

# JEFFERSON ELEMENTARY SCHOOL

Faculty Handbook

2013 - 2014



Principal  
Ashley Green, MBA

*"It's a Great Day to be a Jaguar!"*

# FACULTY & STAFF

## 2013 - 2014

### Principal

Ashley Green, MBA

### Teacher Specialist

Lilly Rincon

### Reading Interventionist

Heather Land

### Office Staff

Melissa Quintero - School Secretary

Sandra Herrera - Registrar/SIS Representative

Norma Solis - Office Clerk

### Pre-Kindergarten      Room #

Angela Mitchell-Hudson    13

Silvia Torres                    14

Jennifer Magee                15

### Kindergarten      Room #

Veronica Rodriguez    2

Jeremy Huntington    4

Jamie Stippel              5

### 1<sup>st</sup> Grade      Room #

Claudia Orduña            18

Wanda Ortega              16

Catie McGowan            17

### 2<sup>nd</sup> Grade      Room #

Elsa Rodriguez            33

Josue Perez                34

Doreen Saizan            28

Kelley Sikinger            27

### 3<sup>rd</sup> Grade      Room #

Victor Delgado            35

*Math/Science*

Leticia Castillo            36

*ELA/Social Studies*

Theresa Quinn            37

*Math/Science*

Nichole Pfeiffer            38

*ELA/Social Studies*

### 4<sup>th</sup> Grade      Room #

Katy Stanley                42

Jocelyn McCain            41

Elena Thorne                30

### 5th Grade      Room #

Aron Newell                39

*Reading/Social Studies*

Dominick Ivory            40

*Math/Science*

### Ancillary      Room #

Karen Bertonaschi    Science Ancillary 1

Thomas Hatala            PE 43

Jorge Rivera                Computer Lab 22

### Special Education      Rm # Teacher Assistant

Omatayo MichaelAnubi 29 (Resource)

Maria Rufin (PALS)    3    Brenda Reyna  
Vacant

Amanda Rivera (SLC) 20    Rebekah Tapia  
Vacant  
Stephanie Mabin

Patty Turner (SLL)    21    Vacant

### Teaching Assistants

Mandy Gilkey

Karen Butler

Nurse- Vacant

Librarian- Shequana Living

### Custodial

Roberto Velazquez – PO

Laura Hernandez

Farrell Campbell

Elizabeth Williams

Cafeteria- Cruz Rivera – Mgr

### AVANCE

Yvonne Meza – Campus Director

Patricia Herrera – Family Development Worker

Annie Robins – Assistant to the Campus Director

## Jefferson Content PLCs

**2013 – 2014**

<b>Mathematics</b>	<b>Reading</b>	<b>Writing</b>	<b>Science</b>	<b>Social Studies</b>
<i>Quinn*</i>	<i>McCain*</i>	<i>Thorne*</i>	<i>Bertonaschi*</i>	<i>Newell*</i>
Mitchell-Hudson	Magee	Castillo	Delgado	McCain
Rodriguez, V.	Huntington	Stippel	Ivory	Pfeiffer
Ortega	Saizan	Rodriguez, E.	Perez	Saizan
Sikinger	Pfeiffer	Torres	McGowan	Orduña
Stanley	Orduña			Huntington
Ivory	Newell			Magee

## Grade Level Chairpersons

Pre Kinder	Magee	3 <sup>rd</sup> grade	Quinn
Kindergarten	Huntington	4 <sup>th</sup> grade	Thorne
1 <sup>st</sup> grade	Orduña	5 <sup>th</sup> grade	Ivory
2 <sup>nd</sup> grade	Saizan	Sp. Ed.	Anubi

## **Content Leads**

Mathematics	Quinn
Reading/LA	McCain
Writing	Thorne
Science	Bertonaschi
Social Studies	Newell

## **Other School Services**

Dyslexia	Anubi/Rincon
Fine Arts	Kelley/Vacant (Project Grad)
• Band - Kelley	
• Strings - Vacant	
Gifted & Talented	Land
IAT (Intervention Assistance Team)	Thorne/Rincon
• 504	Anubi
Technology/Website	Rivera/Living
Testing	Land
Textbooks	Quintero
Title I	Rincon
Volunteers (VIPS)	Solis

# Table of Contents

## 1. Employee Protocols

- Absences of Employees (*attachment*)
- Compensation & Benefits Leaves and Absences (*attachment*)
- Late Arrivals (*attachment*)
- Early Departure (*attachment*)
- Leaving Campus
- HISD Identification Badge
- Payroll Checks
- Professionalism/Employee Dress Code
- E-Mail
- School Hours

## 2. Campus Protocols

- Dress Code – Students
- Electronic Devices
- Medications/Clinic Procedures
- Reporting Child Abuse
- Lost and Found
- Classrooms
- Recess (*attachment*)
- Classroom Resources
- Planning Period (*attachment*)
- Keys
- Custodial Services
- Visitors
- Teacher's Lounge/Workroom
- Coffee/Beverages
- Parking
- Non-Smoking Policy (*attachment*)

## 3. Campus Resources

- Textbooks (*attachment via email*)
- Audio – Visual Materials
- Classroom Supplies
- Computers
- Printers
- Copy Machine (*attachment*)
- Intervention Assistance Team (IAT)
- Library
- Parental Involvement

#### **4. Campus Security Plan**

- Before/During/After School
- Procedures for Visitors to Campus
- Unauthorized Visitors on Campus
- Emergency Procedure and Evacuation Plan
  - Emergency Crisis Team and Responsibilities
  - Emergency Status Codes
- Wind/Flood/Inclement Weather
- First Aid
- Fire Extinguisher Locations
- Crisis Communication Procedures
- Emergency Steps for Crisis Situations
- Media Procedures

#### **5. Classroom Protocols**

- Associate Teacher Folder
- Attendance
- Conduct
- Enrollment Cards
- Lunch Applications
- Field Trips
- Grading and Grade Books
- Grade Level/PLC Meetings
- Homework
- Lesson Plans
- Tardies

#### **6. Discipline Management System**

- Jefferson Elementary School Wide Rules
- Behavior Code
- Classroom Discipline Management Procedures
- Discipline Referral Procedures


#### **7. Schedules**

- Arrival Procedures
- Dismissal Procedures
- Planning/Conference Schedule
- Lunch Schedule

# Employee Protocols

 Absence of Employees (*attachment*)

 Compensation & Benefits Leaves and Absences (*attachment*)

 Late Arrivals (*attachment*)

 Early Departures (*attachment*)

 HISD Identification Badges

 Leaving Campus

 Payroll Checks

 Professionalism/Employee Dress Code

 Email

 School Hours for Teachers

## **Absence of Employees** *(attachment)*

For our students to be successful, good attendance by the staff is essential. In order to insure good student instruction and progress, Jefferson will strictly follow Board policy and procedure, DEC(LEGAL). A copy of this policy is located in the appendix.

- All employees will report absences to Ms. Green during student school hours from 7:30 – 3:00 p.m., in person or by phone at **(713) 696-2780**.
- During non school hours from 4:00 p.m. to 9:00 p.m. or 5:30 a.m. to 7:00 a.m. all employees will call Ms. Green at **(936) 334-2979** to report an absence.

**Text messages and voice messages are not acceptable. You must make contact!**

- An “Absent from Duty Report” form must be completed and returned to the secretary within 24 hours of returning to work.
- All doctor appointments should be scheduled **AFTER** regular duty hours of 7:30 a.m. to 3:15 p.m. *Ms. Green must approve emergency appointments before departure.*
- If an employee is running late for work, he/she must call the school secretary at (713) 696-2778. Upon arrival, the employee must fill out a “Late Arrival” form indicating the time that will be deducted out of your personal leave bank. Ms. Green must sign this form. Remember, 7:31 a.m. constitutes a late arrival.

## **Compensation & Benefits Leaves and Absences** *(attachment)*

Types of leave include State and Local Leave accrued at the rate of one day per month of service credited at the beginning of the school year. The Education Code requires the employee to designate the use of state leave as Discretionary or Non-Discretionary. Discretionary State leave may be used for 5 days a year. Non Discretionary State leave is used in the same fashion as Sick Leave.

