

# Policies and Procedures Staff Handbook



**2022-2023**

*It is the policy of the Houston Independent School District—Port Houston Elementary 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 education or employment programs and activities.*

## ABSENCE PROCEDURES

If you are absent, you must do the following:

1. Log on to the AESOP online system [www.aesoponline.com](http://www.aesoponline.com) using your AESOP ID, report your absence, and request a substitute teacher.

**OR**

1. Call the AESOP system before 6:30 AM on 1-800-942-3767 and follow the instructions on the phone.

**THEN**

2. Text Ms. P. Hernández and Ms. J. Martinez as soon as possible so that the office knows to expect a substitute in your place.
3. Put your time into One Source. An Absence from Duty Form must be completed online in One Source (Employee Self Service-ESS). **A physician's signature or statement is required for continuous absences more than five (5) days.** Employees accumulate one sick day per month of their employment - a total of 10 sick days per school year for 10-month employees and 12 days for 12-month employees.

\*\*\*\*\*Not calling a substitute and notifying the school of your absence will result in disciplinary action and repeated actions of this type could result in termination.

4. **IN-SERVICES AND PROFESSIONAL DEVELOPMENT AND OFF-CAMPUS DUTY. Confirm with the office the day before that you will be attending training and let the team members know if coverage is needed for tutorials.**

Employees may use two (2) days of leave time per year at full pay to dispose of personal business that cannot be conducted outside of regular work hours. Employees may use an additional one (1) day of leave time per year at full pay as a discretionary day for any reason. Those days shall be deducted from the employee's personal leave balance.

All requests stating the reason for a personal business leave day shall be filed in writing with the principal using the appropriate form at least **48 hours** prior to the time for which the leave is requested (except in the event of an emergency). Teachers are responsible for completing the form online and it will be submitted automatically to the principal for approval. Requests for the use of the discretionary day need not state the reason but should have the notation that it is the discretionary personal business day. Personal business shall not be used to extend vacations or scheduled school holidays. Teachers are required to provide written lesson plans for substitute teachers. In the event of your absence, you are responsible for ensuring that your TE's and lesson plans are available for the substitute's use that morning. A seating chart, nametags, basic instruction/lesson plans should always be on file with the office. Post your daily program below the light switch, and if any students are sent out for Resource, Speech, Title I, etc., place a notation of their schedules in your substitute folder.

## ACADEMIC MEMOS BULLETIN

The Academic Memos are currently on the HISD online portal. It is advisable for every employee to look through the Bulletin for information and/or instructions that pertain to you or your position.

- 1) Log-in to “My HISD”
- 2) Click on “Academic Memos” located under EMPLOYEE QUICK LINKS

## APPEARANCE OF CLASSROOMS

This is an important part of the instructional program. Arrange your room attractively and clutter-free for students. The cabinets and shelves should be always neat and orderly. ***Do not stack anything above the cabinets. Fire Code prevents anything being 18” or closer to the ceiling.*** Be sure your room and bulletin boards are always attractive. It is also important that you keep your INFORMATION BOARDS updated with daily class schedule, announcements, etc. Keep cabinet doors closed. Bulletin boards should be changed and/or updated once a month and should display student work, as this is part of our SIP. Teachers are expected to display student work in the **classroom and hallway.**

The display of student work must be of excellent quality. Do not place any items on windowsills that impede the closure of your mini blinds. Blinds should be opened each morning and closed at the end of each day. Always protect the carpet with plastic sheeting when involved in art projects using paint, glue, plaster, etc. No furniture should be placed up against the mini blinds. There should be no sand/water tables in the classrooms.

## ANCILLARY/ENRICHMENT CLASSES

Ancillary/Enrichment classes are responsible for providing quality instruction. Therefore, it is imperative that you ensure that your students arrive on time and are picked up on time. Ancillary should include the TEKS objectives and student expectations in their lessons. Substitute lesson plans must also be on file for all ancillary teachers.

## ARRIVAL AND DEPARTURE

Teachers are on duty from 7:25 a.m. to 3:10 p.m. The sign-in sheet is in the main office. Faculty and staff must sign in upon arrival at the school and sign out just before they leave. Do not sign in or out for anyone else on the staff. **Punctuality is most important as it sets the tone for the rest of the instructional day.** If you are frequently late, it can affect your T-TESS rating.

All Teachers 7:25 a.m. - 3:10 p.m.

Teacher Asst.'s 7:00 a.m. - 3:30 p.m. or other hours as set forth by administration.

On regularly scheduled days, the building will be locked up at 7:30 PM. **It is very important that all staff members are out of the building NO LATER than 7:00 PM** so that the lock up person has 30 minutes to conduct a thorough check of the building and set the alarm. I know we all want to work and get things done, but please try to respect this policy and the individuals locking up. The

administrator also reserves the right to close or keep the building open for different times than the normal hours.

**Teachers are required to pick their classes up from the cafeteria no later than 7:30 a.m.** Teacher assistants will assist teachers to walk classes out of the building at dismissal time each day.

## ATTENDANCE

The official auditable classroom attendance is recorded on Power Teacher Pro. General procedures are as follows: The classroom teacher will call roll at 8:00 a.m. each day and write the names of the students who are absent on the absence slip. The teacher will notify the attendance clerk of absences by placing attendance slip outside of his/her classroom door. The office will take care of any unusual circumstances. **Teachers should input their attendance no later than 9:30 a.m.** Under no circumstance is a teacher to change his/her attendance record without first notifying the office so we can make appropriate changes to our records.

**The office will call the student's home and encourage students who feel well enough to be at school by 9:30 a.m.** Document your attempts to improve attendance as indicated in your T-TESS.

