

FACULTY HANDBOOK

The biggest game changer in education is

TEACHERS

who look at themselves as innovators - - -

ALWAYS CHANGING

for what's best for students!

GENERAL INFORMATION

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FOREWORD

We are committed to promoting academic excellence in a caring environment. We are concerned about immediate and future student achievement; therefore, it is very important that each employee be knowledgeable of the policies and procedures related to his/her position. This handbook was written to provide teacher/staff with information and strives to be very clear on most day-to-day issues. The handbook is organized alphabetically by topic.

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Asbestos Hazard Emergency Response Act (AHERA)

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), the Brookeland Independent School District (BISD) would like to inform you that asbestos containing building material (ACBM) has been identified in various district-owned buildings.

Brookeland ISD wishes to protect all students, employees, and workers. Therefore, before any work is performed within Brookeland ISD buildings, your representative should contact Donna Cooper, the district's Asbestos Designated Person, to verify if any ACBM is present in the project work area. If work is performed before receiving authorization, your company will assume all liability for damage and resulting contamination.

The Asbestos Management Plan is located in the Superintendent's Office. Please contact Donna Cooper if you have any questions or concerns.

Attendance-taking Procedure

All employees should understand how vitally important the daily (or by period) attendance taking is. Not only are money and accountability ratings tied to attendance, but our reputation for being professional and correct is also on the line. Please enter your attendance during the designated time frame for your campus (immediately following the tardy bell). **For your convenience and as a reminder to take attendance, a separate distinct bell is programmed in for 10 am each day. In the event that a mistake is made, please notify your office by email or in writing with the corrections and a short explanation for the change as soon as possible. Corrections can only be made when notifications are made in writing.**

Cell Phones

Students and Staff are now allowed to have cell phones on the campus of BISD in the interest of safety. The same rules basically apply to students and staff alike. Cell phones should be turned off upon arrival on campus and not turned back on until you leave campus in the afternoon. During the school day, use the phone in the workroom or office. **PLEASE DO NOT USE YOUR CELL PHONE IN YOUR CLASSROOM FOR ANY REASON, EXCEPT FOR EMERGENCIES ON CAMPUS.** For a student to see a teacher using a cell phone sets a poor example. Continued use of cell phones by personnel will call for documentation and reprimand.

Campus Updates and Information Transfer

Every morning, upon arrival at school, you should have a routine that includes signing in, checking your mailbox, checking your e-mail.

Chain-of-Command

At Brookeland I.S.D., it is our goal to maintain a healthy, involved, spirited and happy staff. In order to do this, it is necessary to have open communication and honest feedback traveling from staff to administration and from administration to staff. If you have a question, concern or complaint please do not keep it to yourself and allow a small problem to become huge or simply share it with friends and fellow teachers. Go to the next person in the line of authority for an answer, help, or clarification. If the concern is not resolved at that level, move to the next level (see chart below). By following the designated Chain-of-Command, problems can be fixed more rapidly and miscommunications eradicated and our staff will remain the solidified unit that it's known to be. To go over the person next in the line of authority shows a lack of respect for that person and is not professional.

1	2	3	4
Teachers/Aides ► Principal ► Superintendent ► School Board (as a whole)			
1	2	3	
Auxiliary Employees ► Superintendent ► School Board (as a whole)			
(in case of the Superintendent being absent, Principal in charge)			

Children of Employees

As an employee, if you have children on campus, please be very careful that they do not receive any special privileges and they follow all of the rules the other students follow. Remember, perception is almost as strong as fact and you don't want the perception to be that your child gets extra favors because you are employed here. Try to distance yourself from your child while on campus and wait until after hours for discipline issues, problems and personal issues. Also, encourage your child to report to class with all supplies, money, etc. so that classroom interruptions will be kept to an absolute minimum.

If your child is ill, and you cannot find a babysitter, it is expected that you take a day of sick leave and be home with that child. There are to be no children brought to campus during school hours that are ill or are not enrolled in Brookeland ISD. Of course, there must be exceptions—i.e.: if we cannot find a sub for you or there is only 1-2 hours left in the day.

No children of employees are to accompany their parents on a field trip unless that student was slated to attend the scheduled field trip.