Discretionary Leave must be requested ahead of time. **Campus policy is a minimum of 3 days ahead of time.** Only 5% of campus personnel may use Discretionary Leave at one time. This means 2 employees at a time for the Jefferson campus. Discretionary Leave may not be taken for more than 3 days at a time and may not be used as noted in Board policy on certain days or weeks of the school year.

Local Leave may be used for personnel illness or illness of an immediate family member as described in board policy. Up to 3 days of Local Leave may be used for personnel business. A doctor’s certification is required for personal illness absences in excess of 7 days and is subject to verification by the District Health and Medical Services Department.



## **Late Arrivals** *(attachment)*

In the event that an employee needs to arrive late, for any reason a late arrival form must be completed along with an Absence from Duty Report form. Both forms must include the date and time that the employee was late, and include their signature. Any time that is missed will be deducted from the employee's personal leave bank. Employees are strongly encouraged to do everything possible to make appointments after school hours. **Should an employee know in advance that he/she will be late the form should be submitted ahead of time to secure coverage for the employee's class/responsibilities.**

## **Early Departure** *(attachment)*

In the event that it is necessary for an employee to leave the campus early, permission must be obtained from Ms. Green in advance. An Early Departure form **and** an Absence from Duty Report form, indicating the time that will be deducted out of your personal leave bank, must be completed and signed by Ms. Green before an employee may leave. Employees are strongly encouraged to do everything possible to make appointments after school hours. **The employee requesting the time must make any early departure requests in person to Ms. Green. Requests are not to be given to a clerk or other employee for presentation.**

## **Leaving Campus**

Employees may leave the Jefferson campus during their duty free lunch period. This privilege is not extended to a teacher's planning period.

**Employees leaving for lunch must inform the front desk clerk and sign out in the main office and sign back in upon return.**

At the end of the day, all instructional personal must leave the campus prior to the Custodial staff and/or Administration so that the alarm may be activated.

There will be keys in the front office near the sign in/out sheet. Please take a key when you leave and return the key when you sign back in.

## **HISD Identification Badges**

HISD provides all staff and faculty with an HISD Identification badge. Each new employee will receive an identification badge free of charge for the first time. Replacement badges will be at the employee's expense.

The identification badge **must be worn** at all times during the school day at Jefferson Elementary and/or at other HISD facilities/events.

## Payroll Checks

Please see HISD guidelines on payroll checks via the portal or call 713-556-6440.

## Professionalism/Employee Dress Code

Teachers, instructional and support staff are professionals and thus professional attitude, behavior, speech and dress are expected.

### **Teacher/Paraprofessional/Staff Attire or Dress**

All Staff: Mondays are “Marvelous Mondays” where male teachers and staff will wear ties, and female teachers and staff will not wear tennis shoes. If we do not have school on a Monday, then the first day of the week will serve as the “Marvelous Monday.” **\*Approved on August 19, 2013 by faculty and staff.**

Dress Code for Everyone	Dress Code that is Gender Specific
<ul style="list-style-type: none"><li>• Campus dress code is business professional Monday through Thursday. Polo shirts may only be worn on Fridays if they are Jefferson or college spirit shirts. Jefferson spirit shirts or college spirit shirts (other than polos) may be worn on Fridays <b>only</b>, unless specified by Administration. If a spirit shirt is worn on Fridays, it may be worn with jeans.</li><li>• The last day of the work week will be considered Spirit Friday.</li><li>• Jeans should not be overly faded, torn or have holes.</li><li>• Slacks must have an identified hem.</li><li>• Clothing should fit appropriately and should not be too loose or too tight.</li><li>• Flip-flops, also known as thong shoes, (rubber or leather), Crocs, or house slippers are prohibited.</li><li>• Midriffs must be covered at all times.</li><li>• Jogging suits/sweat pants are prohibited.</li><li>• Tennis shoes may be worn any day except Monday. They should be clean, presentable and should not be distracting to the learning environment.</li><li>• Tattoos must be covered at all times during school hours, functions and events.</li></ul>	<p><b>Ladies:</b></p> <ul style="list-style-type: none"><li>• The length of skirts, split of skirts, and length of dresses must approach the knee, and allow one to walk, stoop, kneel and sit with modesty.</li><li>• Low cut clothing is not permitted. No cleavage should be visible.</li><li>• Cargo and jean capris are prohibited. Capris must be tailored, below the knee and must fit appropriately.</li><li>• Shorts are prohibited.</li><li>• Dress sandals are acceptable.</li><li>• Spaghetti straps are not permitted at any time.</li></ul> <p><b>Men:</b></p> <ul style="list-style-type: none"><li>• Men are required to wear ties on Mondays, or the first day of the workweek.</li><li>• Business professional attire for days other than Monday will entail a button down, short or long sleeve, tucked in with a belt as a minimum.</li><li>• Beards and mustaches must be neatly trimmed. Men without beards should be cleaned shaven daily.</li><li>• Shorts are permissible on field day and on field trips only, they may not be athletic.</li></ul>

### **III. Physical Education Dress Code**

- A. A polo shirt and any color dress shorts are permissible. Athletic shorts/pants are not allowed.
- B. Spirit shirts may be worn with jeans on Fridays, only.
- C. Tennis shoes may be worn any day. They should be clean, presentable and should not be distracting to the learning environment.
- D. Hats may be worn when outside.

**\*Dress code was approved by SDMC on July 2, 2013 and August 13, 2013.**

## **E-Mail**

Teachers and staff are required to check their email at least once per day. It is suggested that it is checked more than that, but at minimum on a regular basis. Most district and campus communications will be via email. It is the responsibility of the teacher to make sure that they are checking their email daily. Passwords must be reset every 90 days to maintain an active account. Should you have any issues with your password or email, please call the HelpDesk at 713-892-7378.

Email may only be checked during non-instructional time.

## **School Hours for Employees**

The building will be open from 6:00 am to 6:00 pm daily.

A teacher's workday is from **7:30 a.m. to 3:15 p.m.** All other employees have individual workday hours as scheduled by Administration.

Employees must personally sign "in" and "out" on the time sheet in the main office. Do not note your absence on the sign-in/sign-out sheet. The main office will make this notation. Remember, this is a legal document that must be legible and all documentation is auditable. The sign in book will be taken up at 7:30 a.m. each morning. If you have not signed in by this time you must receive a "Late Arrival" form from the school secretary.

Employees must sign in and out for themselves. It is not permissible for an employee to sign someone else in or out. Teachers **must be** at their classroom doors by **7:30 a.m.** to receive/greet their students.

***Jefferson Elementary***  
***Late Arrival Form***  
***2013 - 2014***

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Time of Arrival: \_\_\_\_\_

Reason for being late: \_\_\_\_\_

\_\_\_\_\_

\*Note: I understand that this time cannot be made up and will come out of my personal sick bank.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Principal's Signature

***Jefferson Elementary  
Early Departure Form  
2013 – 2014***

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Date of Early Departure: \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Reason for early departure: \_\_\_\_\_

















\_\_\_\_\_  
*All early departures must be approved by Ms. Green 24 hours in advance of departure.*

\* Note: I understand that this time cannot be made up and will come out of my personal sick bank.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Principal's Signature

# Campus Protocols

-  Dress Code- Students
-  Electronic Devices
-  Medications/Clinic Procedures
-  Reporting Child Abuse
-  Lost and Found
-  Classrooms
-  Recess (attachment)
-  Classroom Resources
-  Planning Periods (attachment)
-  Keys
-  Custodial Services
-  Visitors
-  Teacher's Lounge/Work Room
-  Coffee/Beverages
-  Parking
-  Non-Smoking Policy (attachment)

## **Dress Code - Students**

In order to provide a safe and professional environment that is conducive to learning and one that will assist in preparing Jefferson's students for the future, we are requiring that all of our students comply with the following dress code.

Students are expected to wear the **SDMC approved** (July 2, 2013) uniform. Every teacher will support these guidelines. Students will be encouraged to participate in Marvelous Monday and dress for success the first day of each week, while still following dress code.

### **1. HATS**

- No hats or caps of any type may be worn on campus
- Hair nets, scarves, bandannas, and sweatbands are not to be worn on campus

### **2. HAIR**

- Must be clean and neat and not a distraction to the learning environment
- No combs/rakes, picks, or sharp hair pins

### **3. SHIRTS**

- Shirts with collar must be white or navy
- College shirts or Jefferson t-shirts are allowed on Fridays only.
- Sweatshirts are allowed
- Oversized shirts must be tucked in at all times

### **4. PANTS**

- Khaki uniform pants, shorts (must be fingertip) or skirts
- No sweatpants
- No jeans
- All pants and shorts should be worn at the waist.

