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# **Faculty & Staff Handbook**

## **2022 - 2023**



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# De Chaumes Elementary School Faculty Handbook

## PREFACE

This handbook is prepared to provide valuable information, which is readily accessible to our staff. Policies and procedures necessary for the smooth and effective operation of De Chaumes Elementary School are included. Each staff member is ***required*** to become well acquainted with its contents and to utilize it. Updated information will be printed during the year as needed to add to your handbook. As we continue to provide the best public education to the children of Houston, we will remember that our guiding principle is:

***We expect high levels of learning for all students; this is the fundamental purpose of our school and we are therefore committed to examining all practices in light of their impact on our students' learning.***

## MISSION OF DE CHAUMES ELEMENTARY

The mission of De Chaumes Elementary is to work closely and cooperatively with our parents, community members, and staff members so that our students can become productive and responsible citizens in this ever changing global and technological society. While working with all the stakeholders, De Chaumes Elementary will value and honor the individual diversity of our students and parents. We will provide meaningful support and reinforcement for academic achievement for our students. We will establish high expectations for our students so they can grow academically, emotionally, socially, physically, and culturally. A supportive and non-threatening environment will be established in order to encourage students to achieve the expectations, objectives, and criteria set forth by De Chaumes Elementary and the Houston Independent School District. All staff members will be involved with continuous professional development and will be held accountable for a strong commitment to excellence.

## DAILY SCHEDULE

### 7:00 – 3:30

Support staff duty begins	7:00 a.m.
Teacher duty begins	7:30 a.m.
Teachers must pick up students from the cafeteria	7:30 a.m.
Breakfast delivered to classrooms begins at	7:30 a.m.
Instruction begins	7:45 a.m.
Tardy Bell	7:45 a.m.
Morning Announcements	7:40 a.m.
Breakfast is over	7:50 a.m.
Submit Attendance	9:30 a.m.
Transition to dismissal areas:	
PK-K .....	2:40 p.m.
1 <sup>st</sup> -2 <sup>nd</sup> .....	2:42 p.m.
3 <sup>rd</sup> -5 <sup>th</sup> .....	2:45 p.m.
Non-classroom staff report to their dismissal spot	2:45 p.m.
Walkers are dismissed	3:00 p.m.
Teacher duty ends	3:15 p.m.
Support staff duty ends	3:30 p.m.

**Everyone** will be on duty to assist with clearing the campus from 2:50 p.m. – 3:15 p.m. Adherence to this schedule will ensure a safe and orderly dismissal.

### **OPENING OF SCHOOL PROTOCOL**

The first day of school in your classroom sets the tone for our school and for your school year. Here are some things to keep in mind for this important day:

- Admit to your room only those students whose names appear on your class roster or who present an admittance slip from the main office.
- Orient your class the first morning of school about drill signals and drill procedures. Know where your students go during these drills.
- Each teacher is responsible for his or her own classroom discipline. Positively state the rules and expectations for your classroom, for the hallways and cafeteria, and for the school.
- Class work should begin immediately the first day of school. Plan carefully for lessons that are interesting and exciting as well as developmentally appropriate.
- The office staff will be registering new students on the first day of school. Do not request textbooks or any other type of school supplies on the first day of school. Be sure that you prepare in advance for what you will need on this busy day.
- Beginning of the year forms may be completed online. Teachers will receive hard copies to distribute on the first day of school.

### **BEGINNING OF THE YEAR FORMS**

The first 3 forms are due to Front Office by August 26, 2022 by 3:15 p.m. If you do not have your complete class set turn in what you have up to that date. Afterwards, turn them in as you receive them.

1. 2022-2023 Enrollment card
2. Student Emergency Contact Form
3. Socio-economic Form
  
4. Code of Conduct
5. Family (Migrant) Survey
6. Health Inventory
7. Privacy Code: Student Records, Rights, and Responsibilities
8. Request for Food Allergy Information
9. Student Assistance Questionnaire
10. Safe Gun Storage and Responsibilities of Parents/Guardians
11. Safety Acknowledgement Form
12. Student/Staff Ethnicity and Race Data Questionnaire
13. Student Media Consent and Release Form
14. Student Residency Questionnaire
15. Student Travel History

Deadline to submit ALL forms to front office is Friday, September 2, 2022.

## **STUDENT DRESS CODE**

- Consistency is necessary in the school.
- Students will wear a green or white top or school sponsored shirt and navy or khaki pants or blue jeans.
- Shorts/skorts/skirts must be knee length.
- Teachers must notify Ms. Reed and Ms. Brandenberger of any students who consistently attend school out of dress code.

## **ASSIGNMENT OF STUDENTS**

Every student who completed the spring semester at De Chaumes Elementary will be assigned to a classroom for the fall semester. Each teacher can pull up their roster from PowerSchool. Before and during the new school year, we will continue to enroll new students. When you receive new students, welcome them into your class with open arms. If you perceive a potential “concern,” do not share that “concern” in front of the student or parent; that may make them feel unwelcome to our school. Talk to your grade level chairperson about the perceived “concern” during your planning time, or before or after school. Bring to the attention of an administrator if you both deem it necessary.

Students who are new to De Chaumes Elementary must enroll through the office. Students who enroll after the class lists are prepared will be assigned to classrooms at the time they enroll. New students are then escorted to their classroom with an admittance slip. No new student should be admitted to your classroom without an admittance slip from the registrar. Should a student arrive to your classroom and is not listed on your class roster, make the child feel safe and welcome; call the office for someone to come to your classroom. Do not send that student away.

## **ATTENDANCE REPORTING / STUDENT ABSENCE PROCEDURES**

Student attendance is crucial in order to ensure all students receive the instruction they require in order to grow academically and socially.

All teachers **must** complete their daily attendance **at 9:30 a.m. in PowerSchool.**

Should a student arrive after the classroom teacher has submitted attendance, the homeroom teacher will fill out the attendance correction form, turn it in to the attendance clerk, and indicate that the student arrived late.

All teachers are responsible for keeping track of their students’ attendance, including tardies. Parent contact should be made the day of absence and documented to address the problem and attempt to identify any issues that may be preventing the student from being at school daily. Refer students to Ms. Brandenberger and Ms. Reed for support, if necessary.

Teachers are responsible for contacting Ms. Vega, Ms. Brandenberger, and Ms. Reed through email requesting a home visit or call for an attendance committee meeting due to chronic attendance issues. Grade level teams are to create a system for monitoring attendance in their classroom, including a positive reinforcement system for good attendance.

## **EXCUSE NOTES**

- Students are to bring a signed note (or email) by the parent/guardian indicating the reason for the absence.
- The excuse note must be received by the school **within three days** after the absence or the absence will be marked as unexcused.
- All notes are to be submitted to the attendance clerk in the front office by the end of each school day. Ms. Vega will keep the parent notes on file and make the changes in PowerSchool.
- The excuse note is a legal document. After 3 unexcused absences, parents are referred to the our attendance committee.
- Teachers must maintain accurate attendance records including parent notes and/or emails documenting excused absences.
- Failure to turn in an excuse can result in the student failing due to excessive unexcused absences.
- If the student fails to bring in notes for being absent, the teacher should contact (call, dojo, email) the students' parents/ guardians the day after a student was absent and returned.

Excused absences are only allowed for the following reasons:

- Personal illness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel dangerous
- Participation in school activities with permission of the principal
- Emergencies
- Or "any other cause acceptable to the teacher, principal, or superintendent."

School sponsored or sanctioned activities are exempt and do not count toward the total absences.

## **STUDENT WITHDRAWALS**

When a student checks out of school, Ms. Vega will prepare a withdrawal form. The teacher is responsible for:

1. Recording current grades on the withdrawal sheet
2. Making sure students' textbooks are returned and accounted for
3. Making sure students have returned all books to the library
4. Averaging the student's grades and entering the required information on the permanent record card
5. Returning withdrawal form to attendance clerk for parent signature.

## **CLASSROOM VISIT BY ADMINISTRATOR(S)**

### **Walkthroughs**

Administrative observations of De Chaumes Elementary classrooms are without notice. Administrators will enter classrooms alone and/or accompanied by one or more visitors. When observed, the teacher should not acknowledge the presence of the principal and/or visitor(s), unless it is obvious that the principal or visitor wishes to speak to the teacher. The teacher is to continue with the instructional



program in progress. When visitors come to observe, please do not stop lessons or have students say hello; continue as we are not there. **Lesson Plans are to be readily available to the administration/visitor. A clear pocket has been placed outside your door where the lesson plans are to be placed.**

## **TEXAS TEACHER EVALUATION & SUPPORT SYSTEM (T-TESS)**

### **Appraisal Training:**

Appraisal update training for all teachers will take place during Pre-Service and partly on your own in OneSource. The course number is 1481054. Deadline to complete the quiz will be on the same day of the training, **Thursday, August 19, 2022**. Refer to training documents provided.