Communications

Coaches and teachers must be in communication with different schools for the scheduling of athletic and other UIL events. Because of this, you should make all of your contacts aware of your office phone number, e-mail address and conference time so that messages can be left on your answering machine and calls will not come in for you during class time. No one will be called out of class for any reason that is not considered an emergency.

Continuing Education Credits

All personnel must meet the continuing education requirements associated with their position. All workshops or classes attended should be documented with the school secretary and the Superintendent's secretary. Teachers who fall under temporary certification status must provide documentation to the district showing that they are attending courses and are on track to receive certification within the time line set by the state. All documentation must be turned in to the Superintendent's office upon completion of course work.

Computer Lab Usage

The District's Computer Labs are available through a sign-up log. To use the library lab, you must sign up for a time in the library. To use the high school lab, you must sign up for a time in the high school office. No student is to be left unattended either lab. No food or drink is allowed in either lab. **NO EXCEPTIONS!!**

Corporal Punishment

While corporal punishment is still an acceptable tool for discipline, it should be used as a last resort. A certified teacher, under contract to BISD, or an administrator, must administer the punishment. An aide, staff member or substitute staff member must never administer punishment. If you wish to use corporal punishment, make sure the student does not have a "do not paddle" request on file. To administer the corporal punishment, you must have the student in a private environment with a principal or designee as a witness. **Prior to the administration of corporal punishment, a report must be submitted to the principal's office briefly describing the incident.** The certified witness must also sign the document.

Disaster Drills

There are several types of disaster drills conducted at BISD.

*Fire Drill – A continuous siren is a signal to evacuate the building. As the signal stops, an announcement must be made in order to return to the building. Follow the evacuation plan that is mounted on your board for the proper door to exit and the proper place to wait for the clear signal. Teachers, make sure that you have a list of students assigned to that class so roll can be checked once the building is vacated. Before leaving your room, turn off lights, air conditioner and close your door as

you leave. Students are expected to file out quietly and orderly, so further instructions can be given and heard. Always remain with your students until the “all clear” sounds. Expect a fire drill quarterly.

*Tornado Drill – Short siren bursts are the signal for a tornado or disaster drill. Move students out into the hallway outside of your classroom. All persons are to sit in the hall with their backs against a wall, head placed inside knees, and head covered with hands and arms. If you are in a portable building, follow above rules but report to the hall of the nearest permanent structure. If you get caught on the playground, proceed to the hall of the nearest permanent structure. Verbal instructions will be the signal to return to a normal routine.

*Emergency Operations Drill—May include a called drill to evacuate the campus, a called “lock down”, an evacuation to the ballparks, etc. All of the information for these drills is provided in your EOP material.

Discipline

Effective discipline of students is possibly the key factor for the success or failure of a teacher. It seems that it just comes naturally to some, while others strive to find the correct formula. Basically, discipline is a matter of organization, sensitivity to brewing problems, supervision, consistency and common sense. Discipline often breaks down when teachers are not at their assigned post, not in their classroom or they are not cognizant of student behavior. Only in the case of an emergency should students ever be left unsupervised.

Make your students aware of your own personal classroom rules, as well as the discipline management pyramid and then enforce all of the rules on a fair and consistent basis. Write up any violation that merits disciplinary action; do not assume that the student will get caught later in the day. If there are no write-ups, there is no disciplinary action taken past the classroom level.

Most of you will handle the majority of the discipline within the framework of your classroom, which is as it should be. There are times when administrative level action is needed. At that point, make sure that you have exhausted all of your options, **up to and including, a conference with the student’s legal guardian.** Many behaviors can be stopped at this point, and parents normally appreciate the opportunity to deal with discipline before it gets to the administrative level.

Never escort a student to the office. After an offense, notify the principal that the student is on the way and remain in your room with the rest of your class. Your presence is needed in the classroom and the situation will only escalate if you and a student continue a verbal conflict.

Discipline is everyone's concern. Any staff member should expect to be obeyed by any student and if this does not occur, then further consequences should be the result. Report any suspicious activity immediately for resolution. Remember: be firm, be fair and be consistent.

