

Felix Cook Junior Elementary

Faculty and Staff Policies and Procedures Handbook



2022-2023

School Year

August 08, 2022

Each employee is responsible for carefully reading through the entirety of the Faculty/Staff Handbook for the 2022-2023 school year. All policies and procedures are aligned with District, State, and Federal policies and procedures. In addition to this handbook, staff are responsible for following HISD's policies as described in Board Policy, which can be accessed online. Staff's adherence to these guidelines and policies will be reflected in their appraisal. District and state policies are to be considered standard practices and directives at Felix Cook Junior Elementary. It is each employee's responsibility to follow all policies and procedures.

Your signature acknowledges that you understand, and **YOU** are responsible for reading and following all policies and procedures outlined in the 2022-2023 Faculty/Staff Handbook.

Faculty/Staff Name

Date

It is the policy of the Houston Independent School District not to discriminate on the basis of 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.

COOK'S VISION, MISSION, AND CORE VALUES

Vision (What are you building?)
<ol style="list-style-type: none"> 1. Every student will enter 3rd grade on grade level in reading and math. 2. Every student will make at least one year of academic growth within the school year. 3. Every student will receive the emotional supports they need to achieve their goals.
Mission (Why are you building it?)
<ol style="list-style-type: none"> 1. No opportunity will be off limits to our students, because they deserve it. 2. We educators are responsible for ensuring these opportunities to our students. 3. We exist to help students improve themselves every day.
Core Values (What's my role?)
<ol style="list-style-type: none"> 1. Be consistent with consistency 2. Be accountable 3. Be impactful 4. Model empathy 5. Be a problem solver 6. Communicate

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ARRIVAL AND DEPARTURE (DIMENSION 4.1)

When on campus, **teachers must sign in by 7:25 A.M.** and are considered to be **on duty from 7:25 A.M. to 3:10 P.M.** The sign-in book is at the front receptionist area. **Faculty and staff must sign in upon arrival at the school and sign out just before they leave daily.** Do not sign in or out for anyone else on the staff. Do not go to your classroom and then sign in. Sign in BEFORE going to your classroom. Arriving on time is most important as it sets the tone for the rest of the instructional day.

All teachers	Sign in: 7:25 A.M.	Sign out: 3:10 P.M.
Teacher Assistants	Sign in: 7:15 A.M.	Sign out: 3:00 P.M.
Office Staff	Sign in: 7:00 A.M. /8:00 A.M.	Sign out: 3:00 P.M. /4:00 P.M.

When on campus, teachers should be ready to receive students 7:25 A.M. Students will be escorted to classes. Teachers should be at threshold greeting students until announcements begin.

All staff are expected to follow the daily schedule created by administrators with staff input. All staff are expected to be available for work tasks during their scheduled hours, and teachers should be in live sessions according to the schedule.

During dismissal, grade levels will follow the campus dismissal plan. Teachers are to escort car riders, bus riders, walkers, and private bus riders and remain with your groups, until they are picked up. **After your group has been picked up, you are to assist in the cafeteria until 3:10.** Teachers should remain with their students and actively monitor until the end of their duty time. Teachers should never leave students unmonitored and should seek assistance if they need to leave a group of students alone.

IF YOU ARE RUNNING LATE OR TARDY TO WORK (DIMENSION 4.1)

If you are running late, caught by a train, in traffic or any other reason that may cause you to run late for work, please call the school to inform the front office staff or text **Mrs. Mosley or Massey.**

Excessive tardiness will impact your end of year appraisal rating. **When you arrive to campus, you must complete a TARDY slip, no matter the reason for the tardy.** Tardy slips are given out beginning at 7:26 A.M.

EARLY DEPARTURE-DURING SCHOOL HOURS (DIMENSION 4.1)

Faculty and staff may not leave the campus during school hours other than during duty-free lunch without permission from the principal. In the event of an emergency, if you are needing to leave the school before time you must speak with principal or admin in charge. It is essential to notify the principal **in writing** as to the time and date you wish to leave so that classes can be covered. Do everything possible to schedule your appointments after school hours. Early departure will be deducted from your personal business leave.

Leaving to pick up something for lunch and returning to eat on campus is all part of your 30-minute lunchtime. You are to sign out on the **blue sheet** when you leave and back in when you return. Staff are expected to pick their students up or relieve the person covering their class on time.

ABSENCE PROCEDURE

1. Inform/request from Mrs. Mosley:

- a. All **personal leave, personal business, professional development, or vacation** must be pre-approved by Mrs. Mosley, and should be communicated through email as soon as you are aware of the absence. **Requests should be submitted at least 24 hours ahead of time.** Approval is granted on a first come, first served basis to ensure we have adequate staff to run a safe school. Taking unapproved personal time can result in a loss in pay. Personal leave cannot be used to extend a holiday or vacation.
- b. **Emergency absences, family illness, death of a loved one, or personal illness** should be communicated to **Mrs. Mosley and Mrs. Dailey-Massey** by phone call or text as soon as you are aware of the absence.
- c. **Mrs. Mosley, Principal 281-608-9837**
Mrs. Dailey-Massey 713-417-7307

2. Use the OneSource online Employee Self Service tool to request the appropriate leave. A full day of leave is 7.75 hours.

3. If your absence requires a substitute, go to www.aesoponline.com click login, enter your ID and PIN from the personalized welcome letter you received from the district (via email).

4. Ensure that all preparations have been taken to set students up for a great day of learning in your absence:

- a. Communicate your absence to campus administration and your team.
- b. Make sure that your **sub-tub** is complete with student work and documents needed to run your class.

- c. Obtain all materials students will need.
- d. Complete the sub-tub plan for the substitute.

5. An Absence from Duty Form must be completed for all absences (Board Policy 572.500).

See **Ms. Cordova** for this form. A physician's signature or statement is required for continuous absences in excess of three (3) days.

Teachers are responsible for providing detailed written lesson plans for substitute teachers. A seating chart, nametags, and lesson plans/3-days worth of work should be **left in the teacher's sub-tub**. A copy of your daily schedule should be placed in your sub-tub. Also include schedules of students who receive special pull-outs or other school services.

SUB TUB (DIMENSION 2.3, 3.1, 3.3, 4.1)

Each teacher will be given a clear bin, which will be labeled and utilized as a Sub Tub. Instructions on how to set up your tub will be placed with the clear bin. Some of the information that should be included in the tub are special services (ex: speech, resource, etc.), a list of bus riders, car riders, and walkers, and a copy of student medical forms.

Sub-tubs should be updated by the 1st of each month and submitted to your appraiser. The sub-tub should be placed at your teacher desk and should be clearly labeled and accessible. It should also be updated with high stakes/skill building work that spirals skills.

PROFESSIONAL APPEARANCE (DIMENSION 4.1)

The faculty and staff at Felix Cook Junior Elementary School view themselves as professionals and wish to be treated as such by the community, parents, and students. Behavior, conduct, and dress exhibit professionalism. It is for this reason that the faculty and staff should always dress in a professional manner. It is recognized that activities of some faculty members such physical education teachers do require a less formal dress.

Teachers should feel free to wear comfortable and professional appearing shoes. Flip-flops, slides, crocs, jellies, minimalist sandals, torn/tattered shoes are not allowed. On designated days, staff may wear jeans in good condition when accompanied by the official Cook t-shirt, college t-shirt, polo shirt, or a professional top.

Staff should not wear Bluetooth devices on their ears or around their necks, unless they are being used to deliver instruction.

