

FACULTY & STAFF HANDBOOK



2022-2023

Champions in Excellence

#BetterTogether

Ricardo Mena, Principal
India Koen, Assistant Principal
Kirby Huffstickler, Teacher Specialist
Debrell Curvey, Teacher Specialist

It is the policy of the Houston Independent School District not to discriminate based on age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.



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TABLE OF CONTENTS

Section I

School Mission	4
School Song	4
Customer Service Directives	5
Opening of School Procedures	5
Student Registration	5
Enrollment Forms	5
School Supplies	6
Permanent Record Folders	6
Corporal Punishment	6
Discipline	6-7
Discipline Referral Process	7
Reporting Student Absences	7-8
Attendance Referrals	8-9
Cafeteria Rules and Procedures	9-10
Returning Lunch Trays	10
Free and Reduce Lunch	10
Lunch Card Distribution	10-11
Food	11
Safety	11
Classroom Safety	11
Visitors	11
Fire Drills	12
Duties and Responsibilities of Teachers	12
Attendance	12
Teacher Tardies	12
Teacher Absences	13
Substitute Folder	13-14
Personal Information/ Emergency Data Forms	14
Employee ID Badges	14
Meetings	14-15
SDMC	15
Daily Programs	15-16
Accounting Procedures	15
Fund-raisers	16
Field Lessons	16
School Calendars	16
Videos	17
Care of School Property	17
Room Inventory	17



Champions in Excellence

Technology	17
Keys	18
Mailboxes	18
E-Mail	18
Parties	18
Teacher Workroom	18
Teacher's Lounges	18-19
Custodial Services/Maintenance Request	19
Textbook Information	19
School Telephones	19-20
Employee Cell Phone Use	20
Classroom Cleanliness	20
Permanent Records	20
Purchasing	20
Teaching Supplies	21
Smoking Policy	21
Hall and Classroom Supervision	21
Letter of Introduction	21
Letters to Parents	22
Support Services	22
Referral for Special Programs	22
Gifted and Talented	23
Clubs and Organizations	23
Lesson Plans	23
Homework Guidelines	23
Bulletin Boards	24
School/Parent Communication Folders	24
Progress Reports to Parents	24
Planning Time	24
Morning Duty	25
Dismissal	25
Recess	25
Computer Use	26
Hall Pass	26
Use of Restrooms	26
Quiet Zones/Student Lines	26
Grade Reporting System	26-27
Instructional Expectations	27
Data Analysis	27
Teachers and Staff Dress Code	28
Employee Office Visits	28
Section II	
Emergency Policies, Procedures and Evacuation Plan	30-35
Medical Emergency Plan	35-36
Clinic Policies	36-37



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THE MISSION OF
SÁNCHEZ ELEMENTARY SCHOOL
IS TO ENSURE THAT ALL STUDENTS RECEIVE A RIGOROUS, RELEVANT, AND
INDIVIDUALIZED EDUCATION THAT WILL PREPARE THEM TO COMPETE AND
SUCCEED IN THE 21ST CENTURY.

Sánchez School Motto: “World of Excellence”
Sánchez School Colors: Blue and Gold
Sánchez School Mascot: The Eagle

George I. Sánchez School Song

We’re flying high cause
We’re Eagles, Eagles of Sanchez School.
We’re flying high cause
We’re Eagles, Eagles of
Sanchez School.

Excellence is our goal; we
Love to do what we are told.
We work hard, study hard,
trying to reach our goal.
So, stand up, Sanchez
Eagles As we march into
the fray. To prepare
ourselves,
Better ourselves all along the way.

Written by Rose Glosson



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CUSTOMER SERVICE DIRECTIVES

George I. Sánchez Elementary School plays an important role in the community, and all employees should be mindful that we are a publicly supported organization. For that reason, courteous, responsive customer service is a high priority; and professional behavior, conduct, and professional appearance are expected.

All employees are to follow the HISD Employee Standards of Conduct as stated in DH Local Policy. (See attachment at the end of this packet.)

OPENING OF SCHOOL PROCEDURES

Student Registration

1. New students who have not pre-registered should go to the office for registration. New students who pre-registered should go to their assigned classrooms.
2. All teachers without homerooms and all aides not otherwise assigned (if possible) to assist with registration.
3. New and former students, after the first day, must enroll in the office. These students will be issued an admission slip.
4. Teachers should **not accept any new student without a pink admission slip.**

Enrollment Forms

On the first day of school all students will be issued an enrollment form. The SIRS clerk will be responsible for the completion of forms for new students. It is the responsibility of each teacher to see that all enrollment forms are completed, signed by parents, and returned to the office daily. It is suggested that teachers print the name of the student and the homeroom teacher's name on the form prior to sending the form home. All telephone numbers are very important and especially important during an emergency.

All enrollment forms should be turned in, *in alphabetical order*, to the office daily. After the second week of school, teachers are asked to list the names of students who have not returned completed enrollment forms and submit this list to the office. It is suggested that an extrinsic incentive be used to encourage students to return enrollment forms.



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School Supplies

All teachers are to provide students with a recommended supply list. If a student does not have school supplies a parent, contact must be made. If a parent contact is unsuccessful, notify an administrator and Wrap Around Specialist (No Excuses).

Permanent Record Folders

Teachers should pick up Permanent Record Folders from the office during the first week of school. A sign-out binder for the records will be available. Please sign this binder when checking out students' folders. **All teachers are expected to review a new student's permanent folder within one week of school beginning.** (Check with records clerk)

Please note: Teacher's Responsibility:

1. Check to see if each student has a file and if it is complete. Notify the Records Clerk if it does not exist or if it is not complete.
2. Study each folder carefully to determine what instructional strategies may be effective for each student.
3. Return permanent record folders to the office files daily. Student records are not to be taken home. They are confidential documents and should only be kept overnight in the office files designated.
4. The Records Clerk will remove all folders of students who do not report to your class from your file.
5. Check all records for correct age, birth date, and current address. Age and birth date should be the same on all cards and information Found on file.
6. Students' Permanent Records folders should be updated as needed.

Corporal Punishment

HISD does not support Corporal Punishment.

Discipline

All teachers are expected to have visible, clear guidelines in place for their classrooms. CHAMPS and positive are great tools to incorporate into your behavior management plan behavior interventions are encouraged.

- Teachers will determine what their classrooms will look/sound like for all activities.
- Routines and procedures must be set in place for all activities.
- Documenting behavior and consistent parent contact is required throughout the school year.
- Before administration addresses behavior, there must be documentation of parent contact and interventions that have been implemented.



