



Staff Handbook

August 17, 2021

Jones Futures Academy

2021-2022



Administrative Support

Ms. Lim, Principal

Mr. Subonji, Assistant Principal

Ms. T. Johnson, Dual Credit, Registrar, and Grad Lab

Ms. Thomas, Counselor

Ms. V. Johnson, Magnet/CTE Coordinator/Grant
Administrator

Ms. Coleman-Hernandez, Instructional Specialist



REPORTING TIME AND STAFF ATTENDANCE

Reporting time is from 7:45 a.m.–3:30 p.m. You cannot sign in and out at the same time.

Records of late sign-ins will be given to your administrator/appraiser.

If you arrive late or leave early, regardless of the reason, your time will be subtracted from your leave balance accordingly.

You must sign in each morning. Do not call the front office or send an email to report your attendance at work. A list of employees not signing in will be emailed out daily to all administrators.

If you are injured on campus and were not signed in for that day, you cannot file with Workers Compensation.

*Note: Personal errands are not to be conducted during school time (this includes during conference periods). Should staff members need to leave campus during the school day, they must notify their administrator and sign out accordingly. This includes lunch. All staff must sign out from the main office when leaving campus for lunch. In the event that you must leave early, you must notify Ms. Lim. The front office may not give you permission to leave.



Absences

However, when it is necessary for a teacher to be absent, fill out an absence from duty form, submit to Ms. Barreda so that she can submit for a sub request. In the event that their office is closed, please submit your request via email to Ms. Barreda @ ybarreda@houstonisd.org with the information regarding your absence. All absences must be submitted through OneSource.

Make sure to secure all valuables prior to your absence, to include computers, laptops, projectors, SMART Boards, textbooks, personal items, etc. *If the absence is not planned, contact via text, email or call Ms. Barreda @ 281.224.2949 by 6:00 a.m.* You do not have to request a substitute in the Aesop system when you are absent. Ms. Barreda will request one for you. PLEASE DO NOT LEAVE A MESSAGE ON THE SCHOOL VOICEMAIL WHEN YOU ARE GOING TO BE ABSENT.

Please note that Ms. Lim, Mr. Subonji, and Ms. Barreda must be notified of all absences face to face.



Absences

DEC (LOCAL)

A notice of request for discretionary state personal leave shall be submitted on the Employee Self Service tab located on OneSource for approval from principal/work location supervisor or designee in advance of the anticipated absence; discretionary personal leave shall be granted on a first-come, first-served basis, with a maximum of five percent of campus employees in each category permitted to be absent at the same time for discretionary personal leave.

The principal or designee shall notify the employee in advance via One Source whether the request is granted or denied. *Discretionary personal leave may not be taken for more than three consecutive days.*

Discretionary leave shall not be allowed during or on:

1. The first week of a new semester,
2. The day before or after a school holiday,
3. Days scheduled for end-of-semester or end-of-year exams,
4. Days scheduled for state-mandated assessments, or
5. Professional or staff development days.



Professional Development

All professional development trainings must follow the following procedures:

Submit request for approval at least 7 days in advance to Ms. Lim.

A response to the request will be emailed to the teacher and Ms. Barreda for Off Campus Duty. Ms. Barreda will request for a sub if approved.

Complete absence from duty thru the Employee Self Service located in OneSource, upon your return turn in proof of attendance into Ms. Barreda, school secretary.

For professional development with a cost associated, the request must be submitted to Ms. Barreda with final approval from Ms. Lim.

Please be aware that if the request is not made at least 7 days in advance you may not be able to attend.

Failure to secure appropriate administrative approval prior to OCD will result in time being deducted from personal leave.



Meeting Times

Attendance at the following meetings is required by all staff members.

In the event you will be absent for a faculty meeting and/or content planning meeting, a written notification via email must be submitted at least twenty-four hours in advance to the Principal and the Assistant Principal.