Teachers are expected to dress professionally when attending professional development on or off campus.

It is appropriate to wear casual jeans, sneakers, t-shirts, or other attire on teacher workdays or when having informal meetings outside of the regular school day.

See Appendix 3 for additional clarification.

STAFF AND COMMITTEE MEETINGS (DIMENSION 4.1, 4.4)

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.

Required Faculty meetings will be held the first Wednesday of the month from 3:30-4:30

Grade level meetings should be held each week for team planning. Notes on the meetings will be taken on the Grade Level Meeting Form and kept in the Grade Level Chairperson's binder.

Professional Learning Communities (PLC) will be held weekly each Monday, during each grade level's planning time. Agenda/Notes should be copied and turned into Ms. Gatlin by the end of each PLC.

Content Planning Days will be every second through fifth Wednesday of the month during your planning block. This time will be spent planning with your content administrator and team. Our mission is for Tier I instruction to be A+. This time will be spent planning for the next week's instruction as a content team/instructional pair/or vertical team. Content planning document to be submitted by end of workday to Mrs. Massey.

SDMC meetings will be held four times per year. Notes will be prepared for the SDMC meeting and be located in a binder in the main office for review.

September 7, 2022	December 7, 2022
March 8, 2023	May 3, 2022

Staff Committee meetings should be held monthly or as needed to plan activities for the school. Notes on the meetings should be taken and turned in to Ms. Gatlin.

ARD/IAT meetings will be held within the required timelines and held in the resource room or the conference room. Teacher assistants will be scheduled to cover classrooms so that designated teachers may attend meetings.

New Teacher meetings. New teachers will attend weekly or monthly meetings to provide support, and mentors are expected to meet with their mentees.

Team lead meetings will be held monthly and will be communicated to administration by the team. An agenda should be prepared, and notes taken at each meeting.

COMMUNITY INVOLVEMENT (DIMENSION 4.1, 4.4)

Research on community and family involvement with schools has consistently shown that such involvement adds to the quality of the schools involved and makes a difference in children's academic achievement.

Felix Cook Elementary will have several community involvement opportunities for our teaching faculty and staff to participate in. It is the expectation that all teachers, faculty and staff participate in the various community involvement activities planned during the school year.

MEDICAL / EMERGENCY CARE (DIMENSION 4.1,)

STUDENT INJURY

When a student receives any type of injury, however minor, the student must be sent to the school nurse/clinic/front office for observation. All students should be walked to the office by a classroom helper. If judged appropriate by the nurse, a report will be made and submitted by her on Form 40.4350, "Student Accident and Injury Report", within 24 hours of the injury. The school nurse will be responsible for contacting the parent or guardian to inform them of a serious injury or medical concern. **Teachers must contact the parent or guardian of any student that has received a minor injury by telephone or note on the date of the injury.**

EMPLOYEE INJURY

When an employee is injured on the job, the employee must report to the school nurse to fill out an accident report on form "Employee Injury and Treatment Form". A verbal report of the accident must be called in to the Worker's Compensation Office, and the written report must be faxed within 24 hours to Worker's Compensation, 713-556-9224. 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. If the nurse is not available, the school secretary will fill out and submit these reports.

MAJOR ACCIDENTS

If a student or an employee becomes gravely ill or seriously injured, contact the nurse, the principal or the office staff immediately. Use your emergency button or send a designated student to the office immediately. If an ambulance is needed, any employee can dial 911 and request an ambulance. A notebook is kept on the secretary's desk at all times 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 or medical conditions. Information provided is voluntary and will be kept confidential. Prepare your students for emergencies in advance. Designate 2 to 3 students to notify specific partner teacher if the teacher becomes ill or needs medical attention.

EMERGENCY PROCEDURES

An Emergency Preparedness flip chart has been placed in each room. This flip chart should be reviewed from time to time so that you are familiar with procedures. The flip chart should be kept posted closest to the door. In the event of an emergency, contact the principal or office staff immediately. Use the emergency button to notify the office. Class rosters should be updated when needed.

FIRST AID IN THE CLASSROOM

At the beginning of the school year, the nurse will distribute to each teacher a small first aid kit. A pad of referral slips will be included to fill out and send with a sick child to the clinic. When able, teachers should take care of first aid in classroom. **Err on side of caution**. 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
- Runny nose
- Red or watery eyes
- Sore or inflamed throat
- Acutely swollen gland in neck
- Frequent coughing/sneezing
- Headache or earache
- Fever
- Nits or lice

Any student exhibiting COVID-related symptoms or stating that they had contact with a person who is COVID positive should be seen immediately. Push your call button so the nurse or office staff can complete the appropriate protocol and expose the fewest people.

DISPENSING MEDICINE (DIMENSION 4.1)

It is against the policy of the HISD Board of Education for school personnel to give medication of any kind, including aspirin and similar preparations, or any other drugs except as provided below. Legal liability could result from the administration of drugs to minor children without the advice of a physician and the written consent of a parent.

There is a district form for administration of medicine that parents and their doctor must complete in order for our nurse to administer any medication. If a student gives you this document, you should deliver it directly to the nurse. Teachers do not administer medication of any kind.

Any medication brought to school by a student must be collected and reported to the nurse and administrators immediately. The teacher must pick up the medicine and turn it over to nurse/administrator. Under no circumstance should a student be sent to the office with the medication. Do not keep or administer the medication.

Policy also prohibits the school nurse from administering medications in any form to school personnel. This includes oral medicines, injections, applications, over the counter medication, cough drops, chap stick, ointments, sunscreen, bug spray, etc. Legal liability could result from this practice. Please ask the nurse or an administrator if you have any questions.

FACULTY LOUNGE / LUNCH PERIODS (DIMENSION 4.1)

- 1. No food or drink should be consumed during instruction. Teachers should not eat or drink in front of students while in the classroom.**
2. Help us to keep the faculty lounge clean by cleaning up your table and removing your items from the refrigerator each Friday. Please clean the microwave if your food creates a mess. Please wipe your area with the sanitation wipes after you have eaten.
3. No refrigerators or microwaves in classrooms.
4. Do not microwave food for students.
5. Smoking is **NOT** permitted anywhere on school grounds, including restrooms, parking lots, playground and grassy areas in, around, or near the campus.
6. **The lounge is off limits to all students.**

VALUABLES (DIMENSION 4.1)

During the day, make sure to lock your money, valuables, purse, or other items in the closet or cabinet. Never leave money 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. Do not leave students unsupervised in your classroom or send them to areas where they are not monitored. The school or district is **not responsible** for any missing personal items.

If an item comes up missing, do not assume it was stolen or accuse anyone of stealing. Contact an administrator to investigate the incident.

TELEPHONES (DIMENSION 4.1)

Cell phones are a typical part of our life, and we often use them for email, communicating with

parents, or carrying out other school business. Cell phone use should be kept to a minimum during instructional time, and it should always be related to instruction or school operations. Teachers are discouraged from calling/texting parents during instructional time and should use the planning period for these calls.

Do not take pictures of student to share with parents without a Media Release Form. DO NOT post pictures or videos on social media.

Students should not be sent to use the phone for field trip forms, homework, and cancellation of after school activities. Students may not use their personal cell phones during the school day. If a student has an emergency that requires parent contact, inform the front office.

Teachers should monitor their classroom phone and prevent students from playing with it or falsely calling 911.