## BELL SCHEDULE

- |           |                                                                                                                                       |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------|
| 7:25 a.m. | All teachers sign in and report to cafeteria                                                                                          |
| 7:30 a.m. | First bell. Teachers pick up their students and take them to class. School begins.                                                    |
| 7:40 a.m. | Students are marked tardy and must report to the office for a tardy permit.<br>*Report the names of those absent to the office daily. |
| 9:30 a.m. | Final Attendance Deadline                                                                                                             |
| 2:50 p.m. | Students dismissed                                                                                                                    |
| 3:10 p.m. | Teachers may sign out and leave the building.                                                                                         |

## BULLETIN BOARDS

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Refrain from using scotch tape, duct tape, masking tape, packing tape, staples, tacks, and Velcro on doors, closet doors, and trims. Painted areas need to be protected and maintained looking nice.

Bulletin Boards need to look attractive everyday

- theme should be updated periodically
- *may* be seasonal (optional)
- should always display authentic student work with date
- should be neat and maintained
- can be interactive; teach or reinforce a concept
- should be 3-Dimensional whenever possible

## CELL PHONES

Your cell phone use is allowed for **INSTRUCTIONAL** and **EMERGENCY** purposes only. Please refrain from texting, calling, or receiving non-emergency communication. This would affect your T-TESS. Complies with policies and procedures at school. Teachers and staff who continually disregard this campus policy may lose credit in the T-TESS. Office staff will gladly relay any important or urgent message.

## COLLECTING MONEY

A permission request form (AF104) must be filled out and approved before any money raising activity can be held, including field trips. Form (AF104) is available from Ms. P Hernandez in the office. Money may be collected from the students only for authorized reasons, e.g., field trips, etc. All money collected from students must be listed on Form AF 104 and submitted to Ms. Patricia Hernandez. Forms must be filled out in black ink only ***with no mark over or stray marks***. Do not leave money in the classroom overnight. Money collected on fund-raising activities must be turned into the office daily. Teachers who maintain monies in their classroom overnight are responsible for the amount collected.

## COPIER

The copier is available in the teacher's workroom (Rm.1) and mailroom for teacher use. Teachers are to provide the necessary paper for their copies. Do not leave the copier jammed without notifying the office. If the copier needs toner, do not continue to make copies. This can damage the equipment. Notify the office.

## CUSTODIAL SERVICE

If there is a need for repairs or extensive services, submit the proper request form to the office for approval. The building will be cleaned daily. If your room is not being cleaned, please report this to the plant operator and to the principal.

Students and teachers are urged to take pride in the appearance of their classrooms, as well as the rest of the school. Students should be encouraged to keep restrooms, halls, and other areas clean and neat. **Teachers must supervise their classes during restroom breaks and make sure that restrooms are appropriately cleaned before the class leaves.** It must become a matter of routine for students to inspect the floor around their desks and in other parts of the classroom. Students will cooperate if you encourage them. Set aside the last 5-10 minutes each day for clean-up of desks and surrounding areas.

Unless prior approval is obtained, ***do not remove furniture or computers from the classrooms.*** Furniture and computers are assigned to classrooms and are noted on the inventory on file in the main district office.

Teachers must report classroom needs and any area(s) of potential safety and health hazard to the principal.

## DAILY SCHEDULE/PROGRAM

Teachers will complete a Daily Schedule/Program, which identifies the typical academic day for their classroom. Post the Daily Schedule/Program next to the classroom door, keep a copy in your lesson plan and substitute teacher folder, and upload to Schedules Folder in Google Drive. Also email a copy of your daily schedule/program to your appraiser by **August 19, 2022**.

## DETAINING STUDENTS AFTER SCHOOL

If students are kept after school for any reason (tutorials, detention, clubs, etc.) a 24-hour notice to the parent or guardian is mandatory and you must notify the office. Cancellation of club meetings must be in writing approved by the principal and sent home 24 hours in advance. **Club sponsors must supervise all students until they have been picked up** after club meetings. Students and parents must make arrangements for pick up in advance.

## DISCIPLINE

Please discuss with the students your expectations of proper behavior in the classroom, cafeteria, playground, corridors, assembly, fire drills, on the bus, and on field trips.

Classroom discipline, rules, consequences, and rewards must be posted in your classroom. Make sure all students understand and follow your rules. Teachers must keep an ongoing student discipline record to document inappropriate behavior and the steps taken by the teacher to correct student behavior. If it should become necessary to send a student to the office, send him/her with a Discipline Referral Form. Appropriate discipline referrals will be received by Admin, and they will communicate with classroom teacher. ***Fill out the form completely with names and contact numbers.*** The “Code of Student Conduct” booklet is an excellent reference.

Discipline must be handled in accordance with District Policy. Policy does not allow any form of corporal punishment. Corporal punishment is defined as any physical contact with the student that could possibly be construed as punishment. Paddling, shaking, pinching, hitting, grabbing, shoving, using tape on a student’s mouth, standing a student with his/her nose against the wall, or placing gum on their nose are forms of corporal punishment and are **NOT** permitted. You may not use verbal tactics such as cursing, making fun of, or humiliating any student. Do not use exercise or repetitive writing as forms of punishment. **Students should not be put in the hallway or outside walkway to complete work, or for time-out reasons. This is a safety concern.**

Students should be disciplined reasonably, fairly, and with patience. Student discipline provides education, motivation, and preparation for society. Consistency in this matter is very important. Teachers should stress a “good” day and give incentives and recognition for good conduct. All students will be disciplined under the school’s total education plan.

***In the administration of discipline, administrators must be aware that HISD Board Policy FO (LOCAL) prohibits the suspension, placement in a Discipline Alternative Education program, or expulsion of students prior to third grade unless required by law (page 6, Student Code of***

***Conduct).***

The guidelines in the Port Houston discipline flowchart will assist teachers in identifying the seriousness of inappropriate conduct and responsibility.