### **Walkthroughs:**

Walkthroughs are unscheduled and unannounced. Informal walkthroughs can be conducted at any time during the instructional calendar year. The Coaching and Development tool will be used to document these walkthroughs.

Formal walkthroughs begin September 12, 2022.

### **Observations:**

Observations are unscheduled and unannounced.

All required observations and walkthroughs shall be completed by the End of Year Conference.

**The teacher appraisal and development system will focus on multiple aspects of a teacher's performance. All HISD schools will use the appraisal and development system and will implement Planning, Instruction, Learning Environment, Professional Practices and Responsibilities dimensions. The criteria for each dimension is listed below:**

#### Planning

Dimension 1.1	Standards and Alignment
Dimension 1.2	Data and Assessment
Dimension 1.3	Knowledge of Students
Dimension 1.4	Activities

#### Instruction

Dimension 2.1	Achieving Expectations
Dimension 2.2	Content Knowledge and Expertise
Dimension 2.3	Communication
Dimension 2.4	Differentiation
Dimension 2.5	Monitor and Adjust

#### Learning Environment

Dimension 3.1	Classroom Environment, Routines and Procedures
Dimension 3.2	Managing Student Behavior
Dimension 3.3	Classroom Culture

#### Professional Practices and Responsibilities

Dimension 4.1	Professional Demeanor and Ethics
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Dimension 4.2	Goal Setting
Dimension 4.3	Professional Development
Dimension 4.4	School Community Involvement

All teachers should have access to appraisals that accurately reflect the effectiveness of their teaching strategies and the outcomes for their students. For this reason, HISD's teacher appraisal and development system adopts a multi-faceted approach to gathering information about teachers' practices and student outcomes. Together, these multiple sources of information provide appraisers with the clearest and most accurate picture of true teacher performance, and enable them to help teachers identify strengths and areas for development.

## **CURRICULUM RESOURCES**

The district's curriculum guide helps teachers to incorporate the state-required Texas Essential Knowledge and Skills (TEKS) and the district's curriculum expectations. This instructional tool for teachers establishes uniform standards across the district for what students should know and be able to accomplish by both subject and grade level. It clarifies what is to be taught, how to teach it, and how to assess it. It also allows teachers to decide which instructional strategies are most effective.

The district's curriculum guides contain the following features:

- VAMS
- Pacing Calendar
- Planning Guide
- Scope and Sequence
- Curriculum Map
- Alignment to the STAAR
- HISD Objectives/TEKS
- Student Expectations (SE) – Performance descriptors

The district's curriculum guides also contain some unique features such as:

- Exemplars
- Modifications for Special Populations
- Appendices
- Skills Continuum
- Instructional Planning
- Sample Lessons

Your responsibility as the classroom teacher is to:

- Facilitate learning
- Plan instruction that insures the district's curriculum objectives are taught
- Assess student learning and tailor instruction to meet student needs
- Use a variety of instructional and assessment strategies
- Enhance instruction beyond HISD's objectives
- Collaborate with team teachers to integrate learning across the disciplines

Use clear learning targets with the students – make sure you have posted student-friendly versions of the day's learning and language objectives on your Focus Boards.

## LESSON PLANS

Lesson plans for your class are to be posted in Microsoft Teams on or before every Friday at 3:30 p.m. **Being absent on Friday does not excuse you from meeting this deadline.** Special attention will be placed on finding alignment between the lesson plan and the instruction that is happening at the time of an administrator's and/or district personnel's formal or informal visits.

When uploading your lesson plan, use the following naming convention:

Teachers Name.Subject.Monday Date (ie. Silerio.Reading.8.15.22)

The De Chaumes lesson plan templates provided by our instructional campus leaders must be used. As you plan your lessons, be sure you are using the district's curriculum guide. To facilitate this, the district has provided each teacher with on-line access to the district's curriculum documents. The Curriculum Department has provided planning guides and scope and sequence documents for all content areas and all grade levels for each of the six weeks.

## DAILY SCHEDULE

Teachers will create a daily schedule that details the routine of the class. **Daily schedules are to be posted in the gradelevel's Microsoft Teams by Friday, August 19.** Any changes to the daily schedule require update to posted daily and uploaded schedules. A copy must be posted on the outside of your classroom door. Special attention will be placed on the alignment between lesson plan and daily schedule.

## SUBSTITUTE TEACHER FOLDER

Every teacher **must** have a folder marked "substitute folder" in a visible place, preferably on or near the teacher's desk.

The substitute folder should contain:

1. Current Student Class Roster(s) – for each class, if you're departmentalized
2. Daily Schedule – indicating ancillary, lunch, etc. Plans need to be specific (step by step) and clear to be followed by a substitute
3. Explanation of daily attendance, lunch, recess, ancillary, dismissal procedures, etc.
4. List of any students with special needs (health, academic, disciplinary, etc)
5. Emergency information to include the fire drill map and evacuation procedures, name of neighboring teachers, call button location, etc.
6. Seating chart
7. Name of responsible students to help throughout the day
8. Emergency lesson plans with two days' worth of planning must be in a bin or central location in your classroom. These will be used for unplanned absences; in case the teacher does not have time to create regular substitute plans. Substitute teachers and grade level chairpersons will attempt to implement regular lesson plans when you are absent. If this is not possible, emergency lesson plans may be used.
9. When emergency lesson plans are used, you will have one week (5 school days) to replace/update with new plans.

The folder must be maintained updated as changes may occur in the student roster, daily schedule, student work, etc. Grade level chairpersons are responsible for checking your folder by **Friday, September 2**. If you are absent prior to this date, you are responsible for communicating the above information to your grade level chairperson the day of your absence.

### TEACHER BINDERS

Teachers will maintain a Teacher binder. The purpose of this binder is to stay informed, organized, and have a quick reference on hand. Teachers should keep the binder updated and bring it to all PLC and grade level meetings.

### GRADING

- The purpose of grading is for feedback to improve student performance and/or indicate current level of proficiency per current state grade level standards.
- Grades should represent mastery of TEKS taught. A *minimum* of two grades per week are necessary to assess students' progress in every content area.
- Use effective communication.
  - Provide students with regular, high-quality descriptive feedback.
  - Involve students in tracking and communicating about their learning.
  - Use grading practices that accurately communicate student learning.
  - Interpret and use standardized test results correctly.
- PowerSchool is required for documenting grades.
- Please submit a request to the principal if a grade needs to be changed on a student's report card before the end of the next grading cycle.
- Grading categories and weights are Classwork (40%) and Assessments (60%).
- Grades must be entered weekly in the PowerSchool system by Monday, 3:30 pm. The grades entered will be the previous week's grades. **Being absent on Monday does not excuse you from meeting this deadline.**
- Grades will be issued according to the HISD guidelines listed below:
  - 90 – 100 = A      Excellent Progress
  - 80 – 89 = B      Good Progress
  - 75 – 79 = C      Meets Expectations
  - 70 – 74 = D      Needs Improvement
  - Below 70 = F      Unsatisfactory
- Each grade level must have a system in place that addresses how to handle students who do not complete work.
- A second opportunity to demonstrate mastery is **required** for all assessments.
- **Under no circumstances may conduct infractions be used to affect the student's academic grade.**
- Conduct marks can affect a student's participation in activities and awards. Notify parents *before* a "P" or "U" is given: The conference with the parent must be documented in the parent communication log. If a parent can't attend a conference, inform the parent in writing or by phone.
- Be aware many parents review students' grades online. When entering grades or making changes you should be able to provide parents with evidence of such grades.

## **INTERVENTIONS/RE-TEACHING**

Re-teaching will occur in any area where a student has not demonstrated mastery. Re-teaching will be required only for students not mastering concepts specifically identified in the TEKS, assessments or major class assignments. Planning for re-teaching shall be documented in the teacher's lesson plans, intervention logs, or students' growth plan.

## **HOMEWORK GUIDELINES**

If homework is assigned it must be according to the grade level time allotment, appropriateness of age, level, needs, and/or interests of the child. In general, 15 minutes is appropriate for grades Kindergarten-2<sup>nd</sup>. No more than 30 minutes of homework is appropriate for grades 3<sup>rd</sup>-5<sup>th</sup>. Departmentalized teachers should work together to create a weekly homework schedule.

- Students shall understand not only what to do, but also how to do it independently. Homework shall follow modeling and guided practice of the lesson plan.
- Homework should be planned as a grade level within the instructional team.
- The homework assignment must pertain to previously taught skills.
- The homework assignment must extend the student's knowledge of TEKS.
- Homework assignments must be adapted to individual needs.
- Homework assignments must be reasonable in view of the student's home resources.
- Every homework assignment must be properly evaluated; feedback must be given.
- Documentation of homework assignments must be referenced in lesson plans.
- Homework should NEVER BE BUSY WORK nor construed to be punishment.
- Daily reading is recommended.
- Ten minutes basic math fluency (addition, subtraction, multiplication, division) is recommended.

