

# 2022-2023 Handbook

## Faculty & Staff



**Marques Collins, Principal**  
**Sherra Jones, Assistant Principal**  
**Tameka Hornsby, Teacher Specialist**  
**Kimberly Pate, Counselor**  
**Kenya Lanier, Fine Arts Magnet Coordinator**  
**Special Education Chair**  
**Samuel Osborne, Wraparound Specialist**  
**Anna Quiroz, Administrative Assistant**

**Millard House II**  
Superintendent of Schools  
**Dr. Shana Perry**  
Area Superintendent ESO2  
**Leigha Curry**  
School Support Officer

# KASHMERE GARDENS E L E M E N T A R Y

## HANDBOOK PURPOSE

The purpose of this Faculty Handbook is to provide an overview of Kashmere Gardens Elementary school policies that are in line with the policies set forth by the Board of Education of the Houston Independent School District. As members of the HISD Team, all HISD employees are contractually bound by all HISD policy.

The implementation of effective and efficient systems and routines within and around our learning organization will ensure the most productive learning environment possible for everyone within our school. It is expected that all faculty members of Kashmere Gardens Elementary will follow these guidelines.

The contents in this guide are not intended to alter district policies but include pertinent information within the HISD Board Policies and Procedures and within the HISD Code of Student Conduct.

These school policies will help to clarify responsibilities and facilitate our team's effort towards a safer and optimal learning environment. By working together, we will demonstrate to our community our commitment and dedication to every student that attends Kashmere Gardens Elementary.

Marques Collins  
Principal

**ORGANIZATIONAL OVERVIEW**

**Campus Policy**

**Kashmere Gardens Cause and Purpose to the Community for  
“All” Staff Members:**

1. To increase our students’ academic and social and emotional achievement by implementing our Core Values to sustain a higher level of increase in Meets and Masters to grow the whole child.

**Kashmere Gardens Daily Operational Statement for “All” Staff  
Members:**

**“Let us Serve, Lead, Follow, and Progress Monitor “Together” by  
effectively executing our Core Values in Excellence”**

## KASHMERE GARDENS ELEMENTARY CORE VALUES

### **Culture of (20) Operating In Excellence Core Values: Non Negotiable- Campus Policy**

1. Be Professional
2. Be Mutual Respectful, Trustworthy and Kind
3. Work as a Collaborative Team
4. Be a Problem Solver
5. Effectively Communicate
6. Be Accountable
7. Effectively Supervise and Monitor to ensure the Safety of All students and adults is done daily with fidelity
8. Build Positive Relationships
9. Believe in Yourself, your Students, your Colleagues, and the Community
10. Be Self Reflective
11. Drama Free Work Environment
12. Have the right mental approach to serve
13. Be on time for your assigned chosen job and duty
14. Progress Monitor yourself and others with fidelity
15. Be Positively intentional, impactful, influential, and inspirational to "All"
16. Consistently Adhere to and Implement with fidelity all Federal, State, Houston ISD, and Kashmere Gardens Campus based policies, systems, and procedures of operation
17. Teach, Treat, and Reach "All" students as if they are your own
18. Have an Exemplar Representation of Yourself and the work of others
19. Participate in Professional Learning and Implement with fidelity
20. Effectively Plan and Prepare to effectively do Your Assigned Job and or Duty in Excellence

**"Let us Serve, Lead, Follow, and Progress Monitor "Together" by effectively executing our Core Values in Excellence"**

# KASHMERE GARDENS E L E M E N T A R Y

## **“The 9 Aspects Professional Educators Control in their Classrooms Everyday!!” - Campus Policy**

### **1. Your Professional Attitude and Professional Effort and Professional Actions**

(In meeting the individual student’s needs by increasing their academic and social achievement)

**2. Content Knowledge** (knowing what to teach and how you are going to teach it effectively- Effective Planning and Preparation) getting to know more about the content as needed.

**3. Stimuli** (selecting and adapting interesting instructional materials, modeling, demonstrations, role plays, resources including technology, etc..... to consistently engage students in the learning process)

**4. Thinking** What questions to ask students at all levels - allowing students to respond, justify, and explain their responses in complete sentences to the class as a whole, their peers, their teacher, administrators, staff members, etc...

**5. Instructional Strategies** ( getting students interested in learning, active engagement, **multiple opportunities to practice and apply their learning**, willing to make instructional adjustments as needed, providing small group interventions by the Teacher, etc...)

**6. Classroom Management Strategies**- providing students with a clearly defined and a consistent classroom management and behavioral intervention teacher plan. **(Students must have Consistency) (Knowing Your Students and Building Positive Relationships)**

**7. Evidence of Learning** (continuous check for individual understanding/responding to any misunderstandings/misconceptions during and throughout the lesson)- Teacher daily collects, tracks, and uses student data to guide, drive, and adjust instruction, etc... ongoing