Use the appropriate discipline forms and completely fill out all sections. **Do not** send a student to the office without an Office Discipline Referral Form filled out for **levels III or higher misconduct for the principal or other appropriate administrator.**

*Disciplinary Office Referral Form is used for Level III or higher misconduct*

## DISASTER DRILL PROCEDURES

By state law, one disaster drill shall be conducted at the beginning of each semester. For more information, please refer to the red emergency procedures booklet.

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### PURPOSE

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1. To place students and personnel in protected areas of the school building which are likely to withstand strong winds.
2. To avoid unnecessary exposure to glass.

## DOOR KEYS

Classroom door keys are the most important component of campus security. Please lock your classroom door when you are leaving the room unattended or when leaving for the day, and NEVER allow anyone to “borrow” your keys. Teachers are discouraged from giving their classroom keys to a student for any reason. \*\*Teacher key/access card opens the classroom, restroom, black gates, and main building. However, do not enter the main building once the alarm has been set, unless you are with someone who can turn off the alarm.

## EARLY DEPARTURE

Faculty and staff may not leave the campus during school hours without permission from the principal. If anyone wishes to leave campus for their duty-free lunch, you must sign out in the office and sign back in upon return. Anyone not returning within the 30-minute duty-free time will have the additional time deducted from your personal leave balance. Anyone needing to leave the school before 3:10 p.m. must complete the appropriate form requesting early departure at least 24 hours in advance. Do not use planning time to handle personal business. Schedule your appointments after school hours whenever possible. Early departures will be deducted from your personal business leave.

## E-MAIL/Google Drive

E-mail and Google Drive should be checked daily. Electronic communication (E-mail/Google Drive) will be the primary channel through which communication from the principal, school, and district will be sent. Weekly memos will be emailed. Please take time to read important emails. Check

your Google Drive to view the campus' most updated documents. Please take memos and emails very seriously. If a response is requested, please reply within 24 business hours. Teachers are encouraged to use the technology we have available. Please follow Board Policy regarding computer use.

## **FACULTY/GRADE LEVEL/ARD/SDMC MEETINGS**

Teachers shall be required to attend faculty meetings, In-service meetings, and necessary school-related activities, unless officially excused. Refer to Board Policy 572.310, Administrative Procedures.

Faculty Advisory Committee issues will be addressed during periodic SDMC meetings. PLC grade level meetings will be held once every 2 weeks. Minutes will be taken and must be available for review in the PLC notebook. ARD meetings are to be held in the Special Education room unless otherwise specified. The special education teacher holding the meeting will post a sign on the door indicating the meeting is in progress.

SDMC meetings will be held quarterly. SDMC meetings will be open for all staff members to attend. SDMC minutes will be posted on the school website within 10 days of meeting. Required faculty meetings will be held on designated afternoons. Meetings provide an opportunity for improved communication and planning.

## **FACULTY LOUNGE/LUNCH PERIODS**

1. Teachers may eat lunch in the cafeteria or in the faculty lounge when students are at lunch. **You must clean up after yourself. Please return all plates, knives, spoons, and forks to the teacher's lounge.**
2. A refrigerator and microwave oven are in the faculty lounge. Teachers may keep their lunches in the refrigerator. Old food items should be cleared out frequently. The refrigerator will be cleaned out and all food items will be thrown away on Friday of each week.
3. Smoking is **not** permitted anywhere in the building, including restrooms, school grounds, or the parking lot.
4. **The lounge is off limits to students.** Please **do not** send a student to pick up anything for you there. Students are NOT allowed in the lounge.

## **FAX MACHINE**

The fax machine is available in the front office for official school business. If you need to send a fax, please complete a cover sheet, and turn it in to one of the clerks to be faxed. Notify the office staff if you are expecting a school business fax.



## FIELD LESSONS/TRIPS

Field lessons/trips for instructional purposes are planned by the teacher and approved by the principal and the Elementary School Area Office. All field lessons/trips must support the curriculum and enhance learning opportunities.

The following criteria will be evaluated prior to approval:

- Correlation and support of the curriculum
- Learning activities planned before, during and after the trip
- Cost to the students
- Teacher support
- Parent support

**All requests must be submitted at least 4 weeks prior to the date of the trip.** Teachers are not to keep any monies in their classroom overnight. It must be turned in to the secretary prior to 2:00 p.m. The teacher will be held responsible if the money turns up missing when he/she failed to follow school procedure.

**Chaperones must be confirmed and have HISD background clearance on file 2 weeks before going on a field trip.** Please see Mrs. Cardona for an updated V.I.P.S. list. All V.I.P.S. must register and complete training yearly.

\*Please consult the field lessons/trips/experiences addendum for further information.

## FIRE DRILL PROCEDURES

By state law, one fire drill—one obstructed or unobstructed—shall be conducted each month in elementary schools. **The Port Houston Security Plan (RED Booklet) must be posted above the light switch in each room for consistency.**

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### PURPOSE

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To train occupants to leave buildings quickly and in an orderly manner  
To teach self-control in times of emergency

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### SIGNALS

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Fire alarm  
Flashing lights

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### REMEMBER

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Know your primary exit and route  
Know your alternate exit and route  
Know your safety zone location

Silence during a drill is necessary for instruction  
Order during a fire drill is necessary for safety

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**ACTIONS**

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<u>Students:</u>	Rise and line up without talking Leave everything in room Do not rush, push, or talk Walk quickly to safety zone location
<u>Fire Lieutenant:</u>	Close door after last person leaves Report to teacher at safety zone location
<u>Teacher:</u>	A current student roster with updated emergency numbers Verify presence of all students Notify fire drill leader if student is missing Stand at the head of the line between students and building Ensure that there is no talking

## FIRE EXTINGUISHERS

Fire Extinguishers should not be blocked. They must be accessible for monthly checks and for use in case of an emergency.