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- A parent contact must be made prior to sending students to the office for disciplinary assistance. Exceptions are any severe disruptive behavior, e.g. fighting. A discipline referral card must be sent with each student who is sent to the office for disciplinary action.
- All teachers are to review the HISD Student Code of Conduct with students on the first day of school and as necessary thereafter. Teachers should collect the **Student and Parent Acknowledgment** and turn them in to the front office.

Discipline Referral Process

Tier I Offense

1. Ensure all students are safe.
2. Document in Teacher Created Document.
3. Contact parent/guardian to discuss incident and teacher response.
4. Refer to CHAMPS/PBIS guidelines/Counselor for additional assistance.
5. Apply appropriate teacher consequences for offense.

Tier II and III

In referring disciplinary cases to the administration, the HISD Discipline Referral Form must be completed and sent to the office for **Tier II and III violations only**. The following procedures will be implemented during the school year:

1. Ensure all students are safe.
2. Complete the required information on the HISD Discipline Referral Form.
3. State the offenses clearly and specifically on the referral; (e.g. student called another student a dog,). If the offense constitutes an emergency, contact a member of the administration team immediately by calling the office or pushing the panic button; (e.g. fighting, possession of a weapon, possession of drugs.)
4. If appropriate and safe, send student to the office with the referral. If it is not, an administrator will collect student(s).
5. Administration will contact the student's parents or legal guardian and apply appropriate consequences. Administration will notify teacher next steps.

NOTE: Tier I Offenses will not be seen by administration unless it is a chronic (3 or more) offense and there is teacher documentation of parent contact and teacher responses to offense.

Reporting Student absences

The attendance is to be entered in *Power Teacher-Pro* at **9:45 a.m.** daily. If a student is absent, you will mark AT in the Power Teacher-Pro System.

It is important that you do not "trade" a student with another teacher without the knowledge and approval of the principal who, in turn, gives the information to the attendance clerk. Do not change your homeroom roster.



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The following are acceptable excuses for absences and tardiness:

Personal illness, sickness or death in the family, quarantine, inclement weather, or road conditions making travel dangerous, participation in school activities with permission of the principal, emergencies or unusual circumstances recognized by the principal or person designated.

Attendance Referrals

1. An attendance referral should be written after three (3) consecutive absences if the school does not know why the student is absent or if the school questions the validity of the reason given for the absence and delivered to SIR Clerk (Ms. Vasquez).

2. It is not necessary to wait until a student has missed three (3) consecutive days to write a referral.

It is important to notice patterns of irregular attendance (i.e., absent Mondays and Fridays, every other day, one day a week, etc.) Refer these students to SIR Clerk early so that proper action can be taken to improve attendance.

3. An Attendance Referral and an Attendance Notice should be written by the SIR Clerk when a student has accumulated four (4) absences in a semester.

Note: An Attendance Referral should be written before any student can be dropped for non-attendance /whereabouts unknown.

4. If a student arrives after ADA with a doctor's note, the student will be marked present.

5. If a student leaves before ADA and returns with a doctor's note, the student will be marked present.

6. Attendance Referrals should continue to be written every three days until the problem is resolved.

The role of the Teacher is to:

- ◆ Take attendance at the official time designated (9:45a.m.-10:00a.m.).
- ◆ Maintain accurate attendance records.
- ◆ Communicate absences to the front office by 8:15a.m.
- ◆ Implement the school wide attendance incentive system.
- ◆ Ensure that opportunities are provided for all students to make up work for excused absences.

Cafeteria Rules and Procedures

1. Teachers must review behavior expectations for the cafeteria the first day of school with students and remind students of expectations throughout the school year.

PALS/SLL – Teaching assistants will assist students through the line.



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PreK- 5th – Teachers will drop off students at the front of the blue line.

2. Students who bring lunches and who do not wish to make a purchase should be seated immediately at the table assigned to the class. If students bring food or drinks from home and still want a tray, the food and drinks must be placed on the table before they go through the line.
3. Instruct students to buy items they want on the first trip through the line and insist that they secure plasticware, napkins, and straws at this time. Once students are seated, they will **not** be allowed to leave the table without permission.
4. The following rules will be stressed:
 - ◆ Enter the cafeteria walking in a quiet and orderly manner
 - ◆ Stand in a straight line on the blue tile, away from tables, walls, and boards
 - ◆ Pass through the line once
 - ◆ When leaving, remove all trash from table and floor
 - ◆ Speak softly (Voice Level 1)
 - ◆ Raise hand to leave seat
 - ◆ Refrain from throwing food
 - ◆ Leave cafeteria in a quiet and orderly fashion
 - ◆ No sharing food

Returning Lunch Trays

1. Students will line up in a straight line when directed to do so by school personnel on duty. (*Pre-K, K, ECSE, and SLL will have their lunch trays picked up by school personnel on duty.*)
2. *For grades 1-5, tables will have assigned students who will pick up trays and trash.*
3. All food must be eaten in the cafeteria. Students cannot eat in line or while they are walking to class.
4. Food will not be permitted to leave the cafeteria. (State Law)
5. School personnel on duty must actively monitor and address students that are misbehaving.
6. If behavior is escalated and cannot be managed at lunch, further actions will be taken.

PROMPTNESS IN ADHERING TO THE LUNCH SCHEDULE IS A MUST!

Free Meals

For free breakfast and free lunch meals the **Socioeconomic Surveys** (the blue application forms) should be issued to all students and sent home the first day of school. Please send all completed applications to Ms. Misty Gonzales, in the front office as soon as they are received.

Please write teacher's name and room number on each Socioeconomic Survey/application.



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Socioeconomic Survey (application) provides free lunch. Breakfast will be served beginning at 7:30 a.m. unless there is an emergency.

Lunch Card Distribution

1. Teachers are to make sure all students have an ID or Lunch card prior to lunch time.
2. **All students should have a lunch card before he/she enters the cafeteria** receiving line. Students without lunch cards should go to the office to receive a duplicate lunch card.
3. Lunch cards of absent students are to be returned to the cashier when the class passes through the line.

Any student without a lunch will be provided with one.

Breakfast (PK-5th)

Breakfast will be served beginning at 7:25 a.m. in classroom unless there is an emergency. All breakfast items (food, milk, juice, etc.) need to be thrown away once breakfast in the classroom is finished.

Place trash bags outside classroom door for pickup no later than 8:00 a.m.

During breakfast, instruction should occur, and students should be actively monitored.