### **5. JEWELRY/ ACCESSORIES**

- No facial piercings except for in ear
- Only girls can wear earrings
- No sunglasses or dark tinted glasses may be worn in the building

### **6. SHOES**

- Students must wear closed toe shoes. Heels are not permitted.
- Tennis shoes are recommended.
- Sandals may not be worn to school.

### **7. COSMETICS**

- Make up, nail polish and perfume/cologne are not allowed on campus.

**The Administration reserves the right to make the final decision regarding the appropriateness of clothing and/or accessories.**

## **Electronic Devices**

Electronic devices other than cell phones are prohibited. Jefferson Elementary School is not responsible for damaged, lost or stolen electronics.

Cell phones are permitted but must remain off or on silent from 7:30 am – 3:00 pm. If they are used during 7:30 am – 3:00 pm they will be confiscated and returned only to the parent/legal guardian.

## **Medications/Clinic Procedures**

HISD Board Policy and Procedures state that it is not the function of the public school personnel to administer medical treatment, including over the counter drugs. Teachers and other school personnel are expected to limit themselves to the usual and accepted practices of first aid in managing emergencies due to sickness or accident.

Students on long-term medication, which cannot, under any arrangement, be administered other than during the school hours may take medication at school with a written physician's statement and a properly completed medical form (40.3750). All medication will be maintained in the Clinic and administered by the school nurse or other authorized personnel.

### **Clinical Procedures**

- The school nurse's daily schedule will be posted outside of the door. In the event that a school nurse is not present, an authorized member of the office staff will act in their place.
- When a student becomes ill at school, the teacher or substitute must fill out a clinic form and send the student to the nurse's office or main office.
- If a student is running a fever at or above 101 degrees the student may be excused to go home after the parent or guardian has been notified. The school nurse or Administration only grants such permission.
- The nurse/office designee is not permitted to give children medicine, including aspirin, unless there is a signed form by the parent and the physician, which gives explicit instructions concerning the medicine.
- In order for a student **not** to participate in PE, he/she must have a written excuse from his/her parent and a physician.

## **Reporting Child Abuse**

State law provides that any school employee, agent, or contractor who suspects child abuse or neglect submit a written or oral report to at least one of the following authorities within 48 hours or less: local or state law enforcement (HISD Police – 713-892-7777); The Texas Department of Protective and Regulatory Service, Child Protective Services (1-800-



252-5400); a local office of Child Protective Services (713 394-4000), where available, or the state agency that operates, licenses, certifies, or registers the facility in which the alleged child abuse or neglect occurred. Reports can also be made through the Texas Department of Family and Protective Services website:

[http://www.dfps.state.tx.us/Child\\_Protection/About\\_Child\\_Protective\\_Services/](http://www.dfps.state.tx.us/Child_Protection/About_Child_Protective_Services/)

## **Lost and Found**

Clothing will be placed in a box in the nurse's office. Students may check before and after school for lost items with adult supervision.

## **Classrooms**

A teacher's classroom reflects his/her work. Each classroom is to be kept neat and orderly. Students will cooperate in this endeavor if cleanliness is taught and encouraged. The teacher is to serve as a model for the students. All teachers are encouraged to follow these rules at Jefferson Elementary:

- Teaching supplies and student supplies will be maintained in an organized way.
- Establish a place of storage and keep everything in its place when not in use.
- Develop a daily routine of inspecting the floor around student desks and in other parts of the room. Allow a few minutes at the end of each day for students to generally clean up their own area.
- Do not keep supplies/materials in your room that you do not frequently use. For example, do not store old newspapers and/or magazines that are not currently being used. Store your extra textbooks in your cabinets or shelves. Clean out and maintain neat storage areas.

Classroom bulletin boards should contain recent and relevant information and student work. Butcher paper and some trim are available in the teachers lounge.

Temporary classrooms (T-Buildings) may be painted by the teacher, but must be repainted white or off white if you leave the campus or that classroom.

If you would like to have a classroom pet, please submit a written proposal to Ms. Green. The proposal will go before a committee and a response will be provided within a week.

In the event of a break-in, teachers should notify Administration ASAP.

## **Recess** *(attachment)*

According to Board Policy all students must have 30 minutes of physical activity daily. Recess schedules will be submitted along with class daily schedules to the Principal. Should the weather not permit outside activities, indoor activities are permissible.

## **Classroom Resources**

Teachers should have immediate access to their lesson plans, the faculty handbook, instructional handbook and the TEKS for your grade level. A copy of your lesson plans and the daily schedule must be posted/easily available at the door. Lesson plans must be updated weekly.

## **Planning Periods**

Teacher's planning periods are for 57 minutes each. Ancillary planning periods are 45 minutes each. HISD Board Policy states: The intent of teacher planning time in the Houston Independent School District is to allow teachers time for self-directed planning, instructional preparation, evaluating student work, and parent-teacher conferences. This does not include use of time for personal errands. DL2(Regulation)

HISD Board Policy also states that each teacher will receive at least 450 minutes of planning time within a two-week period. DL2(Regulation)

Professional Learning Communities (PLCs) will be held every Tuesday. The schedule is as follows: first Tuesday, horizontal; second Tuesday, vertical; third Tuesday instructional rounds.

Teachers are prohibited to leave the campus during their planning period as that is a direct violation of district policy.

## **Keys**

Classroom keys will be distributed during the first week on campus. Mrs. Quintero, school secretary, will distribute keys on a schedule. All keys must be signed for. All keys will be collected on the last day of work for the year.

Teachers are responsible for classroom keys. Always lock the classroom when the class will be out for any length of time. Lost keys should be reported to Ms. Green immediately. Lost keys will be replaced at the expense of the person that they key was checked out to.

## **Custodial Services**

Teachers and students are expected to clean up the classroom by the end of the day. Books, papers, folders, school boxes, etc. must be picked up from the floor.

If your classroom or any other area on campus does not meet high standards of cleanliness, please notify Mrs. Quintero.

## **Visitors**

Parents are encouraged to observe the classroom during instruction, as long as it does not interrupt instruction. Parents must have approval from Administration to enter the classroom during instructional time. It is our goal at Jefferson Elementary to protect the learning environment and minimize interruptions as much as possible.

Parents are encouraged to visit with their child's teacher before or after school or during the teacher's planning period.

All visitors must have a visitor's pass from the main office. The pass should be visible on the visitor at all times while on campus.

If any person on campus does not have an HISD badge or a visitor's badge, please escort that person to the main office immediately.

## **Teacher's Lounge/Work Room**

The Teacher's Lounge/Work Room is a facility reserved for teachers and staff. Students are not permitted in this area at any time. Teachers are responsible for taking care of the lounge. Empty bottles, cans, or dirty dishes should be appropriately washed, discarded or taken back to the cafeteria.

- Food items are not to be taken to the classroom during the instructional periods of the day.
- Lunch trays and dishes are to be returned by the teacher to the cafeteria.
- Do not leave personal belongings in the lounge/work room.
- Do not send students to purchase soft drinks for you.

**The refrigerator will be emptied out every other Friday afternoon.**



## **Coffee/Beverages**

All Jefferson employees will be responsible for providing their own beverages.

In the teachers lounge there will be a coffee pot provided. The Principal will provide drinks for guests and special occasions only.

## **Parking**

Jefferson Elementary has two parking areas for teachers and staff.

- Behind the cafeteria
- In back of the school, next to I-45.

The parking lot to the far right of the main building (next to PK) is reserved for guests and visitors only. That parking lot is prohibited to Jefferson teachers and staff.

If you plan to stay late, please move your car after dismissal to the parking lot behind the cafeteria. For safety the other lots will be locked at or around 4:00 pm.

Although the Jefferson campus is considered safe, you are advised to lock your car each morning and to leave valuables at home as neither Jefferson nor HISD can be held liable for break-ins or other damage to your vehicle.

## **Non-Smoking Policy** *(attachment)*

As dictated by HISD Board Policy DH(Legal), Jefferson Elementary is a non-smoking campus.

