & identification, failure reports, testing, interventions ect.
- **TECH Gurus-** Will meet every other Wednesday to discuss plans for implementation of apps or new devices and/or staff development.
- **Balanced Literacy Leadership Team-** Will meet as necessary
- **PBIS Committee-** Will meet one time a month for recognition of teacher and employee of the month and go over usage of PBIS rewards, ordering of prizes for store, implementation issues or ideas ect.
- **Office Leadership Team-** Will meet every Monday from 6:30 -7:15 a.m.
- **Sunshine Committee-** Will meet when necessary to purchase items.
- **Bilingual Education Committee-** Will meet 2 two times a month to review all initiatives that are being implemented to include TELPAS, accommodations for testing, failures, differentiation and extra-curricular activities.
- **PTO-** Will meet as necessary to plan and execute fundraising and events needed for funding raising, recruitment of membership. Will have one rep per grade level.

## **CLASSROOM EXPECTATIONS**



- Word Walls
- Reading Nooks
- Content and Language Objectives
- TEKS (Student friendly language)
- DOK Questions
- Anchor Charts (First 20 days, Writing Conventions ect.)
- Siete Pasos (Sentence Stems, What to say Instead of I don't know, answer in complete sentences)
- Centers/Stations
- Classroom Libraries
- Guided Reading table to include all materials needed
- No clutter
- Daily schedule
- Student generate work
- Substitute Folder
- Emergency Lesson Plans
- Parent Log
- Grading of activities that are rigorous and standard based

## **SECURITY PROCEDURES**

All students must enter through the main entrance as trained via PBIS campus training. Adults must never teach that it is acceptable to open exterior locked doors to any one or to gain entrance into the building. **NO EXCEPTIONS.**

### **SMOKING:**

No use of tobacco products is permitted on school grounds or any school sanctioned activity (Senate Bill 1 – Health Safety Section 38001).

### **FIRE/SECURITY DRILLS:**



An emergency evacuation map must be posted near the classroom door at all times. At the sound of the fire alarm, teachers and students will:

- Close all doors but do not lock them
- Turn off all lights
- Take your class roster with you and account for all student
- Notify assigned monitor of any missing students
- Evacuate the building according to the evacuation map unless it is obstructed; then use the alternate route as marked on your map
- Students must exit in a quiet and orderly fashion, as well as when returning to the classroom

### **DURING LUNCH PERIOD EVACUATION DRILLS:**

1. Students are to leave their trays on the tables
2. Teachers who are in the cafeteria must help students evacuate
3. Students must be encouraged to prevent running or pushing
4. Pre-Kindergarten students will evacuate through the doors nearest to them
5. After the drill students must return and finish eating

LOCKDOWN is a procedure for avoiding or minimizing casualties in case of terrorists threat to the school. More specific lockdowns will be called by announcing: “Lock Down”

At all times all students are to be confined to the classrooms away from the classroom door. **All doors are to be locked and lights are to be turned off.** Students in the hallways are to go to the nearest classroom. Teachers near the restroom must check the hallways and restrooms for any students, please take them into your classroom. Students on the playground will be sent to the gym where the doors will be locked and lights turned off.

All school personnel will stay out of sight and in the event of a real terrorist threat, 911 will be called.

## **ADMINISTRATION**



Disciplinary procedures for Teachers and Staff: Teachers and staff who consistently fail to follow campus/district policies and procedures will be addressed as follows:

1. Verbal warning to staff member
2. Conference with staff member and conference memorandum to employee file.
3. Written directive, conference with staff member and copy to file
4. Disciplinary action and grounds for “insubordination” as per district policy.
5. Disciplinary action and ground for termination as per district policy.