

# *Neff Early Learning Center*

*"Where The **Love** Of Learning Begins"*

*Holley Mays, Principal*



*Neff ELC #209  
8200 Carvel Lane  
Houston, Texas 77036  
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***2022-2023***  
***FACULTY & STAFF HANDBOOK***

# ***HISD Personnel***

## **Superintendent:**

***Millard House***

## **Current HISD Board of Education:**

*Judith Cruz, President*

*Elizabeth Santos, First Vice President*

*Kathy Blueford-Daniels, Second Vice President*

*Sue Diegaard, Secretary*

*Myrna Guidry, Esq., Assistant Secretary*

*Dani Hernandez*

*Patrick A. Bida*

## **Elementary Schools Office:**

*Mr. Millard House, District Superintendent*

*Ms. Alicia Bell, School Support Officer*



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## *A Letter From Principal Mays*

*Greetings Neff ELC Team:*

*Welcome to the 2022-2023 school year and thank you for choosing to be a member of the Neff ELC family!*

*Here you will find important information that will guide your experience at Neff ELC. Ensure that you thoroughly read all information, and fully understand that in order to provide the optimal learning experience for our students, families, and community it will take 100 percent every day. I know that you will give this year your all and believe every member of the Neff ELC team will embody a “whatever it takes” attitude to ensure that a high-quality education and first-class campus culture is the only type of experience our scholars, families, and community have.*

*Along this journey, please be aware that it is always my intention to make decisions that best service our students’ academic and social needs. In accordance with investing our best work with students to reach their potential and successfully reach high levels of achievement, your assistance is needed with meeting our campus expectations. With every function of the school, working in a systematic manner that is structured to meeting our goals, there is nothing that can deter the success that awaits us.*

*Best Regards,*

*Holley A. Mays*  
*Principal*  
*Neff Early Learning Center*

## **PREFACE**

*The purpose of this handbook is to provide valuable information that can be readily accessible to our faculty & staff. Policies, schedules, and procedures necessary for the smooth and effective operation of Neff Early Learning Center are included. This handbook will enable our faculty and staff to plan and proceed with our campus programming with minimal confusion, interruption, and loss of instructional time.*

*Information has been grouped as similarly as possible in terms of categories. This is an open document that may be updated throughout the year. Should updates occur you will be made aware and provided the update.*

## **GENERAL INFORMATION**

### **ABOUT OUR SCHOOL:**

*Neff Early Learning Center is an affiliate of the Houston Independent School District (HISD) and began as Neff Elementary in 1964. Ten years ago Neff Elementary split into two campuses birthing Neff Early Learning Center, serving PK-1<sup>st</sup> grade students in the Sharpstown area.*

*Neff ELC is named after Pat Neff who was a Texas governor and president of Baylor University. During his tenure in office he was instrumental in the creation of Texas Technical College and Texas State Teachers College.*

*Reference: "The Texas Politics Project: Texas Governors" (2005)*

### **NEFF ELC SCHOOL COLORS**

*Navy Blue and Gold*

### **NEFF ELC SCHOOL MASCOT**

*Eagle*

### **NEFF ELC MISSION STATEMENT** **(Will be updated though Staff Gallery Walk Activity)**

*At Neff Early Learning Center, we as teachers, staff, parents and community members, are committed to nurture, educate and empower our students as unique individuals to become future global graduates and responsible citizens. We will provide an inclusive environment for all students, while implementing the Universal Design for Learning framework, to ensure scholars develop their own individual talents.*

### **NEFF ELC VISION**

*At Neff Early Learning Center, we believe in and build upon the unlimited potential of our youngest learners. We build strong academic foundations, while broadening students' horizons through exposure to the fine arts and development of social and emotional skills. We ignite a passion for learning in each of our students, so that Neff Early Learning Center becomes the first step in a lifetime of learning and growing.*



## **NEFF ELC VALUES**

*Neff ELC Values:*

*I am committed to learn.*

*I am committed to reflect, grow and developed instructionally*

*I am committed to being a responsible citizen within the school community.*

*As a Neff ELC Team Member I commit to:*

*Empowering our students with daily actions, conversations and instruction.*

*Participate in ongoing learning opportunities to drive student engagement and instruction.*

*Collaborate with all stakeholders to provide a positive and nurturing school environment.*

*Being dedicated to support my school community consistently and effectively within the 2022-2023 school year.*



## AREAS OF RESPONSIBILITY

<i>Appraisal and Development System</i>	<i>Leadership Team</i>
<i>Attendance/Attendance Referrals</i>	<i>Ana Gonzalez/ S. Aguilar/ M. Harris</i>
<i>Budget</i>	<i>Holley Mays &amp; Mirella Herrera</i>
<i>Bus Coordinator</i>	<i>Monica Benavidez/ Admin</i>
<i>Business Partners</i>	<i>Holley Mays</i>
<i>Cafeteria Staff</i>	<i>Cynthia Gibson</i>
<i>Powerschool</i>	<i>Ana Gonzalez</i>
<i>Community Outreach</i>	<i>H.Mays/S. Aguilar /M. Harris/ M. Herrera</i>
<i>Copying Machines</i>	<i>Mirella Herrera/ Monica Benavidez</i>
<i>Counseling</i>	<i>Memorial Herman and M. Harris</i>
<i>CPS Referrals</i>	<i>All Campus Faculty &amp; Staff</i>
<i>Custodians</i>	<i>Adela Melendez</i>
<i>Discipline</i>	<i>Admin Team/ Gonzalez/ Harris/Aguilar</i>
<i>Dyslexia/504 Coordinator</i>	<i>Martha Cadesa</i>
<i>Employee Benefits</i>	<i>Nurse Makin</i>
<i>Enrollment/Withdrawals</i>	<i>Ana Gonzalez</i>
<i>Field Day</i>	<i>J. Allmon &amp; Field Day Committee</i>
<i>Formative Assessment Coordinator</i>	<i>Dewunna Aitch</i>
<i>Field Trip Forms</i>	<i>Mirella Herrera/Grade level chairs</i>
<i>Fundraisers</i>	<i>PTO</i>
<i>Gifted and Talented Program</i>	<i>Dewunna Aitch</i>
<i>Hazardous Chemical Inventory</i>	<i>Nurse Makin</i>
<i>High Frequency Word Eval</i>	<i>Dewunna Aitch</i>
<i>Keys &amp; Access Cards</i>	<i>Mirella Herrera</i>
<i>EL Student Testing</i>	<i>V. Escobar/ L. Salazar</i>
<i>LPAC Chair</i>	<i>Martha Cadesa</i>
<i>LPAC Clerks</i>	<i>Linda Salazar &amp; Viviana Escobar</i>
<i>Laminating Machine</i>	<i>Mirella Herrera/ Monica Benavidez</i>
<i>Mail Sorter</i>	<i>Erlinda Salazar</i>
<i>Mentor Program</i>	<i>Rosa Oviedo</i>
<i>Office Staff Manager</i>	<i>Monica Benavidez</i>
<i>PEIMS Information</i>	<i>Ana Gonzalez</i>
<i>PTO</i>	<i>Tontra McWashington</i>
<i>Professional Development</i>	<i>Campus Teacher Leaders &amp; Leadership</i>
<i>Ordering Supplies/SAP</i>	<i>Mirella Herrera</i>
<i>Red Ribbon Week</i>	<i>Nurse Makin &amp; Social Services</i>
<i>Referrals (IAT &amp; 504)</i>	<i>Martha Cadesa</i>
<i>Referrals (SPED)</i>	<i>Dewunna Aitch</i>
<i>Report Cards</i>	<i>Ana Gonzalez</i>
<i>School Programs</i>	<i>Ancillary Team</i>
<i>Student Records</i>	<i>Ana Gonzalez</i>
<i>School Supplies</i>	<i>Mirella Herrera</i>
<i>Socioeconomic Forms</i>	<i>Erlinda Salazar</i>
<i>Special Education</i>	<i>Dewunna Aitch</i>
<i>Student Health</i>	<i>Nurse Makin</i>
<i>Student Transfers</i>	<i>Ana Gonzalez / H. Mays</i>
<i>Title 1 Program Information</i>	<i>Miranda Harris</i>