# Campus Resources

 Textbooks (attachment via email)

 Audio – Visual Materials

 Classroom Supplies

 Computers

 Printers

 Copy Machine (attachment)

 Intervention Assistance Team (IAT)

 Library

 Parental Involvement

## **Textbooks** *(attachment via email)*

Teachers will count the number of books received from the Mrs. Quintero, and sign the card stating that they have received the number indicated.

Teachers are responsible for all textbooks issued to him/her. Teachers are required to keep accurate records of all textbooks delivered by recording the book number of each textbook on the *"Textbook Distribution Record"* form. A copy of this form, once completed, must be given to Mrs. Quintero. This form will be sent electronically to all teachers. A copy will be available from Mrs. Quintero also.

As soon as a textbook is discovered to be missing, the teacher must immediately begin to recover the lost book (i.e. contact the parent). A *"Lost Textbook Notification Letter"* must be sent home to the parent. Please keep a copy of the letter for your documentation and make a copy for Mrs. Quintero.

The student/parent will be responsible for payment of the lost or unreturned book. Any student failing to return all books shall have forfeited his/her rights to free book(s) previously issued, but not returned.

Teachers are not to exchange textbooks. Each teacher is responsible for the exact number checked out.

If a teacher is in need of extra textbooks due to an increase in class enrollment, please notify Mrs. Quintero.



## **Audio – Visual Materials**

All audio-visual materials are available for teachers and may be requisitioned from Mr. Rivera. Materials will be checked out using an Asset Usage Form. Each teacher is responsible for materials issued to him/her and will be held accountable.

If a piece of material or equipment is determined to be missing and/or broken, report it to Mr. Rivera via email immediately. Include what items aren't working, a description of any error messages, and a description of the problem. In the event a piece of equipment does not work, please also notify Mr. Rivera.

Any lost or stolen equipment must be reported to Administration within 24 hours. Failure to do so will make the teacher financially responsible for the loss.

## **Classroom Supplies**

Teachers may submit a requisition form for supplies/classroom needs to Mrs. Quintero.

## **Computers**

HISD and Jefferson Elementary provide teacher workstations, laptops, and peripherals (printers, scanners, projectors, etc....) to all authorized faculty and staff. These resources are to be used for school related business only. Printers for each grade level will be placed in the grade level chairs' classrooms.

It is the responsibility of each faculty and staff member to maintain his/her computer, to keep it clean and free of dust, and to notify the HISD Help Desk if there are problems that cannot be immediately solved by the user or a knowledgeable colleague.

The Help Desk may be reached at 713-892-7378 or [helpdesk@houstonisd.org](mailto:helpdesk@houstonisd.org). HISD will not be able to work on your computers/technology without a help desk ticket. It can be created via phone or through email.

## **Printers**

Network printers will be placed in each grade level chair's classroom. The paper will be provided for the printers, however any additional toner will be purchased at the expense of the teachers. Printers should be used to print low volume items, please use the copy machine for duplication.

## **Copy Machine** *(attachment)*

Each employee will receive a copy codes for copy machine in the teachers lounge. There will be limit restrictions for each code of 5000 copies per semester. The left over copies at the ends of each semester will not roll over. Copy codes may be received

from Mrs. Quintero. If you request copies to be made by a volunteer or Ms. Wells, please include your copy code on the form.

## **Intervention Assistance Team (IAT)**

This is a group of professionals with expertise in a variety of fields working together in a supportive and mutually beneficial way to meet the needs of students. The IAT consist of the classroom teacher, the IAT chairperson, the school diagnostician, an administrative representative, and the school nurse.

This process is detailed in the following steps:

- The information regarding interventions, what you have done, and its effects must be input into Chancery.
- You must submit the name of your student(s) the Friday before each Monday IAT meeting via email to Mrs. Rincon.
- Gather all documentation, report cards, work samples, data tracking charts and anecdotal to present at the IAT meeting. At the meeting an action plan will be created to best service the student.
- The teacher implements the action plan in the classroom. After strategies have been implemented in the classroom over a period of 6 to 9 weeks the IAT committee will reconvene to re-evaluate and seek next steps.

If the IAT committee recommends testing by the school diagnostician, the procedures are as follows:

- The teacher receives a referral package from the Referral Chairperson.
- The referral package is to be completed by the teacher. If a teacher has any questions concerning the completion of the referral forms, he/she should advise the Special Education Department Chair.
- Any teacher that has submitted a referral, but has not received any response after 3 weeks, should notify Administration immediately.
- Once the referral has been completed and submitted to the Referral Committee Chairperson, the diagnostician will follow up with student evaluations and an ARD meeting.
- The ARD committee will ultimately recommend appropriate action for the student.

## **Library**

Ms. Living will send a library schedule out prior to the start of school. Should you need any library resources, she can be contacted to help. Classroom libraries should be available for students to access leveled readers. Please see Ms. Living for assistance.



## **Parental Involvement**

### *Parental Advisory Committee (PAC)*

It is our goal to increase parental involvement at Jefferson Elementary School. The parent engagement/Title I committee will work diligently to bridge the home school gap. There will be at least three parent meetings per school year.

### *Volunteer in Public Schools (VIPS)*

Each teacher is expected to work closely with parents and seek the services of at least two volunteers on a regular basis. Interested parents and volunteers should be referred to Ms. Solis for an application.

# Campus Security Plan

 Before/During/After School

 Procedures for Visitors to Campus

 Unauthorized Visitors on Campus

 Emergency Procedure and Evacuation Plan

- Emergency Crisis Team and Responsibilities
- Emergency Status Codes (*yellow, green, red*)

 Wind/Flood/Inclement Weather

 First Aid

 Fire Extinguisher Locations

 Crisis Communication Procedures

 Emergency Steps for Crisis Situation

 Safety Guidelines for Campus Visitors

# CAMPUS SECURITY PLAN

## 2013 - 2014

Security procedures are based on the premise that students and staff have a right to teach, learn, and work together in a safe school environment. Security is a responsibility of all employees. In order to assure the safety and security of all persons on a campus before school, during school, after school and on non-instructional days, Thomas Jefferson Elementary School will adhere to the following plan.

### Before School:

- Students will be outside the front entrance until the doors open at 7:00 AM.
- The teacher's parking lot will be secured after 8:00 AM.
- Teacher's will sign-in by 7:30 AM and be ready to greet students.
- Teacher's along with other staff and administrators will monitor the halls and blacktop and move the children quickly into the classrooms.
- Students will be under adult supervision in the cafeteria from 7:00 am to 7:30 am.

### During School:

- All visitors must report to the main office upon entering the school and follow the proper procedures. All employees are asked to question all strangers and personally escort them to the main office.
- Posted signs in Spanish and English will be visible advising visitors to sign in at the main office.
- Only authorized persons will be able to sign children out of school.
- Every classroom is equipped with a two-way EPS communication system to be used for emergencies and fire drills.

### After School:

- School personnel with afternoon duties will report immediately to their areas at their designated time - 2:57 PM.
- All teachers are to monitor their students until departure from campus -3:15PM.
- Once a student has left the campus, he or she will not be allowed to return. No Exceptions!

### Procedures for Visitors to Campus

1. Sign-in at the Main Office.
2. Present a picture ID and leave it at the main office.
3. Obtain an official visitor pass.
4. Sign-out upon completion of visit and pick up their ID.

## **Unauthorized Visitors on Campus**

1. Greet and escort visitors personally to the Main Office.
2. If the visitor refuses to go to the main office, send for help from an administrator.
  - This may be done by using the panic button in the classroom.
3. Do not get angry or into a conflict with the visitor.
4. Keep the visitor under surveillance until help arrives.

## **Emergency Procedure and Evacuation Plan**

### **Emergency Crisis Management Team and Responsibilities:**

- Principal – *Ashley Green*: School Evacuation Coordination, Media, Legal, Elementary School Office, Communication with Police and Fire Agencies
- Coordinator – *Lilly Rincon*: School Evacuation Coordination, Parent Communication, Assist the Principal, Search Building if necessary
- Interventionist – *Heather Land*: Assist the Principal, Search Building if necessary
- School Secretary – *Melissa Quintero*: Student/Staff Welfare, Assist Ms. Green, Assist with Parent Communication
- SIR Clerk – *Sandra Herrera*: Student Records, and Assist with Parent Communication
- Nurse – Vacant: Medical Services and Assessment, Assist Special Needs Students.
- Plant Operator – *Roberto Velazquez*: Campus Safety and Security, Mechanical and Maintenance Needs, Assist with any Evacuation, Search Building if necessary
- Clerk – *Norma Solis*: Monitor Telephones
- All classroom Teachers will supervise and monitor the students in their classroom.
- All other office staff, teacher aides, teacher assistants or unnamed professional staff will assist with monitoring and movement of students.
- All staff should follow all instructions delivered by the school administration.