If homework is carefully examined and constructed as a meaningful part of learning, it can be another step in the direction of bringing the school, the student, and the community closer together.

## **PROGRESS REPORTS**

- Progress reports will go out approximately 3 weeks after each report card, or sooner if a student is failing. You must keep documentation of the grades and conduct you sent out at progress report time.
- If a student is failing and you do not receive a signed progress report, call home and document that you called. Also, mail a copy of the progress report to the parent.
- If a child is passing at progress report time, but begins to fail (below 70%) you must inform the parent with an actual progress report.
- Notes to parents, weekly reports, and verbal messages must be consistent with the report card grades.
- Parents must be notified in writing and offered a conference if a child is failing and in danger of retention. **DOCUMENT, DOCUMENT, DOCUMENT!** A student will not be able to be retained without consistent and sufficient documentation.

## **REPORT CARDS**

Report cards will be given to students and parents on report card days designated by the district. It is important to carefully check all submitted grades before report cards are distributed. Changes in grades after verification, must be approved by the principal. Per HISD policy, changes in verified grades can only be approved for documented errors in calculation or entry. Changes must be made before the end of the following grading cycle.

## **POSTING STUDENT WORK**

Bulletin boards should have an instructional purpose. When posting student work, ***AVOID WORKSHEETS***, but rather choose authentic work. Students will be more proud of achievements they did themselves rather than blanks they filled in on a worksheet. Encourage students to use good handwriting on items that may be posted. Teachers ***MUST*** be certain that all bulletin boards posted with student work are attractive and changed monthly. **The bulletin boards must be updated the first week of every month. All board must include a title and learning objective.**

Current student work should be posted in the classroom as well. It is important for students to see that their work has an audience. This work can also serve as a reference tool.

## **CLASSROOM APPEARANCE**

A teacher's classroom reflects his/her work. Each classroom is to be kept neat and orderly. Children will share in keeping their classrooms neat. The teacher is to serve as a model for the students. All teachers will observe the following rules:

- Teacher supplies and student supplies will be maintained in an organized manner. Establish a place to store everything and keep everything in its place when not in use.
- Develop a daily routine of inspecting the floor around the students' desks and in other parts of the classroom. Allow a few minutes at the end of the instructional day for students to generally clean up their own areas. Do not dismiss students until the classroom is in order, and desks and floors are clean and free of scraps of paper or trash.
- Do not keep supplies in your room that you do not use frequently.
- Maintain clean and neat bookshelves and cabinets.
- Do not store materials of any kind on top of cabinets or closets. This is a fire code violation.

## **MORNING ANNOUNCEMENTS**

We will begin each school day with the morning announcements during breakfast time. A different class will be assigned each week to deliver the morning announcements. This will consist of the Pledge of Allegiance, Texas Pledge, and any other announcements. Classes will be assigned by the week to send 3 students to the office to deliver the announcements.

All staff members and students will refrain from participating in any other activity during the brief morning announcements. This includes standing quietly in hallways and in classrooms. It is important for all of us to set a good example for our students and it is a good routine for our students to practice.

Appropriate etiquette during pledges:

- Stand at attention with right hand over the heart
- No talking
- No eating or drinking

Note: If a student decides not to participate in the pledge, this is their right. However, they must be respectful during the pledge by sitting quietly at their desk.

### **BREAKFAST IN THE CLASSROOM**

Students eat breakfast in all classrooms from 7:30 – 8:00 in grades Pre-K - 5<sup>th</sup> grade. Please remind your students to be tidy when they eat in your classroom. Let us all BE CLEAN!

- ALL students MUST take a breakfast. Do not permit students to sit back and decide they do not want to eat.
- Students must be provided with a structured learning activity during breakfast time (independent reading, math fluency, Do Now, etc.)
- Breakfast should end no more than 10-15 minutes after being served.
- Breakfast will no longer be served starting at 8:00 a.m.

### **FOOD AND DRINKS IN THE CLASSROOM**

All students will be eating breakfast in the classroom from 7:30 – 7:50. Students are not allowed to bring food to the classroom from the cafeteria. Opened food items should be thrown in the trash at the end of the school day. Having food in your classrooms for days can cause an insect (ants, roaches, flies) or rodent problem.

### **CAFETERIA PROCEDURES**

Escort your students to the cafeteria at your assigned lunchtime. We must adhere to the cafeteria schedule for smooth transitions between classes. Please make sure your lunch cards are passed out to your students *before* you reach the cafeteria line. It is very important that all lunch cards remain together as a complete teacher set. Do not separate the cards for any reason. Students must be escorted by the teacher to the cafeteria line inside the cafeteria. **DO NOT** leave students at the cafeteria door.

The teacher is responsible for informing the students of cafeteria behavior and care of the cafeteria. Please remind students to pick up after themselves. Please support the campus behavior initiatives for class behavior in the cafeteria by encouraging students to behave in the cafeteria.

Reminders:

1. Make sure the students do not lose their lunch cards from the time they are issued to them.
2. Students must enter the cafeteria quietly.
3. Students must eat politely and be respectful of all others (keep hands, feet, etc to themselves).
4. Students must clean up their eating area; make sure their area is free of trash.
5. Students are to line up quietly while waiting for their teacher.

6. No food is to be taken out of the lunchroom.
7. Make sure the students are dropped off and picked up on time according to the lunch schedule.

### **HALLWAY RULES**

Students are to be instructed and modeled on the norms of how to behave and to walk through out all areas of the school. Students should be in single file lines escorted by a teacher when the entire class is changing locations. **Students should be quiet and not interrupting the other classes.** Every student who leaves their classroom should have a hall pass. Any staff member should ask to see student passes, and send students back to their classrooms if they do not have a hall pass. The rules and expectations are as follows:

1. Students will walk on the right hand side the hallway.
2. There should be one arm distance between each student.
3. Students must keep hands, feet, and objects to themselves.
4. Students are to be quiet and the teacher will use his/her quiet voice if needed to redirect student behavior.
5. Teachers should always be able to maintain a clear view of all students walking in line down the hallway.
6. Make sure students do not walk close to the walls or sit along the walls.

### **RESTROOMS**

All teachers are to monitor their students closely during their restroom break. Do not leave any students unattended at any given time. Teachers are to also monitor the noise level of all students as they are using the restrooms. We do not want to take away valuable classroom instruction from the teachers whose rooms are close to the restrooms. **Remember that the noise level at the restroom carries over to the classrooms.**

If students are not monitored closely and carefully, the probability of avoidable accidents and discipline problems will occur. Be very vigilant of any students destroying school property (graffiti, breaking stall doors, climbing on the stall doors, clogging toilets etc.) while in the restroom. Remind all students to throw trash in the trash can and flush toilet paper in the toilets. **They are not to throw paper or toilet paper on the floor.** We must work as a team to keep our school restrooms tidy.

**Restrooms should be inspected by the teacher prior to class use and at the end of class use to ensure that it remains clean and orderly (free of graffiti, vandalism, etc).** Each classroom teacher should assign a restroom monitor to ensure that all students are in compliance.

**Students should not be sent to the restroom individually for safety and security reasons.** In the event that there is an emergency and the student must go to the restroom immediately, make sure the student has a hall pass. All students are expected to use appropriate restroom etiquette at all times. Also, no student is allowed to use an adult restroom at any time.

### **CLASSROOM PARTIES**



- Two class parties are permitted during the school year; one before winter break and one at the end of the school year.
- Parents can only send store bought food for classroom parties. Parents are not allowed to bring homemade food for safety reasons.
- Parents are not allowed to bring food to a classroom to celebrate their child's birthday.
- Parents are allowed to drop off store bought cakes or cupcakes to celebrate their child's birthday. Celebrations will take place from 2:25 p.m. to 2:40 p.m.
- Parents will not be allowed to eat with their children during breakfast or lunch time.
- **Ensure that students finish eating treats before leaving the classroom.** Walking and eating creates a choking hazard.

### **PARENT CONTACT PROCEDURES**

We must make every effort to keep parents and legal guardians informed of their child's progress in socialization, discipline, and academic development. To this end, regular, focused contact is critical. Parents are valued partners in the educational process, serving as the child's teacher in the home. ClassDojo is the school-wide parent communication tool used by teachers and administrators. However, there is nothing more impactful than a face-to-face meeting or phone call. All phone calls and messages from parents must be answered within 24 hours (work time).

Telephone calls and notes that are uplifting and positive are just as important as those alerting parents to student deficits. Make sure you establish a good rapport with parents by having an early positive parent contact. A positive parent contact need to be made with every child's parents at the start of the school year. A contact log should be kept by teachers. **Contact logs should be kept on Teams and updated frequently.** Administrators and Title I Coordinator will review contact logs frequently and ask for hard copies in the fall and spring. ClassDojo is to be set up with 100% of homeroom class by Friday, August 19. If a parent is refusing to use ClassDojo you must have it in writing and a plan on how you will be maintaining communication with this parent throughout the school year. Your administrator should be made aware of particular cases when 100% is not met.