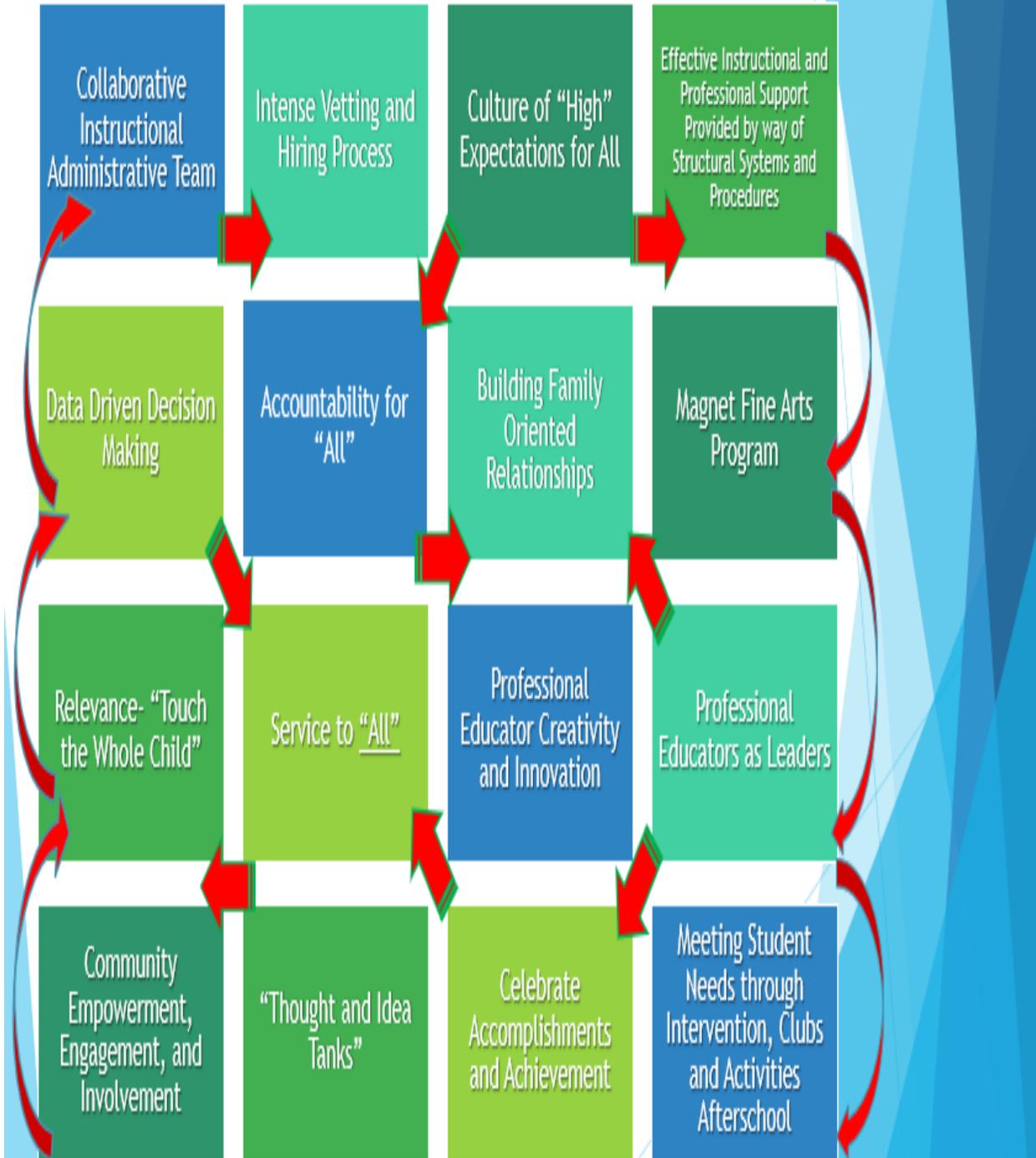
**8. Consistently Building Positive Relationships, Communicating, Empowering, and Engaging the Parents** to positively support their child or children academic and social achievement in the classroom, ongoing, etc.....

**9. Individualized Professional Development and Implementation of Learning**, based on identified areas of instructional and professional need to ensure the needs of the teacher and the individual students are met.

**“Let us Serve, Lead, Follow, and Progress Monitor “Together” by effectively executing our Core Values in Excellence”**

# Who Are **We** At the Gardens?

KASHMERE GARDENS  
ELEMENTARY



## **FIRST DAY OF SCHOOL PROCEDURES**

### **Students:**

- All students will report to their designated classroom.
- If a student is new to Kashmere Gardens ES and their name is not on the printed class list the student should report to the office and wait until an adult takes them to the classroom.
- Teachers are to admit only those students whose names appear on the class list or who present an admit slip from the office.

### **Placement of Students:**

- All teachers will receive a class list of students for the new school year. Class lists will be posted throughout the campus. All magnet, admin and support staff will assist students/parents needing help.
- Attendance must be entered daily at 9:30 a.m. As a reminder, a bell will ring daily at 9:30 a.m. An accurate student count is extremely important every day during the school year.

### **Fire & Civil Defense Drill:**

During the first hour of school, explain the Fire and Civil Defense Drill. Walk students through drills. We will have a Fire and Civil Defense Drill the first day of school. Know your primary and secondary exit routes. Always take your class rosters with you in the fire drill folder, so you can be assured that all the students safely evacuate the building and are with you. Report missing students to school administrators using the red side of the Fire Drill book. Students are expected to walk in a straight and quiet line. All personnel/students must exit the school.

**Daily Schedule:**

A copy of the daily schedule will be posted in the room right next to the door.

**Discipline:**

Beginning on the first day, establish the rules of good conduct for your classroom, the restrooms, all walkways, and the cafeteria. Be fair, respectful, consistent and firm. Classroom rules and consequences must be posted in your classroom and enforced. Each teacher is responsible for his/her student's discipline. Follow the Kashmere Gardens Elementary Discipline Management System explained further in this document.

Class work should begin immediately the first day of school. Prepare ample activities to keep the students engaged. There are fewer discipline problems in a classroom with high levels of student engagement.

**Cafeteria:**

Instruct your students on how to go through the cafeteria line. Discuss appropriate cafeteria behavior with your class and review its rewards for good behavior. Students should be reminded and taught responsibility of cleaning up after themselves. Teach students how to clean up and what "cleaning up" entails. (during breakfast and lunch in the cafeteria) Although not required by the administration, teachers have found that eating lunch with their students the first few days helped their students learn the cafeteria rules and procedures as well as helped teachers build a good rapport with their students.