Administrative Staff will activate the Fire Alarm in the Main Office or use the Public Address system to inform teachers and staff of an emergency situation. The Administrative Staff will also call 911 to report any type of fire or bomb threat.

Each member of the Emergency Management Team will fulfill their duties in an emergency situation and assist in any other way possible.

## Emergency Status Codes:

“Attention, Attention: We are now in a lock down.”  
(Code Yellow)

Caution/Lock Doors/Standby  
for Information

“Attention, Attention: Please execute a bus evacuation.”  
(Code Green)

Bus Evacuation/Standby for  
further Information

“Attention, Attention: Please exit the building.”  
(Code Red)

Immediate Evacuation from  
the building

*During all evacuations and drills at Thomas Jefferson Elementary School, teachers will carry an updated class roster with them.*

“Attention, Attention: We are now in a lock down.” (Code Yellow):

A member of the administrative staff will announce over the intercom system a Code Yellow or use the phrase, “Attention, Attention: We are now in a lock down.” All teachers should immediately secure their classrooms with the doors locked. No students will be allowed out of the classroom. Automatic bells will be turned off and information will be given over the public address system. All members of the Emergency Management Team along with the custodial staff, and the cafeteria manager will report to the main office or see the nearest administrator for instructions. The Elementary School Office will be notified at (713) 556-7100 and HISD Police will be notified at (713) 892-7777.

“Attention, Attention: Please execute a bus evacuation.” (Code Green):

A Code Green may be announced over the intercom or called for by the use of the phrase, “Attention, Attention: Please execute a bus evacuation.” The same procedures for a Code Yellow should immediately be followed. All classrooms are to be secured and teachers should prepare their students to begin a bus evacuation of the building. Teachers and students will be directed to leave their classroom by an administrator at the appropriate time.

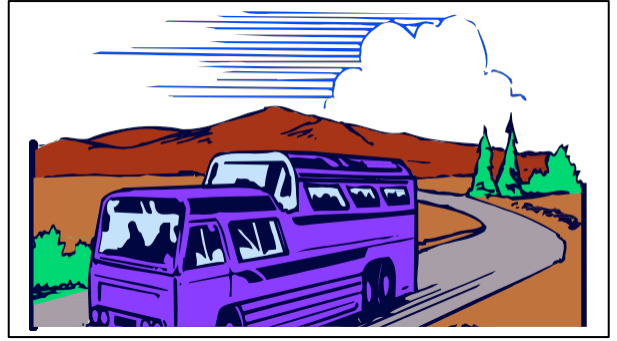
*All teachers and students in grades Pre K – 2<sup>nd</sup> grades will be directed to move to the main or cafeteria entrance on Sharman Street. All teachers and students in 3<sup>rd</sup> grade – 5<sup>th</sup> grade will move to the school back entrance on Furman Street. Alternate pickup spots will be at the back cafeteria gate on Wynn Street.*

*Teachers will remain with their students until they have safely returned to the school building and an “all clear” is announced. Each teacher will carry an updated class roster. Notices will be posted on the front door of the school with evacuation site directions.*

Students will be evacuated to:

Primary Site: Davis High School

Secondary Site: Hamilton Middle



“Attention, Attention: Please exit the building.”(Code Red):

In the case of immediate danger, teachers and students will be evacuated from the building in a safe and orderly manner and taken by foot to a designated site. Teachers will escort students according to evacuation routes and alternate routes as designated on the Fire Evacuation diagrams. Teachers should remain with students until the principal releases them or the “all clear” signal is given. Teachers will carry a class roster with them. Administrative Staff will contact the appropriate agencies and district offices. Mr. Velázquez and Ms. Hernandez will unlock all locked gates at the first sounding of the alarm.

Foot Evacuation Sites:

MD Anderson YMCA - 705 Cavalcade Houston, TX 77009 713.697.0648

## **Wind, Flood, or Inclement Weather**

Students will be released from the front office to parents who come early to pick them up. At dismissal time, all students will remain in their own classes until Administration gives other directions. Students will be directed to sit in areas away from windows or other possible hazards during a wind or thunder and lightening storm.

During a tornado warning, all students will be in the main building at their designated area (see attachment) away from windows or outside doors. Students and teachers in outside areas will be directed inside to more protected areas. If getting inside the building is not an option, go to a temporary building restroom for safety. Students will be instructed to sit down with their backs toward the wall at least 20 feet from outside windows or doors. If a tornado is imminent, students will be instructed to place their elbows and knees on the floor with their hands over their head in a tuck position. This is called drop and tuck. Any parents who arrive during an imminent strike will be invited into the building. After a tornado warning and/or strike, the Emergency Management Team will evaluate any damage or injuries and instruct teachers and students to either return to their classrooms or other appropriate action.

During a severe thunderstorm or flood, students and teachers in outside areas will be directed inside to more protected areas. These outside areas include the temporary buildings and playground areas.

## **First Aid**

First aid supplies and emergency kit will be kept in the clinic. Each classroom will have a first aid kit checked out to them from the school nurse, or school secretary. Classroom teachers will sign for the kit at prior to school starting. Each kit will be checked back in on the last teacher workday.

## **Fire Extinguisher Locations**

- Inside all temporary buildings
- Inside all Pre-K classrooms (rooms 13 -15)
- Pre-K hallway (across from room 13)
- Each end of first grade hallway (by rooms 16 & 19)
- Main Office
- Teacher Specialist's office (room 11)
- Teacher's Lounge
- Each end of Kindergarten hallway (by rooms 1 & 6)
- Science Lab (room 1)
- Kitchen
- Stage (left and right)
- Custodial office



## **Crisis Communication Procedures**

### **Step 1:**

Ms. Green or administrative designee will contact or have Mrs. Quintero contact the appropriate agency or emergency personal including monitoring company, fire department, police department, or ambulance.

### **Step 2:**

Ms. Green or administrative designee will activate the Emergency Management Team and notify the Elementary School Offices.

### **Step 3:**

Ms. Green or an administrative designee will communicate to teachers and students the appropriate information at the appropriate times.

### **Ambulance Loading Zone:**

All ambulances will drive either to the front of the school on Sharman Street or to the back of the Cafeteria off of Wynn Street.

# **Emergency Steps for Crisis Situations**

## **Accident/Serious Illness:**

1. Office Staff will call for 911.
2. The nurse/nurse designee will administer first aid/CPR as needed.
3. Emergency Management Team will be activated and remove other students from the area.
4. If an ambulance is unavailable, the nurse/Administrator will transport the person.
5. Emergency Management Team will fulfill individual duties as needed.

## **Armed Student or Hostage:**

1. The teacher will notify the Administration as quickly as possible. After that, try to calm the student and others. Do not approach or attempt to confiscate the weapon. Ask to evacuate the classroom and/or area. Quietly do so if permitted and take class roster. If not permitted, keep talking with the individual until police arrive. Ask what is wrong or what do you want? Do as advised when police arrive.
2. Emergency Management Team will be activated and fulfill individual duties as needed. A "Code Yellow" will be called and the designated procedures followed.
3. Administrators and office staff will cooperate with police officers as directed.
4. If evacuation is necessary a "Code Green" or "Code Red" will be announced.

## **Bomb Threat:**

1. The main office or Administration will use the "Bomb Threat Checklist Form" to keep the caller on the line as long as possible. Another individual will be assigned to inform the person on the telephone about what is occurring.
2. Other office staff personnel or administrators will use another phone line to alert the appropriate the agencies.
3. Other office staff personnel or administrators will use another phone line to alert the appropriate the agencies.
4. The Emergency Management Team will be activated and predetermined teams will search the campus.
5. The Principal, with the input of the Emergency Management Team, will determine if the campus needs to be evacuated. If so, a "Code Red" will be announced and all procedures as previously stated will be followed.
6. Members of the Emergency Management team will fulfill their individual duties as previously stated.
7. Teachers will evacuate and remain with their students as directed, including periodically taking role.
8. An administrator will check regularly and notify as needed of updates.