Safety

Safety Above All Else is one of the HISD's Core Values. Safety precautions are especially important during the first week of school. Teachers are to plan special safety lessons for fire drills, recess, hallway travel, cafeteria, bathrooms, security, and evacuation.

Classroom Safety

To ensure a safe environment in the classroom:

- ◆ No coffee pots are allowed in classrooms
- ◆ Microwaves and refrigerators are only allowed in science labs, SLL and PALS classrooms.
- ◆ Only 20% of walls should be covered (City of Houston Fire Code)
- ◆ There must be 24 inches of space from the ceiling and the top of cabinets (City of Houston Fire Code)
- ◆ Doors cannot be covered with craft paper (City of Houston Fire Code)

Visitors

- Visitors, **including HISD employees with an HISD badge**, are not to visit classrooms without first obtaining a permit from the office.
- All visitors who have been given permission to visit classrooms will have a visible, currently dated pass on their clothing (must be visible above the waist in the shirt pocket area).
- Visitors must abide by all rules of the campus as they apply.



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- All employees should direct any visitor without a visible permit or HISD badge to the office. Immediately notify the office that a visitor is returning to the office because they need a permit.

Fire Drills

An evacuation map highlighted with evacuation routes must be posted in each classroom along with fire drill procedures.

On the first day of school, teachers must review fire drill signals and procedures. During fire drills, teachers are to carry a class roster in a red folder along with their red Emergency Procedures flipbook. Teachers are to display either the green “ALL CLEAR” card or the red “Need Help” card for assistance. All students, faculty and staff will return inside the building once an “All Clear” signal has been given.

Safety Reminders for School

All staff members should remember the following:

- a. Report all accidents, burglary, and vandalism to the office. A special form must be completed for each occurrence.
- b. Always keep classrooms locked.
- c. Money should not be left in the building overnight.

DUTIES AND RESPONSIBILITIES OF TEACHERS

Attendance

Teachers’ workday is from 7:25 a.m. to 3:10 p.m. All personnel must sign-in and write the exact time of arrival. Sign-in sheets are on the front office counter. **DO NOT** sign-in and sign out at the same time. Sign-in in the morning and sign-out in the afternoon.

Instructional time:

Teachers should make copies only during their planning time, before, or after school. Teachers are to be with students during instructional time. Students should never be left alone during the school day.

Teachers cell phones should be put away during instructional time.

Leaving during instructional time:

- If teachers leave the building for any reason, **teachers must notify principal/administrator**. All teachers must sign in/out.
- If the teacher is planning to leave early, before 2:00 p.m., it will be required to request a half-day substitute. After 2:00 p.m. the teacher’s class will be split.

Teacher/Non-Teacher Tardiness



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Teachers should be signed in no later than **7:25 a.m.** *Teacher tardiness will be directly reflected through the T-Tess 4.1.* (Chronic tardiness: 5 tardies per semester)

Teacher Absences

All employees must read and adhere to HISD attendance policies.

Teachers will use the Frontline system to request a substitute before **5:45 a.m. the day of** or earlier; you can use the phone system (1-800-942-3767) or [go online](#) . Make sure you have your login and password information at home and at school. The system stops selecting subs at 6:15 a.m.

Personal Illness/Emergency

- Teachers are required to notify the administrative assistant and text the principal between 5:00 a.m. and 6:00 a.m. on the day of the absence. If you notify through text, please include your first and last name and a reason **must** be provided. Inputting the absence on Frontline and not contacting the Administrative Assistant is unacceptable.
- Teachers are required to provide medical documentation for absences on days designated for state/district assessments.
- Teachers are required to provide medical documentation for any day before and/or after a school holiday. See HISD DEC (LOCAL) attached for policy information.

Personal Business

- Personal business requests must be submitted to the Administrative Assistant and OneSource **at least 3 business days prior to the date requested.**
- Once approved by the principal, **you will need to request a substitute through Frontline.**
- The principal or designee shall notify the employee in advance whether the request is granted or denied. See HISD DEC (LOCAL) attached for policy information.

OneSource

- All employee absences must be reported on OneSource, regardless of reason.

Professional Development

- All professional development requests during the instructional day must be approved by the principal.
- Professional development requests must be submitted to the principal at least 5 business days prior to the training date. If the Principal is not available, please see Assistant Principal.
- Once approved by the principal, you will need to request a substitute through Frontline and notify the Administrative Assistant.

Substitute Folder/Sub Tub



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All teachers must maintain a substitute folder with the following items:

- Daily Schedule including Ancillary
- Arrival and Dismissal Procedures
- Student daily assignments
- Student seating chart
- Student roster
- Any student information needed
- Evacuation route

Personal Information/Emergency Forms (Data Sheets)

It is necessary for each employee to complete a Personal Information form for emergency reasons. Please return the form to the Secretary by the end of the first week of school.

Employee ID Badges

- Employee *ID Badges need to be worn daily* and visible in the shirt pocket or on a lanyard.

Cumulative folders:

- Teachers must review cumulative folders at least 5 days after we have received it from other campuses.

Teacher boxes:

- Teachers need to check their mailboxes **twice** a day **every day**. Letters, flyers, and notes need to be sent home in a timely fashion.

Make up Days:

- Teachers are required to attend school on make-up days.

Teacher Assistants:

- Teacher aides are to be treated with respect and assigned duties that are relevant to direct instruction. **Do not use instructional aides** *to make copies or to run errands.*

Meetings

Teachers are required to attend all meetings scheduled by campus or district administration.



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Teachers need to reserve the following days for after school faculty meetings from 3:15 – 4 pm.

- September 12, 2022
- October 10, 2022
- November 7, 2022
- December 12, 2022
- January 9, 2023
- February 6, 2023
- March 6, 2023
- April 10, 2023

In the event the meeting is rescheduled or cancelled, teachers will be notified through the Principal's Weekly Update or email.

SDMC

There will be a minimum of four SDMC meetings during the 2022-2023 school year. Meetings are at 3:15 pm.

September 29, 2022
January 12, 2023
March 30, 2023
May 18, 2023

Daily Schedules

All teachers are to submit a copy of their final daily schedule in the *Google Drive and outside classroom door* by Thursday, August 19, 2022 after feedback is provided and appraiser approved. The daily schedule will need to be placed on the provided template. If your daily schedule changes throughout the year, please email the update to appraiser promptly and upload a revised version onto *Google Drive*. Following your daily schedule is essential for maximizing instructional time (T-TESS)

Accounting Procedures – Money

Money collected from students must be approved by the building principal. All money collected from students must be listed on Form AF-104 and submitted to the Secretary at the appropriate time. All money collected must be submitted in the same form as collected. A receipt will be issued. *At no time should money be left in the classroom overnight.* (Please use black ink and sign your name on each AF-104 form.)