**Folders:**

Weekly student folders must go home every Thursday. Campus/Classroom information will be sent home in these folders. Please plan incentive strategies to ensure the students will return the folder on the following day.

**Forms:**

Distribute informational items to students and request immediate return of Enrollment Cards, Free Lunch Applications, Media Release Forms, etc.

Give an enrollment card to each student in your room whose name is on your class list. Please collect Enrollment Cards, Socioeconomic Forms, Media Release Forms, and Student Code of Conduct forms in your classroom and turn them in as a set on Friday, August 27, 2021. Teacher must have a tracking system of whose forms have been collected and who is missing. Socioeconomic forms are of the utmost importance, we need 100% returned. All forms will be turned in sorted with the teacher's name on them. After, August 27<sup>th</sup> forms should be turned in daily with the teacher's name on them. Submit the Forms Inventory to the office as soon as it is completed.

**Magnet:**

It is the teacher's responsibility to walk their students to and from Magnet Classes.

Promptness is the key to orderly transitions. Please do your part to help keep us all on schedule. If a student is more than 15 minutes late, they are to stay with you until magnet is over. Teachers must walk late students to magnet if they are late.

**Dismissal:**

No student is dismissed early unless the parent signs him out in the office. Students must report to the office. The office will call and notify the teacher if a child is being released early.

PK/ true walker students will be dismissed from PK rooms.  
Kinder will dismiss from the hallway to the Spark Park

1st -5<sup>th</sup> grade car riders will be dismissed from the short hallway to the circle drive.

1<sup>st</sup> -5<sup>th</sup> grade walkers will be dismissed from the Title1 cafeteria. The parent will park and walk to the gate to pick up their child.

DayCare will be dismissed from the Library.  
Gulf Coast will be dismissed from the PE room.

Students that walk by themselves will be walked to the exit by school personnel at 2:55PM.  
Students walking by themselves will not be allowed to be dismissed before 3:00PM.

All car riders will be given two car name tags that will be placed on the vehicle's dashboard. Car riders will not be able to be picked up without the car name tag. Guardian's will have to report to the office to check out the child. Any lost name tags will cost \$3 for replacement. This is something the front office takes care of, please refer parents to the office for replacements and payments. The money will be placed in the students' fund account.

If there is a change in the way the child is getting home, the change needs to be made by 2:00PM. Preferably, parents should send a note to school with the child. This will reduce classroom interruptions.

**Rainy Day Dismissal:**

Stays the same as regular dismissal.

**Note: School dismisses at 3:00 p.m. All parents are to pick up their children by 3:20 p.m. Parents picking up after 3:20 p.m. need to report to the office**

**ACCESS TO SCHOOL BUILDINGS**

The official hours of operation for our school building are from 7:00 a.m. until 4:00 p.m., Monday through Friday. Staff working on their own after hours must exit the building by 5:00 pm. After that time, custodians lock the school building.

**ACCOUNTABILITY AND COMPLIANCE**

Compliance with policies, operating procedures, and requirements is not an option. All employees are accountable for being knowledgeable of and adhering to HISD Board Policy and Elementary Guidelines as well as Texas Education Agency and Federal Education mandates (national, state, district and campus). A letter of directives will be issued following failure to adhere to policies, operating procedures, and requirements as outlined by the Houston Independent School District and Kashmere Gardens Elementary School. You will ensure compliance with all Board policies, district administrative regulations, education codes, and all laws pertaining to your school.

### **ACTIVE SUPERVISION OF STUDENTS**

Active supervision of students is required at all times. Teachers are expected to actively monitor the students in their classroom, in the halls, and on the playground from the beginning of the day through dismissal. This requires constant monitoring and diligence. Teachers should be mindful that checking emails or talking on cell phones during instructional time does not meet this standard. All teachers are expected to actively monitor students at all times. This means that all reports, grades, lesson plans, etc. should be worked on during the teacher's conference time and/or before or after school. At no time in the instructional day should a teacher be seated at his/her administrative computer. During instructional time, teachers should be: teaching to a large group, working with small groups, facilitating student learning activities, monitoring/assessing student progress, and/or addressing the educational needs of an individual student. This is a non-negotiable. **Should you need to leave your class for any reason, an adult must supervise your students. Instructional minutes are precious, and our students need our constant attention, please plan accordingly.**

### **PROFESSIONAL DRESS**

All faculty members at Kashmere Gardens ES are expected to dress professionally per HISD guidelines. We are expected to set a good example and be a role model for students, parents and community; dress accordingly. We should not allow ourselves to become careless in our grooming and attire. You are expected to dress in a professional manner at all times. No flip flops, leggings/tights, or torn jeans, no backless dresses. Be mindful of attire that may be too revealing, too tight, etc. No cleavage should be exposed. Ensure that your clothing would maintain modesty if you were to bend down or reach up. Campus provided shirts with khaki pants/jeans may be worn on Mondays. Appropriate blue jeans may be worn on Wednesdays with a Kashmere Gardens shirt and on Fridays with a university/college shirt in order to promote a college bound culture. Remember that our dress should reflect that we are going to work. Tuesday and Thursday and when attending a district professional development professional attire is required. Tattoos must be covered. In keeping with professional decorum, only female employees may wear earrings; ears are the only exposed areas of the body on which pierced jewelry may be worn.

### **CALENDARS**

A monthly calendar will be published and sent home. To schedule official school events, please speak directly with the principal and leadership team. Faculty members are encouraged to keep a copy of the school calendar handy. Teachers play a vital role in reminding students and

parents of upcoming events, early dismissal days, testing days and holidays.