## **Bus Accident:**

1. The Principal upon notification by the motor pool will activate the Emergency Management Team who will then fulfill their individual duties.
2. The Principal will appoint a staff member to go the accident site and report any special health considerations to the medics on staff. If an ambulance has been called, the staff members will accompany it to the hospital with the health information.
3. The Principal or designee will go to the accident or hospital in the event of a serious injury or fatality.
4. The member of the Emergency Management Team responsible for contacting parents will inform the parent that their child is injured or uninjured has been transported to an appropriate facility, and to contact the hospital at the correct number.

## **Chemical Leak / Spill:**

1. Office Staff will call the appropriate agencies and utility companies. Emergency Management Team will be activated.
2. The source of the leak and /or spill will be determined.
3. The Emergency Management Team, with the assistance of the appropriate agencies and/or companies will evaluate the chemicals, visible signs, and the physical symptoms may occur.
4. The nurse will aid and document the disposition of affected students. Information about the incident and anyone going or being transported for the medical treatment will be sent with medical personnel.
5. Emergency Management Team will fulfill individual responsibilities, including notification of the families of affected persons.
6. An administrator will make communication updates periodically. The Emergency Management Team will meet at the end of the day to debrief.
7. In the event of a gas leak, everyone will evacuate the building and an administrator will call for help from a cell phone.



#### Death/Homicide on Campus:

1. The Emergency Management Team will be activated and members will fulfill their duties accordingly.
2. Teachers, administrators and campus police will remove students from the area and isolate any witnesses.
3. HISD police will detain any suspect if possible.
4. Administrators will notify the family in person and also notify the staff.
5. The nurse will secure the health/emergency card and accompany ambulance to the hospital.
6. Administrator and HISD Police will facilitate investigation by HISD and Civil authorities.
7. Provide HISD counseling services to any students who requests it and all students involved.

#### Fire/Explosion:

1. Fire alarm will sound.
2. Teachers will escort students in an orderly manner from the building and follow the appropriate procedures for accounting for classes.
3. Office staff will call Security Monitoring Company and appropriate agencies.
4. Emergency Management Team will be activated.
5. Student and Staff rosters will be secured.
6. Principal will notify area and central offices.
7. Plant operator will contact utilities as needed.
8. The administrators will make communications updates periodically.
9. Emergency Management Team will fulfill individual responsibilities outlined previously.
10. Emergency Management Team will meet at the end of the day to debrief and evaluate.

#### Food Poisoning:

1. The Principal will activate the Emergency Management Team who will perform their individual duties.
  - a. Notify the cafeteria manager and staff to take action.
2. The cafeteria manager and staff will close the cafeteria, secure items used in food preparation for examination and test, store samples of suspected menu items, remain available for interview and examinations by public health personnel, and follow any further directions from public health agencies.
3. The nurse will determine the severity of the illness, how widespread, call 911 if necessary, and administer first aid until medics or parents arrive, hand out to parents printed copies of suggested home treatment for mild food poisoning, and file appropriate reports.
4. The Principal and Emergency Management Team will assist the school nurse with managing the ill students, follow directions from public health agencies, and file appropriate reports.

#### Sexual Assault:

1. The Teacher will alert the Principal's office immediately and complete an incident report as soon as possible.
2. The Principal will activate the Emergency Management Team and call HISD Police and an ambulance if needed.
3. The Principal will call the nurse to get health information records and a counselor to stay with the victim.
4. The HISD police and administration will isolate any witnesses and suspect, if any, and not allow them to speak with anyone or each other.
5. The Emergency Management Team will fulfill their duties as needed.
6. Provide HISD counseling services as needed to victims, other students, and staff as needed.

#### Suicide Threat:

1. The Teacher will take the threat seriously and send for an administrator. Express concern before, during, and after the incident. Never leave the student alone.
2. Administration isolates the student from his/her peers, speaks with him/her to assess the seriousness of the threat and ask the student directly if he/she has thought about suicide. Principal will inform the parents and contact the HISD psychologist for analysis.
3. HISD psychologist provides numbers for assistance to the parents.

#### Violence and/or Riot:

1. Office staff will call HISD Police and/or other appropriate agencies.
2. The Emergency Management Team will be activated.
3. Administration will isolate and close off the affected area.
4. "Code Yellow" will be announced.
5. Emergency Management Team will fulfill individual duties and responsibilities as needed.
6. The administrators will document police actions and investigation.
7. Communications updates will be made as needed by the Principal or other administrator.
8. The HISD police will make a complete incident report.
9. Emergency Management Team will debrief at the end of the day.

#### Weapons on Campus:


1. The Principal will call HISD police and activate the Emergency Management Team.
2. The HISD police will discretely, if possible, confiscate the weapon. Hand-held metal detectors will be used as necessary.
3. Weapons reports will be filed with the appropriate law enforcement agencies.
4. Parents of involved students will be called and the 'Zero Tolerance Policy' implemented.


## **Media Procedures**

Direct all media representatives to the Principal. In emergency or disaster situations, do not make any statements to the media.

# Classroom Protocols

 Associate Teacher Folder


 Attendance

 Conduct

 Enrollment Cards

 Lunch Applications

 Field Trips

 Grading and Grade Books

 Grade Level Meetings

 Homework

 Lesson Plans

 Tardies

## Associate Teacher Folder

Each teacher is required to create an Associate Teacher Folder in cases of absences. Please make sure the folder includes the following:

- List of students and seating chart if applicable
- Teacher responsibilities
- Basic school information (daily schedule [lunch, ancillary, dismissal], emergency folder location, emergency evacuation information, etc.)
- Lesson plans – updated weekly

This folder must be kept with your lesson plans and updated weekly. Please share with your team/neighbor the location of your associate teacher information.

Please inform Administration immediately if you observe a serious problem with an Associate Teacher and fill out the feedback through AESOP.

## Attendance

Teachers should stress the importance of daily attendance to their students. Teachers are to follow the procedures below for daily attendance:

- Attendance must be completed on Gradespeed by 9:15 a.m. When a teacher is entering daily attendance into Gradespeed they are **to mark only the absences.** Tardies **are not** to be entered in the Chancery system.
- If a student has three unexcused absences in a given month please contact Mrs. Herrera so that a truancy letter can be sent home notifying the parent. Please make sure that you are keeping documentation of these notifications and absences.

When a teacher receives an excuse/note for an absence by the parent, you are to send it to Mrs. Herrera. Please include the homeroom teacher's name, the student name, the date the student was absent and the date the note was turned in.

## Conduct

- Repeatedly teach what you expect and be consistent in following your own rules.
- Enforce your policies from Day 1. Clearly specify rules and consequences.
- Send letters to parents informing them of your classroom policies. (*rules/consequences, homework, daily work, absences, tardies, etc.*).
- If any discipline problems arise, notify the parents immediately. It is very important to keep in close contact with your parents. Do not assume they get the message you send. Always request a signed note in return. Always keep a copy of the message you send and a log of your phone conversations and conferences. Have these on file at all times, and never throw any documentation away.

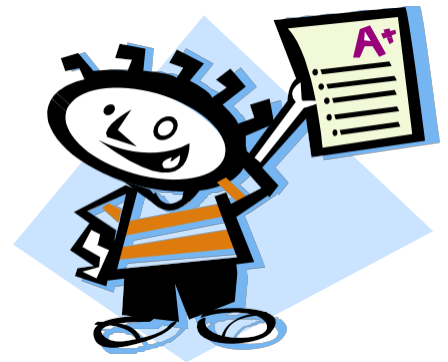
- Restroom breaks are to be taken by classes unless there is an emergency. Restroom breaks should be less than five minutes in total.
- Safety and discipline of all students is the responsibility of all teachers and staff.
- Do not ignore a student's disruptive or unsafe behavior because he/she is not yours. Do not be offended if someone else redirects one of your students.
- Notify parents when positive things happen.