SOCIAL MEDIA POLICY (DIMENSION 4.1)

HISD's Board Policy on Social Media is contained in **DH5 REGULATION and DH Local (Appendix 4).**

Social media can aid teachers in communicating with parents and engaging students in their work outside of school. The appropriate and strategic use of social media can energize your students, connect them to the world, and build a thriving classroom community. The effective use of social media can increase learning and positively impact a teacher's appraisal.

The improper or inappropriate use of social media can result in a negative impact to an employee appraisal or can result in immediate suspension from duty or termination.

As a Cook employee, follow these directives to ensure that your use of social media has a positive impact:

- **Know that no texts, emails, or posts ever go away.** Even if they are deleted, they can be retrieved. Never write anything you would not want shown to the world. Know that even if people do not tell you that one of your posts offends or concerns them, they may forward it or share it with someone else.
- **Do not use the internet/social media as a place to vent.** If you have frustrations with students, colleagues, or any aspect of your job, express these frustrations in person to someone who can help. Never text or post when angry.
- **Do not ever publicly post information or stories about students.** Even if you do not include the student's name, you could be in violation of privacy laws. Do not post photos of students without confirming that they have signed a media release, and only do it if those posts are positive and flattering.
- **Do not use social media during the school day, and especially do not post pictures of yourself playing at work or with students.** We are all at school to work and help

students, and it is not the time for social media. It sends the wrong impression to parents and the public for our staff to engage in playful social media during work hours.

- **Do not post photos or information about drinking, clubbing, or other adult activities online.** Although these activities are legal for us, that does not protect us from discipline or termination if the district determines that we have presented ourselves in a way that negatively impacts students or the image of the district.
- **When communicating with parents or students, keep all conversations focused on instruction or school events.** Do not engage in social or personal conversations with families unless it is in an effort to support the student. Always inform the counselor and principal when a parent informs you of a serious life event that requires this type of support.
- **Be aware of the frequency and timing of all conversations.** Too-frequent communications or late-night messages can be considered inappropriate. If you are on the receiving end of this, inform Mrs. Mosley.
- **Use a professional Twitter, Instagram, or other handle.** You can have a private, closed one for your personal use, and all parent and student communications go through the professional one.

VISITORS (DIMENSION 4.1)

While we are still in the midst of the COVID 19 crisis, parents will be allowed to make classroom visits, with an appointment. Parent conferences will take place virtually or face to face by appointment.

During normal circumstances, parents are encouraged to visit the classroom during the instructional day when an appointment has been made with the teacher in advance and has administrator's approval. **Classroom visits are limited to 20 minutes. ALL VISITORS MUST REPORT TO THE OFFICE, SIGN IN, AND WEAR A VISITOR'S BADGE.**

This rule also applies to relatives, spouses, and acquaintances of staff members. Only current Cook staff and students enrolled at Cook are not considered as visitors. Even though, you may know a colleague's spouse or relative does not mean that they have good intentions or that they are permitted on campus.

STUDENT PARTIES

All student birthday celebrations are limited to 2:00 p.m. At that time, cupcakes and/or pre-packaged items may be shared. Personally baked items are not allowed nor is any other food item.

NEVER ALLOW STUDENT TO LEAVE YOUR CLASSROOM WITH ANY VISITOR OR PARENT.

DAILY ANNOUNCEMENTS (DIMENSION 4.1)

Teachers wanting announcements made should submit an email request to the campus counselor one day before date of announcement. *The subject line of the email should state "Announcement Request (date)".* Announcements should include date and time to be announced. Announcements requested should be short/concise and stated in a POSITIVE manner.

All teachers should follow the morning announcement schedule, which begins at 8:00 A.M.

The expectation is that all students, teachers, and staff are focused on the announcements. All activities should stop and both students and staff should listen carefully.

STUDENT DRESS CODE (DIMENSION 4.1)

Student uniforms are required for the 2022-2023 school year. Students are expected to wear clothing that is appropriate for learning, and teachers should communicate concerns about student dress on a case-by-case basis with administrators. Clothing with foul language, or clothing with dangerous or significantly distracting elements, should be addressed immediately by contacting an administrator. When needed, a parent conference will be scheduled.

ATTENDANCE (DIMENSION 4.1)

The official auditable classroom attendance is recorded on Power School. General procedures are as follows:

- Classroom teacher will take roll call at the beginning of each day at 8:15 A.M. and adjust as students arrive late. You will post your roll call outside of your door by 8:30 for pickup. The front office will contact the parents of the students who are on your roll call sheet.
- At 9:30, teachers will take attendance and record the absences in Power School.

If a teacher is absent, attendance will be taken on paper. Please email **Ms. Menard** immediately if any corrections are needed. It is very important that teachers maintain accurate attendance records, as these are auditable documents and impact school funding and student grade promotion.

The district will issue specific attendance-taking instructions during remote learning, and all staff are required to follow these guidelines. Every effort should be taken to give a student credit for attendance and to encourage daily participation.

STUDENT ABSENCES AND TARDIES (DIMENSION 4.1)

Students are expected to be on time and present in school every day. Teachers will keep track of tardies and contact parents of students with frequent tardiness.

For an excused absence, the reason must be stated in writing, dated, 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. **Absence excuses must be turn in daily to Ms. Menard.**

A student is considered to have an unexcused absence if he/she does not present a written excuse or is away from school participating in an activity not approved by the district as excusable. The school will follow state guidelines in grade promotion regarding attendance. Students with excessive absences will be considered for promotion by the attendance committee.

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 given five days after their return to make-up all work missed during the days of suspension.

It is always the goal of our teachers to obtain makeup work from students, regardless of the reason for the absence. Our purpose is to provide learning and growth for our students.

Teachers should closely monitor students with excessive/chronic tardies or absences and contact parents/guardians to communicate the importance of daily attendance. In addition, teachers should notify their assigned administrator and Mrs. Menard to notify of any consistent tardies/absences for persistent issues. If parents express needs at home that are preventing a child from attending school, contact the Wraparound Coordinator, **Dr. Moore.**

PERMANENT RECORD FOLDER (DIMENSION 4.1)

The classroom teacher is required to obtain, maintain, and update each student's permanent record folder throughout the school year. **Teachers should file duplicate copies of report cards each grading period.** Maintaining and updating folders throughout the year will make for an easier closeout for the end of the year. **Mrs. Menard** will provide more detailed information for maintaining student records. Teachers should routinely review student folders, especially new students, to gather personal and/or educational information that may be pertinent to student achievement. **Permanent Record Folders should not be taken out of the office; they may be viewed in the records room.**

APPEARANCE OF CLASSROOMS (DIMENSION 3.1, 4.1)

The appearance of the classroom is an important part of the instructional program. **Room arrangement should be used to build student pride and enhance instruction.** Be sure your room and bulletin boards are attractive for the first day and each day thereafter. The cabinets and shelves should be neat and orderly at all times.

- **Boxes and papers should not be stacked on top of cabinets as this is considered a safety hazard.**
- Keep cabinet doors closed.
- Bulletin boards should be changed or updated by the first day of each month. Bulletin boards should be used as teaching tools and should display students work.
- Teachers should designate an area within the room to display exemplary student work.
- All student work (bulletin boards, classroom, pods) should be current, authentic (no worksheets), and grade appropriate.
- 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 learning rugs with plastic sheeting when involved in art projects using paint, glue, plaster, etc.
- Do not cover nor decorate doors.

Classroom Guidelines for COVID Safety

- Desks must be separated according to current CDC and/or District Policies.
- Have students routinely wipe their desks with the sani-wipes.
- Teachers should follow all additional guidance that is issued as the CDC and Houston ISD monitor the virus.