*Teacher Absence*  
*Requesting Substitutes*  
*Teacher Assistants & Academic Tutors*  
*Technologist*  
*Test Coordinator*  
*Textbooks*  
*Workman Comp Paperwork*  
*Social Media*  
*Website (Campus)*

*Appraisers*  
*Monica Benavidez*  
*Monica Benavidez*  
*Ana Flores*  
*Dewunna Aitch*  
*Mirella Herrera*  
*Nurse Makin*  
*H. Mays, M. Cadesa & D. Aitch*  
*A. Flores, & H.Mays*

PRE-KINDERGARTEN			
1	Perez, Marisol <b>SC-BIL</b>	Rm. 5	209204
2	<b>TL- Barrett, Jackie SC-Explore-ESL</b>	Rm. 4	209203
3	Model Classroom Pre-K	Rm. 3	209202
4			
5	Monge, Grettel <b>M, S- BIL</b>	Rm. 9	209208
6	Juarez, Heydi <b>RLA-BIL</b>	Rm. 8	209207
7	Layssard, Kayeswanna <b>SC- ESL</b>	Rm. 7	209206
8	Quintas, Victor <b>RLA-BIL</b>	Rm. 10	209209
9	<b>TL-Sorto, Carmen M, S- BIL</b>	Rm. 11	209210
10	Clevenger, Jordan <b>SC-ESL</b>	Rm. 2	209201
11	Chumbley, Patricia <b>PK3-SC-Bil</b>	Rm.1	209113
KINDERGARTEN			
1	Ellis, Tiersa <b>SC- ESL</b>	Rm.24	209223
2	Kinder Model Room	Rm. 25	209225
		Rm. 25	209225
3	Pizana, Anna <b>SC-BIL</b>	Rm. 23	209221
4	Corzo, Maria <b>M, S-BIL</b>	Rm. 29	209227
5	Mendoza, Bernardita <b>RLA-BIL</b>	Rm. 28	209226
6	Luna, Canthy <b>RLA-BIL</b>	Rm. T-2	209229
7	Mendoza, Carmen <b>M, S- BIL</b>	Rm. T-4	209231
8	<b>TL-Cano, Elizabeth M, S- ESL</b>	Rm. 26	209224
9	<b>TL-Phuah, Kate RLA- ESL</b>	Rm. 27	209225
1 <sup>ST</sup> GRADE			
1	Model Room	Rm. 14	209212
1	<b>Diaz, Elba SC-BIL</b>	Rm. 15	209213
2	Orsot, Quintessa <b>M, S- ESL</b>	Rm. T-5	209232
3	Martinez, Cristina <b>RLA- ESL</b>	Rm. T-6	209236
4		Rm. T-6	209236
5	<b>TL-Jaquinde, Tracey RLA- ESL</b>	Rm. T-6	209230
6	Chavez, Cristina <b>M, S-ESL</b>	Rm. T-1	209228
7	Franco, Pamela <b>M, S-BIL</b>	Rm. 21	209219
8	Sanchez, Jael <b>RLA- BIL</b>	Rm. 20	209218
9	Viloria (Marquez), Francy <b>RLA-BIL</b>	Rm. 19	209217
10	Tax, Kelly <b>M, S- BIL</b>	Rm. 18	209216
SPECIAL EDUCATION			
	SPED Chair	Rm. 6	
FINE ARTS			
	<b>Rodriguez, Liz-Dance-TL</b>	Rm. T-35	175230
	Allmon, Jalessa- Physical Education	Rm. 16	175251
	Pearson, Demetrius- Art	Rm. 105	175112
	Arrendondo, Brittany- Music	Rm. 17	175650
	-Library	Rm. T214	175245

## NEFF ELC FACULTY/STAFF GUIDELINES

### Communication with Administrators

*There are a variety of ways in which you can communicate with administrators. Email is checked on a daily basis. You may also call/text their cellphone in case of an emergency. Most principal communication, directives, and important information will be delivered to everyone via the weekly newsletter (Eagle Nest), TEAMS or email. It is expected that all employees read the Eagle Nest, TEAMS and check their emails daily to be well informed about what is happening on our campus. The Master Campus Calendar is accessible to all faculty and staff via Outlook and on teams. Notice regarding any changes to these dates will be made at least 24 hours in advance.*

### Emergency Forms

*Emergency forms should be updated as necessary throughout the year so that we have the most current contact information for emergency purposes.*

### Duty Times

*Teachers' duty hours are 7:30 a.m. - 3:15 p.m. Staff member's duty times are staggered and provided at the beginning of the school year. All faculty and staff members are required to sign in upon arrival on campus and sign out when they leave campus by Raptor in the front office. The times for signing in and out must correspond across all records for auditing purposes. Keep in mind that sign in sheets are governing documents and cannot be edited without the secretary's consent. Refrain from signing in for someone else as that may constitute tampering with a government document.*

*If you should need to leave campus and return you must sign in and out each time you arrive and depart from campus.*

### Faculty and Staff Tardiness

*If you know you are going to be tardy, you must call and/or text your appraiser prior to 7:00 a.m. so that the appropriate coverage can be provided for your class. Faculty and staff that are chronically tardy (more than 5 minutes late) will have to attend a conference with an administrator and infractions will be reflected in the employee End of the Year appraisal.*

## Faculty and Staff Absences

Daily faculty and staff attendance is vital to the education and progress of each student. It is important that faculty and staff report to work punctually daily. Faculty and staff that exceed the allotted personal days taken in one year will be subject to docked time on their check. It is the expectation that faculty and staff attend work daily.

Faculty and staff members are responsible for recording their absences on OneSource and informing an administrator of the absence, through email, at least 24 hours in advance for personal leave. The earlier you report your absence, the better our chances are to acquire a “quality” associate teacher.

Any faculty or staff member whose absences exceed three consecutive (3) days, or whose absences become a pattern, may be subject to medical verification by the principal. If any employee exceeds three consecutive absences they must inform the principal.

It is important for campus administration and the campus secretary to be notified of absences as early as possible. **If you know that you will be out text, email, or call your appraiser.** If you are ill the morning of, you must inform the previously stated personnel by 6:00 a.m. If you remain ill throughout the day and anticipate being absent subsequent days you must call the campus by 2:30 p.m. EACH DAY you are absent to let us know whether you will return to school the next day, unless you have given the campus secretary a definite number of days that you know you will be out.