## FORMAL COMPLAINTS

If you have a problem, concern, or a complaint, please set an appointment with the principal or assistant principal. A conversation with the office staff does not constitute a formal complaint. Office personnel are not to be asked to intercede on your behalf.

## GRADING

All teachers are required to enter at least 2 grades (one assessment and one daily grade) per core subject weekly and maintain their electronic grade book up to date. Students will receive numeric grades in all content areas: Reading, Math, Science, Social Studies, Language Arts and ESL (if applicable). Students will receive letter grades in the following classes: Art, Handwriting, Physical Education, and Health & Safety. It is the teacher's responsibility to ensure that he or she has sufficient documentation to give a satisfactory grade for each of these subjects. Enough grades should be taken to adequately assess students' progress. The official school grading policy (see tab – GRADING POLICY – for further information) should be strictly adhered to. Modifications for English Language Learners, Special Education students, 504 students, and Gifted and Talented students should be documented in lesson plans and in grade books. It is mandatory that attendance be kept in grade books and recorded daily. Students should be tested in each subject area and grades documented in the grade book. Report cards are turned in to the main office for auditing.

Report cards for Special Ed. students receiving modifications in the classroom should include a modification checklist. You may obtain a checklist from the Special Ed. chairperson.

Assessment strategies may, as always, involve a physical demonstration, teacher observation of a developmental skill, construction of a project, examination of a work sample, an oral review, a written test, or other types of portfolios and performance assessment. One of the most important things to remember is that your evaluation strategies must be based on sound teaching and be data driven.

There should be strong evidence of interventions when students have not been successful in mastering an objective.

Electronic grade books will be reviewed periodically by the principal. Teachers must have lesson plans and grade books available upon request.

## GRIEVANCE PROCEDURES

The purpose of the grievance policy is to secure, at the lowest possible administrative level, prompt and equitable resolution of student, parent, or employee complaints. All student, parent, or employee complaints shall be presented in accordance with the policy outlined.

The student may be represented by an adult at any level of the complaint. For purposes of this policy, “days” means calendar days. Announcement of a decision in the student’s, parent’s or employee’s presence shall constitute communication of the decision.

### Level 1:

- Request a conference with the principal within 30 days of the event or series of events causing the complaint.
- The principal will schedule and hold a conference within 7 days of the request.
- The principal will have 7 days to investigate the event(s) causing the complaint.
- The principal will have a follow-up conference to discuss findings and decisions.

### Level 2:

- If the outcome of the conference with the principal is not to the student’s, parent’s or employee’s satisfaction, or the time for the response has expired, the student, parent or employee may request a conference with the School Support Officer or a designee.
- The request must be filed within 7 days following the receipt of a response or, if no response is received, within 7 days of the response deadline.
- The regional chief or designee shall hold the conference within 10 days after receiving the request.
- Prior to the conference, the student, parent, or employee shall submit a written complaint that includes a signed statement of the complaint, any supporting evidence, solution sought, and the date of the conference with the principal.

The School Support Officer or designee shall have 7 days following the conference within which to respond.

## HALLWAYS

Students should NOT be placed in the hallway or outside corridors for timeout. Students should NOT be sent out of the classroom to run errands without a teacher’s hall pass. If necessary, send students out of the classroom in pairs for security reasons. PALS students will be picked up by their parents in case of early departure.

## HOMEWORK

Homework must be assigned according to the grade level time allotment, appropriateness of age, level, needs, and interest of the student. Homework should be aligned to what is being taught in the classroom. Please make sure that homework is written down on the board and that ample time is given for students to copy down the assignment in his or her agenda. Homework items should be copied down for parent awareness and a “No Homework” phrase should be written if no homework is given in that subject. Keep holidays and school activities (programs, field day, etc.) in mind. Homework should be designed to strengthen skills and broaden experiences. These skills should be introduced and practiced in class and should be an outgrowth of classroom work. The teacher must check the students’ homework and should ask the students to make the necessary corrections. Often the only parent's knowledge of school progress and activities is based on the type of work sent home. Both the teacher and the school are judged by this activity. Therefore, the teacher must make sure that homework assigned is of quality and indicative of the classroom experience. **Homework will not be used in determining academic grades.** Teachers should not use homework as a numerical grade that is averaged. **Homework is not to be used as punishment.**

## INTERVENTION ASSISTANCE TEAM (IAT)

Teachers will refer students that are struggling in mastering TEKS to the Intervention Assistance Team (IAT). An IAT team member will be assigned to monitor the success of the interventions. Teachers should keep track of interventions and data.

## LESSON PLANS

Written lesson plans are required of every teacher, including ancillary staff. Plans for the upcoming week must be entered into Google Drive by Thursday and placed on the information board by the classroom door. Teachers who frequently miss this deadline may lose credit in T-TESS. Careful planning is the backbone of good teaching. Lesson plans should be detailed enough (including name of text, page numbers, teacher’s edition page number, objective addressed exercises to be done, modifications, homework assignments, etc.) so that a substitute will have adequate directions to carry on the instructional program in your absence.

A **substitute folder must be on file** with the office and should include the following: daily schedule, a schedule of student pull-out programs, the names of student helpers, special education students, interventions, students with physical limitations, name tags, enrichment activities, special instructions, an explanation of your daily routines, a class roster, copies of appropriate forms (daily absence report, nurse, discipline, etc.) instructions on your discipline management system, a notation about extra activities that may be taking place, the location of the fire drill map and emergency procedures. Substitute folders will need to be turned in to Ms. P. Hernández in the office no later than **Friday, August 19, 2022** for review.