Dress Code/Staff and Faculty

As teachers, aides and support staff you are professionals and paraprofessionals, and are expected to dress appropriately for your duties at all times. Your appearance must set a standard for the community and not give the students any reason to question their own dress code. Be careful that your mode of dress, while appropriate in other venues, does not leave you open for crude remarks and innuendos. Because of our relaxed atmosphere, we tend to under-dress and some days we look like we are enjoying leisure time instead of going to a professional job. Every day, examine your attire and ask the question: "Do I look like a professional who is proud of their position and am I sending the correct message to my colleagues and students?" Be aware of your appearance each day.

No "colored hair" such as but not limited to, blue, bright red, green, etc. is allowed. No shorts in the classroom. Coaches will need to wear wind pants over shorts or other appropriate clothing.

Drug Education and Prevention

In an effort to enforce a no-tolerance policy for illegal drugs or alcohol on B.I.S.D. property, the following is in effect by law.

BISD is committed to providing a drug free environment and the use of illegal drugs or alcohol by anyone on this campus will not be tolerated.

There are two programs in place to inform and address the serious nature of substance abuse.

- 1) The DARE program is designed to educate younger potential users of the dangers of substance use and abuse.
- 2) Random drug testing in order to deter older potential users by tying "being clean" to continued participation in extracurricular (UIL) activities. Teachers and all bus drivers are also subject to the random drug test.

If you feel that one of your students has a drug related problem, report this information to the nurse, counselor or principal so that help can be obtained.

If a member of the staff or faculty has a chemical dependency or substance abuse problem, the district will assist in finding a rehabilitation program that will be of benefit.

Duty Requirements

The Principals will provide a duty roster during opening of school in-service which lists all duty assignments for the year. Duty is an integral part of the process of constant monitoring of students and must be taken seriously. Duty begins at 7:30 a.m. and ends by 3:30 p.m. or when the last student leaves your duty area. If at 3:40 a student remains on campus, escort them to an office for parental contact. If you cannot be at your assigned duty post, please inform the Principal so that your station will be covered. If you have a substitute during your duty time, make sure they are aware of any duty requirements. All teachers are to be on campus by 7:30 and no teacher/aide is to leave campus, without permission, until all of the buses depart.

Electronic Communication Guidelines

The Acceptable Use Policy for Technology in the Student Handbook has been revised. Please review the new guidelines for instruction in student usage, as well as personal use. **Please keep personal use of computers to a minimum.** This will reduce security issues, increase “time on task” for instruction, and reduce virus introduction into the BISD system.

Emergency Operating Procedure

You have been provided with the Emergency Operating Plan for the year 2011-2012. Please make sure that it is followed carefully in case of emergency. Pay particular attention to the emergency backpacks placed in your room and under your supervision. These backpacks are a mandated part of the EOP and are only to be used in an emergency situation. We anticipate monitoring at some point during the year and these bins must be readily available for scrutiny at that time. They must be complete and intact.

There will be training provided on the entire plan on a continuing basis.

Ethical Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

2. Ethical Conduct Toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3 The educator shall not deliberately or knowingly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.

Standard 3.5 The educator shall not engage in physical mistreatment of a student.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Expense (Travel) Reimbursement

If the school vehicle (van or Suburban) is available for a trip, you are expected to use one. All personnel who are attending the same workshop or conference are expected to ride together in the van or suburban. If one or more persons choose to take their own vehicle, they will receive no mileage reimbursement.

Anyone wishing to use a school vehicle must check with Donna Cooper for availability and schedule the usage through her.

*** There will be no reimbursement of any kind without paper work first.

Employees of the District shall be reimbursed for travel expenses incurred while performing duties related to their jobs. The employee's immediate supervisor and the Superintendent must approve the travel. Prior approval for all travel must be obtained **before** the expenses are incurred. To receive reimbursement for transportation, lodging, meals and other authorized travel expenses, an employee must have receipts for the actual amount spent. For teachers desiring to attend staff development training during the summer, the District will normally pay the fees associated with the training. Again, this training must have prior approval.

Field Trips

Field trips can be of great benefit to students if the trips are coordinated to the curriculum and used as learning tools. We do find that there are too many trips being taken. If you want to “reward” your students, there are alternative ways to do so. Try to limit yourself to one field trip, if possible. Schedule your field trips so that the learning cycle is disrupted as little as possible. Consider Saturday trips—yes, if it is important and fun, the students will give up a Saturday. If they aren’t willing to do so, perhaps they don’t need to go at all. If you can schedule your field trip on a Saturday and accompany your students, you will be compensated at the rate of \$100 per day. Only the sponsor of the event will receive the \$100 stipend. If other teachers chose to go, then it will be because they wish to participate. They will not receive the stipend.