If a grade level or part of the grade level is going on a field trip, one teacher may sign all AF-104 forms for the grade level. You may write your room number on the top right-hand side of the form. Do not skip any lines; do not use white-out, do not mark-out anything.



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Fundraisers

All fund-raisers by any organization must be approved by the principal 3-4 weeks prior to the activity. The request will then be completed by Administrative Assistant and sent to the District Office for approval. This must be done at least two weeks before the fund-raiser begins. If you have any questions regarding fund-raisers, please contact Administrative Assistant.

Field Lessons

- ◆ Must be approved by Principal before scheduling the trip.
- ◆ Make arrangements with site to be visited
- ◆ **Complete form # 40.5150** to request field trip – indicate if bus is requested and **submit to principal four (4) weeks prior to trip.**
- ◆ Complete parent permission form for each child – file alphabetically with Secretary in afternoon prior to field trip. **(Form #40.2702)**
File tabulation of monies collected on form **AF-104** with Administrative Assistant if money is collected for bus.
- ◆ Make arrangements to secure parent chaperones who are VIPS approved.
- ◆ **Aides should not be pulled from their assignments to accompany classes on field trips.**
- ◆ Supervising teachers are responsible for the conduct of students on the bus.
- ◆ Grade chairpersons should notify the cafeteria manager if students are not eating lunch in the cafeteria. **Teachers also must notify the cafeteria manager at least 3 weeks in advance if sack lunches are needed and how many.**
- ◆ Field trips may be canceled at least 2 days before the trip at no charge. If a field trip is not canceled 2 days before, the campus will be subject to the normal minimum transportation field trip fee.
- ◆ If an admission fee is required for your field trip, please turn in the money collected 72 hours prior to the date of the field trip. Transportation fees may be paid prior to the field trip also.
- ◆ Students will not be excluded from field lessons unless pre-approved by the Principal or Administrators.
- ◆ See attachment for Policies and Procedures and Forms
- ◆ All forms will be housed in the Google Drive

School Calendars

Sanchez Elementary School will follow the HISD School year calendar



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School Event Calendar will be available monthly. Notify Assistant Principal and c.c. Administrative Assistant of upcoming events to be placed on the calendar.

Videos

A Video Request Form must be completed for videos longer than 10 minutes. It must be approved by an administrator and be reflected in the lesson plans. (See the front office for more information.)

Care of School Property

To ensure that the physical plant needs are met, we are requesting that each teacher works cooperatively with the principal and plant operator in identification and reporting of needed repairs.

If there is an issue in your classroom, please notify the assistant principal and plant operator via email immediately.

Room Inventory

Room inventories are to be maintained by each teacher for the security of equipment. ***Do not exchange equipment unless approved by the principal.*** Doors should be locked, and lights should be turned off when the entire class leaves the room.

Technology

Student Laptops/Desktops: Laptops must remain in their assigned room/grade level. **Student laptops are to not to be taken out of the building for any reason.**

Clevertouch: At no time is tape, sticky notes, or paper allowed on the Clevertouch. Please remember that markers permanently damage the Clevertouch equipment. No markers should be used at any time. Do not remove any accessories from the Clevertouch system in your room.

Printers: Teachers are to print only materials relevant to the school. All teachers have unlimited printing capacity while using SecurePrint.

Copy Paper: Teachers will **receive one box of copy paper per semester**. Additional requests for paper can be emailed to Main Office Clerk.



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Keys/Access Cards

The Administrative Assistant will check out keys to classrooms, closets, etc., to each teacher. If a key is misplaced or lost there will be a \$50.00 charge. To avoid this expense, please make sure that you know where your keys are always.

All teachers are responsible for their access cards and should not be shared with non-staff members and they should be returned at the end of the school year.

Lost or stolen access cards should be reported immediately to an administrator.

Mailboxes

Please check mailbox at least **twice per day**--morning and end of day. Do not leave personal items of value in the mailboxes.

Email

Check E-Mail at least twice per day--once in the morning and once in the afternoon.

Administration emails: All staff members are required to read and respond to emails from the administrative team within 24 hours.

All staff: Be sure to read the Principal's Weekly Newsletter **each Monday, by 7:30 a.m.** for important information.

Parties: The principal must approve all classroom parties. Classroom celebrations are limited to two during the school year. All school-sponsored celebrations are to be held on the school campus.

Teacher Workrooms

Please follow all posted rules and regulations governing the workrooms.

Please treat the copy machines with care. If there are any problems with the copy machine, please notify the front office immediately. *(Do not play the role of a copy machine technician. It is more expensive when we break it.)*

Teacher's Lounge

The teacher's lounge should always be kept clean and orderly. ***Students are not allowed in the teacher's lounge.*** Please do not send students to the teacher's lounge to



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use the telephone, pick up copies, to buy soft drinks for you or to place items in the refrigerator.

Textbook Information

A copy of the textbook receipt will be given to you. If there are any discrepancies, please let the textbook clerk know immediately. You will receive a copy as soon as the original is returned.

All resource materials are to be kept together; they will be inventoried at the end of the school year. Keep in mind that if one item from the teacher's set is lost, for any subject area, the school will be charged for an entire new set by the district. (This money is deducted from the school's budget.)

School Telephones

Teachers

1. Telephones are not to be used for social calls or long distance calls. If assistance is needed from the office, the phone is the tool to use.
2. Teachers are requested to use the telephone for assistance (e.g clean ups) and communication with parents and teachers.

Students

1. Students may use the classroom phone to contact parents.
2. Students must have a permit from teacher to use the office telephone.
3. Office staff will handle emergency use.

Employee Cell Phone Use

Employee cell phone use, including texting, should not be conducted during instructional time or supervision time (including taking students to **restroom, cafeteria duty, recess, dismissal, transitions in the hallway etc.**). All cell phones should be on silent during instructional time. If there is a specific reason your cell phone is to be used during instructional time, you must discuss with administration. Following this policy is part of T-Tess.

Classroom Cleanliness

Teachers should arrange and organize furniture, supplies, reference materials, and student work in a way that supports learning activities. This expectation will be reflected in T-Tess.