### **CELL PHONES/Earbuds/Airpods**

Cellular phones should remain on “silent” during the school day. Cell phones may not be used during instructional time, while supervising students in the hallways, when picking up students or during dismissal. All use of cell phones should be restricted with the exception of during your conference time, lunch, and before or after school. During meetings, PD, planning, and/or PLC cell phones should be on “silent” as a courtesy to those presenting. Should you need to check your messages, do so during your conference time. If you have an emergency that may require that your family/physician contact you during instructional time, please notify the front desk, so they may forward a call to you. Earbuds/Airpods should not be in your ear during the hours of 7:30-3:15.

### **PARENT COMMUNICATION**

All communication from school to parents must be accurate in terms of spelling, punctuation and grammar. Please use spell check, edit notes accordingly and ensure that they are accurate and legible. All notes sent home from Kashmere Gardens Elementary School must be approved by the principal and/or the assistant principal. Notes that have been generated by the Main Office must go home on Mondays. Teachers are required to provide weekly communication to parents through the folder as well. Teachers may use their discretion as to the form of this feedback; however, the following components should be present as appropriate:

- Parent signature page
- Student work samples
- Student work needing parent signatures
- Conduct Report
- Progress Reports
- Teacher Comments
- A sheet that invites parent comments

### **PROFESSIONAL COMMUNICATION**

Everyone must demonstrate and comply to our Superintendent’s request that all individuals will treat others with respect and dignity. These individuals include all school staff, students, parents, visitors, and anyone that we communicate with in our everyday activities at school. Failure to comply with this policy will be followed by a conference with the principal and/or appraiser and a written directive.

**Do Not** discuss students in the teacher’s lounge, hallways, etc. Always discuss students only with staff involved with that student and behind closed doors. Remember confidentiality, discretion, respect, and professionalism at all times.

### **PROFESSIONAL EXPECTATIONS**

You will be on time for meetings, be actively involved, and voice your recommendations, opinions and concerns. Be solution-oriented. You will confront difficult issues for the

betterment of students, staff, and the district. You will work collaboratively with your peers, staff, district office personnel, parents, and students for the benefit of all. You will present and conduct yourself in a professional manner that exemplifies yourself as a role model for students, staff, and community. You will make every effort to submit professional, high quality reports, documentation and required information on time.

### **FACULTY MEETINGS**

Teachers are required to attend these meetings. Keep your calendar open, please do not schedule appointments. Faculty meetings are scheduled for the first Monday of every month from 3:30p.m.-5:00 p.m. Weekly Bulletin/upcoming dates reminder will confirm if there is a meeting or not. If there is an emergency/conflict, see Mr. Collins.

### **PLANNING PERIODS AND PREPARATION**

Every teacher is entitled to 450 minutes of planning period every two weeks. This time should be utilized for instructional preparation, including parent-teacher conferences, evaluation of students' work, planning, putting up board work for the following day, correcting assignments, preparing bulletin boards, conferencing with appraiser on instructional matters, preparing lesson plans, meeting with grade level teachers for instructional planning purposes, preparing lessons, and other business pertaining to planning.

**GRADE LEVEL PLANNING/COLLABORATIVE MEETINGS** will be held weekly every Monday. Each grade level should record minutes and ensure that everyone signs in. Everyone should have already preplanned and reviewed the following weeks TEKS and should be prepared to share. All teachers should be active listeners and participants. Do not schedule appointments or parent conferences on this day. Lesson plans are due weekly on Thursday by 4pm. On Tuesday you will meet as a grade level and complete your Know It/Show It over your lesson plan that was created on Monday. PLCs will be Tuesday and Thursday. Thursday will be with an admin if needed, otherwise you will be with your grade level and follow the PLC template. All templates need to be uploaded into the drive by the end of Thursday.

### **GRADE LEVEL TEAM MEETINGS**

Collaboration and cooperation is essential to effective teamwork. Each team member is expected to participate and cooperate in planning team activities. Teams are required to meet weekly and are encouraged to meet as often as needed to ensure success. Grade level meetings will take place on Thursday's when there is no data PLC. The principal, assistant principal and/or Instructional Coordinators will attend bi-weekly meetings to share pertinent information as needed. Documentation and feedback will be collected after each meeting including sign-in sheets, minutes, and agendas.

- Field trips
- Special Projects
- Discipline Management Programs
- Activities

### **RtI Intervention**

Each grade level will have a designated RtI intervention time that must be observed daily. A daily schedule has been developed with this in mind. This intervention time is a critical component of our instructional program. Small group instruction must be conducted by teachers during RtI. You will turn in a daily schedule of the students you are seeing to the admin/IAT liaison and be expected to post and update (when needed) the student list and rotations in your room and follow it daily. If you need to make changes to the schedule during the school year, you will need to also provide an updated copy to administration.

### **INTERVENTION EXPECTATIONS**

Develop and implement a plan of action within your classroom designed to assure that all your student's instructional needs are addressed. You will monitor all student progress through assessment data designed to inform instruction and target effective interventions. You will effectively utilize all resources (effective student groupings, intervention programs, specialists, etc.) to ensure that all students' educational and ESL needs are addressed.

### **KEYS**

Teachers having keys issued to them are responsible for the keys. Replacement keys cost money and jeopardize the security of our school. Keys are turned in at the end of the school year.