All end of the year field trips must be approved before Spring Break. The Principal must approve all trips and Parental Permission Slips must be obtained before any student is transported from the campus. A student may not have their grade penalized because a parent refuses to give permission for the student to go on the field trip. If there is a grade involved, an alternate assignment must be given as an opportunity to make up that grade. A list of all students who will be going on the trip should be turned into the office, the cafeteria and in each impacted teacher’s mailbox at least two (2) days before the scheduled trip. On the day of the trip, it is the sponsor’s responsibility to notify the office of any students who did not attend.

***Remember, ballgames and sporting events which take students away from this campus and their classes are also considered “field trips” and must be treated as such. All stated rules apply.

Be aware that many of our students are going on the same trip numerous times within their school career. Before you decide that a field trip to a certain place would be beneficial, check and see if the students have already visited that site. Also, refresh your memory as to the number of field trips that occur in the spring of the year and how much your classes were disrupted.

When scheduling field trips, remember that we only have two buses that are for student activities. All other buses run scheduled routes before and after school. If you are using these buses and return to school late it delays dismissal for the entire school until you return. Please try to return to school 15 minutes before the buses are needed. Give the Superintendent’s secretary your approved trip plans so that a bus can be scheduled for you. If you have not followed the guidelines, you may find that you don’t get to take your trip.

Remember:

- 1) Prior approval from principal
- 2) Bus scheduled through the superintendent's office
- 3) Parental permission slips turned in three days before the trip
- 4) A list of students going two days before the trip to the office, the cafeteria and in each impacted teacher's mailbox
- 5) Notify office of any student on the list who did not show up.

Fundraising

Because of the number of organizations and the limited number of participants, fundraisers will be limited to one per semester per organization. A calendar of events is located in the high school office, and with permission from the principal, a time can be set aside for each organization.

Grading Procedures

Elementary Grading Policy (Grades Pre-K, K, 1-5)

Minimum of eight (8) daily work grades and two (2) or more test grades per six (6) weeks grading will be averaged to calculate the grade for each course. Daily grades will count 40% and test grades 60%. Daily grades may consist of homework, class work, special projects, reports, and special assignments. Tests may include chapter tests, pop test, end of unit test, and test for master of skill or topic. Six weeks' tests are an option not a requirement. A six weeks' test, if administered, counts as one of the two (2) required tests for that grading period. Semester exams are mandatory.

Junior High School

Six weeks' grades will consist of daily work (40%) and tests (60%). The daily average is computed from homework, class work, pop quizzes, notebooks, and special projects. The test average is derived from chapter test, unit test and special assignments. If a teacher counts a project as more than one grade, students will be notified prior to beginning the project. Teachers should have at least eight daily grades and at least two test grades each grading period. The maximum grade allowed for a re-teach or retest situation to determine mastery is 70%.

In a re-teach / re-test situation, the student may request the opportunity or the teacher may notify the student concerning the need to re-test. At that time, the student will be asked to sign a form documenting when the notification of the re-test is discussed and also to indicate whether the student has chosen to refuse or take advantage of the opportunity to re-test. The re-test must be completed within 5 days of the notification.

Semester average will be an average of the six week grades.

Year end grade will be an average of the semester grades.

High School

Six weeks' grades will consist of daily work (40%) and tests (60%). Teachers should have at least eight daily grades and at least two test grades each grading period. The maximum grade allowed for a re-teach or retest situation to determine mastery is 70%.

In a re-teach / re-test situation, the student may request the opportunity or the teacher may notify the student concerning the need to re-test. At that time, the student will be asked to sign a form documenting when the notification of the re-test is discussed and also to indicate whether the student has chosen to refuse or take advantage of the opportunity to re-test. The re-test must be completed within 5 days of the notification.

Semester grades will be an average of the six weeks grades and semester exam. The three six week's averages will be averaged for a total of 80% of the semester average and the semester exam grade is 20% of the semester average.