## **Enrollment Cards**

It is the **responsibility of the teacher** to see that all enrollment cards are completed and returned. Teachers are to make a copy of each enrollment card for their records then turn the originals in to Mrs. Solis as they are returned **Please get these in to Mrs. Solis by the first Friday of school.**

Teachers are to check for the following items before submitting to Mrs. Solis:

- Complete information
- Parent signature
- Emergency contacts
- Telephone numbers



## **Lunch Applications**

Lunch applications must be submitted for the entire family, and include all information before they will be processed. Each year a new lunch application must be submitted. Please refer anyone with questions to Mrs. Solis.

## **Field Trips**

All HISD students are eligible to attend HISD sponsored field trips. If 10 or more students from a grade level are unable to attend a field trip, a teacher from that grade level must remain with those students. If fewer than 10 students remain, it is the responsibility of the teacher to find alternative classrooms for the day and to email the locations of those students to the registrar and the principal. Trips should be arranged at least four to six weeks in advance.

Remember, trips should not leave before 9:00 am and they must return by 2:30 pm.

All field trips require a permission slip signed by the principal, request for travel from Mrs. Quintero and Principal Approval. Please see Mrs. Quintero if you have questions.

## Grading & Grade Books

**GradeSpeed** is the HISD grading system and will be considered the official HISD grade book.

### HISD Promotion Standards:

#### Standard A

- Students must maintain an average of 70 or above for the year in all courses taken plus maintain an overall average of 70 or higher in Reading, Language Arts, Math, and Science or Social Studies.

#### Standard B

- Grades 1 and 2 passing the High Frequency Word Evaluation.
- Grades 3, 4 and 5 passing score on the STAAR Reading and Math.

#### Standard C

- Grades 1-3 meet passing standard on Stanford 10/APREND A Reading.
- Grades 4-5 meet passing standard on Stanford 10/APREND A Reading and Math.

### Guidelines for Grading:

- Teachers will record a minimum of two grades per week, and no less than 18 grades per nine week grading cycle.
- Grades must be input every other week at minimum.
- Grades assigned shall reflect student achievement and mastery of district and campus objectives. They must also support the grade average assigned.
- Teachers will determine whether or not to record the grade for any assignment. The grade for any assignment may only be recorded once.
- Parents will be informed of the campus grading guidelines no later than the third week of the first grading cycle.

### Numerical Grades:

The following numerical scale is used to report achievement:

- A: 100% - 90%
- B: 89% - 80%
- C: 79% - 75%
- D: 74% - 70%
- F: 69% and below

### Grading Responsibilities:

- Grades given on assignments and report cards should reflect mastery of the District's standards-based curriculum, which mirrors the TEKS objectives. Courses which do not have district-developed standards will be graded based upon the TEKS objectives.
- Grades shall be based solely on achievement of course/grade level standards.
- Student attendance, effort, ability, participation, improvement, attitude, and other behaviors shall be reported separately from achievement.

### Categories & Weighting of Assignments/Assessments for Determining Mastery

- **Classwork will make up 50% of student achievement.**
  - An activity or task that allows the teacher, student, and/or parent

to identify what a student knows or has learned as well as areas

for intervention and remediation. Classwork can include any activity or task that a student performs or works on for the purpose of improving or achieving mastery.

- **Homework will make up 10% of student achievement.**
  - This is any type of independent practice or assignment, which will likely be completed outside of the classroom and has clearly defined learning targets that are age and ability appropriate. Homework will only be given on previously taught objectives.
- **Quizzes will make up 10% of student achievement.**
  - This is a short assessment, which provides information so the teacher can adjust instruction and students can improve performance. Quizzes have fewer questions and take less time to complete than test.
- **Test/Performance Assessments will make up 30% of student achievement.**
  - Assessments based on the District's standards that measure the skills and knowledge that a student has mastered. Performance Assessments are products, performances, and projects based on observation and judgment of the quality of a skill or product.

#### Number of Grades per Cycle

- Teachers will post no less than two grades per week and no fewer than 18 per cycle.
- Classwork: Teachers will record no less than one classwork grade per week.
- Homework: Teachers will record no fewer than 6 homework grades per cycle.
- Test/Performance Assessments/Common Assessments: Teachers will record no less than 1 test/performance assessment every two weeks.
- Quizzes: No minimum.

#### Submission of Late Work:

- Teachers will deduct 10 points per day for work/assignments handed in late.
- Late assignments may be handed in up until the last day of the grading cycle.
  - During the last grading cycle, late assignments must be handed in at least two weeks before the end of the cycle to allow for the preparation of report cards to be distributed on the last day of school.

#### Required Intervention:

- Students experiencing difficulty in achieving mastery of the District's designed objectives shall be provided with interventions that will assist the student in improving his or her progress and achievement.
- Jefferson Elementary shall continue to implement the district approved three tier intervention pyramid to address the needs of students in need of assistance and implement differentiated instruction to fulfill those needs.

The Intervention Pyramid consists of the following three tiers:

1. Tier 1 – Classroom intervention by the regular classroom Teacher consisting of Literacy Workstations and/or small group differentiated instruction as needed by the student(s). Running records will be maintained by the Teacher to document these interventions.

2. Tier 2 – School level interventions, which provide extra time and instruction for students still having difficulty after implementation of Tier 1 interventions. This extra time will not be taken from normal academic classroom instruction.
3. Tier 3 – This level of intervention is for students who meet specific eligibility criteria for special program placement. The main difference from Tier 2 intervention is the frequency, duration, and progress monitoring requirements, but not the interventions. An interventionist other than the classroom teacher will provide this assistance and utilize a running record to document the interventions provided. This level provides the most intense support for individualized student success.

#### Reassessments and Incompletes:

- Students who do not meet standards on Quizzes, Test/Performance Assessments, and Exams should be reassessed no earlier than one week after the initial determination of sub standard performance and no later than the end of the cycle.
- In the event that a major assessment or grade given toward the end of the cycle shows that a student has not mastered a critical objective(s) and would result in a failure of the student for the grading cycle, an “I” or incomplete may be given on the report card until interventions may be implemented and reassessment can occur during the next cycle.
- Incompletes may be given for the reason stated above or in the following situations:
  1. Student registers late in a grading cycle and is unable to master the objectives previously taught before the end of the cycle.
  2. Student registers late in a grading cycle and doesn’t have grades from their previous school.
  3. Student is ill or absent for an extended period of time due to extenuating circumstances and is unable to master the previously taught objectives before the end of the cycle.

#### Report Cards/Progress Reports

Report Cards will be distributed every nine weeks. Progress reports will be sent every 4.5 weeks and when a student is at risk of failing.

Incompletes will be changed to a numerical grade by the end of the next grading cycle by the classroom teacher. In the event that an incomplete is not changed before the end of the next cycle, the District will automatically change the incomplete to a 50.

### **Grade Level/PLC Meetings**

Grade level meetings will happen on your own every Wednesday. PLC meetings will occur every Tuesday, as follows: first Tuesday, horizontal, second Tuesday, vertical, third Tuesday, instructional rounds. Meetings will be held to plan instructional lessons, discuss strategies, interventions, common assessments, review data, etc.... Grade level meeting documentation forms should be completed and submitted to Ms. Green every Friday.



## **Homework**

**Every teacher** should assign homework Monday through Thursday. Students should be encouraged to read for at least 30 minutes every night as part of their homework.

Sufficient classroom instruction must be given prior to the assignment of homework to ensure that the student is thoroughly familiar with the procedure(s) involved. The student must understand the assignment and be given definite instructions on how to complete the work. The teacher should evaluate homework within 24 hours so that students can receive feedback in a timely manner. Homework should not be used to introduce new concepts; it is practice for previously taught concepts and objectives. Additionally, homework should not last more than 30-45 minutes.

## **Lesson Plans**

- Lesson plans should be based on the TEKS for each grade level.
- Indicate all modifications/differentiations for special education students, GT students, and/or LEP students and student groupings.
- Lesson plans should be submitted via email to Mrs. Quintero prior to 7:30 am each Monday, or first day of each week.
- One lesson plan for each content area per grade level should be submitted with all teachers' names on them.
- All lesson plans must be posted along with the daily schedule at the door.
- Any technology, exploratory field trips, or extensions of the learning must be written into the lesson plans.
- Lesson plans must accurately reflect what is being taught daily.
- Ensure that lesson plans and all needed materials and instructions are substitute ready.

## **Tardies**

Students who arrive at school after 7:45 am must report to the main office for a tardy slip. Students arriving late from a medical appointment must bring a note from the attending doctor or dentist to have that absence excused.