## LUNCH PROCEDURES

**Escort your class to the cafeteria/recess area and meet your designated lunch/recess staff member.** Arriving for lunch and picking your class up on time helps to keep the system working smoothly.

**Please Don't . . .**

- allow one student to use another student's card
- allow your students to take food or drinks out from the cafeteria
- allow your student to trade/share food
- allow your students to take any items besides food and instructional items into the cafeteria

### **LUNCHROOM BEHAVIOR**

Excellent lunchroom behavior will occur when students follow these cafeteria rules:

1. Walk quietly while entering and leaving the cafeteria (No running or skipping).
2. Walk through the cafeteria serving line in an orderly and quiet manner.
4. Pass through the lunch line once.
5. Raise your hand when assistance is needed.
6. Maintain a low and pleasant voice level while talking from the time of entering through the time of leaving.
7. Stay in your seat until dismissed.
8. Classes should leave tables, seats, and floor clear of paper and debris.
9. Empty trays and trash one at a time, in a quiet and orderly manner. After emptying trash, walk to the line-up location. Those who have no trash or trays may go directly to line up.
10. Do not bring bottled or canned, carbonated drinks (for safety and health purposes).

Please do not bring any recess equipment, including balls, into the cafeteria.

### **MASTER CALENDAR INFORMATION BOARDS**

The school master calendar will be in the Google Drive/Outlook Calendar and updated regularly. Email any events you would like posted on the master calendar to Ms. P. Hernández. All information must be recorded on this calendar. The office will keep track of dates.

Any field lessons/trips, programs or activities/events should have been approved by the principal *prior to scheduling them*. Please inform the school secretary of these events so that they can be added on the school's master calendar.

### **MEDICAL/EMERGENCY CARE**

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#### **STUDENT INJURY**

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When a student receives any type of injury, however minor, the student must be sent to the office. If judged appropriate by the nurse or designated administrator, a report will be made and submitted

on Form 40.4350, "Student Accident and Injury Report", within 24 hours of the injury. This report will be mailed to the Safety/Loss Control Office. The designee will be responsible for contacting the principal and parent or guardian to inform them of an injury or medical concern. Teachers must telephone or write a note to the parent or guardian of any student that is injured or wet/soiled their clothing on the same day as the incident.

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### **EMPLOYEE INJURY**

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When an employee is injured on the job, the employee must report to Ms. P. Hernández and notify the principal immediately. Ms. P. Hernández will then fill out an accident report on Form 40.4355, "Investigation Report of Employee Accident or Injury". A verbal report of the accident must be called in to the Worker's Compensation Office, and the written report will be mailed within 72 hours to Worker's Compensation. This report is very important to the injured employee and to the district if the employee is to be eligible for Worker's Compensation payments, should the injury result in doctor visits and time lost from work.

### **MAJOR ACCIDENTS**

If a student or an employee becomes gravely ill or seriously injured, contact the office staff immediately. Use your emergency call back button. If an ambulance is needed, office staff will call 911 and one will be requested. The Elementary School Office will also be called to notify them of the emergency. A notebook is always kept in the secretary's office containing emergency information on every employee such as a doctor's name and phone number, the number of the employee's preferred hospital, the number of a relative or close friend, and any known allergies to medicines.

It is important that in the event of an emergency, EVERYONE remains calm. No voices should be raised unless trying to alert another individual for a good cause. The administrator is in charge during this crisis and will be the one to make the final decisions. Please respect the person and the process in this event.

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### **FIRST AID IN THE CLASSROOM**

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At the beginning of the school year, Ms. P. Hernández will distribute to each teacher a small first aid kit containing bandages and gloves. A pad of referral slips will be included to fill out and send with a sick student to the clinic. Please complete the referral slip with all pertinent information. This assists the office staff in expediting parent contact and medical attention that the student may need. If a student becomes gravely ill, do not allow the student to eat or drink any substance until aid arrives. Students found with signs or symptoms listed below should be sent to the clinic or main office:

- Nausea or vomiting
- Chills or convulsions
- Dizziness, faintness, or unusual pallor
- Skin rash or eruption of any kind
- Frequent coughing or sneezing
- Red or watery eyes
- Sore or inflamed throat
- Acutely swollen gland in neck
- Runny nose
- Headache or earache
- Fever
- Nits or lice

### **MEDICINE, DISPENSING OF**

It is against the policy of the HISD Board of Education for school personnel to administer medication of any kind, including aspirin and similar preparations to students. Legal liability could result from the administration of drugs to minors.

If a physician states in writing that a student should have a certain medication during school hours, he should describe the type of preparation: pill, tablet, capsule or liquid, color of the preparation, and the quantity and frequency of administration. A written permission from the parent should be sent to the nurse.

**Any medication brought to school by a student must be sent immediately to the office and the school nurse should be notified.**

Policy also prohibits any employee from administering medications in any form to school personnel. This includes oral medicines, injections, applications, etc. Legal liability could result from this practice.

## **NON-NEGOTIABLES**

1. Safety above all else (i.e. active supervision)
2. Maximize instructional time (i.e. instruction from bell to bell)
3. Objectives are on whiteboard and aligned to Port Houston Objective Framework

## **OPENING EXERCISES**

Morning work should be a part of your daily morning routine. Morning work can consist of Daily Oral Language, Problem of the Day, Drop Everything and Read, or Do-Now. Students should be encouraged to engage in routine activities.

Morning announcements will begin at 7:50 a.m. Opening exercises will be conducted over the intercom and will consist of recitation of the Pledge of Allegiance and Texas Flag Pledge. Students are not to roam the room or prepare for class at this time. All teachers and students should listen and participate in Opening Exercises.