Junior – High School

All teachers will give mid-term and final exams during the assigned test time. Early and late testing is only allowed in the event of an emergency situation and must be cleared by the principal before the testing can proceed. The computer will average the mid-term and semester tests with the six weeks grades at a weight of 20% for the semester average. Remember, no Special Ed. Student can fail on the basis of a mid-term or final exam. All students are required to take mid-term and final exams. None will be exempt.

Guest Speakers

Guest speakers are an excellent way to enhance classroom instruction and involve the community in the educational process. Before committing to a guest speaker, you must obtain the permission of the Principal. Guest speakers should be scheduled during your class time only and with as much advanced notice as possible.

Hall Passes

There should be few, if any, occasions when a student will need to be out of your classroom during the school day. **Under NO circumstances will a student leave the classroom without a hall pass. Every teacher on campus has an administrative issued hall pass.** You may be called upon to determine where a certain student was during your watch, and a preserved hall pass is proper documentation. There will be **NO** students sent to the Gym or Computer Lab

during class time unless it ties to the lesson plans for the day and the instructor is with them. All teachers will be issued a standard hall pass. The student name, date and time will be recorded. When the sheet is full, the hall log should be given to Mrs. Duffey for filing.

Handbooks

Both the Staff and Student Handbooks were designed to be of value to the user. All personnel should read the Staff Handbook and become as familiar as possible with it. Teachers also need to become familiar with the Student Handbook so that they will be able to answer student questions and do not overstep any boundaries set forth in the Student Handbook. Both handbooks are in your district notebook. Your notebook must be turned in at checkout at the end of the school year. If the notebook is lost or misplaced, the teacher will pay a \$5 fee for replacement.

Leave Policy

***Leave Provisions**

***State:** Each employee receives five days of leave per year from the State. There is no limit on accumulation of days and all may be transferred to another Texas School when an employee leaves the District.

***Local:** This leave is provided for all full time employees of the District. Each employee receives 3 days of local leave per year based on the rate of $\frac{1}{2}$ day for each 6-week period. An employee can accumulate up to 15 days of local leave and the leave is non-transferable.

*** Extended:** Extended leave is for unforeseen emergencies and will be granted for up to 20 days with the deductions being substitute pay only. For a more in-depth explanation, see the Business Manager.

At the end of the school year, all full-time employees will have the following options for unused local leave days.

You may:

- a) Accumulate up to a total of 15 days or
- b) Receive payment for not more than three days per year at the rate of 100% of the respective daily rate of pay.

Lesson Plans

A lesson plan book must be maintained in a current status at all times and must be available for viewing by an administrator. Be aware that lesson plans are legal

documents and you may be asked to produce them at any time. Lesson plans must be turned in to each office or a designated lead teacher before 3:00 P.M. on every Thursday. Failure to do so will result in documentation and possible reprimand. These lesson plans will be used by substitutes in case of absence. Make sure directions are clear and thorough. If you do not want us to use these plans for a sub, then you must make alternate arrangements. You are also required to maintain an emergency substitute packet (three days in length).

Movies in the Classroom

Movies must be approved by the principal. The “Intention to Show a Movie or Portion of a Movie” form is located in the Faculty Handbook under “Forms and Addendums”.

Parent Contact and Conferences

One of the strongest tools that you have as an educator is a good rapport with the student’s guardian. You are expected to make contact with the student’s parent/guardian as necessary. When contacting parents report the good choices as well as the bad choices the student has made. This lets the parent/guardian know you are concerned for the student. Make sure that you have used parent contact as one of the disciplinary measures that you have taken before making an office referral. Of course, this only refers to minor discipline infractions—serious misbehavior sends the student to the office immediately. One parent contact per student in each semester should be documented.

Pay Day/Checks

Payday has been established for this district to be the 15th of the month. Generally, if the 15th falls on the weekend, payday will be the Friday before the weekend. All paychecks will be sent by direct deposit and you must have a bank account in order to be paid.

Personal Appliances in Classrooms

No coffee pots, refrigerators, or microwaves, or any personal appliances are allowed in the classroom. Issues such as the possibility of overloading electrical circuits, electrical surges or outages that could damage your personal belongings, and food spoilage which brings ants and roaches into our building prohibit these appliances from being used in classrooms. The school has provided these appliances for your use in the teacher’s lounges and cafeteria.