MAGNET CLASSES (DIMENSION 3.1, 4.1)

During typical in-person instruction, students attend the magnet classes of art, PE, music, and choir following a rotating schedule. Homeroom teachers are expected to bring their students to and pick them up at the assigned times daily.

Magnet teachers will also expose students to virtual field trips and special activities.

During face-to-face instruction, all staff will follow specialized instructions to ensure social distancing, and should continuously monitor to ensure student safety per district and or CDC guidelines.

DAILY INSTRUCTIONAL PROGRAM (DIMENSION 1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1) (Appendix 10)

Teachers will follow a daily schedule of instruction and will post the schedule outside of the classroom in the frames provided. A copy should be submitted to your administrator and included in your lesson plan book as well as the substitute folder. Daily schedules shall be updated as needed with new copies submitted to administrators.

Instructional Block Non-Negotiables

- **Do Now**
- **3 Part Content Objective (Student Friendly | Reflection of the day's work) "What are they going to learn?"**
- **Language Objective (Student Friendly) "How will they show they know it?"**
- **Small Group Workstations**

PLANNING TIME (DIMENSION 1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 4.1)

Each teacher is to have a duty-free planning period during the day. This time should be spent for individual/group planning or for parent conferences. Conference time should not be used to interrupt another grade levels' student instructional time. Teachers may not leave the building at this time without prior permission from the principal.

CONTENT PLANNING DAYS (DIMENSION 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 4.1)

Each teacher will set aside time to plan with your content area administrator and team each 2nd through 5th Wednesday, during your planning time. Planning could be as a team, instructional pair, or arranged vertical team planning for strong Tier I instruction.

INTERVENTION TIME (DIMENSION 2.4, 2.5, 4.1)

Intervention time will offer supplemental support to tier 2 and tier 3 students. Classroom teachers are expected to provide specialized intervention for their students daily, working with school and district support personnel to create effective lessons. **This time is set aside to address student gaps in learning. It is NOT meant to be used to extend your daily Tier I instruction.**

TEXAS ESSENTIAL KNOWLEDGE AND SKILLS (DIMENSION 1.1, 1.3, 2.2, 4.1)

Teachers must be familiar with and teach the TEA Texas Essential Knowledge and Skills (TEKS). It is the teacher's responsibility to document students' progress in each academic subject in the gradebook throughout each grading period. Instructional activities must be planned which provide multiple opportunities for students to master these TEKS.

LESSON PLANS (DIMENSION 1.1, 1.3, 1.4, 2.1, 2.2, 2.4, 4.1)

Written lesson plans are required of every teacher as mandated by district policy. Lesson plans for the following week should be posted in the Microsoft Teams folder each **Thursday by 5:30 PM**. to give administrators the opportunity to provide feedback. If feedback is given and an updated lesson plan is requested, lesson plans should be resubmitted by **Monday, 7:30 AM**.

During in-person instruction, a copy of lesson plans should be placed in a designated folder near the classroom door every Monday by 7:30 A.M. Lesson plans should reflect use of district guides as well as state standards and TEKS. Teachers should adhere to campus content area templates and guidelines. All lesson plans should include objectives, an agenda of learning activities, reference to text and resources, homework assignments, and modifications/accommodations, so that a substitute will have detailed directions to carry on the instructional program in your absence.

SUB TUB (DIMENSION 1.1, 1.3, 1.4, 2.2, 2.3, 3.1, 4.1)

A designated sub-tub must be clearly labeled and accessible in the classroom at all times and should include the following: daily schedule, class roster, schedule of student pull out programs, names of student helpers, name tags, dismissal list and instructions, enrichment activities, and special instructions. Keep all systems and routines as similar as possible so that students have the opportunity to maintain their instructional schedule. All materials and activities for your classes should be prepared and copied in advance. **Updated sub-tubs should also be submitted to your appraiser by the 1st Monday of each grading period**, with a description and location of materials within your classroom. Beginning of the year sub-tubs should be in the pos office by September 12, 2022 for clearance.

GRADING, GRADEBOOKS, AND POWER SCHOOL (DIMENSION 1.2, 2.1, 4.1)

All teachers are required to keep a gradebook. In case of a school emergency, student information in a physical gradebook can be critical. Students will receive grades in all subject areas Handwriting, Conduct, and Health/Safety.

Enough grades should be taken to adequately assess students' progress (at least 2 grades per week per subject). It is mandatory that attendance be kept and recorded daily. Grades must be entered into Power School **on a weekly basis**. Grades entered into Power School will be reflected on Progress Reports and Report Cards. At the end of each grading cycle, a copy of each report card should be filed in the student permanent folders in the main office. (See appendix 2A-2B). Your appraiser will check for gradebook updates daily.

Teachers must follow the IEPs of students in Special Education. All modifications and accommodations must be provided consistently, and teachers must document their use and their effectiveness.

IEPs must be accessible in the teacher's classroom. Teacher's must be knowledgeable of student's IEPs.

Always notify parents when a student is struggling or at risk of failing, especially when it is a student with a disability. Do not inflate grades—assessment data should not be significantly different from classroom grades. In addition to numeric grades, communicate student mastery and progress with parents. It should never be a surprise to a parent that their child is behind grade level or struggling academically.

Make every effort to prevent failure and be prepared to justify failing grades with work samples and documentation of intervention. Be able to explain the difference between a 70 and a 68 or 69.

District and State Assessments cannot be used as a grade.

**Felix Cook Junior Elementary Grading
Policy
2022-2023**

GRADES	<p>Each core teacher will post a minimum of two grades per subject weekly; ensuring one grade (numerical) is taken from each group. Grades in each category should be equally represented. Grades from the previous week must be entered by the end of the school day on Tuesday of the following week.</p> <table><tr><td>Categories:</td><td>Classwork</td><td><u>50%</u></td></tr><tr><td></td><td>Test/Performance Assessments/Projects</td><td><u>25%</u></td></tr><tr><td></td><td>Quizzes/Exit Tickets</td><td><u>25%</u></td></tr></table> <ul style="list-style-type: none">No single grade should count for more than 20% of the overall cycle grade.Teachers may drop a maximum of one grade per subject per grading cycle.Homework should not be counted as a gradeParticipation grades should count for no more than 10% of overall grades	Categories:	Classwork	<u>50%</u>		Test/Performance Assessments/Projects	<u>25%</u>		Quizzes/Exit Tickets	<u>25%</u>
Categories:	Classwork	<u>50%</u>								
	Test/Performance Assessments/Projects	<u>25%</u>								
	Quizzes/Exit Tickets	<u>25%</u>								
NUMERICAL GRADES	<p>The following numerical scale is used to report achievement for grades 1 - 5:</p> <p>A= 100% - 90% B= 89% - 80% C= 79% - 75% D= 74% - 70% F= 69% and below</p>									
DEFINITION OF CATEGORIES	<p>The following categories of assignments/assessments will be used in determining mastery of the designated District objectives:</p> <p>Classwork is an activity or task that allows a teacher and a student to identify what students already know, or have learned, as well as areas for intervention and remediation. Classwork can include an activity or task that a student performs or works at repeatedly for the purpose of improving or achieving proficiency.</p> <p>Quizzes and exit tickets are assessments that provide information so that teachers can adjust instruction and students can improve performance. Quizzes have fewer questions and take less time to complete than tests.</p> <p>Tests/Performance Assessments are assessments based on the District’s standards-based curriculum that measure the skills and knowledge that a student has mastered. Specifically, performance assessments are assessments based on observation and judgment of the quality of a skill or product. Performance assessments are products, performances, and projects (e.g. essays, artwork, visual representations, models, multimedia, oral presentations/recitations, lab experiences, live/ recorded performances).</p>									