## **PARTIES**

Parties and celebrations as incentives must have prior approval from the principal. Birthday parties for individual students are allowed in the classrooms for the last 30 minutes of the school day. Parents may send a snack limited to cookies or cupcakes. Teachers and parents are responsible for cleaning up after class parties. Faculty parties are to be coordinated through a committee representative of the faculty and staff.

## **PERMANENT RECORD FOLDERS**

The classroom teacher is required to obtain, maintain, and update each student's permanent record folder throughout the school year. You will receive a checklist at the beginning of the year and will

be audited twice during the year: once in the fall and once in the spring. Permanent record folders are auditable, legal documents and therefore must be handled with care. They must be signed out from Mrs. Aleman and returned to her in the office. ***No staff member has clearance to take permanent folders from the storage area without signing for them.*** Use black ink to make entries in the permanent folders. Please draw a line through any mistakes and initial. Do not use correction fluid or permanent markers.

## PLANNING TIME

The law states that each teacher is to have 450 minutes for planning during a ten-day period. An accumulation of time beyond the 450 mandatory minutes is for the principal's discretionary use, such as PLCs. Planning time is work time and must be conducive to instruction.

## PROFESSIONAL APPEARANCE

The faculty and staff at Port Houston Elementary School view themselves as professionals and wish to be treated as such by the community and students. **Professionalism is exhibited by behavior, conduct and dress.** Teachers may wear comfortable shoes/sandals, but no flip flops. Friday is designated as Spirit Days, staff may wear blue jeans (no rips) when accompanied by a PHE educational shirt and Wednesdays is designated as college spirit shirt or gear.

## PROGRESS REPORTS TO PARENTS

H.I.S.D. Policy requires that teachers send progress reports to parents during the third week of each 6-week grading cycle for all students whose grades are below 70. The teacher is responsible for printing reports. Progress reports must be sent for poor academic performance and poor performance in specialty areas. Parents must sign and return progress reports. **If you send a progress report to parents, and it is not returned in one week, you are directed to call the parent and notify the office and RTI liaison to begin proper documentation and intervention plan.**

Academic progress reports should be sent out for all students on a regular basis to keep parents/guardians informed of academic performance. Record all contact with parents (conferences, calls, etc.) on a documentation log which may be checked by the principal and can be used for T-TESS.

## PRIOR APPROVAL

Creativity is encouraged at Port Houston. Teachers and staff members must, however, have the principal's approval prior to implementing special activities. The principal and Elementary School Support Office must be made aware of, and approve all field trips, programs, classroom speakers, etc. before an event is scheduled. **Always give the principal detailed information regarding proposed activities and secure signature approval prior to sending letters, etc. to parents. You must provide an approval signature line on any document you submit for approval.** Do not send donation request letters or guest speaker invitations without principal approval. Do not use the school's "Tax Exempt" letter without prior approval from the principal.

All whole-class or whole-grade level correspondence with parents should be reviewed by the administration. While individual, handwritten notes may go home without review, no widely distributed printed material should go out without administrative review. Plan and submit a draft



or proposed final copy with plenty of time to allow for administrative review, copying, etc. Letters to go home must be printed on the school's letterhead to indicate that the document is official. In addition, please provide the front office with a copy of your letters so that the front office staff can answer questions when parents call.

## PROFESSIONAL DEVELOPMENT

Any teacher wanting to take a professional development day must get approval from the principal. A form must be filled out and submitted for approval at least 2 weeks in advance. It takes about 2 weeks to get approval from the principal, have the secretary register you for the training if there is a cost involved, and send in a requisition to the Procurement Department for processing.

## RECESS

Follow the daily recess schedule and ensure that you can **always SUPERVISE students**. Always monitor students during recess. Do not allow students to engage in potentially dangerous activities (climbing trees, touch/tackle football, pushing, kicking, roughhousing, etc.) simply because they are at recess. Students are not permitted to run behind the portable buildings, nor are they allowed to run up and down the ramps. **Teachers must always watch their students; please do not sit and visit with co-workers during this time. Recess should consist of structured activities.**

## SECURITY

Discuss the [Port Houston Security Plan](#) with your class.

1. All visitors must register in the main office upon arrival. **No Exceptions.**
2. All visitors must wear name tags.
3. Students must always travel in pairs.
4. School staff will monitor the building and grounds before, during and after school.
5. HISD police will monitor our campus regularly and will be used in emergency situations.
6. Classroom doors will be locked when not in use.
7. No student should be released from class to an adult who does not have a special permit from the office. *PPCD – K students should not be sent to the office for early departure, instead the parent will pick them up in the classroom.*
8. Students will not be allowed to go near or handle stray animals.

**ALL visitors on campus must receive an office pass before going to a classroom. NO EXCEPTIONS!** Conferences can be scheduled before or after school, or during your conference/planning period. Class time is not to be used for a conference unless scheduled through the office. Staff members are not allowed to have personal visitors during instructional time. Messages will be taken for personal phone calls and placed in your box.

Make sure your students are always supervised by an adult, whether in class or going from one place to another on campus. **In case of an emergency where you must leave the room, notify the**

office immediately and let the teacher next door know you will be gone. Do not leave a student in charge of your class.

Emergency call back buttons have been installed in every classroom, in the teachers' lounge and in the cafeteria. These are not for contacting office personnel on a routine basis - *they are for emergencies only.*

During the day, make sure to lock your money, valuables, purse, etc. in a secure area. Never leave money and/or valuables overnight in your classroom. Make sure that you lock your door and close your blinds when you leave at the end of the day. All computers and printers must be turned off.