Grade levels will develop a parent communication plan detailing how your grade level will communicate with your parents throughout the school year. There should be at least one form of communication per month. Any written communication (classroom or grade level specific) sent to parents must be approved by your appraiser. **Communication plans should be part of the grade level handbook due by Friday, August 19.**

Things to remember when meeting with parents:

- Always make sure that you are not alone if you have to meet with a difficult parent(s). Meeting with your grade level team is the best.
- Call an administrator if you feel that it may be a sticky situation.
- Start with positives so you will have a parent who is less likely to be defensive.
- Please provide copies of your grades while meeting with the parent.
- Show parents examples of the student's schoolwork.
- The maximum time a meeting should be is 30 minutes.
- Be cautious of going back and forth via text. Pick up the phone and call them instead.

## **PROMOTION AND RETENTION**

Promotion and retention procedures shall be followed as outlined in the HISD Elementary School Guidelines. Each case will be decided on an individual basis. It is the teacher's responsibility to forewarn parents of possible retentions. Teachers should begin discussing this *possibility* (it is not definite until the end of the year) with parents early in the spring semester. **DOCUMENT YOUR PARENT COMMUNICATION.** Keep a copy of all written communication, and maintain a log of all communication with parents. **PARENTS MUST RECEIVE WRITTEN NOTIFICATION OF A POSSIBLE RETENTION NO LATER THAN THE BEGINNING OF THE FINAL GRADING PERIOD.**

## **PLANNING TIME AND TEAM MEETINGS**

All teachers are provided with 450 minutes of planning every ten days. The time should be utilized for instructional preparation including parent-teacher conferences, evaluation of students' work, planning lessons, correcting assignments, preparing bulletin boards, conferring with the principal/instructional leaders on instructional matters, preparing lesson plans, meeting for grade level instructional planning, etc. Planning time is not "personal time" to address "personal needs" or to visit with other teachers in their classrooms during their instructional time.

Teachers cannot leave campus during planning periods to run any personal errands. If an emergency arises, please notify the principal.

## **PROFESSIONAL LEARNING COMMUNITIES (PLC)**

PLC meetings will be scheduled every Thursday during grade level planning times. Discussions should center on answering the following three questions:

- What do we want the students to learn?
- How will we know if they have learned it?
- What do we do when they do not learn it?

Typically, these meetings will be held by content area specialists/administrators or lead teachers. Weekly notifications will be emailed regarding agenda and location. Teacher binders should be taken to the meetings, along with any other material that may be asked of you.

## **REFERRALS TO IAT**

Students who do not show sufficient progress towards mastery, should be referred to the IAT committee when all in-class/Tier I interventions have been implemented and proven unsuccessful. The Intervention Assistance Team (IAT) is a support process for all students at the campus level. The team is composed of the IAT coordinator/administrator, instruction & curriculum team, and the teachers. Other personnel with specialized expertise such as the nurse, intervention teachers, diagnostician, speech therapist, or the LSSP may be included. The purpose of the IAT is to improve student academic, social, and behavior performance. These individuals will meet upon adequate documentation to address and define the area of concerns for the student. The team will seek creative ways to maximize the use of available resources. This collaboration model provides a forum for routine and timely problem solving.

**For students receiving Tier II interventions**, please make sure that the following has been completed and documented over a period of at least 6 weeks:

- The parents have been called with your concerns (documented in parent communication log).
- The student's progress has been discussed with your team members.
- Tier II Interventions have been documented.

**For students requiring Tier III interventions**, the following pieces of documentation should be compiled and will be required at the IAT meeting:

- All items listed for Tier II interventions above
- IAT packet with documents for both academic and behavior referrals
- 10 samples of graded student work reflecting failing grades – all content areas (work must be authentic)
- Anecdotal records for behavior
- Other pieces of documentation that will demonstrate students' struggling areas

PLC will plan, implement, and monitor all Tier I and Tier II interventions through weekly PLC meetings. IAT meetings to support students requiring Tier II and III interventions will be scheduled by the IAT coordinator and communicated to all stakeholders with no less than 48 hours notice.

### **ARD MEETINGS**

ARD meetings will be conducted and scheduled by the Special Education Department Chair. The department chair will inform teachers in advance of the ARD meeting through emails. In general, ARDs will be held on a predetermined day; however, we will be flexible to meet the needs of parents and other members of the committee. The special education teacher is responsible for completing all required documentation related to the ARD.

### **SPECIAL ED MODIFICATIONS IN THE REGULAR CLASSROOM**

Implementation of Special Ed or IAT modifications is the responsibility of the regular classroom teacher(s). The Special Ed teacher will provide assistance during inclusion or pull-outs; however it must be emphasized that each regular education teacher is legally responsible for implementing modifications for special education children in their room. This includes ancillary teachers. **Documentation of these modifications MUST be written in your lesson plans and reflect the student's IEP.** These modifications were chosen by the ARD committee and must be used when working with these students.

Modifications will be distributed to each teacher for teaching his/her special education students. If a student fails a six week grading period, an ARD should be requested by the classroom teacher and/or parent. The classroom teacher will need to attend this ARD with documentation of modifications (lesson plans and grade book), samples of the student's work, and a print out of his/her grades. The ARD committee will then determine if he/she is appropriately placed.

### **ASSEMBLIES**

Teachers are to escort their students to the cafeteria. Teachers are expected to stay and supervise their students for the duration of the program, unless otherwise told. Teachers are also responsible for helping maintain order throughout the event. It is expected that teachers will review and require appropriate, respectful behavior of their students.

### **Prior to Assembly**

Remind students of appropriate behavior outside the classroom. Students should show respect and are expected to:

- Pass quietly in the hallway on the way to the cafeteria.
- Enter quietly and in a single file.
- Sit in the designated area.
- Remain quiet during the program.
- Not be disruptive or exhibit disrespectful behavior (booing, screaming, etc.).
- Be polite to visitors.
- Enjoy the program.

### **In the Cafeteria**

Students are to:

- Enter in single a file line.
- Proceed to designated seating area with the teacher.

### **During the Assembly**

- Make sure all students are sitting with their class.
- The teachers are sitting with their classes to maintain order.
- Monitor students' behavior during assembly.

## **RECESS**

When deemed safe for use, playground areas will be utilized following the master schedule. Teachers will be permitted to take their class to recess 20 minutes daily on a regular school day. In addition, 10 minutes to transition (including restroom break) back into the classroom or lunch.

- The master schedule indicates each grade level's recess time.
- Your recess time should be included in your Daily Schedule.
- Always actively monitor and assess students during recess to ensure safety of all students. If you are on your cell phone you are not actively monitoring.
- Plan organized games and/or activities for this time.
- Any unscheduled recess must be approved by your appraiser.
- Do not allow students to engage in potentially dangerous activities (tackle football, pushing, kicking, etc.).

Remember, student safety is our number one priority.

## **FIELD LESSONS**

Field lessons are for educational purposes only and must be scheduled through the secretary. In almost every case, arrangements for field trips are to be handled by individual grade levels. See the school

secretary for updated information and policies on bus arrangements and costs as well as an explanation of the procedures for collecting of money from students and paying admission and other fees.

### General Organization Guidelines

1. All field lessons must be submitted for approval at least 4 WEEKS IN ADVANCE.
2. **ALL FIELD LESSONS MUST BE APPROVED IN ADVANCE BY THE PRINCIPAL. DO NOT INFORM PARENTS OR STUDENTS OF A FIELD LESSON UNTIL YOU HAVE OBTAINED APPROVAL.** The field level lesson packet will then be forwarded to the district for final approval (allow up to 4 weeks for approval). Schools cannot charge students for any field lessons. The school can ask parents for donations on the field trip form.
3. The secretary will order the buses.
4. The teacher will distribute parent permission forms, then collect, file alphabetically, and return copies of these forms to the secretary.
5. All students should be given the opportunity to attend, unless there's a safety concern. Administrator approval is necessary to not invite a student on a field trip. Teacher will be responsible for communicating this to the parent a week prior to the field trip.
6. Please submit any donations collected to the secretary at least **ONE WEEK PRIOR** to the field lesson. **DO NOT LEAVE MONEY IN YOUR ROOM UNLESS IT IS LOCKED IN A SECURE PLACE. THE TEACHER IS RESPONSIBLE FOR ANY FUNDS LOST OR STOLEN PRIOR TO TURNING IN FIELD LESSON MONEY.**
7. Supervising teachers are responsible for the conduct of their students on the bus. Remind students that for safety reasons, they must remain seated at all times. Noise must be kept to a minimum.
8. The grade level team leader will assign classes, teachers and chaperones to the buses prior to the day of the field lesson. Teachers will be evenly distributed among the buses. **ALL TEACHERS WILL ACCOMPANY THEIR STUDENTS ON THE BUS. Parents cannot take on the teacher's responsibility for the students.**
9. No students may be transported by private auto.
10. All students MUST have a signed parent permission form on file prior to attending the field lesson. **Teachers should send these forms home at least 2 weeks prior to the field lesson. A note from home or verbal permission will not be accepted.**
11. The field trip sponsor will order sack lunches from the cafeteria manager by email at least two weeks prior to the field trip. The field trip sponsor must submit the number of sack lunches needed.
12. The teacher will bring a folder with the names and contact information for all students in the event of an emergency.
13. The minimum requirement for chaperones Pk 3 chaperones per class. K-5 two chaperones per class. Do not rely on TAs for chaperones. Contact parents well in advance to secure chaperones. If space allows, each class may take up to 2 additional chaperones at the discretion of the GLC. All chaperones MUST be VIPS approved, see below.
14. Always line students up before boarding bus. Take roll before departing from school and the place visited. Always keep track of how many students are on each bus and take attendance on the bus. The chaperones must remain with the group at all times.
15. The field trip sponsor/GLC will email the principal and the secretary (at least 48 hours in advance) a list of all students not attending the field trip. The email will contain the homeroom teacher's name, the list of students not attending, and where the students will be located during the trip.