If you have been scheduled to attend a professional development opportunity, request a substitute through AESOP and record the absence in One Source as soon as possible.

### Departure From Campus During the School Day

You may leave campus during your designated lunch time, however you must sign out in the main office by recording the time you leave and the time you return in the designated area. If it is necessary for you to leave campus at any other time, you must get permission from the principal. Park in the visitor’s parking lot to avoid any delays in your early departure.

All personnel must leave the building prior to the custodian and/or an administrator. This is a safety precaution and allows the custodial staff to ensure the building is secure. School closes at 5:00 p.m. on regular operating school days. The teacher’s parking lot will close at 5:00 p.m. on regular operating school days.

### Early Departure From Campus

Attempt to schedule all medical and personal business appointments after or before your duty hours, or when school is not in session. At least 24 hour notice must be provided to the campus principal and school secretary through completion of a Leave Request via One Source for any faculty or staff member leaving during the duty period. The form must be pre-approved by the principal, prior to the faculty or staff member leaving for the leave to be considered personal

*The district allows personal leave for all contract, regular, and probationary employees. Hourly employees are not eligible for personal leave. All days absent for any of the following leave categories shall be charged against the employee's accumulated leave balance except for funeral leave (as specified), mandatory court appearance, and Federal and State jury duty. (Submit jury summons to the campus secretary.)*

1. **Personal Illness:** *Employees may be absent with full pay if personal illness makes it undesirable for the employee to be at his/her work due to a medical disability resulting from such conditions as illness, injury, or pregnancy. All such personal illness time will be provided to a maximum of accumulated personal leave. If an employee uses all of his/her accumulated personal leave and is still unable to return to assigned duties, the employee shall be placed on unpaid health leave.*
2. **Family Illness:** *All employees may be absent with full pay in the case of an illness of a member of the employee's immediate family. A signature of an attending physician or practitioner is required for more than three (3) days of illness of relative.*
3. **Personal Business:** *Employees may use five (5) days of leave time per year at full pay to dispose of personal business that cannot be conducted outside of regular work hours. These days shall be deducted from the employees' personal leave balance. These days must be approved by the principal 24 hours in advance of the day requested.*
4. **Assault Leave:** *In addition to all other days of leave, a District employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from physical injuries sustained as a result of the assault. The leave shall be paid as set forth below in COORDINATION WITH WORKERS' COMPENSATION BENEFITS.  
A District employee is physically assaulted if the person engaging in the conduct causing injury to the employee:
  - Could be prosecuted for assault; or
  - Could not be prosecuted for assault only because the person's age or mental capacity makes the person a non-responsible person for purposes of criminal liability.*

#### Discretionary Personal District Policy

*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.*

#### Planning Period

*Each teacher has a designated planning period equating to at least 450 minutes every 10 days. This planning period is to be used for grade level planning, holding parent conferences,*



*student records, grading papers, updating student grades, etc. Teachers will not be able to leave campus during their planning period unless permission is granted by the campus principal.*

### *Teacher Assistants Academic Tutors*

*Teacher Assistants (TAs) and Academic Tutors (ATs) are part of a larger support system for our students. TA & AT support systems are to be used in the classroom to work with students whom the classroom teacher feels needs their assistance. Teachers may utilize TA & AT to work with students at all academic levels. They may be asked to make copies, put up bulletin boards, and assist with projects either before or after school, if their schedule provides such opportunities. Our goal is to provide this support as much as possible, but it is not a guarantee. Often due to unpredictable circumstances, our support staff will be asked to assist in other areas in the school. Teachers should be flexible and not depend on TA & AT support to complete mandatory and non-negotiable assignments.*

### *Faculty and Staff Dress Code*

*Your attire is very important. As a faculty and staff member at Neff ELC, your attire speaks to the professionalism of our school community. Keep in mind that we should always be professional and courteous in our interactions and appearance when working with our students and families.*

*Dimension 4.1 of the Houston ISD T-TESS criterion establishes the expectation for teacher attire. All staff members are to dress in a manner that is appropriate for the job assignment and in a manner that reflects positively on the district.*

Teachers and staff should adhere to the following dress code daily:

<b>What to Wear (Monday)</b>	<b>What to Wear (Tuesday, Wednesday and Thursday)</b>	<b>What to Wear Friday</b>
<ul style="list-style-type: none"> <li>• <i>Neff Shirt</i></li> <li>• <i>Slacks, pants, suit pants or khakis.</i></li> <li>• <i>Skirts, dresses, and skirted suits that are an appropriate length, allowing you to sit comfortably in public.</i></li> <li>• <i>Collared shirts, tops, blouses, and jackets</i></li> <li>• <i>Conservative athletic or walking shoes, loafers, sneakers, boots, flats, dress heels, and leather deck shoes.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Slacks, pants, suit pants or khakis.</i></li> <li>• <i>Skirts, dresses, and skirted suits that are an appropriate length, allowing you to sit comfortably in public.</i></li> <li>• <i>Collared shirts, tops, blouses, and jackets</i></li> <li>• <i>Conservative athletic or walking shoes, loafers, sneakers, boots, flats, dress heels, and leather deck shoes.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Anything you would wear on Tuesday – Thursday</i></li> <li>• <i>Jeans plus a college T-shirt</i></li> </ul>

**What NOT to wear:**

- *Basketball shorts*
- *Pants/Jeans below the waistline*
- *Torn or ripped jeans*
- *Spandex or leggings/jeggings*
- *Shorts of any kind or short skirts*
- *Flip-flops, thong, or casual sandals*
- *Worn sneakers*
- *Baseball caps*
- *Shirts that are – strapless, spaghetti strap, tank tops, halter, racerback, back out, see-through, midriff-baring, exposed cleavage*
- *T-shirts with holes, offensive words or images*

\*\* Jeans are only permitted on Fridays, unless designated otherwise by the district. \*\*

Personal Cell Phones

As a faculty and staff member of an early childhood campus, attention to our young students is critical for their academic and social success, but also to keep them safe. It is imperative that you devote your attention to our students at all of times to prevent accidents and other campus

related injuries during recess or anywhere on campus. Faculty and staff are to refrain from use of cellular devices when instructing and/or monitoring students. This includes text, Facebook, Instagram, Twitter, email, and phone calls unless there is an extenuating circumstance requiring use of your cell phone. Cellular devices may be used to communicate during the case of a campus emergency via, text, or call. If you are planning to add any entries to your professional social media accounts please do so during your planning time. The use of mobile devices for any reason is not allowed during Staff Meetings, Professional Development, or Professional Learning Communities unless otherwise designated.

### Parking

Neff ELC has one priority parking lot for faculty and staff, located on Mary Bates Street. All spaces in this lot are first come, first serve except for the handicap space. Parking also should not take place in front of gate openings or behind already parked cars (double parking). The second parking lot, located on Waldo Street, has visitor priority. Refrain from parking in the first 5 spaces closest to the entrance of the school on both sides of the Mary Bates parking lot as these spaces are reserved for campus parents and visitors. Additionally, please refrain from parking on the side streets. These streets will be used for dismissal procedures and will only block the carpool areas. Due to safety precautions the gate for our staff parking lot will remain closed from 8:00 a.m. until 2:50 p.m.