Content Planning Meetings: Teachers who teach the same core content course are scheduled to have common planning periods. Each team will meet on the days assigned by the administration as a Professional Learning Community (PLC). The PLC is the most important functional unit of our school.

Faculty Meetings are held on days assigned by the Ms. Lim. All important updates will be run through the PLC.



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Field Trips

Field trips that occur during the school day place a special burden on participating students and on other teachers since they take students away from other classes. Field trip requests should be taken to Ms. Lim. All field trip request forms (*see Mrs. Barreda*) must be completed to its entirety prior to approval.

All field trips must provide some level of educational value and/or enrichment aligned to the course curriculum. When planning a field trip please fill out a *Request for Field Trip* form from the Mrs. Barreda-school secretary at *least four weeks* prior to the scheduled event. Refer to the Student Field Trip Guidelines for details on the different types of trips and requirements.

A *Bus Transportation Request* form is available on the HUB. Students may not travel in their own cars or in teacher/sponsor's cars. A *Request for Off Campus Duty* will be necessary for teachers missing an entire day or more of duty with pay. This should be requested thru the *Employee Self Service on OneSource* for approval two weeks prior to the scheduled event. **Per HISD Policy, no field trips in the fall.**



EMERGENCY LESSON PLANS

Emergency Lesson Plans are required to be turned in to the Assistant Principal and the Department Chair. Please note, as emergency lesson plans are used, they must be replaced with a new set of lesson plans. These must be updated after each absence. Include: 5 days of work; rules and procedures; and your schedule.

*This must be no later than 3:30 p.m. on Friday, August 20,
2020*



MAKE-UP WORK

A student will be given the opportunity to make up work missed due to an absence. Teachers will adhere to the prescribed make-up policy.

HISD board policy states that teachers will provide a reasonable amount of time for students to make-up work. Following an EXCUSED absence, the student will be allowed to make up work missed, to take tests that were missed, and to submit all assignments that were due during the absence. **The time allowance for taking tests or turning in assignments shall be equal to the number of school days or the number of class meetings the student missed due to the absence.** Teachers may extend the time allowance for making up work missed if the specific circumstances of the situation merit such action. HISD Board policy states that missed tests and quizzes must be made up outside of class time, usually before or after school.

Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignments before the class is missed.



ATTENDANCE

ADA Attendance will be taken daily and entered in PowerTeacher at 9:15 a.m. At 8:05 a.m., teachers will post on a sticky note outside of your door missing students. Ms. Ortiz will stop by each class to pick up the information.

o Teachers will record daily attendance for every class period. If a student has missed consecutive days, please notify us immediately.

Attendance affects student learning, state distinctions, and funding!



INSTRUCTIONAL LEARNING CYCLE

The expectation for lesson plans are as follows:

- Teachers will submit and post current lesson plans on Monday at 7:45 a.m. using the JFA Lesson Planning Template.
- The instructional focus board is in alignment with your lesson plans.

Effective instruction includes but is not limited to providing information, modeling, checking for comprehension, guided practice, and independent practice. During independent practice, teachers should be monitoring students, re-teaching individual students, conducting small group instruction with struggling learners, or assisting struggling learners individually. The outcome of every effective lesson is student success.

Teachers should NOT be sitting at their desks, grading papers, on their cell phone conducting personal business, checking emails, etc. during instructional time.



GRADING

Grades are recorded in PowerSchool (note, the teacher must be logged on as the computer user). Parents and students have viewing access to grades at all times. Two grades must be recorded for each week of instruction, and the electronic grade book must be kept up to date with grades posted each week. Teachers should allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

Teachers are responsible for:

- Having a fair, valid, and consistent grading procedure;
- Ensuring that conduct grades are maintained separately from academic grades;
- Participating cannot be used as a daily grade.
- Using those procedures to encourage students' success;
- Exercising a high degree of professional judgment in evaluating student achievement; and
- Documenting the resulting grades in PowerSchool



GRADING

- Grades will be taken during each grading cycle of the 2021-2022 school year.
- All cycle grades will be used in the calculation of the final average for any class.
- Final exams will be administered for all high school credit courses.
- Teachers will record grades, which will be available for parents and students to access through the HISD Connect Parent Portal.