### **STAFF COMMUNICATION**

Please check your teacher mailboxes every day as you arrive to work and before you leave for the day. Do not send students to check your mailboxes. All mailboxes should remain clean of old mail. All teachers are responsible for any information communicated through digital or hard copy. The purpose of administrative emails/memos is to communicate vital information about the daily operations of our school and of HISD to members of our professional and support staff. Therefore, it is essential that each staff member read email/memos daily. You are accountable for information disseminated through email informing you of school news, planned events, in-services or meetings. **Emails should be checked a minimum of 2 times daily.**

### **PARKING**

Parking is available on a first come basis unless otherwise indicated. Please make sure to secure your car before entering the building.

### **DUTY**

All faculty and staff members may be assigned a time to supervise students before or after school to ensure the safety of our students. Teachers and staff are expected to be at their duty location on time and ready when their schedule begins. Each member will be assigned an area to supervise. Duty requires active monitoring at all times. Teachers and staff on duty are not allowed to be on their computers or cell phones, etc. Failure to fulfill this obligation endangers our students and places undue stress on others. Repeated violations will result in disciplinary action and faculty and staff members who fail to fulfill their obligation will receive a written directive from their appraiser.

Do not allow any students to go to the restroom (unless it's an emergency) alone during morning arrival, lunch, or afternoon dismissal. Students should not be unsupervised or wandering the hallways.

**SIGN-IN/OUT PROCEDURES**

Teachers and staff must sign in and out daily via the front office. The hard copy Sign-In sheet will be produced according to the employee signing in and out information on a daily basis. This document is legal documentation of evidence that can be audited at any given time. All employees are to sign in and out on a daily basis. If for some reason you are not able to sign In or sign out daily, please contact Mr. Collins and Ms. Jones via cell phone-call/text and via email. We will then inform Mrs. Quiroz to document accordingly.

**ABSENCE FROM DUTY**

It is the responsibility of the teacher to enter absence on OneSource and inform the principal. In case of emergency, call the **principal** prior to 6:30a.m. in order to report an absence.

If you will be absent more than one day, it is required to call the Principal, Mr. Collins to give an update on the cause of absence. If you are absent 5 consecutive days, a doctor's note is required.

Kashmere Gardens ES	713-671-4160
Principal's Cell	832-689-9013
Ms. Jones Cell	210-310-6329

Employees must complete an "Absence from Duty Report" on OneSource form upon returning to duty.

**REQUEST FOR PERSONAL BUSINESS**

A request for personal business that cannot be conducted outside of regular school hours will be filled out and turned into the principal at least 48 hours prior to the time for which the leave is requested using the Absence from Duty Report form. This form must be completed and signed and turned in to the principal at least 48 hours prior to the time for which the leave is requested.

**EMPLOYEES LEAVING CAMPUS**

Permission from the principal is required in order to leave the campus during the school day, which includes your planning period. The only time the employees doesn't need the principal's permission is when he/she leaves the campus during their 30-minute assigned lunch break. The employees must sign out and sign back in the Purple Leaving off Campus Binder in the main office. Please see Ms. Darlene Ladmiraault for assistance, if needed. Please schedule personal appointments after school. Every employee must sign in and out of the office when they leave the school for any reason.

\*\*The Early Departure Request form on OneSource should be submitted to the Principal at least

48 hours in advance (except in cases of unexpected emergencies).

### **TARDIES**

Should something happen and you find yourself running late for whatever reason, call/text the principal and Ms. Jones immediately.

If you are going to be late, it is required that you call/text the Principal and Ms. Jones. Your call does not excuse the tardy, excessive tardies will be an area of concern. Each tardy will be documented, and staff members will receive a copy of that written documentation. **Excessive tardies will be reflected on your appraisal.**

### **SUBSTITUTE TEACHERS BLACK BINS**

All classroom teachers are required to create and maintain current Substitute Teacher Black Bins with current instructional materials and enough meaningful student work, in the event they will be absent, arrive late or leave early. This substitute teacher black bin should be kept on the teacher's desk or back shelf at all times. Each black bin should have supplemental work that the students may work on. Each teacher is responsible for ensuring that his or her black bin contains all of the required information and is ready for use by the first day of instruction.

**Classroom Split List** (names of students and classroom where they would be placed).

**A copy of this Student Split List should also go to the main office clerk for filing and to the team leader.** This Student Split List is only used when coverage is not available and approved by an administrator to cover the class. Class work for (3) days, Daily Schedule with Lunch, Student Pull Outs and Magnet Periods clearly marked, List of students who are Bus Riders, Car Riders, and Walkers, Independent Walkers, Special Pick-Up Procedures for any student, Class Helpers, Seating Chart, List of Morning and End of the Day Routines, and any special student comments and the name of the teacher to report to.

**Do not forget to update as needed.**

**\*\*Good subs are hard to come by. If a sub has had a good experience at a specific school, they inform us to put them on our "preferred list." As a best practice, please straighten your desk and have things prepared prior to leaving the building every day so that in case of an unexpected absence the next day, your classroom is in order. The work left in the substitute folder should be review work for your students. Instructions should be clear and concise. "Spot check" for substitute folders will be conducted periodically by administrators. It is your responsibility to update/replenish your sub folder at least every six weeks and every time you are absent.**

### **TEACHER'S LOUNGE AND DINING AREA**

Teachers have a 30-minute duty-free lunch. Plan to complete your lunch before picking up your students. **Eating while picking up students, at the restroom and in the classroom is not professional behavior and it is not permitted unless noted by the principal.** Teachers are requested to maintain the teacher's lounge as their common professional space. Empty bottles, cans, or dirty dishes are not to be left in the lounge. Tables should be left clean. A neat and

attractive area is a reflection on our high standards and helps to discourage unwanted insects/rodents in the building. No student should be sent to get any item from the teacher's lounge or dining area. No student should be inside the teachers' lounge. In addition, all food that is stored in the refrigerator should be taken home by the end of the week. This will prevent the refrigerator from becoming overcrowded and disorganized. The refrigerator will be emptied of perishable items every Friday afternoon. Please take food items home that you wish to save. All items left in the refrigerator after 5:00 p.m. Friday afternoon will be discarded (with the exception of condiments). Label food items that are placed in the refrigerator/freezer.