## SECURITY CODE

If an emergency should arise on campus, an all-call announcement will be made. Lock your door immediately. Do **NOT** allow students to leave your classroom and bring any student that you see out in the hallway into your classroom. An announcement will be made to indicate "ALL CLEAR".

## SECURITY PLAN FOR STUDENTS

In case of violence at school, the following action will take place:

1. A teacher or other adult will escort the violator to the office to remove the danger from the classroom. If this is not possible, the teacher will use the emergency call back button to contact the office. If this is not possible, the teacher will send a runner to the office.
2. If the seriousness of the event warrants additional assistance, the administrator will notify HISD Police by phone.
4. Students should walk in pairs whenever they leave the classroom. (Teachers should take the entire class to the restroom periodically to avoid having students alone on campus.)

Teachers will instruct their students in the following steps:

1. If a person has a gun or knife, stay still, and listen to the teacher's directions. Lie on the floor if gun fire.
2. If a stranger approaches any student while alone at school, the student should go into the closest classroom and notify the teacher. The teacher should notify the office immediately.

## SIGNING IN AND OUT

Please be sure to sign in and out each day. When leaving campus for lunch or any other reason, you must sign out in the staff binder. This will allow the office staff to monitor which classes may need coverage if the teacher is running late. By signing out, the office staff will know whether you are still on campus. The principal must know who is always on campus, before or after-hours.

## STUDENT ABSENCES/TARDIES

Students are expected to be on time and present in school every day. Students are tardy after 7:40 a.m. and must be sent to the office for a tardy slip to enter class. A student is absent if not physically in attendance at 9:30 a.m. The reason for an excused absence must be stated **in writing** and signed by the parent/guardian of the student. The written excuse must be received by the school within **three** days after the absence or tardy. **The classroom teacher must turn the written excuses into the attendance office.** Special circumstances will be dealt with on a case-by-case basis by the principal. The attendance officer assigned to the school may investigate any case.

A student found guilty of misrepresenting the validity of an excuse or permit is subject to disciplinary action according to the Code of Student Conduct.

A student is considered to have an unexcused absence if he/she does not present a written excuse within **three** days or is away from school participating in an activity not approved by the district as excusable. Unexcused absences may be reviewed by the School Attendance Committee in determining whether to grant a student credit for a class in which the student failed to meet the requirement but who meet all other academic requirements for passing. The school shall attempt to notify parents/guardians of all unexcused absences immediately. Any unexcused absences are to be investigated by the truancy officer, Mrs. Aleman, and Mr. Servin.

School districts are required to provide make-up work for students who have been excused for the purpose of observing religious holy days. Students are to be given a reasonable amount of time, but no more than five (5) days to complete such make-up work.

When a student is suspended from school, all days missed by the student during the suspension periods will be considered excused absences. The student will be required to make-up all work missed during the days of suspension.

Students who present acceptable excuses for absences will be given the opportunity to make up work. Work missed during unexcused absences may be made up at the discretion of the teacher.

## STUDENT DRESS CODE

**Teachers should strongly encourage all students to wear school uniforms.** In case of violations, parents must be contacted to correct the student's dress. If repeated violations occur, please notify the principal.

The following rules apply:

- Revealing clothing of any kind is not acceptable school apparel
- Dresses, pants, pantsuits, blue jeans and slacks with proper blouse or shirt (covering midsection) are permissible. Undershirts, muscle shirts, miniskirts, backless halters, spaghetti straps or strapless tops will not be permitted
- Shorts that reach the knee are appropriate. Girls may wear split skirts (length should not exceed 2 inches above the knee). Girls must wear shorts under their dresses for physical education classes and modesty

- Tennis shoes must be worn for school. Slides, thongs, clogs, platform shoes, high heels or cleats are not considered proper for school.
- Bringing or wearing makeup of any kind is considered improper for elementary school
- Any apparel or adornment that attracts undue attention and disrupts the learning atmosphere of the classroom may not be worn. This includes extreme, bizarre, or offensive pictures, or messages on clothing or buttons. Unsafe or disruptive articles include, but are not limited to, heavy studs, chain belts, or long, fashion earrings
- Shirts and blouses should be tucked into pants and skirts

**It is each teacher's responsibility to contact the office of any student who is violating the dress code to the office.**

## STUDENT JOURNALS

All students are **required** to have journals. Keeping student work in a journal helps encourage organization. Journals allow students to review work easily as well as note progress, they have made. Each journal should have a title page, dated entries, and titled assignments. Quality work is expected, and each page is to be checked by the teacher. Your class must keep between 3 to 6 different notebooks depending on your grade level. You may use a separate journal for each subject area, or you may combine subjects that are related. Literacy journals, Math Journals, Science Journals and Writing Journals will be checked periodically by the principal.

## STUDENT PORTFOLIOS

All teachers are required to keep student portfolios in the classroom. Student portfolios should reflect what the student is learning. Student work is to be dated and neatly organized. Occasionally, the principal will ask to view portfolios to see what the student is learning.

## STUDENT SUPERVISION

Since students are subject to compulsory attendance laws, the school has the legal responsibility of providing a safe environment. Teachers, as individuals, share this responsibility. While the teacher cannot be held responsible for all accidental occurrences in activities under his/her supervision, he/she can be legally responsible for the consequences of his/her negligence that has proven injurious to one or more of the students.

Liability occurs when the teacher is held responsible for a given situation and proves to be negligent.

A person is deemed negligent when he/she has failed to act as a reasonably prudent person would act under the circumstances. If the teacher could have foreseen the causes leading to the injury, and fails to act as a prudent person would, then the ruling of negligence can result.