1. Students should pick up all paper, pencils, etc., from the floor around their desks at the end of the school day.
2. Students should remove everything from the tops of their desks at the end of the school day. Books and personal items should be picked up from the floor at the end of the day.
3. Please use discretion on taping things to the walls or chalkboard in the



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classrooms. Items taped to the walls or windows with masking tape should not be left too long as the glue will separate from the tape and deface the wall boards etc., after a period of time.

Permanent Records

The teacher is responsible for completing and updating all permanent records. All student permanent records must be signed out when working on updating information.

Purchasing

All purchasing of resource materials for use in the classroom by staff must have approval of the principal prior to purchase if you plan to request reimbursement.

Teaching Supplies

Teachers will be responsible for all supplies, materials, textbooks, and teaching aids assigned.

If supplies are needed, please refer to the Teacher Supply List located on the google drive list and return it to the office.

Smoking Policies

All HISD buildings are designated as non-smoking areas.

Letter of Introduction

All teachers are to submit a letter of introduction to be sent to parents the first week of school. The letter needs to be submitted to the Principal by August 18, 2022, for approval before sending it home with students.

Letters to Parents

Letters being sent home to parents such as but not limited to tutorials, parent meetings, field lessons, or class parties must be approved by administration- 1 week prior to sending home. A copy should be given to the office staff prior to going home with students. This applies to all letters being sent home as a class or grade level.

School/Parent Communication Folders

Pre-Kindergarten - 5th grade: Every Wednesday the classroom teacher will be responsible for sending home any school or class communication in the Sanchez Blue Folder. This communication could be but not limited to school letters and flyers, calendars, classroom reminders, progress reports, and report cards.

Support Services

Health

1. Please complete Nurse Pass before sending a child to the clinic.
2. Teachers are not permitted to give medication of any kind to students. All



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medication must be housed and administered in the school office or clinic. A form signed by the physician must be on file in the office.

Referral for Special Programs

IAT Referral Process

1. The teacher identifies the student needing intervention. The teacher at this time proceeds to compose and implement possible strategies needed and documents in HISD Connect any strategies/interventions used (RTI).
2. If strategies are unsuccessful, the teacher consults with the grade level team/IAT Liaison for additional strategies to assist the student in becoming academically successful. (Grade Level IAT).
3. Should additional strategies prove unsuccessful, the teacher consults with the campus level intervention team and brings documentation of all the strategies previously attempted and the results of these efforts to the meeting (IAT Meeting). Other strategies if needed will be suggested. If all is unsuccessful the Special Education Process is considered. If needed, the Special Education process will begin.

It is important to remember that a referral for testing for eligibility for special education services is done only after all other educational options have been exhausted.

When a IAT referral is necessary, the IAT liaison is the first person you contact regarding the referral process. All referrals must first go through IAT process.

1. Notify IAT Liaison immediately.
2. Please complete forms completely and correctly.
3. Notify IAT Liaison when it is complete.
4. The IAT liaison will arrange an IAT meeting date and time after all paperwork and documentation has been completed and submitted.

If a parent letter is received, receiving **teacher has 24 hours to give letter to IAT Liaison**. The IAT Liaison has 48 Hours to contact parent/guardian to set up initial IAT meeting.

Gifted and Talented

Gifted and talented students are those students whose academic behavior demonstrates accelerated ability, skills, and talents in a singular area or multiple areas. Our accelerated learner components are as follows: K- 5th Grade - Gifted and Talented

Clubs and Organizations

Students shall be encouraged to participate in school sponsored clubs, organizations, and activities that represent their interests. Students are to have written permission from parents to participate. Students will be instructed to report to the cafeteria at dismissal to wait for their club sponsor. Staff members sponsoring any club or organization are responsible for remaining with students until all students are picked up.



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Lesson Plans

Lesson plans should be completed for the entire week. Develop effective lesson plans with each student in mind for each subject area. In case of your absence, it is your responsibility to get plans ready for the associate teacher. Lesson plans should reflect the teacher's goals and should be written so that an associate teacher will be able to follow.

Lesson plans must be completed and uploaded to the Google Drive every Monday by 7:30 a.m. the week prior to the implementation.

Example: On Aug 22nd teachers will turn in week of Aug 22nd and Aug 29th Lessons. On Aug 29th teachers will turn week of September 5 lesson plans.

If Homework is provided, it should be included in the Lesson Plan. Learning objectives should only be written for the whole group lesson.

Components of Lesson Plans

RLA	Math
Learning Objective	Learning Objective
Do Now	Engage
Word Study	Explore
Read Aloud/Mini Lesson	Explain
Exit Ticket	Elaborate
Guided Reading & Workstations	Evaluate
Writing	Homework
Homework	

Homework Guidelines

Homework must be meaningful, purposeful, and directed toward specific learning objectives. Homework should be differentiated based on individual student needs. Homework should be an extension of the lesson of the day and to reinforce concepts. Make certain that students understand how to complete the homework.

Homework should take students 30 minutes maximum to complete.

Bulletin Boards

Bulletin Boards should have the objective clearly posted.

Sanchez Elementary bulletin boards:

1. Change displays monthly. Refreshed bulletin boards are due the first Wednesday of every month.
2. Displays should indicate the subject and TEKS/ELPS (if applicable).



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3. Make bulletin boards 'conversation pieces' – colorful, inviting, creative and informative.
4. Authentic and rigorous student work should be displayed.

Planning Time

Each teacher is to have 450 minutes of uninterrupted planning period in a two-week period. This time should be spent for individual, group and/or collaborative planning. Parent conferences are appropriate currently. The additional 60 minutes teachers receive at Sanchez will be used for PLC.

Morning Duty

All teachers sign in at 7:25 am. Teachers are on duty from 7:25 a.m. - 3:10 p.m. and should report to the cafeteria to pick up their students at 7:25 a.m.

Dismissal

All teachers are expected to participate and report to their designated duty post promptly and actively monitor students during the dismissal process. Each person on the Sanchez staff has a dismissal assignment. All students who walk home are to be reminded to go home immediately. Remember, it takes the whole Sanchez team to get the students home safely.

School Wide Rules:

These rules should be reviewed and practiced with the students:

1. Respect yourself, others, and all property.
2. Always walk.
3. Keep silent in the hall.
4. Practice good manners.
5. Work to keep our school beautiful.
6. Fighting is not permitted.
7. Chewing gum or eating candy is not allowed in classrooms during instruction.
8. Weapons or potential weapons are not allowed on campus.

Recess

Recess will be held daily.

There will be a sign-up sheet provided during preservice for teachers to sign up for a recess time.