### Worker's Compensation

It is the responsibility of the employee to **immediately** report any accident that occurs during the school day on school property to both the school nurse and an administrator. **Accident and injury forms are available in the secretary's office.** All reports must be filed with HISD within 24 hours of the injury.

### Parent Communication

*Parent Collaboration is vital for the education of our students. Teachers are required to send a weekly newsletter that will share with our parents what students are learning in the classroom, ideas on how to work with their kids at home, and instructions for activities that parents can complete with their children at home. We also want to ensure that our parents know what is going with their child. Daily communication between teachers and parents should transpire through use of the Neff Parent Teacher Log and ClassDojo. Communicate positive interactions with students, areas for growth, and Neff Value Highlights through this tool. Avoid sending frequent negative communication about students. If you are seeing patterns in behavior scheduling a conference to work together as a team to problem-solver is more effective.*

### Technology

*Teachers are responsible for all technology assigned to them at the beginning of the year. All broken technology equipment should be reported to Ms. Flores through a work order placed on Neff ELC website. All lost or stolen equipment should be reported within 24 hours. Failure to do so may make you liable for the loss.*

### Videos

*Use of videos for entertainment, reward, recreation, or extracurricular activities does not qualify as instruction. Only G-rated videos are to be used for instructional purposes. If you are planning to show a video or movie, ensure that you list it in your lesson plan and you receive permission from your appraiser prior to showing the movie in the classroom. Videos or movies must present a strong alignment to the weekly or lesson objective.*

### Teacher Boxes

*Check and empty your box regularly i.e. before school, during your lunch period, or before going home. **Do not send students to get things out of your box as there may be private information that students should not view.** Do not leave money in the boxes. Mail, phonemessages, various forms, and announcements will be placed in your box.*

### Announcements

*Morning announcements will be every morning at 8:00 Each teacher is responsible for modeling the Pledge of Allegiance, Pledge to the Texas flag and the Social and Emotional Learning highlight during the morning announcements with their class. Occasionally there will be announcements after school before dismissal time. It is imperative that you teach*

*students to*

listen carefully to the announcements as they often pertain to them. If you have an announcement to make, email it to Viviana Escobar before 7:30 a.m.

### Classrooms

Having a positive and inviting classroom environment creates a great place of learning for our students. All classrooms must be organized and clean. The following protocols should also be adhered to.

- No clutter should be visible on teachers' desks or on the small group instruction table.
- Closets should be kept organized and clean.
- Classroom carpets should be clean. (If you need the carpet to be cleaned, email Ms. Melendez and cc Ms. Herrera).
- Refrigerator and microwaves are not permitted in our classrooms except for classrooms that may have students that require refrigerated medication.
- If you need additional furniture, please inform Ms. Herrera of your request through email. This request will be reviewed for approval. If approved, the furniture will be brought to your classroom if it is on campus. Should the requested furniture not be on campus you will need to complete a SAP form. If the request is within our campus budget we will purchase the item.  
Tiered/leveled workstations should be incorporated in the daily 5 areas of reading and math.
- Options for students seating (flexible seating).
- A designated area for students to calm down should be evident.

### Classroom Bulletin Boards/Grade Level Display

Classroom displays and grade level bulletin boards must be neatly organized and attractive for the students/visitors. Displays must follow the designated schedule for content. They must also be changed every first week of the month to reflect units of study and/or seasons and holidays. **Every student must have work displayed with each classroom display change.** Student work must be original and aligned to the objectives being taught that week or month. Worksheets are not permitted as displays on the bulletin boards. When student work is changed the previous piece must be filed in the student's portfolio for the year.

### Teacher's Lounge

Clean up after yourself and leave areas better than you found them. The appliances are for faculty and staff members to use. **Take out all of your belongings from refrigerators on Friday, as it will be cleaned and items will be thrown out. Students are not allowed to go into the lounge.** There are several microwaves for everyone to use; ensure that you clean it after use if needed. Covers for microwaving food are located in the teacher's lounge microwaves.

### Smoking Policy

It is against HISD Board Policy to smoke anywhere on a school campus.

*Since children 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 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. Foreseen ability is the key to whether or not there is negligence. If the teacher could have foreseen the causes leading to the injury and failed to take action as 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 notify the closest professional staff member to his/her room and request this teacher to supervise the students during the teacher's absence.*
- B. Do not involve students in dangerous situations. (Examples: moving cafeteria tables, transporting A.V. equipment, etc.)*
- C. Monitor students during recess and exercise structured play. Do not allow students to engage in potentially dangerous activities. (Climbing trees, touch/tackle football, etc.), simply because they are outdoors. Staff are not permitted to bring out chairs during class recess. Teachers and staff are to be walking around the recess area and monitoring effectively and consistently students during their recess. This is a great opportunity to create and build student relationships.*
- D. Do not assign an activity or exercise until you have thoroughly explained and demonstrated it, giving students an opportunity to try it at a leisurely pace.*
- E. Make sure that students with 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.*
- H. Do not transport students in your car unless you have legal authorization to do so.*
- I. Avoid touching or being alone with a student.*

School Budget

*If you are interested in learning about our campus budget, its allocations, and expenditures, attend our SDMC (Shared Decision Meeting Committee) sessions. We will have at least four*



*SDMC meetings to discuss the state of our budget, school and proposal of how funds will be utilized.*

### *Supply Orders*

*If you are in need of supplies, furniture, educational materials, etc... for your classrooms (and they are not on the campus) please submit a Purchase Order form to the secretary. This form will ask you to describe the objective covered with the requested materials. The principal must approve all budget requisitions.*

*The primary focus of our budget has been on our Human Capital. We encourage every teacher to request the purchase of any needed items through DonorsChoose. In the past few years, teachers have been fully funded with most of their project proposals.*

### *Authority to Purchase Supplies through Activity Fund*

*Only the principal can grant authority to purchase supplies that will be reimbursed through the activity fund. Do not purchase supplies before getting approval from the principal, if you want to get reimbursed. To get approval for this transaction, complete an AF-115 Form (named An Authority to Purchase Form) and submit it to the principal. The secretary will issue the reimbursement check. Sign the Disbursement Voucher in the receipt book once the check has been issued to you.*

### *Purchasing Teacher Supplies*

*Each teacher is given a \$50 allotment from to purchase supplies for the classroom. Once you have accumulated receipts totaling no more than \$50 for school supplies you have purchased, submit the original receipts to the secretary with your signature attached to a full sheet of paper listing a breakdown of each amount and the grand total. (Tax cannot be reimbursed.) The reimbursed amount will appear on your paycheck within 30 days as code: TREIM (teacher reimbursement).*

### *Fundraisers*

*Any and all fundraisers must be approved by the principal. Before you submit to any vendor or company, secure specific guidelines from the principal and complete an AF-108 form for approval. Use an AF-104 form to document monies collected from students or parents. The AF-104 form must be filled out completely with student names, a detailed tally of the amount of money collected per student, the total amount submitted to the office, the purpose for the money, the teacher signature, and the date. This process is not complete until you have received a receipt for funds turned in and are issued a Credit Voucher receipt and sign the Credit Voucher book.*