Teachers may keep themselves free from negligent liability by following the procedures outlined below:

- A. Never leave a class unsupervised. If an emergency occurs and a teacher must leave the class or students, the teacher must contact the office immediately and summon the closest staff

member to his/her room and request this teacher to supervise the students during the teacher's absence. Do not leave a student in charge of the class.

B. Do not involve students in dangerous situations. (Examples: moving cafeteria tables, transporting A-V equipment, etc.)

C. Monitor students during recess. Do not allow students to engage in potentially dangerous activities (climbing trees, touch/tackle football, pushing, kicking, roughhousing, etc.) simply because they are at recess. Plan a structured recess.

D. Do not assign an activity or exercise until you have thoroughly explained and demonstrated it and given students an opportunity to try it at a leisurely pace.

E. Make sure the 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.

F. Avoid overmatching. Make certain that only students of similar height, weight, and ability compete against each other in class activities.

G. Provide safe equipment and facilities. Inspect your equipment at regular intervals. Send a written report regarding defective equipment to the principal.

H. Do not transport students in your car unless you have legal authorization to do so.

I. Limit your contact with students to your official duty and/or school related activities.

## SUPPLIES

There are a limited number of supplies available. You may request basic supplies from the office staff. Special supplies may be requisitioned through the office using the appropriate form with the principal's approval. **Please be cautious of wasting supplies, especially ink cartridges.** Try to conserve.

## TAKE HOME FOLDERS (ALL GRADE LEVELS)

To maintain regular academic communication between home and school, all graded assignments and weekly conduct reports must go home with students in their take home folders each week. Parents should initial all graded assignments/conduct reports and return them to the teacher.

Student folders with information items will be sent home based on grade-level needs.

## TEACHER ASSISTANTS

The school has instructional assistants and tutors who will assist teachers on a scheduled basis. Teacher assistants will sign in and out during the time that they are assigned to the classroom.

*Please use the instructional assistants for small group instruction and/or pull-out tutorials.*

Teacher Assistants are not to be used to grade papers or clean classrooms. They are under the teacher's supervision. Please report any improprieties to the principal.

## TEACHERS' MAILBOXES & EMAIL

Teacher mailboxes are in the mailroom behind the library. Check and empty your mailboxes **once a day** especially for phone messages. ***Students are not allowed to check or remove any articles from mailboxes.*** It is also important to make sure that you check your email twice a day (morning and afternoon) as well since this is the **PRIMARY** communication channel for messages and memos to be sent from the principal.

## TEACHERS' WORKROOM

The teacher workroom is in Room 1. Students are NOT allowed in the workroom.

**NO EXCEPTIONS!**

You must always clean up after yourself and must place all items back in their original place.

## TEXAS ESSENTIAL KNOWLEDGE AND SKILLS

Teachers must teach and be familiar with the TEXAS ESSENTIAL KNOWLEDGE AND SKILLS (TEKS). Students must master at least 70% of these grade level proficiencies to be promoted to the next grade. It is the teacher's responsibility to document students' progress in each academic subject on PowerTeacher Pro throughout each six-week period. Instructional activities must be planned which provide opportunities for students to master these essential elements.

## TEAMWORK

A school cannot function without the cooperation of the entire staff. No staff member is more important than another. We should strive to work as a team and do our best to cooperate, communicate, and help each other as much as possible.

**Together Everyone Accomplishes More!**

## TELEPHONES

**Teachers are called to the telephone during the instructional day only in case of emergencies.** If you must contact the office, please use your classroom phone. Telephone messages will be placed in your mailbox and/or sent to you by email. The telephone in the office may be used to transact school business. Please limit all your telephone calls to 5 minutes. The 713-671-3890 line is reserved for incoming calls. **ONE LINE MUST BE LEFT OPEN AT ALL TIMES.** When you page someone,

please let the office know so that we can notify you. Personal cell phones are not to be used during instruction.

## TEXTBOOK REGULATIONS

Teachers assume **full responsibility** for all textbooks issued to them and to keep accurate records of textbooks issued to students. Students are responsible for the proper care of textbooks and are expected to return all books checked out to them. Students **must** pay for lost or damaged books. Textbooks must be requisitioned from our textbook clerk.

Checking out textbooks to students:

- Count books and clear the count with the textbook clerk before the first day of school.
- Record book numbers and titles or on another organizational tool that will help you keep track of which student has which book.
- Do not send textbooks home.

## VIDEO POLICY

Only “**G**” rated movies can be used in the classroom unless there is pre-approval from principal and parent permission. The principal **MUST** approve all videos brought from outside the school for viewing. All videos must have an instructional purpose correlated to TEKS. Videos must be preplanned and documented in lesson plans along with a follow up activity. Movie viewing is limited to once per semester. This policy must be always adhered to. **No Exceptions!**

## VISITORS

***All visitors must report to the office, sign in, and wear a visitor’s badge.*** All staff must insist on seeing the visitor’s badge. Any person violating this rule will be sent to the office immediately. If the person refuses to report to the office, use the emergency call back button to notify the office.

Relatives and acquaintances of staff members should not visit during instructional time without prior approval. Visitors are not allowed to use items purchased by the school.

***Never allow a student to leave your classroom with any visitor or parent without written permission or call from the office.***

2022-2023  
Faculty and Staff Handbook  
Acknowledgement

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

Position: \_\_\_\_\_

I have read the Port Houston Elementary 2022-2023 Faculty and Staff handbook in its entirety and understand the rules, responsibilities, and protocols directed to me to carry out or comply with as outlined in the handbook. I also understand that failure to comply with these directives could result in disciplinary action and repeated violations could be cause for termination of employment. If I have any questions regarding issues in the handbook, I will be sure to ask the principal for clarification.

X \_\_\_\_\_  
Signature

\*Please turn in this form to Mrs. P. Hernández by **August 19, 2022**.