REASSESSMENTS	<p>Teachers shall provide students an opportunity for reassessment when the grade received on an assignment indicates that the objective assessed was not mastered (a grade below 70). The reassessments shall take place after the skill/s have been retaught in an alternative way than originally taught. Our goal is for students to continually improve!</p> <p>Reassessment may include /but not limited to any of the following:</p> <ul style="list-style-type: none">○ Making corrections of incorrect items on the assignment.○ Completing an alternative assignment.○ Attending after school tutorials.
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	Teachers must document reteach, reassessment, and grades on the assignment. All documentation must be turned in every 9 weeks.
LATE WORK	Because homework is not counted as a grade, there are no penalties for late work. Students should be encouraged in any way possible to do the work, on time or later, because it will help them learn.
MAKE-UP WORK, TESTS, and LATE PROJECTS	<p>Students are expected to make up assignments and tests after absences. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner. The teacher is responsible for providing the assignment to the student and for delivering direct instruction of missed material if necessary.</p> <p>The District shall not impose a grade penalty for make-up work after an unexcused absence or because of suspension.</p>
INCOMPLETE	<p>A teacher shall give a grade of “Incomplete” for a grading cycle to any student who does not complete assignments or assessments due excused absences or other extenuating circumstances. The grade of “Incomplete” shall be resolved by the end of the next grading cycle immediately following the grading cycle in which the incomplete was first given. The District shall convert any unresolved grade of “Incomplete” to a grade of 50%.</p> <p>Teachers must notify the principal of any student being assigned an incomplete.</p>
ACADEMIC DISHONESTY	<p>Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.</p> <p>The reassessment process shall be applied with an alternative assessment.</p>
PROMOTION STANDARDS	The grade placement committee will make promotion determinations using the state’s promotion requirements for each grade level. Behavior is not considered as a factor in grade placement.

PROGRESS REPORTS TO PARENTS (DIMENSION 1.2, 2.3, 4.1)

HISD Policy requires that teachers send progress reports home by the beginning of the 4th week of the 9-week grading cycle and/or when a student’s grades drop below 70 in any subject or drop dramatically (10 or more grade points). Parents should sign and return progress reports.

If you send a progress report to parents, and it is not returned in one week, inform the Student Information Representative (**Mrs. Menard**) to mail a copy of the progress report to the child's home address.

In addition to sending the progress report, teachers are required to call and conference with parents of all students with failing grades. Parents should always be aware if their child is at risk of failing or is not keeping up academically.

HOMEWORK (DIMENSION 1.4, 2.1, 4.1)

Homework for the following week is due each Thursday, prior to leaving for the day. All academic skills should be introduced and practiced in class. Homework should be designed to strengthen these skills and broaden experiences in all areas and be an outgrowth of classroom work. This is also applicable in areas of oral and written language development such as ESL.

Homework must be assigned according to the grade level time allotment, appropriateness of age, needs, and interest of the child.

Kinder	20 minutes per day total
1 st -2 nd grade	45 minutes per day total
3 rd -4 th grade	1 hour per day total
5 th grade	1 hour and 15 minutes per day total

Homework should be assigned daily, Monday through Thursday. It is acceptable to send a packet to be completed over the course of the week. Often the only parent knowledge of school progress and activities is based on the type of work sent home. Therefore, the teacher must make sure that homework assigned is indicative of the classroom experience and aligned to what they have learned. Only send work home that student can complete independently—if it is too difficult, the teachers should review or reteach the concept before assigning it for independent work. If homework check is part of your daily routine, the time allotted should not exceed 5 minutes.

Homework will not be used in determining academic grades. Grade points may not be deducted from those students who do not complete homework. A more appropriate consequence, such as a parent phone call, should be issued.

DETAINING STUDENTS AFTER SCHOOL (DIMENSION 3.2, 4.1)

Students must submit a signed permission slip to stay after school for any reason.

If students are kept after school for any reason (detention, clubs, helpers etc.), **a 24-hour notice to parent or guardian is mandatory and administrators notified.** Cancellation should not occur without admin approval. Cancellation of club meetings must be in writing and sent 24 hours in advance. Sponsors must supervise all students **until they have been picked up after the activity.** Students must make ride arrangements in advance. Use of the telephone to call home should only be for emergencies. Do not send students to the office to use the school phone as they will not be permitted usage.

DISCIPLINE PLAN (DIMENSION 3.2, 4.1)

HISD has developed and established a *Code of Student Conduct* to ensure a high-quality educational program within a safe and pleasant environment. All families will receive a *Code of Student Conduct* booklet. This must be read and signed by both the student and the parent.

Teacher Responsibilities: It is extremely important that you as a teacher read this document. It is the basis by which administration will accept discipline referrals, and if so, how it will be handled. Teachers should follow the campus discipline plan and use the campus discipline plan as a guideline for developing classroom procedures and communicating with students. Teachers should use positive behavior interventions and supports (PBIS) to incentivize the

behaviors we want to see. Detailed information about our campus behavior and management plan is contained in the campus discipline plan booklet.

Discipline is not judgmental, arbitrary, confusing, or coercive. It is not something we do to our children, but instead is collaborative and restorative. Its goal is to instruct, teach, guide, and help children develop skills for self-regulation. Discipline provides an opportunity for students to re-engage in the learning process.

The process of discipline accomplishes 4 things:

- [1] Shows students what they have done
- [2] Gives them ownership of the problem
- [3] Gives the students options for solving the problem
- [4] Leaves the student with their dignity intact

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

Classroom rules, process for re-engagement, consequences and rewards must be taught and posted in your classroom. Make sure all students understand and follow your rules. The Administrative Team will assist when necessary.

If a student is not successful re-engaging with learning and needs to be removed from the learning environment, **the HISD Discipline Referral Form must be completed**. The form should include the date, student ID, student name, grade level, gender, referring teacher, location of infraction, incident date/time, room number, and a parent contact number. The reason for the referral and the disciplinary actions taken by the teacher prior to the office referral should be noted also. A copy of this form is sent to the parent; therefore, do not list other student names. Keep in mind, these are auditable documents---be mindful of spelling, clarity of handwriting, grammar, and professional communication. The "Code of Student Conduct" booklet is an excellent reference. (See Appendix 1A – 1C) Students must follow classroom and school-wide rules at all times. **Never send a student to the office—teachers should call the office and a staff member will pick the student up.**

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 child that could possibly be construed as punishment. Paddling, shaking, pinching, hitting, grabbing, shoving, using tape on a child's mouth, and standing a child with nose against the wall, are forms of corporal punishment and are **NOT** permitted. Additionally, mandating that students

do pushups/squats/wall-sits, hold heavy objects (i.e. dictionaries), or anything that requires the use of strength will not be tolerated.

STUDENT/PARENT COMMUNICATION FOLDERS (DIMENSION 2.3, 4.1, 4.4)

All teachers must maintain a communication folder, or digital communication system, for all students. Keeping students' work in a notebook and communicating daily behavior encourage parent participation and build a relationship. Teachers should send home exemplars of work completed by the student and should openly communicate the strengths and the areas of growth. Teachers will create and maintain a **Parent Contact Log and School Communication Folder** regularly where teachers will record communications with parents.