### **TELEPHONE**

Many important calls are made to the school daily. Staff members should limit calls. Personal calls should be made during non-instructional time. Teachers are not permitted to place personal calls from the telephone in the main office.

### **APPEARANCE OF BUILDING AND SCHOOL GROUNDS**

The attractive appearance of the facility depends on the cooperation of every teacher and student in the school. Students need to learn procedures for the cleanliness and maintenance of the classrooms, restrooms, hallways, and cafeteria. They need guidance and supervision to ensure that paper and food are not thrown on the floor. Teach the students to maintain a clean and neat environment. When students throw trash on the school grounds, have the student pick up and deposit the trash in the nearest trash can. We do not want our school to look unkept or unattractive. Enforce the rule that no person should step over trash that may be in the hallway, in the classroom, or on Kashmere Gardens Elementary School grounds. Each student, teacher, and staff member are responsible for keeping our school as clean as possible. Teachers should have their students to pick-up any trash around their desk and pick up the chairs at the end of the instructional day.

For many of our students, Kashmere is the nicest place they go to during their day. In order to aid our custodians in maintaining the facility, make sure the following guidelines are followed:

- Empty any liquids in the sink before placing the container in the trash can. Rinse sink.
- Check restrooms before and after use.
- Train students to clean up after themselves and to respect their environment by not writing on walls, desks, etc.

### **CLASSROOM APPEARANCE**

A teacher's classroom reflects his/her work. Each classroom is to be kept neat and orderly and free of clutter. If cleanliness is taught and encouraged, the children will cooperate in this endeavor. The teacher is to serve as a model for the students. Students and all employees are encouraged to take pride in the appearance of their classroom and their school as a whole. Your classroom will be welcoming, clean, organized, and conducive to a positive learning environment. Safety is a priority. Evidence of classroom and behavior expectations shall be visible. Evidence of current authentic student work shall be visible.

### **CAFETERIA**

The teacher is responsible for informing the students of cafeteria behavior and care of the

cafeteria. Please remind students to pick up after themselves. Encourage students to make healthy choices for lunch and snack. This includes lunches that are packed from home. Students must be escorted by the teacher to the serving line inside the cafeteria. Do not leave students at the cafeteria door. No food or drink is allowed outside of the cafeteria - this includes items purchased by students. Please support the campus behavior initiatives for class behavior by encouraging students to behave in the cafeteria.

### **RESTROOMS**

*Restrooms should be inspected by the teacher prior to class use and after.* Students are to be instructed by their teacher as to acceptable behavior and cleanliness in the restrooms. Each classroom teacher should assign a restroom monitor to ensure that all students are in compliance. **In addition to the student monitor, the classroom teacher should be closely monitoring any time students are taken to the restroom as a group.** *Restrooms should be inspected at the end of classroom use to ensure that it remains clean and orderly.* ---Keep individual, unsupervised student trips to the restroom to a minimum. Only students with a written notice of medical reasons or frequent restroom use should be allowed to go by themselves on a regular basis.

### **VISITORS ON CAMPUS**

All visitors on campus must report to the office to receive a visitor tag. If a person without a visitor tag is in the hallways a staff member is to politely redirect this person to the office. Never under any circumstances, let anyone through any of the secured entrances that does not work at Kashmere Gardens Elementary School. This includes central office and/or maintenance personnel. Do not allow any person that does not work in HISD into your classroom unless he/she is accompanied by a member of the front office staff. In case of perceived danger, we will have a lock down drill.

### **PARENTS VISITATION**

All parents are expected to check in at the reception area and receive a visitor's badge. Do not allow parents in your classroom if they do not have a visitor's badge. Politely refer them to the reception area. Your assistance is needed with this matter to ensure the safety of all our students and employees. Never allow a visitor to remove a student from your classroom without written permission from the main office.

All doors are to be secured and locked throughout the day. Never prop open a door that gives access to the building from the outside. Limited access to the interior of the building is our greatest safety measure.

### **CLINIC PROCEDURES**

1. Teachers must give each student a hall pass and a referral form when the student goes to the nurse's office.

2. The time the student leaves the classroom should be indicated on the form. Please use your judgment and monitor students asking to visit the nurse. If they are ill or injured, immediately send them.
3. The child will be assessed, and an appropriate recommendation will be made.

Even if a student has a note from the parent, teachers are not allowed to dispense medication to a student. All medicines must be in the original container and stored in the clinic. A prescription release is required and must be signed by the physician in order for medication to be dispensed to a student. Students with asthma may either go to the clinic to use their inhaler or carry their own inhaler for use if it is the physician's recommendation and a form is on file in the clinic.

Accident/incident reports are required for any physical injury, no matter how slight, to any student or school employee.

### **NUTRITION**

Nutritional guidelines are dictated by the Texas Department of Agriculture guidelines, TEA and HISD guidelines. Further information is available online at the TDA website.

TDA Policy:

- III. Elementary Schools
  - A. Foods of Minimal Nutritional Value (FMNV) Policy:  
Elementary school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until the end of the last scheduled class. Such foods and beverages may not be sold or given away to students on school premises by school administrators, or staff, students or student groups, parents or parent groups or any other person, company or organization.
  