## **VOLUNTEERS IN PUBLIC SCHOOLS**

All chaperones must have completed and passed an HISD background check and be VIPS approved before serving as a volunteer or a chaperone on a field trip. There are no exceptions to this rule. Currently, VIPS is updated every 6 months, so it is imperative that you check with Ms. Perez to verify that the parent has a current VIPS certification.

## **FINANCE PROCEDURES**

### **General HISD Finance Regulations**

In order to comply with accounting principles of the district, teachers must follow the procedures set out below. School audit requirements specify that:

- Each teacher submit financial records to account for all money collected from students (as reported on the AF-104 form, *Tabulation of Monies Collected from Pupils*;
- All activity fund transactions (purchases/expenditures) have prior approval in the form of an AF-115 *Authority to Purchase* signed by the principal or principal designee; and,
- All fundraising activities have prior approval from the principal as documented on from AF-108 *Money-Raising Activity Permission Request*.
- All fundraising activities must have final approval by the district.

### **Receipting money collected from students**

- Each individual receipt of money collected shall be recorded on Form AF-104, "Tabulation of Monies Collected from Pupils." The student's name and amount must be typed or written in black or blue ink. This is an official document. No scratch outs or liquid paper are allowed on the document.
- The AF-104 form shall be turned in to the secretary. It should be totaled and signed by the teacher collecting the money and should agree with the total amount of money being turned in. The secretary will verify the amount turned in and issue a receipt. Teachers should keep a copy of the AF-104 form and a record of the receipts they are given for the year. Money should be counted. Bills should be turned face up and stacked according to numeric value (1's, 5's, 10's, etc) and coins are to be wrapped. This is to be done prior to the office visit.  
Please note: All monies collected must be receipted. No bills or invoices should be paid from the money collected. All bills with prior approval from the principal will be paid by the office.
- Do not leave money in the room overnight or over holidays or weekends if it can't be stored in a secure location.
- All fundraising activities must have prior approval of the principal and must be on the fundraising calendar for the year. Form AF-108, Money Raising Activity Report and Permission Request, should be submitted to the office at least six to eight weeks prior to the date of the activity. All collections must be receipted as described above. At the conclusion of the fundraising activity, the sponsor's responsibility is to complete the AF-108 for money collected and expensed. Any items left at the conclusion of the fundraising activity should be inventoried; a list of these, including unit pricing must be turned in for inclusion in the final report. This report will be retained in the office for audit.

## **FRONT OFFICE**

Communication with the Front Office is essential. If you are sending grade level communication to parents please share with the Front Office so that they may answer questions or concerns. If parents will be bringing items for your classroom it is important that you communicate this information to the Front Office. Do not direct parents to call the front office for matters that should be addressed by a certified staff. If you do not know the answer, get their contact information, speak to your team lead for guidance. Your team lead may know the answer so you respond to the parent. If team lead does not know the answer you reach out to an administrator for support. You can also communicate directly with the staff member responsible for that specific duty and give them the parent's question/information.

### **PERMANENT RECORD FOLDERS**

Permanent Record Folders for all students in regular and special education are stored in the main office. ONLY Ms. Vega or an administrator can allow you to take a folder. You must sign out for the student folder (s) by completing the sign-out sheet. ***Folders must be returned each day before leaving the building.*** Ms. Vega or an administrator MUST be present when returning the folder and they will initial the sign-out sheet confirming its return. All information contained in the permanent record folder is considered confidential and must not be shared with any party. **Staff members cannot take permanent record folders off campus.**

Folders are auditable documents; therefore, all folders must be complete and up-to-date. Folders must contain a Permanent Record Card, Health Card, and Test Record Card.

The following procedures should be followed in handling Permanent Record Folders:

1. Student work does not belong in the Permanent Record Folder.
2. At the end of the school year, it is the homeroom teacher's responsibility to see that all Permanent Record Folders are complete and updated.

### **COPIER PROCEDURES**

Fill out the copy request form and drop it off in the appropriate bin in the front office. Plan accordingly; copying is to be done in advance of instruction. All requests should be made 2 school days in advance. Copies of entire sets of books or large amounts of copies must have prior approval of the principal. In addition, the turnaround for these requests will be 3 days if they require binding, stapling, and/or exceed 10 pages. **Students should not be left unattended while a teacher is making copies or retrieving copies from the copy room. Likewise, students should not be sent to pick-up copies.**

### **LAMINATING PROCEDURES**

The laminating machine can ONLY be used by teacher assistants. Drop off lamination requests in the front office. There will be a 2 school day turnaround time. Completed jobs will be placed in Teacher Resource Rooms.

### **SUPPLY REQUEST**

- Teachers must submit a supply form to the office clerk for general office supplies.

- This form is available in the main office.
- Requests are submitted twice a week Mondays and Wednesdays. Items will be available for pick up Wednesdays and Fridays.
- Requests for supplies should be based on actual need and can be subject to review.

### **REQUESTING INSTRUCTIONAL MATERIALS**

- All requests for curriculum materials must be in writing with the vendor name, a list of the materials needed, pricing, and necessary identification numbers.
- Turn in requests to office for approval.

### **FACILITIES MANAGEMENT**

The appearance of each classroom is an important part of the teaching environment. Children should be taught responsibility for keeping materials off the floor, closing closet doors, picking their trash up, clearing desktops, and recycling in the classroom. Children are also responsible for the hallways outside their classroom. Teachers should frequently remind their students to also help keep the restrooms, cafeteria, hallways, and other parts of the building clean. Please notify the office if a restroom is dirty or missing supplies (soap, paper towels, etc.) Teachers are responsible for following the safety and security measures listed below:

- Turn off lights when leaving a room.
- Turn off the projector and document camera.
- Lock the classroom door when leaving the room.
- Check all window locks before leaving each afternoon.
- Email the plant operator and principal of needed repairs.
- Repair requests relating to safety issues must be reported immediately to the secretary.
- Rooms are to be left in an orderly fashion when leaving for lunch, ancillary, etc.,
- Close all blinds at the end of each school day.

### **KEYS AND ACCESS CARDS**

Keys and access cards are issued to faculty and staff who need access to individual rooms and parts of the building. All keys and access cards must be returned to the office at the end of each year as part of the end-of-year check out procedures. Teachers may not keep their room keys or access cards over the summer.

***Faculty and staff members are responsible for lost or stolen keys/key cards and will be charged a \$25 replacement fee for any lost key/key card.***

### **HISD EQUIPMENT, FURNITURE, AND INVENTORY**

Resources that have been purchased by De Chaumes Elementary School through the administration for teacher and/or student use belong strictly to the school. These resources become part of the school's inventory and must be accounted for each year. The resources or fixed asset items include furniture, computer equipment, sports equipment, etc. They must be given an HISD property tag and properly catalogued. At various times during the year, staff members will be required to conduct a classroom or office inventory with appropriate forms to complete. The records of items in the building are to be



recorded accurately. **Do not loan, borrow, accept, exchange, remove, or give any fixed asset inventory item or furniture to a fellow co-worker without proper authorization from the principal.** Please do not take any fixed asset items home for personal use without proper administrative authorization. Any movement of furniture must occur following a prescribed procedure that has been set forth by the Houston Independent School District. Failure to comply with these rules and regulations may result in immediate and severe consequence as directed from the district. Please contact the principal or secretary if questions arise concerning inventory and /or the desire to initiate a change in items in your particular classroom or office.