STUDENT SUPERVISION (PR-1, PR-6, I-9)

Since children are subject to compulsory attendance laws, the school has the legal responsibility of providing a safe environment. All staff 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 consequence of his/her negligence, which has proven injurious to one or more of the children. Liability occurs when the teacher is held responsible for a 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. Foreseeability is the key to whether or not there is negligence. If the teacher could have foreseen the causes leading to the injury and fails to take the action a prudent person would, then the ruling of negligence can result.

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

- A. **Never leave a class unsupervised.** This is especially important if dangerous equipment is being used. If an emergency occurs and a teacher must leave the class or students, the teacher must **contact the office immediately that an emergency has occurred**, notify the closest professional 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 heavy tables, standing on furniture to decorate walls)
- C. Actively monitor students during recess. Do not allow students to engage in potentially dangerous activities, (climbing trees, touch/tackle football, pushing, kicking, rough play, throwing rocks/sticks), simply because they are at 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 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. Inspect your playground equipment at regular intervals. Send a written report regarding defective equipment to the principal. In the event of a dangerous/threatening wildlife presence, notify office immediately (snakes, bees, or stray animals).
- H. Do not transport students in your car unless you have legal authorization to do so.

SECURITY (DIMENSION 4.1)

RELEASE OF STUDENTS

Students are not to be released to anyone directly from the classroom or hallway. The person who is picking up a student must first come to the office and sign the student out. The office will notify the classroom teacher whether to send the student or if a staff member will be sent to pick up the student from the classroom.

Discuss the Cook Security Plan with your class.

1. All visitors must register in the main office upon arrival, receive and wear visitor badges.
2. Students must always travel in pairs and carry a hall pass.
3. Classroom doors will be locked when the class leaves.
4. No student should be released from class to an adult who does not have a special permit from the office.
5. Students shall never open any exterior door to admit anyone.
6. 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! If you see a non-staff member without a badge, it is your responsibility to speak to them and inform them that they need a badge. Walk them to the front office if you are able, and if not, call for assistance to walk them. Do not send them by themselves.

Conferences can be scheduled before school, after school, or during a planning period. Teachers should not schedule conferences during PLC time. All parents must be escorted to and from classrooms by the teachers. Upon returning from remote learning, parent meetings will be scheduled with principal approval and should take place on Teams unless absolutely necessary.

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 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.**

PRIOR APPROVAL (DIMENSION 4.1)

Creativity is encouraged at Felix Cook Jr. Teachers and staff members must, however, have the principal's approval prior to implementing any special activities (cooking activities, animals in class, special science experiments, movies, or other activities). The principal must be aware of and approve all field trips, programs, and classroom speakers **before** the event is scheduled. Always give the principal detailed information regarding proposed activities and secure signature approval prior to sending any letters home to parents. **Teachers must leave a copy of the approved letter with the office.**

RECESS (DIMENSION 1.4, 4.1)

Teachers may add **20 minutes** of recess into their daily schedules. A 5-minute stretch break can also be incorporated into the classroom, and the use of brief activities like yoga or dance has been shown to help students learn. **Recess MUST NOT exceed 20 minutes once per day.**

Active monitoring is required during recess for the safety and security of our students. Teachers should not be sitting, holding conversations with other faculty members, or on cell phones, but should be walking around the playground preventing unsafe activities. **No class shall be sent out to recess without adult supervision. Doors should not be propped open for students to enter and exit, students should not be sent back in without adult supervision. No students should be left in the room for any reason.**

HALL PERMITS (DIMENSION 4.1)

Teachers should not send students on errands during the school day unless it is unavoidable. Students should never be asked to miss instructional time to conduct an errand that is a teacher's responsibility. In the event that students need to leave the classroom, all students must have a hall pass when leaving the classroom to go to the bathroom, office, nurse, etc. Always send students out of the classroom in pairs for security reasons. If a student is being sent to the nurse, then an additional student should accompany the student so that the returning student will have a companion. All students receiving special services like resource, counseling, or speech will be picked up and returned by the teacher or specialist. If a student tells you that an adult told them to come find them at a specific time, they are not telling the truth, and you should inform an administrator.

CAFETERIA PROCEDURES & RULES (DIMENSION 4.1)

Students will receive an ID card to scan for breakfast and lunch. Students are not allowed to use another student's card, trade or share food, nor take food or drinks out of the cafeteria or classroom.

Teachers are expected to leave the classroom five minutes before their scheduled lunchtime in order to arrive at the cafeteria and walk students to the serving line. Teachers are to promptly pick up their students at the scheduled time to avoid congestion and back up of the lines.

LUNCHROOM BEHAVIOR (DIMENSION 3.1, 3.2, 4.1)

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

1. Walk quietly at all times while entering and leaving the cafeteria (No running or skipping).
2. Walk through cafeteria serving line in an orderly and quiet manner.
3. Raise hand when assistance is needed. Do not stand up.
4. Maintain a level I while talking from the time entering through the time leaving.
5. Stay at your seat until dismissed.
6. Classes should leave tables, benches, and floor clear.
7. Empty trays and trash one time only, in a quiet and orderly manner. After emptying trash and taking trays, walk to the designated location to line up. Those who have no trash or trays may go directly to line up.
8. Students who wish to purchase a la carte items must first sit in their designated table and wait until given permission to go to the snack window.
9. Do not bring bottled or canned carbonated drinks.
10. No food may be taken out of the cafeteria.

Please review cafeteria expectations with your students and follow up with cafeteria staff about your students' behavior. Support cafeteria personnel by issuing consequences in our classroom for poor cafeteria behavior.

PARENTS EATING WITH STUDENTS

Parents are welcome to eat lunch with their children on their birthday and every Thursday. If parents/guardians wish to celebrate the occasion with the class-only store-bought cupcakes or cookies will be permitted. These snacks must only be given at the end of the day. If parents want to accompany students on other occasions, they may make a request with the principal.

SCHOOLWIDE PARTIES (DIMENSION 4.1)

Schoolwide Class parties are limited during the school year: There must be structured activities throughout the party, and the teacher must actively monitor throughout. Birthday parties for individual students are not allowed in the classrooms. Parents may send a **store-bought snack**. Teachers are responsible for clean up after class parties. Help keep rooms insect/rodent free by not storing any food.

TEACHERS' MAILBOXES (DIMENSION 4.1)

Check and empty your mailboxes **3 times a day** especially for phone messages. **Students are not allowed to go into mailboxes.** Teachers are responsible for knowing about any information and/or communication that is left in their boxes. "I did not check my box is not an acceptable explanation."

WRITTEN REQUESTS FOR ADMINISTRATORS AND OFFICE STAFF (DIMENSION 4.1)

The administration and office staff are here to assist and support all Cook staff members as efficiently and effectively as possible. In order to facilitate this, please make any requests in writing. Even with all good intentions, verbal requests are sometimes unintentionally forgotten.

SUPPLIES (DIMENSION 4.1)

Supplies may be requested through **Mrs. Swinton** on the appropriate form. Requests will be filled within 24 hours when possible. If you need a special item for your class, ask before buying—we can usually get it for you! Always inform your appraiser if you lack supplies that are important to teach your students. Do not wait to be out or have students writing with the nubs of pencils. Ask when we have time to get you the item you need.

Do not send students to the office during instructional time to get items for you. This takes place during teacher planning time, before, or after school.