***ALL FUNDS MUST BE TURNED IN DAILY TO THE SECRETARY.***

## TEXTBOOKS

*Textbooks will be issued to teachers during the first week you report to school. Teachers must verify the count and the teacher will sign for the amount of copies delivered. You will be held financially accountable for all textbooks listed on the cards after you acknowledge receipt with your signature. Teachers will receive all required books that the district has sent us. Please keep all books in your classroom secure and organized. Teachers are responsible for all books received.*

## **TEACHER WORK ROOM & SUPPLIES INFORMATION**

*Our schoolwork room is located in room 22 is available for everyone to use. Please follow the recommendations underlined below for the use of our equipment.*

### *Requesting Supplies*

*If you need supplies for your classroom, complete a Supply Request Form and give it to Mrs. Herrera. She will fill your request within 24 hours of submission. Forms are available in the front office. Students are not allowed to request or retrieve supplies.*

### *Copy Machine Use*

*Our goal as educators is to provide the best education to our students. We are all committed to ensure that our students receive a rigorous and engaging education. Outdoor learning opportunities are encouraged. Students' daily instruction should not include worksheets. The use of worksheet for daily instruction does not meet our academic goals or our commitment in providing a high quality education for all of our students. If you are planning to use **worksheets** in any capacity, discuss the use and its purpose with your team and your appraiser before planning to use them.*

### *Copies*

*2 copiers are located on campus. 1 for use by campus faculty and staff and 1 for front office staff use only. Students should not be sent to the office to request copies be replicated nor pick up copies. The student will be sent back to class and the copies will not be replicated. Teachers will be provided with 1 box of paper for the school year. When making copies teachers must bring their own paper to the workroom. Paper will not be provided by the front office staff. Outsourcing copies is available by copy request. The form must be completed and submitted to Ms. Benavidez. When copies are complete, they will be placed in the requestor's box. Students will not be able to retrieve copies.*

*If you are using the copier and it malfunctions, immediately notify Monica Benavidez. She will contact the company and someone will come out to make the necessary repairs. Do not attempt to fix the machine yourself as damage to parts may result in significant cost for parts and labor, including extended loss of use. It is each staff member's responsibility to properly use equipment.*

## Printing

*Making and creating colorful and inviting activities for our students is important in keeping our students engaged. Each grade level will be provided at least 1 color printer and 1 black and white printer. Each grade level will also be provided 4 ink changes for the school year. Once the ink for the grade level has been depleted there will not be any more supplies provided by the campus. When a new ink cartridge needs to be requested, email Mirella Herrera for the ink change to be completed.*

## Laminator/Poster Maker

*We have a great team of support staff that will complete all laminating requested. Laminating requests will be completed in 48 business hours of the request being made. **Only trained and authorized staff may laminate and use the Poster Maker.***

## Die Cut Machine

*Die cut machines are in the workroom #22. File die cuts in order and clean up the area after each use. Leave it better than you found it.*

## FACILITIES MANAGEMENT

### Custodial Services

*The campus custodial team is here to provide a clean, safe environment for students to learn and faculty and staff to work. Adela Melendez is the campus plant operator. The custodial team is available to assist with campus needs.*

*As with all departments and teams on campus, we want to ensure that everyone works to achieve excellence. If for any reason you notice that your room is not clean and ready for our students, email the plant operator and CC Mrs. Mays. If you have any problems with air conditioning, heat, trash pickup, dirty carpets, pests, or any other issue related to building maintenance inform the plant operator immediately and email Ms. Herrera and CC Mrs. Mays*

*If you have an emergency request (anything that would jeopardize the safety of a student) please speak with any administrator or the plant operator as soon as possible. Student safety is our number one priority.*

## CLASSROOM CELEBRATIONS

### Class Celebrations

*Class celebrations must have the approval of the principal. All school-sponsored celebrations are to be held on the school campus. Parties must end by 2:30 p.m. to prepare for dismissal. It is very important you make sure no food is*

*left on the floor, desks, or chairs to avoid ant and/or roach problems. **Do not let your students carry trash bags to the dumpster.** The custodians will come by to pick up the trash.*

### **Birthday Celebrations:**

*Students can celebrate their birthdays from 2:10 p.m. – 2:30 p.m. Parents are allowed to bring snacks for the class. Parents are not allowed to attend the celebration in the classroom.*

## **DAILY PROCEDURES**

### **ARRIVAL**

Teachers should give themselves time to arrive a few minutes before their duty time to ensure that everything is ready to start the day and to sign in on time. All teacher's duty is from 7:30 a.m. - 3:15 p.m. Support staff and office staff have staggered duties ranging from 7:00 a.m. – 4:00 p.m. Unless approved by an administrator all employees must abide by these schedules.

#### **Arrival Procedures**

Our students begin arriving to our school at 7:05 a.m. from the bus area, circle drive, and by the entrance on Waldo street. Please be advised that all entrances except for the entrance by the main office closes by 7:35 a.m. All students are instructed to go to their designated waiting space. Kinder and first in the cafeteria and pre-k in the library where they will remain until 7:30 a.m. when teachers/support staff escort them to their assigned classrooms. Students are encouraged to read books or sit quietly while they wait. Backpacks must remain on student's backs and no materials should be taken from the student's backpacks or lunch kits.

### **DISMISSAL**

Teachers should give themselves and their classes plenty of time to get ready for dismissal as they are continuing to work during power hour. It is imperative that teachers and staff monitor consistently the google dismissal sheet and check as their student's names appear on the document. Once the students name appears on the list teacher/staff need to write the corresponding number and letter as it appears for the student on a sticky note. The student then will transition to walk to the circle drive and will be greeted by a support staff to place in line for dismissal. At 3:10 teachers should transition to walk their remaining students to the cafeteria. During the dismissal process students should be sitting quietly with all materials in their backpacks and lunch kits. Faculty and staff should also refrain from talking unless assisting a student at a level 1 voice. It is imperative that it is as quiet as possible so that students, faculty, and staff may hear the names being called.

## Dismissal Procedures

*In order to account for every student and ensure that students make it back home safely, please review the following dismissal procedure.*

### Bus Rider Dismissal:

*Student dismissal time is at 2:50 p.m.; however, in order to safely transport the bus riders to their assigned buses, bus riders will be picked up from 2:30-2:40.*

*Bus riders should be accounted for and ready to be picked up by the support staff at their scheduled time. Your scheduled time will be provided to you during the first week of school.*

*One of our support staff will knock on the teacher's door and request the students that are being picked up. It is the responsibility of the teacher to have written documentation of the bus rider students that are and are not being transported by bus home due to absence or early departure from campus.*

*To ensure that students are on the right bus, bus riders will have a tag indicating which buses they will be using.*

### Car Rider/Walker Dismissal:

*All car riders will be dismissed from the circle drive.*

*Be aware of the following:*

*Early pick up from school ends 50 minutes prior to the dismissal bell, 2:00 p.m. on regular days. At 3:15 p.m. support staff will take over for teachers to continue the dismissal process.*