- IV. Foods of Minimal Nutritional Value (FMNV)
  - B. FMNV and Policy Exemptions:  
Students may be given FMNV, candy items or other restricted foods during the school day for up to three different events each school year to be determined by campus principal. The exempted events must be approved by a school official. During these events, FMNV may not be given during meal times in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all students in accordance with federal regulations.

### **FIELD TRIPS**

Field trips need to be requested at least one month in advance and must be approved by the principal. Once the field trip is approved, the Magnet Coordinator will complete appropriate forms and submit them to the main office clerk and the cafeteria manager. Each student must return a signed permission slip which includes an emergency phone number. Teachers must supply a list of names of students attending the activity to the office. The teacher must also provide a list of students not attending the activity and the classroom where they will be staying. These lists must be given to the Magnet Coordinator at least three days prior to leaving on the field trip. Students who do not have signed parent permission slips cannot attend the field trip. Concerns with any students attending the field must be discussed in advance with the parents and administration. Final decisions are made with administration.

Make arrangements in advance for another teacher to supervise students who are not attending the field trip. Any student not attending a field trip should be left with enough work for the amount of time of the field trip. All materials including textbooks, workbooks, paper, and pencil should be provided by the homeroom teacher. The office should receive a list of the students who are not attending and the name of the teacher who will be supervising them. Prior to loading the bus, take attendance and submit. Students must wear school uniforms on field trips unless prior permission was given by the principal.

Field trips should reflect a follow up activity or enrichment activity that correlates to a unit of study, i.e. instructional support to the students' learning. If you cancel the field trip, you must also cancel the bus reservation request. Remember, field trips are an extension of the curriculum and as such, students should not be excluded from access to a free, appropriate public education. Be sure to give parents adequate advanced notice if a voluntary fee for participation is being solicited. Also, give parents adequate advanced notice to fill out proper information for a background check as required by HISD if they would like to serve as a chaperone on the field trip.

Chaperones and all students are to ride on the school bus to and from with the teacher. No student should be dismissed from a field trip location. Chaperones are to assist teachers in ensuring safety of all students. Chaperones are not to be alone with students or wander off on their own. The teacher is ultimately responsible for all students at all times.

### **MONEY COLLECTIONS**

Money may be collected from students only for authorized reasons (money-raising activities, field trips, etc.). **The principal must approve all money collections.** All money collected from students must be listed on Form AF-104, completed by the teacher collecting the money, and submitted to Ms. Quiroz daily. Form AF-104 is available from the financial clerk upon request. All money collected must be submitted in the same form as collected. Employee's personal checks may not be substituted for cash collections. A receipt will be issued for money collected. The original AF-104 form must be written in black ballpoint ink. No pencil or scratching out of names or amounts is permitted. At no time shall money be left in the classroom overnight or removed from campus.

## **FUNDRAISERS/PURCHASES**

All fundraisers must be approved by the principal. Approval Fundraiser Forms must be obtained from the Administrative Assistant and completed before product is sold and monies collected. District procedures must be followed for collecting money. Fundraiser a letter with the dates of the fundraiser must be approved by the principal.

**Any items purchased must be pre-approved by the principal if reimbursement is expected. Any and all purchases for Kashmere Gardens ES (events, classroom, etc.) must be approved by the principal first. Requests must be written and submitted to Ms. Quiroz using the Supply Request Form in Title 1. Approvals are solely done by the principal. All receipts are required and filed by Ms. Quiroz and reviewed by Mr. Collins.**

## **OUTSIDE TRANSACTIONS**

Any agreements with consultants or outside vendors must be approved by the principal.

## **PROPER USE AND CARE OF TEXTBOOKS**

The teacher is responsible for all textbooks assigned to them. The teacher is also responsible for all teacher's editions and materials that accompany the kits. Teachers need to make every effort to keep track of each textbook in their classroom. Teachers must maintain an accurate record of books issued to students. (A copy of the teacher's record of books must be submitted to Ms. Turner -cc Tameka Hornsby and Marques Collins by the second week of school.) In November and May, the textbook clerk will conduct a textbook audit of each teacher's textbooks. The teacher will then be notified if there is a book shortage in the count. Teachers must make every effort to locate the missing book(s) by sending letters to parents identifying the title of the lost book and the price of the book. Teachers will keep copies of communications to parents. **The textbook clerk has to form letters to communicate with the parents regarding lost books. Please send an email to Mrs. Hornsby regarding any student in need of textbooks. The textbook clerk, Ms. Turner and Mrs. Hornsby need to be notified immediately if any student has lost their textbook, so a letter may be sent to the parent to receive payment. All consumable textbooks will be issued to the teacher for students. A checklist will be given to verify consumables received. Please sign the form and return to the textbook clerk.**

## **PROFESSIONAL DEVELOPMENT**

The purpose of a professional development learning program is to build teacher/staff instructional and professional capacity, to enhance effective decision-making, instructional planning and preparation, and effective implementation for successful learning of students. Teachers and admin members must attend at least two professional developments per semester with documentation. Teachers and staff should seek professional growth and participate in professional development. Teachers attending off-campus in-services will be asked to present a short in-service to share with others on campus. Should teachers desire to attend off-campus professional development on a school day or which requires a registration fee, these must be pre-approved by the principal.

## **INSTRUCTIONAL TIME**

Instructional time should be fully utilized for instructional purposes. Lesson plans and records of all types should be created at a time that does not conflict with the students' instructional time. Instructional time is just as it is specified, for instruction. Instructional time includes the time when students are working on independent work. At this time, the teacher should be actively monitoring student progress or be engaged with students and monitoring student work.