Personal Phone Calls

As an employee of BISD you are expected to dedicate the hours of 7:30 am to 3:30 pm to the instruction and well being of your students. You cannot do this if you are not in your classroom or about your respective duties. Therefore, we ask that personal phone calls be kept to an absolute minimum. Give all family members the hour of your conference time, so that if a call is necessary, it can be made then. Teachers will **NOT** be called out of class to answer any call unless the call is an emergency. A message will be taken and the call returned at a later time.

Privacy of Special Education Information and IEP'S

Federal, state and school law protects the privacy of special needs students. To discuss a special education student's status with anyone not actively involved in the education of that student is illegal and unethical. Never refer to the special education status of the student in your classroom or in any general meeting. A discussion of the needs and progress of that student should be limited to private conferences with the student, conferences with the student's legal guardian, in a staff meeting specifically concerning that child or in a scheduled ARD for the student. Respect the privacy laws.

Also, by law, all written communication concerning a specific student and their disabilities between the Special Education Department and you, as the classroom teacher is confidential. All IEP's should be under lock and key and access limited to you and authorized persons. If you do not have a secure area in your room (a place that locks), see your secretary to order a lock box for all confidential correspondence.

Progress Reports

We are currently on a six-weeks grading period. Under this plan, progress reports will be issued during the 4th week of each grading cycle. At the end of the 3rd week of a 6-week period you must have four daily grades and one test grade in the system.

Public Notification of Nondiscrimination in Vocational Programs

Admission to the current offerings in career and technology programs is based on student interest and the availability of space in each program. It is the policy of this district not to discriminate on the basis of age, race, color, national origin, sex or handicapping conditions in placement in its vocational programs, services or activities.

BISD will also take steps to insure that a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Purchase Order and Requisition Procedures

Every BISD employee will have access to Ascender. Please submit your requisitions in a timely manner so that your requisition has time to go through the proper channels for final approval. You must put in a PO and wait for an approval before the item/s are purchased.

Reporting Suspected Child Abuse

By law, an employee who is aware of any suspected child abuse, including neglect, must report the incident to the proper authorities within 48 hours. You may call a local law enforcement agency, CPS, or an appropriate state agency. Reports can be made directly to the Texas Abuse Hotline (1-800-252-5400). No one else can make the report for you, but it is important to inform the campus administrator of your concerns and intent.

Responsibility for Students

Teachers are expected to be with their assigned class at all times. If you must leave your class unattended for more than 3 or 4 minutes (a restroom break, a word to another teacher or the office, a short phone call, etc.) simply buzz the office for a temporary sub. Carefully planned supervision of students during class time is important for the instructional program and the well being of the students. Carefully planned continuous engagement goes a long way towards elimination of classroom discipline problems. Teachers shall not send individual students or groups of students to the Gym during a teaching period unless a Principal authorizes it.

Students are not to be released from classrooms or physical education classes before the bell rings.

School Calendar of Events

All school events, including, but not limited to, field trips, UIL activities and sports events are to be approved and scheduled through the Principal's office. Before scheduling any event, check the activity calendar in the High School office to make sure there are no conflicts. A Principal will resolve any conflicts.

Remember that student absences from class for any reason may not number more than 10 days per semester. Because we are a small school and so many of the same students participate in so many activities, we have a bit of a leeway. However, stay aware of the number of days that students who are participating for you have accrued. If the number is much over the acceptable 10 per semester, begin looking for alternatives.

School Day

Professional responsibilities of effective teachers generally dictate the length of the school day. At Brookeland ISD the minimum working day is from 7:30 A.M. to 3:30 P.M. Teachers with duty will need to be on campus at the designated time. Teachers without duty should make themselves available to assist students. No one is to leave campus before 3:30 P.M. or until the buses have left campus. You must sign in and out daily on the forms provided for you, as failure to do so could adversely affect your pay.

First period teachers must do a dress code check every morning. Teachers will monitor the hall between passing periods. Once the bell rings doors should be kept locked and secure.

Faculty members are invited and encouraged to attend board meetings, school functions, and extra curricular activities that occur after school. Activities related to staff development, Public School Week, and faculty meetings are mandatory for all teachers. Non-attendance at these events may result in the loss of ½ day's pay at the regular rate.