Recess will be thirty (30) minutes including time leaving, recess, restroom break and returning to the class. Twenty (20) minutes will be free play and ten (10) minutes will be for restroom break and travel. If you miss your recess schedule, you may not take your students out for the day due to safety reasons. For example, if you leave your room at 10:00 a.m., you should be back in class by 10:30 a.m. Recess should only be conducted in designated areas (the courtyard is not a designated area). For outdoor recess, Pre-K



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and Kinder will use the small playground and 1st-5th grade will use the larger play ground. Please keep your class out of P.E.'s instructional space. Teachers **must** actively monitor students during recess. Remember, recess is instructional time.

Substitute teachers are not to go out for recess with the designated class.

Computer Use

Computer use must be work related. All sites visited on the internet are monitored. You must complete a security oath before you are granted access to use the internet or obtain an e-mail address.

Hall and Classroom Supervision

Reminders:

1. Never leave a class unattended, no matter the reason. If an emergency arises have the teacher next door watch your class and notify the office of the emergency via the intercom/telephone.
2. Student should be actively monitored in all areas of the school.
3. Do not involve students in taking names for misbehavior of classmates.
4. Make sure that students with known disabilities 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.
5. When rotating to other classes, students should move quietly and orderly. It is the responsibility of the teacher to keep the students moving in a quiet manner so that other student's instructional time is not interrupted.

Hall Pass

Students are not permitted to loiter in the halls. All students must always have a hall pass to be in the hallway. **NO EXCEPTIONS!**

Use of Restrooms

Students should have scheduled restroom breaks. It is suggested that grade levels coordinate a schedule for restroom use. There should be no more than one class using the restroom at a time. Please appoint restroom monitors to ensure appropriate behavior and cleanliness in the restroom. Inform the office when additional supplies are needed. If you take a "whole class" restroom break, the students should be taken to the restroom under the direct supervision of the classroom teacher. In general, restroom breaks should not take more than 10 minutes. If sending students individually to the restroom, they must have a hall pass.

Quiet Zones/Student Lines

The school's hallways are Quiet Zones. Please train students to observe and respect the Quiet Zone unless productive learning is taking place. Students should walk in the hallway with their hands to themselves (folded, to their side, or behind their back). **All adults on campus should model appropriate Quiet Zone behavior when in the hallway.**



Champions in Excellence Grade Reporting System

HISD has implemented a computerized Grade Reporting System. All grades should be input on Power Teacher-Pro weekly. It is a good idea to keep the student's work in the classroom as documentation to support report card grades. The criteria for evaluating student achievement in academic subjects are as follows:

A - 90 – 100	-	Excellent
B - 80 - 89	-	Good
C - 75 - 79	-	Satisfactory
D - 70 - 74	-	Passing
F - 50 - 69	-	Failing

A student's conduct grade is based on the teacher's evaluation of the student's overall behavior during each of the grading cycles. A conduct grade is required for each report card. Use the following grading scale when recording a student's conduct grade and grid one of the following bubbles on the grade sheet:

E -	Excellent
S -	Satisfactory
P -	Poor
U -	Unsatisfactory

Before a student can receive a "U" on the report card, a detailed discipline report must be submitted for administrative review. This report must be signed by the principal or assistant principal and the teacher, stating specific incidents and dates.

See attached HISD calendar indicating report cards to parents.

All teachers are to ensure to provide opportunities for students to retest or do make-up work to compensate failing grades. Teachers should ensure all accommodations and interventions are being used appropriately to ensure student success. As teachers adjust their Power Teacher-Pro settings they should follow the following distribution from grades 1-5.

Classwork	60%
Tests/Assessments	20%
Quizzes	15%
Homework	5%

Progress Reports to Parents

Progress Reports to parents are sent out at the end of the 3rd week of the six-week grading period. Please keep in mind that no failing grade for the six-week grading period can be given if a progress report has not been sent to parents beforehand. When a child is failing at progress report, parent communication must be made and documented. Please keep in mind that if a student's average drops a letter grade between progress report and report card, parent communication and documentation **must** be made.

Instructional Expectations

- Active Teaching: Teachers will continuously provide students with feedback



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throughout the lesson and use a variety of questioning techniques to support and guide students. Teachers should not be on their computer, cell phones, *or sitting at their desk during instructional time*. Teachers are encouraged to use technology, manipulatives, hands-on activities, and effective strategies that allow students to interact with the instructional material/objective.

- Objectives should be clearly posted on board in student friendly language
- ELPS (Bilingual/Ancillary classes) posted.
- Classroom goals posted.
- Higher Level Question Stems
- All Grade Levels: Guided Reading and Workstations daily.

Data Analysis

Teachers are expected to accurately determine student progress toward and mastery of objectives and annual student learning goals using multiple methods of assessments. (T-Tess)

- **Google Drive:** Data sheets will be provided in the Google drive for teachers to manage and update as the year progresses. This data will also be housed in the PLC Room (Rm10). Data will include but is not limited to, common and district level assessments, reading levels, HFWE, and Ren 360.
- **Data Binders:** Teachers may use a data binder to house Student Documentation such as: Flexible Student Groups, Guided Reading Lesson Plans and anecdotal notes, HFW Progress Monitoring, Running Record Sheets, Printed data sheets, Exit Ticket Mastery Tracking, etc.

Teachers and Staff Dress Code

All staff is expected to dress in a manner that is appropriate for the job assignment, and that reflects positively on the district.

The following items listed below have been deemed “**inappropriate**” attire for our campus and are not acceptable under any circumstance:

- Flip flops, slippers, Crocs, or house shoes
- Shoes or Sandals without back support or straps should not be worn
- Shorts of any length (except PE teachers)
Exception: staff may wear shorts to appropriate field lessons. Please follow the fingertip rule.
- Leggings as pants
- Mini-skirts above the mid-thigh
- Dresses/Tops with spaghetti straps or no straps
- Tank tops
- T-shirts with slogans (i.e., vulgar or offensive language or gestures, political affiliations, and items associated with alcohol or drug use)
- Midriff bearing tops
- Low cut revealing tops



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All STAFF:

- Business casual clothing (dresses, slacks, khakis, jeans, capri, blouses with sleeves, sleeveless with cardigan or similar) – **Monday, Tuesday, & Thursday**
- College Day – Every **Wednesday** – (College Shirt with Jeans)
Teacher Spirit/Sport Day – Every **Friday** (Sanchez/Teacher Shirt with Jeans or Favorite Sports Team shirt with Jeans)
*Teacher/Spirit shirts may be worn any day with a business casual bottom.