HISD furniture and/or equipment may not be taken from the campus without direct written permission from the principal. If you need furniture/cabinets/ shelves removed from your classroom, put a note on the item you wish to be removed from your classroom and email the principal or secretary for the item to be removed. The item will become a safety hazard if it is left out in the hallway. **Please do not place any furniture or equipment outside the classroom doors.**

### **AUDIOVISUAL EQUIPMENT/TECHNOLOGY**

Special equipment may be checked out by Carlos Ordoñez. Each teacher is responsible for the material issued to him/her and will be held accountable. If a piece of equipment is found to be missing, report the disappearance to the office immediately. Do not exchange audio-visual/technology equipment with other teachers.

In 3<sup>rd</sup>-5<sup>th</sup> grade, students will each receive a district device (chromebook, windows, etc). In 1<sup>st</sup>-2<sup>nd</sup> grade, students will each receive an I-pad. At this time, in PK-K classrooms will receive 10-15 I-pads.

Learning apps are added to classroom ipads remotely. Leadership has pre-loaded approved instructional apps onto Self Service. Self Service is our school's App Store where you can download approved apps and ebooks.

If a teacher needs additional apps added to the ipads, email Carlos Ordoñez and copy Ms. Silerio with the following information:

- Name of Application
- Cost
- Summary of intended instructional use
- Summary of desired student learning impact

### **SOCIAL MEDIA**

Responsible use of social media can be a highly effective tool for engaging students and our community. Staff members are encouraged to utilize social media for professional development as well. It is the responsibility of the staff member to read and follow the HISD guidelines for social media which are included as an addendum to this handbook.

### **BREAK-INS / THEFT**

Break-ins or thefts should be reported to the principal or secretary immediately. The office will call HISD police.

## **TEACHER RESOURCE ROOM (TRR)**

- TRRs are for staff members only.
- Staff members should **never** send students to TRRs.
- The TRRs should **never** be used for parent conferences.
- Avoid putting items in the freezer that can explode.
- Do not leave used drink cans and food in the refrigerator for more than 2 days.
- Please keep the TRRs neat and clean at all times.

## **TELEPHONES**

Students are not to use the office telephones for personal calls except in an emergency and with staff permission. In the event that a student receives a phone call, he or she will be called out of class if it is an emergency.

Teachers may use the school or classroom telephone to contact parents and guardians, schedule field trips, and conduct other school-related business during their planning time. Telephone use should not interfere with instructional time. Please use discretion when talking to parents and others while students are present.

Telephone calls during the instructional day will be transferred to the staff members' voice mail.

## **WORK SCHEDULE – SIGNING IN AND OUT**

Make sure you sign the Time Sheet on the counter in the main office every morning and afternoon indicating the **actual** time you arrive and **actual** time you leave for the day. Teachers are to report and sign in daily from 7:30 am to 3:15 pm. This information will be used for payroll purposes and is an auditable document. Other staff members will sign in and out according to established times set by the school administration.

It is a violation of HISD policy to sign in or out for another staff member or to sign in at a different time than when you actually came in (for example, you arrive at 8:00 am and sign in 7:30 am).

It should be noted that teaching is not a 7:30 a.m. – 3:15 p.m. job. All great teachers and administrators realize that our profession requires many hours of work beyond the minimum called for under HISD policy. It is the expectation of our school that our professional staff, both teachers and administrators, will put in the time necessary to ensure that all of our students are successful. Work is complete when it is done to the level of excellence that we need to expect from ourselves and our students.

## **REPORTING PERSONAL ABSENCES**

Regular and consistent staff attendance is vital to the educational process. No one can do the job of a faculty or staff member as effectively as he or she can. Therefore, it is imperative that everyone be present and on time each work day.

In the case of illness, family emergency, off-campus duty, or other situations that result in a staff absence, it is the responsibility of the staff member to inform the principal of the absence as soon as

possible. If a staff member has an emergency, and did not report the absence in advance, the emergency absence **must** be reported, via phone call or text, to Ms. Silerio at 713-702-4258 and Mrs. Torres at 832-812-7784 by 6:00 a.m. You must ensure you receive confirmation of your text to ensure it was received in a timely manner. If confirmation is not received call the front office at 7:00 a.m. to make Ms. Rubio aware. She will pass on message to administrators.

An absence from duty form must be completed for ALL absences in OneSource and submitted to principal (Board Policy 572.500). Reason must be stated in the Notes section so that it can be reported properly to payroll.

If the absence was due to an emergency or other reason that prevented a staff member from completing the OneSource request, the staff member must complete the request immediately upon returning to work.

### **PERSONAL LEAVE**

All employees are encouraged to review the HISD Policies regarding personal leave. These can be accessed through the HISD Connect web portal. These policies will provide you with the necessary information regarding state and local leave: DEC (LOCAL), DEC (LEGAL).

Per HISD policy, personal leave days may not be used to extend a school holiday (example - planning/extending your holiday in order to leave school early or missing days of work after the school holiday).

Leave for Personal Business will **not** be approved on STAAR testing days. Refer to testing calendar.

All requests stating the reason for a personal leave shall be filled in OneSource at least 3 school days prior to the time for which the leave is requested (except in the event of an emergency). All absence requests must have the start and end time of your absence in the comments/notes section. After approval of request, it is the teacher's responsibility to request a substitute in Frontline.

### **TARDIES – DUTY TIME IS 7:30 A.M.**

Punctuality is extremely important and must be modeled by all staff. It is expected that punctuality will be the norm. There is no grace period, you are officially late at 7:31 p.m. There are times that you will not be able to be on time, in such situations, you must notify Ms. Silerio and Ms. Torres by calling the front office by 7:15 a.m. Be sure to provide your estimated time of arrival (ETA). Upon arrival, report directly to the main office and sign in. A log of such occurrences will be kept in the front office.

It is extremely important that your classroom and morning activities are ready by the time you pick up your students and take them to class. No instructional time should be spent in getting ourselves ready for our teaching day. When students are in the classroom instructional time begins. Students should be engaged in rigorous learning activities as soon as they are in their seats, by no later than 7:35 a.m.

### **EARLY DEPARTURE OR LATE ARRIVAL**

In the event that it is necessary for an employee to leave campus before the school day has ended, permission must be obtained from the principal. Requests to leave early or arrive late will be approved

on an individual basis. *All requests must be made at least 48 hours in advance of the leave* (except in cases of unexpected emergencies) and submitted through OneSource. Please indicate in the New Notes section of the form the time of departure or late arrival. This includes personal leave, off campus duty, etc. Additionally, employees must sign out upon leaving and sign in upon returning.

Signing out and then signing in is also required for leaving campus for lunch. The sign-in and sign-out times should reflect the exact time that employee enters and departs the office. Safety is a priority – It is extremely important that everyone is accounted for in case of an emergency. Staff members must lock the gate immediately upon departing campus. For campus security reasons, do not leave the gate open- even for short trips.

**PLEASE DO EVERYTHING POSSIBLE TO MAKE APPOINTMENTS AFTER SCHOOL HOURS.** Departure from campus before **3:15 p.m.** is considered early departure.

### **PROFESSIONAL DEVELOPMENT**

Continuing Professional Education is required for all Texas educators holding a standard certificate. (TAC 232.11). Classroom teachers must complete 150 CPE hours during each five-year renewal period. HISD expects all certified teachers to complete a minimum of 40 professional development hours per school year. Bilingual teachers are required to complete a minimum of 40 professional development hours per school year to receive their bilingual stipend.

- Please notify the principal before registering for in-services that take place during the school day.
- Permission must be obtained before registering for classes during the school day.
- The master calendar will be checked to ensure that other teachers are not out that same day.

### **TEACHERS' MAIL BOXES**

Each teacher will be assigned a mailbox for receiving mail, announcements, messages, etc. **Please check your mailbox before 7:30 a.m. and before leaving in the afternoon.**

### **WORKMEN'S COMPENSATION**

All accidents and injuries of employees must be reported to the school nurse or secretary **IMMEDIATELY**. This report form constitutes the basis for the employee's claim for workmen's compensation benefits. All reports must be filed with HISD Risk Management Office within 24 hours following the injury.

### **E-MAIL AND COMPUTER USE**

HISD email is another method of communication that we use to inform you, and for you to inform us of matters of concern. Please log on to your e-mail when you arrive to your classroom in the morning. You should treat e-mails like your mailbox; check it at least two times a day. Teachers are not allowed to use the computer for personal reasons during instructional time.

Email is utilized to ensure valuable planning time or instructional time is not wasted on “business item.” With that in mind, it is the staff member’s responsibility to

- Read all communication from administration including the Dillos News/Reminders that is sent out each Sunday from the principal.
- Respond to all parent emails within 24 hours. (Not counting weekends)

The HISD Internet can be monitored at anytime. HISD district policy requires all using the Internet to:

- Be courteous and respectful.
- Use appropriate language.
- Keep personal information confidential.
- Use electronic services for *educational purposes only*.
- Notify administration immediately if inappropriate materials are encountered or observed.
- Not install illegal software, etc.
- Not send offensive materials or pictures
- Not attempt to access inappropriate material or “hack” into the network, either internally or externally

### **MICROSOFT TEAMS**

Microsoft Teams can be accessed using HISD laptops, iPads, and your smartphones. You will log in using your HISD email and password. Teachers will have access to the school’s, grade level and/or any other assigned page.