TEXTBOOK REGULATIONS (DIMENSION 4.1)

Teachers assume full responsibility for all textbooks issued to them and must keep accurate records of textbooks issued to students. Students and teachers are responsible for the proper care of textbooks and are expected to return all books checked out to them.

TECHNOLOGY EQUIPMENT (DIMENSION 1.4, 2.4, 4.1)

Technology is available to support instruction, including iPads, laptops, document projectors, Clever Board and Smart Boards. While technology is signed out to you, you are responsible for it. If your equipment is not used daily, check it often to see that it is still where you stored it and in operable order. If it is missing or stolen, report it **immediately** to the office so a report can be made. Make sure that all laptops and iPads are locked up daily. **Videos shown are to fit in your instructional program, be reflected on your lesson plans and be pre-approved by your appraiser.** Full length movies should not be shown except for approved party days. **To help extend the life of our technology, please turn off smart boards, projectors, document cameras, and computers when not in use. If you are in need of technical help, email Ms. Isabel and Ms. Gatlin.**

TEACHERS' WORKROOM (DIMENSION 4.1)

Please follow guidelines posted above the machines. Copies can be made before school, during planning, and after school only. Students are NOT allowed in the workroom and parents are not allowed to use copiers. Copy machines should not be left unattended while they are running.

Teachers can request items to be laminated by Mrs. Swinton. Some items may be returned to you if laminating is determined unnecessary based on administrative review.

It is everyone's responsibility to leave the copy room clean and organized, so please clean up when you use this common space.

TRANSLATION SERVICES (DIMENSION 4.1)

It is important to communicate regularly with our parents in their spoken language. HISD has a translation services department, and whenever possible, make use of this service instead of asking a colleague to translate for you in their own personal time. Parent newsletters should be translated into Spanish for all classes, and letters can be submitted to **Ms. Luguado** for submission to translation services, allowing at least a 24-hour window.

COLLECTING MONEY (DIMENSION 4.1)

A permission request form (AF108) (See Appendix 4A) must be filled out and approved by the principal and/or School Support Officer before any money raising activity can be held. Absolutely do not collect money without receiving written approval ahead of time. Staff should not keep money overnight and should not take money off campus.

Money may be collected from the students only for authorized reasons like field trips or club fundraisers. All money collected from students must be listed on Form **AF-104** (See Appendix

4B) and submitted to Ms. Cordova by 9:00 A.M. Forms must be filled out in black ink only with no mark over or stray marks. Money collected for fund- raising activities must be turned in to the office daily and by the day the activity is held. **You will be held responsible** for any monies not turned in at the end of the day or is left unsecured that is misplaced or stolen.

Do not collect money without prior approval and completion of paperwork.

REIMBURSEMENT FOR PURCHASES (DIMENSION 4.1)

It is necessary to receive approval from the principal before you purchase materials for classroom or school use if you wish to be reimbursed. We can typically reimburse you for your purchases, but approval is required to confirm. Form AF-115 **must** be filled out **before** all purchases are made. Ms. Cordova, Administrative Assistant, must give this form to you. Remember, you must have prior written permission or there will be no reimbursement.

Public schools are exempt from paying sales tax on instructional materials and supplies. If you plan to purchase any item that can be considered “instructional,” get a tax exemption certificate from Ms. Cordova **before** you make the purchase. If you do not obtain a tax exemption certificate, the school **may** reimburse you for your purchase but not for the sales tax you paid.

To be reimbursed, keep all original receipts, sign each receipt, and turn them in to Ms. Cordova.

CUSTODIAL SERVICE (DIMENSION 4.1)

If there is a need for repairs or extensive services, email Mrs. Mosley & Ms. Cordova. The building will be cleaned daily. If your room is not being cleaned, please report this to the plant operator and send an email to Mrs. Mosley.

Students and teachers are urged to take pride in the appearance of their classrooms. It must become a matter of routine for children to inspect the floor around their desks and in other parts of the classroom before leaving each day.

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

Upon returning from remote learning, frequent cleaning will occur to ensure that common areas are sanitized. Cleaning supplies will be provided by the school and custodians will follow a schedule of frequent cleaning.

APPENDICES

For

Policy and Procedures
Handbook
2022-2023 school year

Appendix 1A

DISCIPLINE GUIDELINES

1. Be firm, be fair, be flexible, and be consistent.
2. Each teacher is responsible for keeping the class orderly at all times including the hallways, cafeteria, and outside walkways.
3. Any child who leaves the classroom must have a hall pass and a buddy partner. No exceptions.
4. Classes should not be left alone when taking restroom or water breaks. Classes should never be left unsupervised in the hallways or outside walkways. Teachers should be up and actively monitoring all students during breaks.
5. Children are not allowed to go to other classrooms on personal errands. They are never permitted to purchase soft drinks. The faculty lounge is off limits for all students at all times.
6. Teachers must escort students to all Magnet classes and must arrive on time to escort them back to class at the end of the Magnet period. Students must not be left unsupervised at any time. Notify the office if assistance is needed. Teachers must remain with students during non- Magnet classes (assemblies, pep rallies, etc.)
7. Students who violate school or classroom rules should be counseled in a private setting. No child shall be ridiculed or demeaned in any way by staff members. Parent support must be requested. Teachers are encouraged to follow discipline procedures outlined in the campus discipline plan.
8. Students are not to arrive on campus before 7:00 A.M. For the safety of our students, notify administrators of any student that is arriving at school before 7:00 a.m.
9. All students are to obey all adults and student safety patrol members while on campus.
10. Students may not leave the school grounds for any reason, including during after school activities.
11. Students may not be assigned to other classrooms except by an administrator. No teacher may reassign a student to another teacher without prior approval from an administrator. If a student is reassigned, the teacher will be notified, and the student escorted to the new class assignment. If you are requesting a class change for a child, it will take place in a private adult conversation.
12. Fighting will not be permitted on school property, to or from school, or on school buses. Teachers and students must follow school wide discipline plan at all times. Teacher should actively monitor student behavior to prevent physical altercation. Be proactive by following CHAMPS, including during transitions, recess, restroom breaks, and dismissal.

Appendix 1B

STUDENT DISCIPLINE REPORT

Houston Independent School District Discipline Referral Template

Campus ID / Name: _____

Student ID: _____ Name: _____ Grade: _____ Gender: _____

Referred by: _____ Location of Infraction: _____

Referral Date: _____ Time: _____ Room No.: _____ Phone: _____

Reason for Referral

Code of Conduct Violations

- ☐ Unexcused Excessive Tardiness
- ☐ Disruption of Class
- ☐ Repeated Disobedience
- ☐ Defacing School Property
- ☐ General Misbehavior
- ☐ Incomplete Assignments/Homework
- ☐ Inappropriate Language
- ☐ Disruptive Behavior on School Bus
- ☐ Accessing Inappropriate Internet sites
- ☐ Fighting – Mutual (at least 2 students) (41)
- ☐ Other _____

Comments/Signature: _____

Disciplinary Action by Teacher

Classroom Management

- | | |
|---|---------------|
| <input type="checkbox"/> Warned | Date(s) _____ |
| <input type="checkbox"/> Student Conference | _____ |
| <input type="checkbox"/> Isolated | _____ |
| <input type="checkbox"/> Parent Contact | _____ |
| <input type="checkbox"/> Kept After School | _____ |
| <input type="checkbox"/> Withdrawal of Privileges | _____ |
| <input type="checkbox"/> Temporarily Reassigned | _____ |
| <input type="checkbox"/> Behavior Intervention Plan | _____ |
| <input type="checkbox"/> Academic Intervention Plan | _____ |
| <input type="checkbox"/> Detention | _____ |
| <input type="checkbox"/> Other _____ | _____ |