## **RESTROOM PROCEDURE**

*Teachers are to take their class to the restroom especially before lunch and ancillary, and after recess. No child should be denied the permission to go to the restroom considering it is an emergency and he/she must use a restroom pass. When you teach restroom procedures and take your class to the restroom, take time to review these steps to ensure that our students remain safe and that instructional time is not wasted. Every teacher should have some time scheduled for the entire class to go to the restroom. This should be reflected in your daily*

*schedule and routine. Take the time to review appropriate behavior and conduct when going to the restroom.*

*The restroom procedure below will help to streamline the process, ensure student safety, and maximize academic instruction. Please try to adopt the following procedures:*

- 1. Before leaving the classroom, account for every student, review appropriate behavior and conduct.*
- 2. Have students line up outside of the restrooms. Send in pairs of students at one time.*
- 3. Students that are waiting in line to use the restroom should be reviewing the following: (a) Pre-k students- letters, letter sounds, number identification, rote counting, rapid vocabulary; (b) kinder and first grade students: high frequency words, independent reading, skip counting, number identification.*
- 4. Check restrooms frequently during your class' restroom break to ensure that the urinals are free of stools and toilets are flushed. Remind students that defecating in the urinals is not proper behavior/conduct.*
  - o Monitors should report any concern to the teacher. Please monitor closely to make sure your students do not flush paper towels down the toilets as they may clog or over-flow them. Do not allow students to take pencils, pens, crayons, markers, etc. to the restroom. **Teachers are to supervise their students during this time.** After the last student leaves, teachers should enter the restroom and thoroughly check stalls and other areas for paper on the floor or ceiling, running water, and general appearance.*

*Following these directives will allow our restrooms to remain clean and incident-free. It is recommended for the grade level to create a restroom schedule. Teachers should partner up so one supervises the boys and the other one the girls while using the restroom.*

### *Restroom Passes*

*Many of our students are still learning how to potty train. Please let students go to the rest room if they are requesting to go. Always send students with a partner. If you have suspicions or believe students are leaving your classroom to play please let any administrator know, so we can investigate your suspicions.*

## **LUNCH & BREAKFAST**

*The district has selected our school to participate in the district's free lunch program. This program allows every student in our campus regardless of income to receive free lunch and breakfast all year long. However, there is still the need to document who will be receiving these free services. Please follow Erlinda Salazar's instructions about which documents need to be completed. She will distribute these forms in the BOY student packets.*

*These forms should be returned to the office for*

*processing.*

### *Getting Ready for Lunch*

*Teachers will receive their class and their personal lunch schedules during the pre-service week. Familiarize yourself with your schedules. If you have any questions or concerns don't*



*hesitate to bring them to an administrator.*

*When entering the cafeteria each student should have their lunch card in their hand. Students are to follow the lines on the floor leading into the serving line quietly. When in the serving line students are to limit conversation unless voicing lunch desires. Upon sitting at the table students are able to have conversations with the people sitting at their table in a level 1 or 2 voice.*

*PK teachers are asked to stay with their class while students eat their lunch. Kinder and 1<sup>st</sup> grade teachers will have their duty-free lunch at this time. Pk teachers will have their duty free lunch during their class' nap time.*

*During the first 2 weeks of school all teachers are highly encouraged to eat with their class. Utilize this time to teach acceptable cafeteria behavior and voice levels. Teacher are encouraged to take the time to get to know their students and show them proper cafeteria expectations.*

*Teachers are encouraged to eat their food during this time. Please refrain from socializing with colleagues or checking your phone. The time invested in developing positive and nurturing experiences with our students will have long term effects.*

*Teacher are also asked to please help the cafeteria serving line by doing the following: Give yourself and your class time to get prepared for lunch.  
Pass out all lunch cards before leaving the classroom.  
Write the names of any student(s) who has misplaced their lunch card on a sticky note or piece of paper and give it to the student to hand to the cafeteria worker.*

*Students should:*

*Have their lunch card, or their lunch in hand before leaving the classroom  
Be courteous to the cafeteria workers in the serving line (please, thank you, etc.) Pick up silverware, napkins, and a straw.  
NOT take any food out of the cafeteria unless it was something that was brought from home.  
Carefully walk to their assigned table.*

*It is the teacher's responsibility to:*

*Take the travel backpack to lunch with your class.  
Take students to the restroom before going to the cafeteria or use hand sanitizer.  
Students must have an opportunity to sanitize their hands.  
Make certain students have lunch or lunch card in their hand **before** leaving the classroom.  
Write down names of any student and ID # who does not have a card. Assign a line leader.  
Walk with the class to show them the class assigned table  
Ensure that students are implementing quiet hallways during transition.  
Escort students to the "cafeteria line." (End of preceding class).  
Students will be allowed to talk using inside voice while at their tables eating.*

*If good behavior and good manners are emphasized daily in the classroom, the students will reflect these expectations in the cafeteria. Consistency and clear expectations will ensure that students understand how to behave in the cafeteria. Lunchtime should be an enjoyable and relaxing time for both students and teachers. Classes will be asked to get ready for*

*lunch*

*dismissal a few minutes earlier than the official end time of their lunch period to ensure that the tables are ready for the next class.*

*Please keep in mind that on rare occasions we may be late and may need to change your lunch schedule. We ask you to be flexible when these changes occur. We thank you in advance for your understanding.*

*The noise and the cafeteria environment may affect some of our students and they may need to eat in a different area. If a teacher is concerned about a student unable to remain in the cafeteria for the a forementioned reason, the students may be moved to a different location with prior administrator approval. Teachers must obtain prior administrator consent before removing a student from the cafeteria.*

*Please help us to get our students to understand this program and to get them excited! Remind students of cafeteria rules.*

### Cafeteria Rules

*Use walking feet.*

*Raise your hand when you need help. Use a level 1 or 2 voice.*

*Clean up after*

*yourself.*

Parents in the

cafeteria

*We have designated days for parents to eat with their child each week. Please keep in mind that parents will be in the cafeteria and will be observing you and your behavior towards the students. If a parent is present to eat, they must eat in the designated areas for parents. Parents are not allowed to eat with the class at the same table. Once the lunch period is over students must return to the class to transition to instruction.*

*Dates designated for parents to eat with their children are the following: Tuesday- Kinder and PK*

*Wednesday- 1<sup>st</sup> grade*

*Areas designated for parents are located on the far end side of the cafeteria opposite to the stage and the courtyard.*

## **BREAKFAST**

*All students will receive a breakfast starting at 7:30 a.m. Our cafeteria staff will be disbursed throughout campus to deliver breakfast to the classes. Based on the number of cafeteria staff we will be creating the delivery schedule. Our goal is to ensure that classes with the first ancillary will be the first to receive breakfast.*

Breakfast procedures

*Teachers will instruct students to line up to receive their breakfast. Please avoid having studentseat on the carpet or on the floor. Every student should have an option to eat from the breakfast menu unless indicated by the district.*

Once all students receive their breakfast, teacher/support staff will engage in a read aloud, daily math routines or social and emotional learning activity with the students. Every student in our school must participate in this routine. This activity is to be facilitated through the duration of students eating their breakfast.