The De Chaumes Main Team page will contain:

- School wide documents such as duty/lunch/ancillary
- Professional development documents
- School-wide initiative plans (tutorials, clubs, etc.)
- School-wide announcements from approved administrators

Each grade level team plan will contain:

- Team Chat
- Shared grade level documents

### **FACULTY & STAFF DRESS CODE**

Your appearance matters just as much as your behavior. When you report to work, you are expected to dress professionally, just like we expect students to show up in dress code when they come to school. Everything you do makes some kind of statement. Our appearance sends a message about how we see ourselves and our task. The more professionally we dress, the more we tell our students how important they are to us.

We dress up for important events, such as weddings or job interview. Then at home, we might dress down in our pajamas. Although our character doesn’t change in these settings, our appearance does.

Our appearance communicates how we are assigning significance to the setting and type of respect we show to ourselves and our audience.

Our students will one day enter the workforce, therefore as teachers we are modeling both professional behaviors and appropriate workplace attire. We ought to “Dress for Success.” The success that we dress for is that for our students.

We need your commitment and support to ensure the following:

- No dress tops with spaghetti straps or with no straps
- No halter tops
- No tank tops
- No midriff-baring tops
- No low-cut revealing tops
- No shorts of any length (except for the PE teacher, teachers attending a field trip, or field day activities) In these situations, shorts must be long, “fingertip-length” shorts.
- No leggings or form-fitting pants
- No tight clothing
- No mini-skirts
- No clothing with inappropriate language or images
- No torn or faded out clothing
- No sweat pants/suits (exceptions will be made for physical education)
- No beach shoes, shower shoes, house shoes, flip flops
- No see-through clothing (this includes shirts and pants)

Jeans are appropriate, but should be dressed up. Ripped jeans are not permitted.

T-shirts and sweatshirts/hoodies should be carefully chosen to ensure professionalism and **reserved for Fridays**.

You may be on your feet for up to 8 hours a day. Wear shoes and clothes that keep you feeling comfortable as you move about the classroom and fulfill school duties such as dismissal or lunch duty.

Our audience includes students, parents, colleagues, and your principal – think about how you want to be perceived. Your appearance should not distract students from learning.

### **FACULTY MEETINGS**

Teachers may be required to attend monthly faculty meetings, professional development, and/or necessary school related activities, unless officially excused. Most meetings will be held as needed and will begin promptly at 3:20 p.m. in the gym. All faculty will be required to sign in at 3:20 p.m. on the official De Chaumes sign-in form. Dates of faculty meeting will be communicated in advance so that all teachers can plan ahead. Due to the nature of the content of faculty meetings, students are not permitted in the meetings. It is the staff member’s responsibility to arrange child care.

### **CELL PHONES**

Please be responsible in your use of personal cell phones during the school day. Cell phone use **during your planning period is at your discretion; cell phone use during instructional time, even to contact parents, is not allowed unless there is an emergency.** Do not call parents when you are upset or angry regarding their child. Take time to calm down and be able to talk in a reasonable manner before contacting parents.

Cell phones use for personal communication is prohibited during instructional time and should be silenced to avoid unnecessary distractions.

Grade level meeting and planning session times should be protected as this time is critical to the success of our students. Cell phone use distracts from this purpose and should be avoided.

Students should not be permitted to walk around with their cell phones during the school day. Cell phones are to remain in the student's backpack or collected by the teacher at the start of the school day. Cell phones should be confiscated by the teacher if students are not abiding by this rule.

### **TEXTBOOK PROCEDURES**

The textbook clerk will keep an accounting of all textbooks in the building.

- Once a teacher has signed out for a classroom set of textbooks and TE's, the teacher is **responsible** for those books. Please keep an accurate count of textbooks at all times.
- If you need extra student books or TE's, please fill out a textbook requisition form and turn it in to the textbook clerk.
- The turn around time for orders placed to the textbook warehouse takes about one week. If the books are available in the school, the turn around time is 24 hours.
- Conduct textbook checks at the end of every nine weeks to determine if any students have lost their textbooks.
- Send home notes to parents to request payment for any lost or damaged textbooks.

### **CLINIC GUIDELINES**

- Students must have a nurse slip from their teacher to go to the clinic.
- After the nurse assesses the student's condition, the student will either be sent home or be allowed to return to the classroom. The students will be sent home only for the following reasons: temperature reflecting a fever, vomiting, fainting, seizures, serious accidents/injuries resulting in sprains, broken limbs, etc., other serious illnesses as determined by the nurse, other reasons approved by the office such as doctor's appointments, torn or soiled clothing.
- Medication Policy: The policy of the Board of Education does not authorize Houston school personnel to give medication of any kind, which includes aspirin, similar preparations, or any drugs. This list also includes cough drops. Nurses and other appointed school personnel may administer long-term medication which cannot under any arrangement be administered other than during school hours. For legal purposes, a written request must be made by a physician and the parent on an approval form. These forms can be obtained from the school nurse.
- Teachers must let the nurse or office notify parents of any sick students. Please do **not** call parents of any sick students from the classroom.
- Per the school board, the nurse no longer checks entire class for head lice. If you recognize lice in students hair, student will be sent to school nurse for verification. If live lice is noted, nurse will contact parent for treatment and student is sent home.

- Nurse is only required to contact parents when student needs to go home.
- Per school board, children are not allowed to keep medication on their person or in their backpack. ALL medication, including over the counter, must be sent to the school nurse accompanied by a physicians order.

### **MEDICAL EMERGENCY PROCEDURES**

In the case of an injured or acutely ill student, staff member, parent, or visitor, the following procedures will be followed:

1. Every second/minute counts! If it is a life or death situation you call 911.
2. Teacher or other staff member will immediately contact the office. Teachers should pre-designate a student to go to the nearest class for help if necessary.
3. The office will make a radio call for an administrator and the nurse to go to the classroom.
4. The school nurse will
  - Proceed to the location with a first aid kit
  - Administer first aid if necessary
- Determine if parent needs to be contacted to come to the school.
5. The administrator will
  - communicate with the main office and the principal if EMS is called
  - direct movement of students as necessary
5. Upon stabilization of the affected person, the nurse will notify the next of kin.
6. The nurse and the administrator will work together to complete the incident report.

### **COUNSELOR GUIDELINES**

The school counselor is a resource for students, parents, and teachers. She can provide support through one-on-one counseling, small group sessions, classroom observations, classroom management coaching, outside provider referrals, and crisis management. Keep in mind that there is only one counselor and over 700 students, so she will prioritize student sessions and carry a small case load of on-going sessions. In most cases requiring ongoing counseling, the student and parent will be referred to outside providers.

- Students can be referred to counselor by teachers, parents, administrators, and self-referral.
- All forms will be located in classrooms, front office, and electronically on the cloud.
- If an emergency arises, the counselor can be contacted through the radio, front office phone call, or direct phone call to office.
- Do not send students to the counselor's office.
- If and when a student is scheduled with the counselor, the counselor will come get the student from class.
- What is stated in a counseling sessions stays with the counselor unless someone is hurting the student, the students wants to hurt someone, or the student wants to hurt themselves.

### **STUDENT SAFETY**

While the teacher cannot be held responsible for all accidental occurrences under his/her supervision, he/ she can be held legally responsible for the consequences of his/her negligence which has proven injurious to one or more of the children. ***Liability occurs when the teacher is held responsible for a***



*situation in which they are proven to be negligent.* To avoid this, please adhere closely to these guidelines:

- Never leave a class/students unsupervised.
- Do not send students to your car in the parking lot.
- Stop students in hallways from doing dangerous behavior such as running, climbing, etc.
- Do not involve students in dangerous/risky situations – moving furniture, etc.
- Do not assign an activity, stunt, or exercise until you have thoroughly explained, demonstrated, and given students an opportunity to try it at a leisurely pace
- Make sure that students with known disabilities/restrictions are assigned only those activities that they are fully capable of performing without undue danger to themselves. Do not challenge students beyond their skill and physical capacity to perform.
- Provide safe equipment and facilities. Inspect your equipment at regular intervals. Send an email regarding defective equipment to the principal and secretary.
- Do not transport students in your car unless you have legal authorization to do so.
- Always follow HISD policies, rules, and regulations. If you are unsure if any activity is acceptable, obtain permission from the principal.

### **STUDENT CODE OF CONDUCT**

It is the responsibility of every teacher to be familiar with the HISD Student Code of Conduct. Additionally, teachers must acquaint all students with the Code of Conduct.