At 8:00 am teacher assistants will walk the building and get a list of students that are not present at school. They will then call each student's parent(s) to find out where the student is.

Below are the procedures a teacher must follow for excessive student tardies:

- 3 tardies      Teacher calls the parent to inquire about tardies

- 4 tardies      Teacher informs Mrs. Herrera. Mrs. Herrera will send a tardy letter to the parent(s).
- 5 tardies      Referral to office. Administration/Truancy Officer will handle it.

Teachers **are not** to record tardies on to the Chancery system; they must be recorded in GradeSpeed only.

# Discipline Management System

 Jefferson Elementary School Wide Rules

 Behavior Code

 Classroom Discipline Management Procedures

 Discipline Referral Procedures

## **Jefferson Elementary School Wide Rules**

Teachers will review with their students and post the following rules in their classroom... along with their individual classroom rules.

- Respect self, others, and property.
- Be prepared for the instructional day.
- Do not touch anyone else with your hands, your feet or any objects.
- No cursing or profanity.
- Do your best.

## **Behavior Code**

Teachers will review the **HISD Student Code of Conduct** with their students and post it. The teacher will inform new students about the code of conduct, and each teacher will be responsible for helping students understand and follow the **Student Code of Conduct**.

The **Student Code of Conduct** pamphlets will be distributed to teachers once they are received from HISD.

## **Classroom Discipline Management Procedures**

Teachers are responsible for modeling and maintaining appropriate behavior that is conducive to learning. Teachers are expected to post classroom rules. A classroom management plan should be submitted to Mrs. Quintero before the first day of school for students.

When a student interferes with the educational progress with inappropriate behaviors, the teacher will implement classroom strategies that correct the behavior. Student inappropriate behavior and applied strategies should be noted in a record for future reference.

Teachers should address inappropriate behavior in the following manner:

- Explain specifically to the student that the behavior is inappropriate and make a reference to the specific **Jefferson Elementary School Wide Rules**.
- Ask the student how he/she will correct the inappropriate behavior; expect the answer verbally or written.
- Remind the student that it is his/her decision to correct the inappropriate behavior and a decision to continue the inappropriate behavior will result in an immediate consequence.

### **Possible Classroom Positive Reinforcement:**

- Verbal praise
- Positive notes to students and parents
- Positive phone calls to parents
- Stickers
- Certificates or rewards

### **Possible Classroom Consequences:**

- Behavior note to be included in the student's discipline file.
- Student time-out after 3 behavior warnings; time out period should last from 5 to 10 minutes and be held in a private area within the classroom or another classroom, but never in the hallway, outside your door or in an unsupervised area.
- Denial privileges in place of student time-out or after student time-outs have been exhausted; example of privileges: recess, managerial roles, and/or lunch with classmates.
- Call to parents to report inappropriate behavior.
- Student conferences; conferences may take place during ancillary, lunch or after school.
- Parent conferences with student; records should be kept of conferences, phone calls, or notes sent home related to student behavior.

## Discipline Referral Procedures

A student should not be referred to the office until all of the following interventions have occurred for Level 1 or 2 offenses:

1. At least one student – teacher conference
2. A note sent home to the parents
3. A parent conference either by phone or in person

Teachers **are not** to check every box in the *violation* column of the *Office Discipline Referral* form... only the box pertaining to the particular incident you described in the *comments* section.

Administration will conduct a student conference, assign an appropriate consequence and contact parents if deemed necessary.


If the student continues to interrupt the educational process and the teacher or Administrator anticipates a possible suspension, a cumulative record will be gathered on the student to be used as documentation. Parents will be notified by Administration if suspension is necessary.

Administration and classroom teacher may also refer students with repeated inappropriate behaviors to the Intervention assistance Team (IAT).

When communicating with students, teachers will use a tone of voice that is not considered aggressive; that is non-threatening, non-belittling, non-derogating, non-scornful or non-disparaging. Harsh words and language are inappropriate (i.e. “shut-up” and “stupid”). Yelling is also not acceptable.

# Schedules

 Arrival Procedures

 Dismissal Procedures

 Planning/Conference Schedule

 Lunch Schedule

## Arrival Procedures 2013- 2014

### 7:00 a.m./7:15 a.m.

All teacher assistants arrive and monitor students in the cafeteria.

AVANCE teachers will sign in the Pre K students at the main entrance.

### 7:30 a.m.

PK, K, and 1<sup>st</sup> grade teachers will pick their students up from the cafeteria.

All other students will be dismissed to their classroom.

Coach Hatala will greet students and open vehicle doors at the cafeteria gate.

Ms. Bertonaschi will greet students at the front door.

Mr. Rivera will be on the back pavilion to ensure that students are moving to their classrooms for the start of the day.

All teachers grade 2-5 will be at their doors to greet their students each day.





## **Dismissal Procedures 2013 - 2014**

### **2:30 p.m.**

Daily meals will be delivered to classrooms.

### **2:55 p.m.**

All teachers will escort their students in an orderly manner to their assigned exit. Teachers **are not** to release any students to pick up siblings until 3:00 pm.

The doors to the building will all be locked at 3:00 pm. Only the main entrance will be open.

### **2:57 p.m.**

Ancillary teachers and specified staff members are to report to their assigned area for dismissal:

- |                   |  |
|-------------------|--|
| ○ Ms. Bertonaschi | Monitor the back pavilion and assist with busses               |
| ○ Mrs. Rincon     | Traffic duty at Main Gate PK, Kinder and 1 <sup>st</sup> exit  |
| ○ Mr. Rivera      | Traffic duty at 2 <sup>nd</sup> and 3 <sup>rd</sup> grade exit |
| ○ Coach Hatala    | Traffic duty at 4 <sup>th</sup> and 5 <sup>th</sup> grade exit |

### **3:10 p.m.**

Ms. Bertonaschi, Mrs. Reyna, and Ms. Tapia will escort the remaining bus riders to the cafeteria.

### **3:15 p.m.**

Teachers/Staff end duty and may sign out at this time.

Any remaining students will stay with teacher assistants outside of the main office until 3:30 pm when they will be released to afterschool.

### **3:30 p.m./3:45 p.m.**

Teacher Assistants end duty and may sign out at this time.

## Teacher Planning/Conference Schedule

1 <sup>st</sup> Grade	8:00 – 8:57
Kindergarten	8:57 – 9:54
2 <sup>nd</sup> Grade	9:54 – 10:51
Ancillary	10:51 – 11:36
5 <sup>th</sup> Grade	12:06 – 1:03
3 <sup>rd</sup> Grade	1:03 – 2:00
4 <sup>th</sup> grade	2:00 – 2:57



## 2013- 2014 Lunch Schedule

<b>10:30 – 11:00</b>	<b>Rivera, A.</b>
<b>10:50 – 11:20</b>	<b>Magee</b>
<b>10:55 – 11:25</b>	<b>Torres</b>
<b>11:00 – 11:30</b>	<b>Mitchell-Hudson</b>
<b>11:05 – 11:35</b>	<b>Rufin</b>
<b>11:10 – 11:40</b>	<b>Newell</b>
<b>11:17 – 11:47</b>	<b>Ivory</b>
<b>11:22 – 11:52</b>	<b>McCain</b>
<b>11:25 – 11:55</b>	<b>Thorne</b>
<b>11:28 – 11:58</b>	<b>Stanley</b>
<b>11:33 – 12:03</b>	<b>Huntington</b>
<b>11:35 – 12:05</b>	<b>Stippel</b>
<b>11:37 – 12:07</b>	<b>Rodriguez, V.</b>
<b>11:42 – 12:12</b>	<b>Orduña</b>
<b>11:44 – 12:14</b>	<b>McGowan</b>
<b>11:46 – 12:16</b>	<b>Ortega</b>
<b>12:00 – 12:30</b>	<b>Saizan</b>
<b>12:03 – 12:33</b>	<b>Rodriguez, E.</b>
<b>12:05 – 12:36</b>	<b>Perez</b>
<b>12:09 – 12:39</b>	<b>Sikinger</b>
<b>12:14 – 12:44</b>	<b>Quinn</b>
<b>12:16 – 12:46</b>	<b>Pfeiffer</b>
<b>12:19 – 12:49</b>	<b>Delgado</b>
<b>12:22 – 12:52</b>	<b>Castillo</b>