### **GUIDELINES FOR CLINIC REFERRALS**

Students with the following symptoms should be sent to the clinic with a referral form completely filled:

Nausea or vomiting	Chills or convulsions
Dizziness, faintness, or unusual pallor	Skin rash or eruptions of any kind
Runny nose	Red or watery eyes
Sore or inflamed throat	Acutely swollen glands in the neck
Coughing and sneezing	Headache or
earache	
Other observable deviations from usual conditions	fever

Students who appear to have a problem with vision or hearing should be referred to the clinic for screening.

First aid kits are provided to all classrooms. These are for the treatment of minor cuts or scrapes to avoid wasting time with a trip to the clinic. These supplies can be replenished at any time. If you have a concern about the injury, please send the student to the clinic.

**Remember to never come into contact with blood or allow your other students to do so.** Gloves are provided in the first aid kit for this reason.

No student is allowed to have medication of any kind with him/her. This includes throat lozenges, aspirin, cough medicine, etc. HISD has strict policies about medications on school property. Only students who are on long term medications and who have had the proper permission slip signed by their doctor and parent may take medications. This medication is kept in the clinic and dispensed by the nurse.

### **COMMITTEES/SCHEDULES/CALENDARS**

As part of following our school mission, we want to lead our school in a collaborative manner and as a team resolve any issue that may require modifications. Throughout the year we have scheduled several events and celebrations that need to have teachers and community feedback. For this reason we have created several committees to obtain your input and feedback. Each teacher is asked to participate on two committees, which may meet once per month after school for up to 1 hour. Dates of meetings will be provided as early as possible to ensure that teachers are able to meet their requirements. Committees help support activities and plans for various areas deemed important to our school.

#### **Committees:**

Safety Committee

*This Committee will meet after every drill to discuss the drills, safe systems, and procedures.*

*Courtesy Committee*

*This committee serves the very important role of acknowledging the significant events in the lives of teachers and staff, such as marriage, birth of a child, or death in the family.*

*LPAC Committee*

*The LPAC Committee meets three times at the BOY, MOY, and EOY to discuss bilingual and ESL students' placement, assessments, and progress. All bilingual and ESL teachers participate on this committee. Training will be provided on campus throughout the year.*

*SDMC – School Decision Making Committee*

*The faculty and staff will nominate candidates and will select the members of this committee through secret ballots. This committee will meet once a month. All faculty, staff, and parents are welcomed to attend this meeting. Anyone may forward topics for discussion to the principal to be included on the agenda. An agenda will be provided to the committee in advance so they may discuss the issues with their grade levels and come prepared to actively participate.*

*Attendance Committee*

*Committee will meet to discuss how to improve our school's attendance overall.*

*Field Day Committee*

*This Committee will assist us in organizing our Field day.*

*Hooray for Neff Day! Committee*

*This committee will organize the annual Hooray for Neff Day! Events.*

*Writing Committee:*

*This committee is responsible for analyzing and discussing writing implementation across campus*



## **DISCIPLINE**

***This year we will implement Sanford Harmony curriculum, in collaboration with restorative practices. These practices will be implemented school wide. Additionally, we will implement a school-wide consequence ladder to ensure that all students are provided with sufficient and varied behavior interventions.***

Sanford Harmony is a series of innovative relationship-building teaching strategies designed to strengthen understanding and communication between children. The goal of Harmony is to create inclusive classroom communities, where teaching takes priority over resolving personality conflicts or issues among students. Students are taught meaningful and productive ways to interact and express themselves, which are irreplaceable skills that will last a lifetime.

### **Protocol for Discipline Management in the Classroom:**

- A. Signal from teacher that behavior is off-task
- B. Verbal warning and reminder of classroom agreements
- C. Conversation with Student (This conversation should consist of communication with student about the behavior being exhibited and the results of this behavior. The conversation should conclude with solutions in lieu of the unwarranted behavior.)
- D. Student conference scheduled during ancillary or recess
- E. Parent phone conference
- F. Referral for Character Education Conference (Facilitated by Counselor)
- G. Referral for Administrative Removal

**\*All Steps A-F must be documented on Discipline Referral form in order to proceed with Step G.**

### Supervision of Students

Students are to be supervised at all times (**No Exceptions**). Teachers should not leave their students alone in the classroom. If there is an emergency or you need to go to the restroom, call the office so we can send someone to cover your class.

### Classroom Responsibilities/Expectations

Classroom responsibilities/expectations should be created by the teacher and the students the first few days of school. Setting and practicing implementation of these expectations are vital the first two weeks of school. This allows students to be taught what is expected of them, practice, and begin implementation of the classroom expectations.

### Positive Incentives

Each classroom should have individual and classroom positive behavior incentive systems. Examples include: Eagle Bucks, Points on the Board, Raffle Tickets, Class Dojo Points, etc.

### Student Dress Code Policy

*The Neff Dress Code Policy will be as follows:*

*White and navy blue or red shirt with sleeves and a collar. Navy blue or khaki pants, shorts, or skirts. Shirts must be worn tucked in.*

*Belts are recommended.*

*Socks and closed toe shoes*

*White or navy blue tights or leggings may be used under the uniform during cold weather. Earrings may be worn, however no dangling earrings will be allowed.*

### Corporal Punishment

*One of our values is mutual respect and applies for our students as well. Absolutely **no** corporal punishment is to be administered at this school. Behavior problems are to be discussed with the principal, leadership and support staff (CIS, WRS). Corporal punishment is **not considered** an appropriate behavior modification technique within the framework of the mission of this school.*

*Slapping, hitting, pinching, shoving, grabbing, pushing in chairs, etc. is considered a **violation** of board policy. Slapping books or rulers on desks, etc. is **not** acceptable. Yelling or using loud voices is also not acceptable. Verbal abuse of children will **not** be tolerated. This includes **public** reprimands. The words "shut up" and "stupid" are totally unacceptable and must **not be used** at any time. At no time are students to be referred to as the slow group or Group III.*

*At this time, I remind you that no teacher or any staff member is to hit, strike, pull, or "pat" a student, even if it is not forceful. It is the policy of Neff that no teacher or staff member is to touch a student when disciplining. If a student does not respond to you or any teacher verbally, then a discipline card is to be completed and the student sent to the office. If necessary, a teacher is to send for the principal or assistant principal. I further advise you that in disciplining a student, you are to call the student by his/her given name. **Administrative action will take place if any faculty or staff member does not comply.***

### Before and After School

*Students will be supervised before and after school. Thus, students should be reminded that appropriate behavior is expected before, during, and after school. Aides on morning duty will circulate around assigned areas supervising and monitoring students. Students must be picked up on time (7:30 a.m.). All bus riders should be dismissed at the designated time to support staff. Parents will pickup students from the car rider lane.*

## Inclement Weather

*During particularly dangerous weather (i.e. tornado watches and warnings) teachers will be asked to open their main building classrooms to house all students. In the event of any severe weather, we will be implementing the following procedures:*

*ANCILLARY CLASSES: An announcement will be made to inform all staff that ancillary teachers will be coming to your classrooms instead of having the students travel to their ancillary classes.*

*RESTROOMS: Use your best judgment when sending students to the restroom during severe weather.*

*LUNCH: When traveling to the cafeteria please remind students to remain calm and to avoid stepping into puddles or jumping in them.*