Other STAFF:

- PE teacher may wear athletic clothing Monday – Friday
- Science Lab Teachers – May wear appropriate clothing when doing experiments, etc.
- Nurse – Wear scrubs Monday – Friday (May choose to participate on Wednesday (college day) or Friday (Spirit Day))
- On in-service days, teachers may dress casually, but professionally.

Employee Office Visits

All school employees are asked to wait behind the counter and wait for assistance to see office staff, Principal/Assistant Principal. Professional tone should always be maintained as there are community members present.

Student Office Visits

Students are asked to wait behind the counter and wait for assistance to see office staff or nurse.



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Section II



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GEORGE I. SANCHEZ ELEMENTARY

EMERGENCY PROCEDURE AND EVACUATION PLAN

All incidents of emergency or violence will be reported to the following persons in the order listed below:

1. Principal: Ricardo Mena
2. Assistant Principal: India Koen
3. Safety Captain: Debrell Curvey
4. Teacher Specialist: Kirby Huffstickler
5. Nurse: Mary Moon
6. Secretary: Maria Sepulveda
7. Plant Operator: Martha Perret

The emergency committee will consist of:

1. Principal: Ricardo Mena Legal, media, law enforcement
2. Assistant Principal: India Koen
3. Safety Captain: Debrell Curvey
4. Parent/Student liaison
5. Teacher Specialist: Kirby Huffstickler Parent/Student liaison (CPI/CPR)
6. Nurse: Mary Moon Medical
7. Secretary: Maria Sepulveda District communication
8. Plant Operator: Martha Perret Campus security
9. Physical Education: Stephenfom Stanfield (CPI/CPR) All personnel can be contacted at (713) 845-7472.

POLICIES AND PROCEDURES – ACCIDENT

In case of an accident, these steps will be followed by one of the members of the emergency committee.

Ascertain the extent of the injuries; administer first aid if necessary, and if injuries are serious call 911.

The ambulance will be directed to the front entrance of the building.

EXAMPLES

- Suspicion of head injuries
- Excruciating pain
- Profuse bleeding
- Inability to breath or cyanosis



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Conditions which in the opinion of the nurse need immediate attention

Notify the principal or teacher specialist who will notify the family to give information about the injury. Request that someone come to get the student if he/she does not need immediate medical attention. If no family member is available, the child will be taken to a responsible adult listed on the enrollment card. Two adults should accompany the child who is taken to another setting.

In case of serious emergency, notify the HISD Student Safety Department and the Elementary School Office.

If the student is ordered to the hospital by the parents, a physician, the EMS personnel or school personnel, a member of the emergency committee will notify the hospital that neither HISD nor the school will assume financial responsibility.

Complete the accident report form and submit to the appropriate HISD department. Contact the SSO office at 713-556-7100 and the HISD Police Department (713-893-7777).

POLICIES AND PROCEDURES-EMERGENCIES

Sanchez Elementary School will implement the emergency and evacuation procedures as established by the district and campus. Plant Operator will unlock all locked pedestrian gates when necessary, during an emergency evacuation. Locks will be locked surrounding the school.

CODE BLUE-All personnel with CPI or CPR certification report to area in question.

CODE YELLOW-Caution or standby for information.

Code yellow will be announced over the intercom if any member of the emergency committee perceives an incident to be a campus emergency. All teachers will keep students secure in the classroom and wait for further notice. Be certain your classroom door is locked.

Classroom teachers who are not with their classes will join them immediately.

The custodial staff, cafeteria manager, and emergency committee will report to the office immediately.

CODE GREEN - Evacuation by Bus when notified by district administrators.



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In case of a potentially dangerous situation with sufficient lead time, district personnel will notify the school of any necessary evacuation from the building and direct us to pre-designated site (see evacuation site plan).

*Students will remain in classrooms as long as possible.

*Teachers who are not with their classes will join them immediately.

Students will be moved to buses as the buses arrive. Teachers will be notified to accompany students to the following bus pick-up location.

Regular Bus Driveway

Teachers will stay with their students until they are returned to school and an ALL CLEAR is announced. Students will be released by the principal. Each teacher will carry a class roster with student contact information.

Office personnel will contact the SSO office at 713-556-7100 and HISD Police Department (713-892-7777).

CODE RED-Immediate evacuation from the building

In case of immediate danger students will be escorted from the building and taken by foot to a pre-designated site. (See evacuation site plan). Teachers will be directed over the intercom to the side away from the danger.

Teachers will escort the students to a pre-designated site.

Teachers will remain with children until they are returned to their home school and released by the principal.

**Each teacher will carry a class roster with student contact information.

POLICIES AND PROCEDURES-INTRUDER ON CAMPUS

Contact the office on the intercom and report any intruders or strangers on campus. Office personnel will announce **"Intruder alert, this is not a drill"** on the intercom.

Teachers will then check the hallway and bring in any students. Lock the door, cover all windows, turn off the lights, and move students away from any windows or doors. Remain in lockdown until there is an all clear on the intercom. Emergency Committee members will report to the area in question if necessary.

POLICIES AND PRODEDURES-FIRE

Call the office on the emergency intercom to report a fire.



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Office personnel will activate the Fire Alarm by pulling the handle of the red alarm box on the wall next to the intercom system. The secretary will also call 911 to report the fire.

Fire Drill: On the first day of school, teachers should explain to students the fire drill signals and procedures. Please make sure your class has been provided with a fire drill tag and evacuation map. Teachers must walk students to designated zone or area during fire drills.

POLICIES AND PROCEDURES - INCLEMENT WEATHER

Children will be released from the office to parents who come early to get them.

If necessary, at dismissal time, all children will remain in their own classes until other directions are given. You will be notified should this be necessary.

All teachers will stay on campus until adults have picked up most children. When it is safe to relocate children, teachers will bring students to the cafeteria where they will remain until parents arrive.

Children will be seated near the center aisles of the cafeteria. Snacks from the cafeteria kitchen will be provided for students if necessary.

Teachers will be dismissed beginning with those who live the greatest distance from the school.

Awareness of Drug Use/Reasonable Suspicion

Slurred speech, lack of coordination, and dilated pupils are symptoms of drug use. If any student or visitors exhibits these symptoms, the principal or nurse should be informed.

Disruption in the classroom

If an extreme discipline problem occurs in the classroom, the offender(s) will be isolated as quickly as possible. Other students will be removed to a safe area. The principal will be informed immediately. Teachers will not physically restrain emotionally disturbed students but will attempt to speak quietly and firmly and wait for assistance. The principal will notify parents of offenders and disciplinary procedures will be initiated immediately.