FAILURES

Written notice must be provided to students and parents/guardians when the student's grade falls below a 70. In the event that the student's grade falls below a 70 after the progress reports have been issued, written notice must be provided to the student and their parent/guardian for the student to receive a failing grade on their report card.

TEXAS EDUCATION CODE OF NOTE

SB 2033 adds TEC §28.0261 requiring that a school district adopt a grading policy before the start of each school year. The policy (1) must require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment; (2) may not require a classroom teacher to assign a minimum grade for an assignment without regard for the student's quality of work; and (3) *may allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.*



GRADE CHANGES

Grade changes may only be done with the approval of the Principal and the Teacher of Record. The Teacher of Record is the only person who can make changes to a grade. Grade changes may be processed if there is an error in the computation of the grade, or an error was made on the grade report sheet. The Grade Change Form is available in the attendance office. The form must be filled out completely prior to submitting it for approval.



SCHOOL SECURITY AND SAFETY

Teachers must be at their classroom door to monitor the hall by 7:45 a.m. Please stand at your door and monitor the hall during each passing period to help maintain a safe environment. Encourage students to continue moving to their next class.

Students may not be left unattended for any reason. Do not leave your door unlocked if you are not present to monitor students entering your room. Do not leave your students unattended for any time period.

Students are not to leave the classroom during the first and last ten (10) minutes of class for any reason, other than an emergency. Students who leave the classroom must have a restroom pass from the class they are leaving. Therefore, only one student may leave your classroom at a time. Permits are required to visit the nurse, library, or any administrative office.



REPORTING SUSPICIONS OF ABUSE OR NEGLECT

Texas Family Code, Sec. 261.101 states: If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001 or 261.401, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report or make a report exclusively to a superior or administrator within the professional's organization.



Nurses are the only members of a school staff who are permitted to administer medication to students, and this is to be done only with written physician authorization and parent approval. This includes over-the-counter medications.

MEDICATION



ACCIDENTS AND INJURIES

All accidents involving students or staff should be reported immediately to the nurse's office. Any teacher who has a student injured while under their supervision must fill out an accident report. If the accident required emergency assistance, district policy requires that the main office be contacted before calling 911. In case of a life-or-death situation, call 911 first and then immediately contact the main office. If you are injured during an accident on campus, you must report the incident to the school nurse that day.



Media

If you are approached about any school activity by any member of the media, please refer the person to the principal. All news coverage must be screened very carefully. This applies to all students including special education students. Never release any information about our students or programs to any college scholars researching papers. Please refer these individuals to the principal.

Pictures of students and/or news releases regarding students and student activities for print, television, internet or web pages should first be approved by the principal and a student media release form must be filled out and signed by the parent.



Fundraisers

All fundraisers of any sort must be approved by the Principal and submitted to Ms. Zenon (Main Office). Please obtain the forms manual from Ms. Zenon. Paperwork for this activity **MUST** be on file. Do not proceed with the fundraising activity until you have received approval. An AF104 Tabulation of Monies form which lists the names from whom the monies were received and the amounts of monies that each submitted, should be turned in to Ms. Zenon the day of collections or at the end of each day if collections last longer than a one-day period.



Questions



Faculty/Staff Handbook Receipt

Jones Futures Academy Faculty Handbook
2021-2022

Faculty/Staff Handbook Receipt

Name: _____

Faculty ID Number: _____

My signature below indicates that I have received a copy of the *Jones Futures Academy Faculty Handbook* for the **2021-2022** school year. I understand that it is my responsibility to follow the guidelines set forth in this document and that **my failure to do so may result in disciplinary action.**

I further understand that it is my responsibility to ask the appropriate administrator clarifying questions when and if necessary.

Signature: _____

Date: _____

Please return this page signed to Mrs. Barreda no later than Friday, August 20, 2021 by 3:30 PM.