### **Classroom Preparation in Case of Inclement Weather**

*Pull all shades down.*

*The teacher will unplug all electrical cords. (Not the students)*

*Move all items away from windows.*

*Store audiovisual equipment in a closet.*

*Do not leave anything on the floor that could be damaged (books etc.).*

*Make your room as secure and safe as possible in case of window breakage that would cause water and wind damage.*

## ***SAFETY AND SECURITY***

### Visitors

*All visitors, including parents and volunteers, must get a permit from the office before visiting a classroom. If a guest in the room behaves strangely buzz the office. If it is an emergency, ask that an administrator come to the room immediately.*

*Keeping our students safe is everyone's duty. All employees should stop anyone not wearing an appropriate badge and direct them to the office for a badge. Please remember that visitors wearing a cafeteria badge are limited to the cafeteria, and should not wander around the campus.*

*Safety procedures to follow daily:*

*Make sure **ANY VISITOR** is wearing an appropriate badge.*

*Ask for the visitor's badge from the office. A visitor must have a badge from the office to enter your classroom.*

*If the visitor is irate and/or irrational, call the office.*

*If an attack is made upon you or upon a student(s), call the office **immediately**.*

*If an adult becomes irrational in the presence of students, try to move the adult out in the hall. If this does not work, move the students out, or call the office.*

*Do not report to school prior to the plant operator's opening of the building at 6:00 a.m. Do not remain in the building alone.*

*Make sure your door is locked when the students or you are not in the classroom.*

### Release of Students

*Students who leave during the day for medical or dental appointments must bring a note from home. Send the note to the office so that the office staff can verify it. If the parents called the office you will be notified via e-mail. Parents will come to the office and sign the student out. **Do not release a student during the day unless a staff member goes to your room to pick the student up or you are instructed to send the student to the main office.** Please make sure that you send students to the main office with two other students. It is considered inappropriate behavior for a student to leave the campus without permission. If a student should leave the school grounds without permission, notify the office immediately.*

### Building Security

- \* Every student must wear their name badge at all times.*
- \* To report a security problem, buzz the office and say, "**I have an emergency.**"*
- \* All outside entrance doors, will remain locked from the outside (and can be opened from the inside) during the day.*
- \* Custodians will inspect the campus daily for broken glass and other debris, which can be harmful. They will also inspect exterior lights daily.*
- \* Teachers will require all parents and visitors to sign in at the office to receive a visitor/volunteer badge. **No** visitor/volunteer is to enter a classroom without a badge. If a staff member observessomeone on the campus without a permit, direct him or her to the office, **even if you know the person.***
- \* Notify the office immediately if you see any gate open.*
- \* If a visitor is wearing a cafeteria badge, this gives them permission to be in the cafeteria **only**. **No one** should be wandering around the campus wearing a cafeteria badge. They should be directed to the office to receive the appropriate badge.*

### Personal Security

- \* Teachers shall secure personal belongings. Do not carry large amounts of cash or valuables.*
- \* Teachers who arrive early or stay late should exercise good judgment and caution when walking to and from the building.*
- \* Potentially troublesome parent-teacher conferences should be held with an administrator or another teacher.*
- \* Keep classroom door locked at all times. (Both from the inside and the outside when you and your class are not in the room. Ex: going to the restroom, recess, lunch.)*

### Parking Area Security

- \* Keep car doors locked.*
- \* Do not leave valuables or packages visible inside the car.*

*\* All staff members should be observant for strangers. Report any suspicious persons to the office.*

### *Preventing School-Wide Trauma and Acts of Violence*

*While it is true that we cannot fully predict random acts of violence, we can and must take steps to prevent them.*

*The most important message to convey is that students need to take threats seriously made by other students, and they are to tell an adult.*

*Teachers are to take such threats seriously and report them to an administrator so that appropriate intervention from the assistant principal, nurse, or psychologist can occur. Frequently, threats to harm others, or oneself, do not result in action. However, most students who do take action have told someone, usually another student, what it is they are thinking of doing.*

*Thus it is critical that teachers report to the principal any threats of violence.*

### *Adult or Student Accidents*

*Examples: suspicion of head injuries, excruciating pain, profuse bleeding, and inability to breathe.*

*Ascertain the extent of the injuries and call the office for the nurse. The nurse will secure student's emergency health information from enrollment card and take it with her to the accident site. The nurse will determine if the injuries are serious and will have Mirella Herrera call 911, if necessary. The nurse will stabilize student/adult and administer first aid until medics arrive.*

*The ambulance will be directed to enter through the front gate on Carvel, which will be handled by Mirella Herrera. Ambulance will load at the front of the school.*

*Principal will notify the family to give information about the injury. If the injury isn't serious, the parents/contact person will be requested to pick up the child/adult. If no family member is available, the responsible adult listed on the enrollment card will be called. The nurse and/or Principal will accompany a child/adult who is taken to another setting.*

*In case of a serious emergency Principal will notify the West Area Office, who will ensure that the appropriate HISD offices are notified.*

*If the student/adult is ordered to the hospital by the parents/contact person, the nurse will notify the hospital that neither HISD nor the school will assume financial responsibility.*

*Principal will complete the incident report form with the teacher/staff that witnessed the incident and submit it to the appropriate HISD department.*

### *Child Abuse:*

*If you suspect that a child is being abused or neglected, please report it immediately to any administrator, our school nurse, and police officers. In addition, contact Texas Abuse/Neglect Hotline @ 1-800-252-5400 or <https://www.txabusehotline.org> to file a report, and obtain a case number. Section 261.101 of the Texas Family Code requires that a person having cause to believe that a child's physical health or welfare has been or may be adversely affected by abuse or neglect by any person shall immediately make report as follows: "If a professional has cause to believe that a child has been abused or neglected, the professional shall make a report no later than the 48th hour after the hour the professional first suspects that the child*

*has been*

*abused or neglected. A professional may not delegate to or rely on another person to make the report.”*

*All reports of abuse and neglect are routed through the Texas Department of Family and Protective Services (DFPS) Statewide Intake Hotline. In addition to the Hotline, DFPS has launched a SECURE web site designed specifically for use by professionals who are mandated by law to report abuse, neglect or exploitation. These professionals include teachers, attorneys, day care employees, clergy, medical professionals, social workers, law enforcement officials, juvenile probation/correctional officers, and mental health professionals/providers.*

### *Emergencies*

*Neff ELC will implement emergency and evacuation procedures as established by the district and campus committee.*

*The custodial staff, cafeteria manager, and emergency committee (those not with a class) will report to the office immediately. The plant operator will be responsible for securing all gates as needed.*

*Principal will make the decisions regarding emergency procedures to be taken based on the incident that has occurred. In the event that she is not on campus, the Acting Administrator will determine procedures. Principal will make an announcement over the intercom according to the situation, and teachers will follow the procedures outlined in their Emergency Procedures Manual.*



*Neff Early Learning Center Faculty Handbook*  
***Acknowledgement of Policies and Procedures as Outlined in***  
***2022 – 2023 Campus Handbook***

*Please complete and turn in to Mirella Herrera by August 25th, 2022.*

*I, \_\_\_\_\_, have received a 2020-2021*

*Neff Early Learning Center Faculty and Staff Handbook. I understand it is my responsibility to know and follow the policies, procedures, and regulations contained therein.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*