Policies covering care in illness



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It is against the policy of the Board of Education for the district personnel to give medication of any kind to a student. This includes aspirin, similar medications, cough drops, or any other drug, except as specified in writing by the physician and approved in writing by the parent, in which case the nurse will dispense the medication to the student.

Teachers are **NOT** to contact parents regarding student illnesses. The nurse is the authorized person to make parent contact regarding student illness. If the nurse is unavailable, back-up designees have been trained among the office staff.

C.P.S.

If abuse or neglect is suspected, it must be reported immediately to the Texas Department of Family and Protective Services (DFPS) at 1-800-252-5400

Emergency Kit

An emergency kit will be kept in the clinic closet.

Duty Schedule

Teacher duty time is 7:25 a.m. to 3:10 p.m.

Employee Fan Out

An employee fan out will be used to communicate emergencies which occur when personnel are off duty; therefore, it is imperative that you complete the Personal Data form.

Fire Extinguishers

Fire extinguishers will be serviced regularly by HISD maintenance personnel. Staff members will be in-serviced on the location and use of extinguishers at the first faculty meeting of each school year.

Pre-designated Site

Barnett Stadium

Shelter in Place

Sheltering in Place is the use of any classroom or office for the purpose of providing temporary shelter from a hazardous material release- chemical plant accident, chemical train derailment, chemical truck overturning or pipeline rupture.



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- ✓ Once information is received by the office to shelter in place, the principal or emergency committee member will activate the shelter in place plan by announcement over the PA system. You will hear “Shelter in Place, This is a Drill” or “Shelter In Place This is not a Drill.”
- ✓ If this is a real drill, more information will follow, such as “code blue, chemical/ biological threat” or “severe weather.”
- ✓ All persons in outside areas are to go indoors. For a chemical / biological emergency, the plant operator, will immediately shut off all heating, cooling, and ventilation systems for the entire building. Gather whatever children you have and return to your classroom in a rapid and orderly fashion. Check role to make sure you have all your children. Notify the office if you are uncertain of the whereabouts of any children.
- ✓ Any children wandering the halls should be escorted into the nearest classroom.
- ✓ Call the office to notify the nurse of any serious injuries / illness.
- ✓ Turn your cell phone on, as we may need to contact you

The classroom doors and windows are to be locked. If this is a chemical / biological emergency, tape all openings around doors and windows shut with the duct tape in your emergency kit.

DURING SHELTER IN PLACE

- ✓ During this time, all doors to the school will be locked.
- ✓ No one will be allowed to enter or leave the building without authorization.
- ✓ Keep all children away from doors and windows. Keep the children as occupied and as calm as possible until instructions are received that there is an “All Clear.” The state of the current situation will be announced at frequent intervals over the PA system until “All Clear” is established.

No one will be allowed to leave the shelter during the emergency. Office personnel will be in contact with the district office, police department, and or fire department for continuous information and instructions until the incident is under control.

Office personnel will contact the SSO at 713-556-7100 and the HISD Police Department at 713-892-7777.

MEDICAL EMERGENCY PLAN

1. The principal or designee will notify:

- | | |
|--------------------------------|--------------|
| ◆ HISD security | 713-892-7777 |
| ◆ Elementary School Office | 713-556-7100 |
| ◆ Safety/Loss Control | 713-892-6411 |
| ◆ Director of Health Services | 713-893-6650 |
| ◆ Director of Public Relations | 713-892-6380 |

- a. The nurse will assist with the transportation of the parent to the medical facility if parent has no transportation and relinquish further care to the



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parent.



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- b. The principal or designee should refer any television or newspaper reporter's questions to HISD Media Relations Department for answers.

The following instructions will be issued to parents at the beginning of the school year.

Clinic Policies

For your information the following procedures will be sent home to best take care of the children at our school. The following HISD policies will be followed:

- ◆ Any child who is ill or contagious will not be allowed to attend classes.
- ◆ Has a fever of 100° or more within 24 hours of the present school day taken with a thermometer and without use of antipyretics (i.e. Motrin or Tylenol)
- ◆ Has vomiting or diarrhea within 24 hours of the present school day
- ◆ Has an undiagnosed rash
- ◆ Has head lice, nits or scabies
- ◆ Has an obvious cold, flu, chicken pox, sore throat or pink eye
- ◆ Has a positive TB skin test without a chest X Ray report
- ◆ Has not completed vaccinations that are due or past due
- ◆ A student must have a nurse slip any time they are visiting the clinic
- ◆ Students must go to the classroom and get a nurse pass from the teacher prior to visiting the clinic in the morning
- ◆ If a student is absent due to an illness, they must have a note or doctor's excuse turned in to the office prior to returning to the classroom

If your child has a chronic illness or condition such as asthma, seizures, or hyperactivity, please notify the school nurse as soon as possible so we can plan together how to best care for your child at school.

If your child needs medication to be given to him/her at school, please come by the school and pick up a copy of our Permission to Give Medications at School Form. This form must be signed by both doctor and parent. The parent must supply all medications and equipment needs of the child. Children in our school are not allowed to carry medications with them and are never allowed to take their own medication. All medicines are to be kept in the clinic.

If your child has been sick for more than 3 days, please notify their teacher. You will need to make arrangements with the teacher so that your child can make up missed work.

The school nurse must have a good working phone number on every child in the school. If you do not have a phone, please submit a friend or neighbor's phone number. Please supply the school with your work phone numbers, in case of an emergency. We



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must be able to reach you. If your phone number changes during the year, notify the office as soon as possible.

Parents, please teach your child good health habits at home. Good grooming helps children feel good about themselves and prepares them for maintaining their health throughout their lives. Please teach them good hand washing techniques. It will help avoid colds and infections.

These policies are in effect to help all the children in the school remain healthy and reduce the spread of disease. Remember a healthy child is happier and learns better.



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Sanchez Elementary School 2022-2023 Staff Handbook Acknowledgement



I have received (via Google Drive) and read the 2022-2023 Sanchez Elementary School Staff Handbook and I am aware of all the policies and procedures outlined therein. I understand that the handbook may be amended or added-to during the academic school year and that I will be given notice from Mr. R. Mena, Principal, of any such changes. I know to consult with my direct appraiser or Mr. R. Mena, Principal if I have any questions regarding campus policies and procedures.

Teacher/Staff Name

Teacher/Staff Signature 

Date

This receipt of the staff handbook should be given to Ms. Sepulveda (Administrative Assistant) by the end of the day Friday, August 19, 2022.