Teachers may **not** have other teachers cover classes while they leave campus for appointments, bank concerns, etc.

School Secretary and Attendance Clerk Duties

The Attendance Clerk is also the PEIMS coordinator. This position has many responsibilities and all of the information input is of vital importance. She will need all of your help to make sure that the data input is correct. Be diligent when checking attendance, entering grades and so forth.

The School Secretary is a key person on your campus. The primary role of the secretary is one of communication, preparation of formal correspondence, aiding the in-house administrator, and in general over-seeing the smooth running of the campus. The secretary is not on duty to make copies or telephone calls for you. Make an effort to get all requested documents and reports in by the designated time and always show a proper respect for your building secretary. She is simply the messenger.

School Vehicles

No smoking in the Van or Suburban. NO STUDENT IS ALLOWED TO DRIVE ANY SCHOOL VEHICLE UNDER ANY CIRCUMSTANCE with the exception of driver's education purpose. All school related transportation is scheduled through the superintendent's office with Donna Cooper. If you would like to use the van, suburban or a bus for a field trip or any other school related event, please schedule it in advance.

Sick Bank Policy

In addition to the extended sick leave policy, the Board of Trustees approved a local sick bank policy for use in catastrophic situations. This sick bank will go into effect upon the request of the impacted staff member and with the official approval of the Superintendent. Please see board policy for the entire policy.

Site- Based Decision Making

Site-based decision-making is a management tool employed by this district. It allows staff and faculty to participate in the decision making process of the District and assures them that their concerns will be heard. On the secondary campus, four members to the committee are elected every two years as official representatives of the staff. At the elementary campus, four members sit on the committee. All staff members are encouraged to sit in on some of these meetings.

Six Weeks Ending and Grade Preparation

At the end of each six weeks there are actions that each teacher must take. Life is much simpler at grade reporting time since the District went to computer-based grading, but you are still in the driver's seat. Check your electronic grade book to be sure the grades have been entered correctly and are up to date. (Example: Do you have any students failing with a 69.4?). The documentation would be missing assignments, consistently tardy to class, consistently not returning homework, etc.

Remember if you assign an incomplete for the grade, that student must make up all work in three weeks and you have the responsibility of removing the incomplete by contacting the office with the change. Incomplete grades affect student eligibility. If you are given a grade collection sheet for verification of grades, return it, corrected, to the office within the given time frame.

Sponsorship of Class/Club, Etc...

Teachers are regularly assigned extra duties in addition to teaching. You may find that you are sponsor for a class or a club. Certain classes have a fairly large sponsorship burden, while others require minimal effort. Feel free to ask for community and parent assistance for any activity conducted after school hours although you, as sponsor, hold the primary responsibility for the event. You must arrange for security, if necessary, sign up for cafeteria usage, make sure that there is not a conflict on the activities calendar, and clean up and reset up after the event. Make sure that a Principal is aware of any activities planned and request an administrator to be present, if you desire one.

Staff Development

Teachers on a ten-month contract are required to work 187 days, 180 days with students and seven for in-service. These days are designated on the school calendar as **staff development** and **teacher work days**. Aides are also required to work 187 days. Some of these days can be “comp” days if you have done staff development during the summer. Many of the workshops offered through Region V are more relevant to you than workdays. Remember, comp cannot be used for staff development but can be used for workdays. It is your responsibility to take documentation of these summer workshops to the office and designate how much will be used for comp time.

Student Attendance and Grade Policy

State law requires that a student be in attendance for 90% of the days the class is offered to receive credit for that class. Without documentation of extenuating circumstances, a student may be required to make up excess days in After School Detention and a review committee will meet to decide how to address the absences. A student has three days from the last day of absence and make no higher than a 70 on any and all make-up work and/or corrections. Students should be encouraged to make up any work that is missed due to an absence.

Student/Parent Handbook

If any student discrepancies are found to exist between this handbook and the Student/Parent Handbook, the Student/Parent Handbook will have priority.

Student Services and Curriculum

Our Director of Student Services (Counselor) works closely with the students to develop a workable four-year plan. Teacher in-put for any and all curriculum concerns and scheduling is welcome. While the input is welcome, once the schedule is devised, it is a directive document and is to be followed with as little discussion and negativity as possible.