***** For Administrative Use Only *****

Common Disciplinary Action(s) taken by Administrator

Incident Number: _____

PEIMS CODES (consequences):

- ☐ Truancy Court (16 – 17)
- ☐ In-School Suspension (ISS) (06)
- ☐ Out-of-School Suspension (OSS) (05)
- ☐ Placement in DAEP (07)
- ☐ Expulsion to JJAEP (02)
- ☐ Partial (ISS) (26)
- ☐ Partial (OSS) (25)

PEIMS CODING

Reason (Offense) Code: _____

PEIMS CODING

Action (Consequence) Code(s): _____

Notified Police: ☐Y ☐N

ARMS #: _____

SEVERITY LEVEL: 1 – 2 – 3 – 4 – 5

Victim of Violent Crime Letter: ☐Y ☐N

ISS Begin Date: _____	Days	_____	Days	_____	Discrp	_____
ISS End Date: _____	Assgn	_____	Cmpl	_____	Reasn	_____
OSS Begin Date: _____	Days	_____	Days	_____	Discrp	_____
OSS End Date: _____	Assgn	_____	Cmpl	_____	Reasn	_____
DAEP or JJAEP	Days	_____	Days	_____	Discrp	_____
Begin Date: _____	Assgn	_____	Cmpl	_____	Reasn	_____
End Date: _____						

LOCAL CODES (consequences):

- ☐ Student Warned
- ☐ Administrator / Student / Parent Conference / Parent Notified (ASCO / ASPC / PCON / CALL)
- ☐ Detention (DENT)
- ☐ Behavior Modification Plan (CNTR)
- ☐ Removal of Bus Privileges (BUSP)
- ☐ Refer to Police (HPD / HPOL)

Campus ID of Disciplinary Assignment: _____

Campus ID of Responsibility: _____

NOTE: N/A for Action Codes (consequences): 05, 16, 17, 27, 28

Special Education Student: ☐Y ☐N

Administrator's Signature: _____ Date: _____

Parent/Student Signature: _____ Date: _____

Comments: _____

White – Office Original

Yellow – Teacher Copy

Pink – Parent Copy

<Discipline Referral Template>

<8/9/2011>

Appendix 1C

SCHOOL WIDE DISCIPLINE PLAN

Level I – Behavior offenses that are addressed v the classroom teacher. Level I offenses **do not** necessitate an office referral.

Each grade level team will agree on daily procedures and a method for tracking, rewarding, and managing behavior. The chart below displays examples of level 1 behavior and consequences and is by no means a comprehensive list.

Typical Level I Behavior	Typical Consequences for Level I Behavior
Violation of a teacher's classroom rules, like: <ul style="list-style-type: none"> • Getting out of seat • Eating in class • Excessive talking • Not following directions Tardiness Horseplay Dress code violations Not bringing materials	Oral correction Redirecting the behavior Use of proximity Private conference with student Practicing the desired behavior Parent contact Use of incentives or removal of privileges

Level II – Teacher addressed the behavior and also informs administrators. If it is possible to keep the student in the classroom at the time, contacting the administrator later to issue an additional consequence, the student should continue to receive instruction. Make sure to inform administration and the parent.

Typical Level II Behaviors	Typical Consequences for Level II Behaviors
Repeated violation of a teacher's classroom rules Repeated tardiness or skipping class Excessive or rough horseplay Repeated or flagrant dress code violations Use of vulgar language Use of cell phones or electronic devices in class Leaving class without permission Cheating or plagiarism	Oral correction Redirecting the behavior Use of Proximity Private conferences with student Practicing the desired behavior Parent contact Use of incentives or removal of privileges

Level III – Office referral. At this point, the behavior is so disruptive or has been repeated so many times that the student must be removed from the learning environment. Do not take it lightly to remove the student into the learning environment and has used all reasonable means to influence behavior.

Typical Level III Behaviors	Typical Consequences for Level III Behaviors
Chronic violation of a teacher’s classroom rules, without evidence that the behavior is improving Chronically or significantly skipping class Fighting or harming other students Sexual harassment or inappropriate comments Flagrant disrespect toward adults or other students	Administrator-issued detention, in school suspension, or out of school suspension Parent conference or shadowing Assignment to an alternative campus after repeated Level III offenses

Level IV – Immediate office referral. These are very rare cases. Suspension or notification of HISD police may be required.

Level IV Behavior	Level IV Consequences
Felony conduct Drug possession Possession of a weapon Assault Arson	Assignment to an alternative campus Referral to law enforcement

Appendix 2A

GRADEBOOKS

The following must be contained in your gradebook, which can be kept digitally or on paper.

ATTENDANCE

- Record Tardies
- Record absences
- All notes sent from parents should be turned in to Mrs. Byrd-Menard on a daily basis. Utilize attendance folder provided.

GRADES

- Take enough grades to adequately assess student work.
- A minimum of 2 grades per week is suggested per subject area
- Health, Handwriting, and Conduct should be assessed weekly and documented.
(Total of nine daily grades and final average)

Grades must be recorded on Power School on a weekly basis.

MAGNET GRADES

- Magnet teachers must document grades weekly for all students and provide a grade report for teachers. All Magnet teachers will keep a grade book, daily mastery check, rubrics, etc... to support student performance and grades.

SPECIAL EDUCATION

- Your gradebook must contain a modification sheet for each special education student in your classroom. See Special Education Administrator for additional information.

APPENDIX 2B

CRITERIA FOR EVALUATION

90 - 100 = Excellent
80 - 89 = Good
75 - 79 = Satisfactory
70 - 74 = Below average
50 - 69 = Failing

MAGNET SUBJECTS

90 - 100 = Excellent
80 - 89 = Good
75 - 79 = Satisfactory
70 - 74 = Below average
50 - 69 = Failing

CONDUCT

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

HONOR ROLL CRITERIA

All A's and Conduct Grade of E or S
All A and 1 B and Conduct grade of E or S
All A and 2 B's and Conduct grade of E or S

Appendix 3

PROFESSIONAL DRESS

Inappropriate Attire – The following items are typically not considered professional attire at Cook:

- Sheer Sundresses/Shoulder bearing sundresses
- Second Skin jeans
- T-shirts with inappropriate language and/or symbols
- Shorts of any length
- Sweat suits, jogging/yoga pants
- Athletic/leisurewear
- Leggings (including jeggings)
- Miniskirts and minidresses
- Dresses or tops with spaghetti straps or no straps
- Midriff-baring tops
- Slippers, house shoes
- Beach sandals, slides, or flip-flops, minimalist sandals
- Very distressed jeans (faded, torn, patches)
- Rompers
- Hats, caps, head coverings (unless part of culture/religious beliefs, or for a theme day)

Any exceptions for dress code items will be made on a one to one basis and with principal approval only. **Faculty members not adhering to district/school professional dress code may be asked to go home to change.** Administration reserves the right to deem what is considered appropriate or inappropriate professional dress on a case-by-case basis.

Appendices 4-10

**See other policy documents on
next pages**

DH Local (Appendix 4)

DH 5 (Appendix 5)

DFBB Local (Appendix 6)

Chapter 31 Removal (Appendix 7)

Parent Contact Log (Appendix 8)

AF-104 Collecting Money (Appendix 9)

Daily Program Schedule (Appendix 10)