**Corporal punishment is not permitted in HISD.** Physical, verbal, psychological abuse, alienation and/or isolation of children will not be tolerated. Students are not allowed to sit, stand or complete their work outside of the classroom or in the hallways as a means of time-out. Students must be supervised at all times.

Yelling at students is not acceptable or professional behavior. We must treat all students respectfully.

**When administering discipline, district personnel will use the following guidelines:**

- Discipline shall be administered when necessary to protect students, school employees, or property to maintain essential order and discipline.
- Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case and may include such factors as:
  - Seriousness of the offense
  - Student's age
  - Frequency of misconduct
  - Student's attitude
  - Potential effect of the misconduct on the school environment
  - State law requirements for certain disciplinary consequences
- Level of offenses
  - A **Level I** offense is a violation of classroom rules. These are offenses that generally occur in the classroom and can be corrected by the teacher.
  - A **Level II** offense requires teacher or administrative intervention. The offenses are more serious in nature or they can be a continuance of Level I misconduct.

- A **Level III** offense can lead to suspension and/or optional removal to an alternative education program. The offenses seriously disrupt the education process in the classroom, the school, and/or at school related activities, or a continuance of Level I, or II misconduct.
- A **Level IV** offense is required placement in an alternative education program. These are criminal offenses as defined in Level IV such as felonies.
- A **Level V** offense is required for serious offenses. These include offenses for which a student may or shall be expelled under state law. They include continued serious or persistent misbehavior which violates the district's Code of Student Conduct by a student while placed in an alternative education program.

### **Discipline Intervention Procedure**

<b>Step</b>	<b>Intervention</b>
1 Classroom Interventions	Includes discussion of problem, modification of classroom, time out, teacher supervised detentions, etc. and identification of ways to help the student successfully meet expectations.
2 Grade Level Team Discussion/Interventions and Calls to Parents	Includes input from team teachers, which assists the student in correcting the disruptive behaviors. Parental calls are informational in nature (description of behavior). Asking for help and suggestions.
3 Staffing	Invite parents in to discuss observed behaviors and make a plan to correct the behavior. Staffing should include teachers, support staff, parents, and student.
4 Teacher Assigned Detentions	Organized grade level detentions are necessary. Must give 24 hour notice to parents.
5 Referral to Administrator	Assignment of consequences ranging from detentions to short-term suspensions. Additional attempts to provide instruction for self-regulation are required. Examples are mentorships and counselor referrals.
6 Administrator Initiated Parent Meeting	Inform parents of last options and present them with a behavior contract which clearly outlines disciplinary steps if the behavior continues.
7 Administrative Action	Short-term suspensions.

- This procedure applies specifically to chronically disruptive regular education students (including: talking out of turn, bothering others, constantly off-task, excessive talking, etc. – Level I and some Level II infractions) Special education students can follow the same format with extra consideration for student disabilities and the parameters of Special Education law.
- This procedure is not intended for more serious violations of the Student Code of Conduct including-fighting, gross disrespect, profanity, assault, etc.
- The purpose of this procedure is not to burden teachers. It is intended to produce school-wide consistency in handling discipline matters to assist students in changing behavior, and to assist teachers in dealing with parents and students in a proactive and positive manner.
- Reminder – once you refer a student to the office, the administration will determine what the punishment will be.

Referral to administrator: Continued student infractions after steps 1-5 have been completed by the teacher, may result in referral to an administrator. If the situation requires immediate attention, call the office and an administrator will come to your room.

### **CHILD ABUSE REPORTING**

To report child abuse or neglect, call 1-800-252-5400 or use the secure web site: <https://www.txabusehotline.org>. Child abuse and neglect are against the law in Texas, and so is failure to report it. If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency. You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected. Additionally, you should let our school nurse and administrators know.

### **SMOKE-FREE ZONE**

The HISD School Board has designated that HISD property shall be smoke-free.

### **SEXUAL HARASSMENT**

Sexual harassment of any kind is illegal and will not be tolerated by the Houston Independent School District. Sexual harassment is prohibited on district property, at district-related events or activities, and in any other circumstance where the conduct affects the alleged victim's employment.

"Sexual harassment" includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct constitutes sexual harassment when submission to such conduct is made a term or condition of employment or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. [DHC(Legal)Exhibit]. Each employee is strongly encouraged to come forward with allegations of sexual harassment in the workplace should such a situation exist.

An employee who believes he or she is being subjected to any form of sexual harassment shall bring the matter to the attention of the principal in accordance with the procedures in the district's employee complaints policy [DGBA(Local)].

### **NO SCHOOL DUE TO INCLEMENT WEATHER**

It is the general practice of the district to use text notification and call-outs to inform parents and staff of district-wide closures.

When the school is closed due to inclement weather or other conditions, employees are asked to listen to the radio or television for information about who is or who is not to report to work. We have also set up a fan/out call out system for information pertaining to only our building. The grade level chairs (Pre-K – 5, Ancillary, SPED), Plant Operator, Kitchen Manager, and Secretary (TA's clerks, administrative staff) will call their team members.

### **HISD SOCIAL MEDIA POLICY**

The HISD Social Media Policy is included as an addendum located at the end of this faculty handbook. It is the expectation that all staff members utilize social media in a professional manner, in accordance with HISD policy, with the goal of utilizing the tool of social media to further student learning and the De Chaumes Community. It is understood that teachers have read and will abide by the district policy. Should you have doubts or concerns, please see an administrator immediately.

### **CAMPUS SAFETY & SECURITY PROCEDURES**

All staff members have received a campus safety manual detailing general safety procedures and precautions as well as emergency response protocols. It is the responsibility of the staff member to read the manual and work with administration to ensure student safety. Please see an administrator to address any concerns or doubts regarding campus safety procedures.

# Important Dates – De Chaumes Elementary School 2022 – 2023 School Year

## **First and Last day of school**

August 22, 2022

May 31, 2023

First day of school for students

Last day of school for students

## **Open House for Parents**

September 13, 2022

From 4:00 – 5:30 p.m.

## **Holidays**

September 5, 2022

October 5, 2022

November 21 – 25, 2022

December 22 – January 4, 2023

December 22 – January 6, 2023

January 16, 2023

March 13 – 17, 2022

March 31, 2022

April 7, 2023

April 21, 2023

May 29, 2023

Labor Day

Fall Holiday

Thanksgiving Holiday

Winter Break for teachers

Winter Break for students

Martin Luther King, Jr. Day

Spring Break

Chávez/ Huerta Day

Spring Holiday

Spring Holiday

Memorial Day

## **Teacher Service Days** (No classes for students)

August 8 – 19, 2022

October 4, 2022

January 6, 2023

February 20, 2023

## **Teacher Preparation Days** (No classes for students)

August 15, 2022

January 5, 2023

June 1, 2023

## **Grades PK – 5 Grading Periods, Progress Report Dates, and Report Card Dates**

### **Grading Periods**

August 22 – September 30

October 3 – November 4

November 7 – December 21

January 9 – February 24

February 27 – April 14

April 17 – May 31

### **Progress Reports**

September 16

October 28

December 9

February 3

April 3

May 12

### **Report Card Dates**

October 7, 2022

November 11, 2022

January 13, 2023

March 3, 2023

April 20, 2023

May 31, 2023

A parent parent communication log should be in Sharepoint. However, this paper log is provided for your convenience as well.

<b>Parent Communication Log</b> <b>2022-2023</b>				
<b>Date &amp; Time</b>	<b>Student Name</b>	<b>Parent Name</b>	<b>Demonstrated Behaviors or Academic Challenges Discussed (Data Presented)</b>	<b>Plan of Action for -Student -Parent -Teachers</b>

## De Chaumes Elementary Textbook Request Form

Teacher Name

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Grade Level

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Title of Book	Number Needed	Amount Received









**DE CHAUMES ELEMENTARY SCHOOL**  
**155 Cooper Road**  
**Houston, TX 77061**  
**713-696-2676**

**MEMORANDUM**

August 17, 2022

TO: \_\_\_\_\_  
De Chaumes Staff Member Addressed

FROM:       Enedith Silerio, Principal  
              De Chaumes Elementary School

RE:           DE CHAUMES ELEMENTARY STAFF HANDBOOK AND ADHERENCE TO  
              SCHOOL AND DISTRICT POLICIES AND PROCEDURES

This is to acknowledge that you have received a copy of the 2022 – 2023 De Chaumes Elementary School Staff Handbook. You are responsible for following the policies and procedures outlined in this handbook.

It is your responsibility to further read the handbook and familiarize yourself with the information contained therein. Understand that you are expected to comply with the rules and procedures contained in this handbook.

All De Chaumes staff members are required to submit this signed memorandum form to Ms. Marina Rubio by August 19, 2022.

\_\_\_\_\_ES

Acknowledgement of Receipt:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date