Substitute Teachers

When a teacher is absent, it is important that classroom instruction continue. Whenever possible, teachers are asked to give as much advance notice as possible. If a teacher wants a particular sub for their class, they should make their wishes known when requesting the substitute. If a staff member should find that they need to be absent, on the day of the absence they must call the proper secretary, no later than 6:45 A.M. You can reach Dee Ann Duffey at 1-936-275-8240. After 7:30 am you must call the office for assistance 1-409-698-2413. The main thing to remember is not to make your request with more than one person. Several times

this year, we have ended up with too many subs due to double calling. When you have an unplanned absence, give instructions at that time as to which filed lesson plan the sub should follow. Also, alert the secretary if it is your duty week. If you do not contact the office before 3:00 P.M. we will assume that you will return the following day and no substitute will be retained.

Tardiness

A student who is in the hall after the bell sounds is “tardy”, no exceptions. If a student comes to your class late but has a note from another teacher, do not count that as a tardy. If this happens too often, speak to the involved teacher and if there is no resolution, seek the advice of an administrator.

A student tardy to first period will report to the office for a tardy slip

All first period tardy students will be required to obtain a tardy slip from the office. All other period tardies are to be noted by the teacher on the gradebook program. The Administrative Assistant will periodically pull the tardies and assign detention to those students with 3 or more tardies in a semester. The tardy count will start over at the semester break.

Teacher Attendance

Teachers are encouraged to be in attendance as many days as possible. A substitute can in no way take the place of the assigned certified instructor. **If you must be out**, follow the guidelines set forth under “Substitute Teachers”. **Absence the day before or the day after a scheduled holiday must be requested in writing 7 days in advance. The use of one of the days without specific approval may result in the loss of a day’s pay at the regular rate.**

TTESS

Brookeland ISD has adopted the T-TESS system for evaluating personal.

Each teacher may be evaluated during the year and the evaluation will cover domains 1-8 using the following categories:

- *Exceeds Expectations
- *Proficient
- *Below Expectations
- *Unsatisfactory

The District shall ensure that all teachers are provided with an orientation of PDAS no later than the final day of the first three weeks of school and at least three weeks before the first observation.

Teacher’s Mailboxes

Each teacher is assigned a mailbox located in the room next to the mail room. You must check this box every morning and afternoon. Do not send a student to collect your mail.

Teaching Assignment and Responsibilities

Most teachers are assigned seven teaching periods. Full-time teachers who teach less than six class periods will be assigned various responsibilities that involve supervision of activities and/or programs that are part of the school day.

The conference or planning period is an assigned period on each teacher's schedule. It is for the purpose of preparing lesson plans, grading papers, planning and conducting parent/teacher conferences by telephone or in person, conference with students, etc. Teachers are expected to remain on campus and be available, but may sign out for personal business if no conference has been scheduled. Any time you leave campus, sign out in the appropriate office, giving the time of leaving and the reason. Sign in upon your return. To be off campus each day for a long period of time is not in line with our beliefs and policies.

Textbooks

Make all textbook needs known to the Principal's office. We will see that you get the required books. You are responsible for all books assigned to your area. Report lost books as soon as possible. You are to maintain a textbook checkout sheet for all loaned material. Use the school forms provided for this purpose. Students who lose a textbook will not be issued another until such a time as the lost book is paid for or returned. Textbooks should be covered at all times. A comprehensive inventory of instructional materials must be submitted at the end of the school year.

Tobacco Policy

No one on Brookeland I.S.D.'s campus shall possess or use any kind of tobacco product on the school premises or at any school function. Any staff member in violation of this policy is subject to appropriate disciplinary action. **NO USE OF TOBACCO PRODUCTS IN THE VAN OR SUBURBAN.**

Visitors on Campus

BISD has a closed policy concerning visitors during the school day. To keep distractions from happening while instruction is taking place, no visitors are allowed to go to classrooms or to be in the hallways. Faculty and staff should not bring visitors / family members to school for the day without prior permission from the principal. Should an unauthorized person be seen in the hall or try to gain entrance to your classroom, please notify the office immediately, and an administrator will be sent.