Your responsibility as the classroom teacher is to:

Facilitate learning and Allow students to participate in structured conversations  
Plan instruction that ensures the district's curriculum objectives are taught  
Use the curriculum guides to guide the objectives taught at each grade level  
Assess individual student learning and tailor instruction to meet student needs for mastery  
Use a variety of instructional and assessment strategies to facilitate mastery of objective  
Collaborate with team teachers to integrate learning across the disciplines for mastery

## **LESSON PLANS**

All teachers must turn in lesson plans. Lesson plans will be due on Thursday into the Lesson plan bin located in the shared drive. One of the most important aspects of teaching is careful and excellent planning. Teachers will work collaboratively to create a common plan for the upcoming week. Individual teacher lesson plans should reflect the common plan for the grade level, however, with provisions made for the needs of the individual teachers' class(es). All lesson plans should reflect differentiated instruction/strategies, assessment, intervention strategies, resources/materials (TE or other source, title of book and pages), modifications, and TEKS objectives being taught. Teachers are required to have clear and current lesson plans. Lesson plans should be printed and placed by the classroom door (plastic pocket provided) throughout the week for viewing. . The objectives should be written or displayed on the board where they are visible to the students. Students should know the objective being taught. We will keep in mind that sometimes you are unable to follow exact plans due to circumstances beyond your control. However, this should be the exception, not the norm.



### **KGES Instructional Continuity Plan/Campus Non-Negotiables**

- Individual lesson plans (TEKS AND ELPS) due every Thursday by 4pm
- Collaborative Planning (Vertical Alignment once a month Wednesday and PLC Thursday)
- Data Tracking Binder Evidence- Daily Mastery Check Forms, Teacher Perception (Anecdotal Notes), Tiered Categories, Post Assessment Results Action Plans, etc..

- Restorative Circle is to be done live with all students.
- Daily SpEd. documentation of current identified students on rosters
- Daily Intervention Documentation (form will be provided)
- Solid modeling and clear instructions are key for student success
- Parent Communication Documentation
- Call and text Mr. Collins, Ms. Jones, first if you will be late or absent for any duty, then contact Ms. Quiroz. Next you will contact your Grade Level Team Lead and Teammates
- Grade level plan for communicating teacher absence and how students will get their asynchronous lessons for the day (split list due end of week)
- Strict adherence to your Daily Schedule per TEA, Houston ISD, Campus guidelines
- Participate and engage when attending PD sessions.

### **HELPFUL TIPS TO REMEMBER**

- ★ The Remind App Platform may be used for parent communication purposes only

### **KGES Critical Success Factors for Effective Instruction**

#### **Lesson Expectations**

- Lessons correspond with course pacing calendar
- Aligns to critical or high-leverage TEKS (when applicable)
- Includes Higher Order Thinking Questions throughout your lesson
- Incorporates writing across content areas
- Begin with lesson title, student friendly Learning Targets and Language Objectives
- Follows 5 E's (Math/Science): (Engage, Explore, Explain, Elaborate and Evaluate)
- Lesson content chunked into manageable segments with purpose of each task explained
- Incorporate "wait time" for students to complete task
- Include formative and summative assessment opportunities
- Clearly explain assessment instructions and expectations
- Checking for understanding opportunities that may include the use of platforms such as: Pear Deck, Kahoot, Ontrack, Quizizz, lead4ward resources and Flipgrid
- Use of visuals (such as anchor charts and graphic organizers)
- Include opportunities for reading, writing, speaking, listening and thinking
- Provide scaffolds in the form of sentence stems, word banks, paragraph frames and exemplars
- Use of a timer
- Lead4Ward Virtual Learning Strategies for Engagement and CFU's

#### **Video Basics**

- Audio is clear and at appropriate volume level
- Adheres to HISD copyright guidelines (for visuals, videos, and texts)
- Presentation technology is organized and error free
- If using PowerPoint or Google Slides manage the amount of text per slide

## Grading Requirements

- 2 grades per week per subject
- Grading Categories: 40% Daily, 20% Test, 20% Participation, 10% Homework, 10% Projects

*If you have any questions or concerns that require further clarifications please let the instructional admin team know. We are here to serve and support! Thanks in advance for implementing the KGES Core Values and Cause and Purpose by Operating in Excellence in all that you do!!*

### **HOMEWORK**

Every teacher must assign homework on a daily basis. Students should read for at least 20 minutes every night. Every teacher must have a reading log system that requires a parent/guardian to initial each day. Homework is the opportunity for students to practice/review what they have already been taught. If a student does not bring in homework on a consistent basis, all attempts should be made to contact the parents for a conference. Keep a Parent Communication log to help track your conferences. Reading, Math, Language Arts and Science/Social Studies must be assigned daily. Homework should be checked/acknowledged daily.

### **MAKE UP WORK**

Students who have excused or unexcused absences will be given an opportunity to make up work missed within five school days upon return to school. It is the student's responsibility to see that the work is made up. If the students fail to bring in the work assigned by the teacher, the teacher is to notify the parents.

### **GRADE BOOKS/ASSESSMENT POLICY**

Grades must be kept for each of your students. Grade books must be kept current on Grade Speed. Date all entries. Entries should match up with student work in the spirals/folders. Label all entries with the objective being taught. All assignments must be graded by the teacher. Gradebooks will be checked bi-weekly.

**A minimum of two (2) grades per subject should be given each week for Reading, Math, Language Arts/Writing, Science, Social Studies and ESL (where applicable).**

**Reteaching is required for any student who failed to master the objective being taught or who received below a 70. The reteaching grade should be entered into Grade Speed as an "additional" assignment. A teacher is not to assign a grade lower than a 60 without several pieces of evidence.**

**All SPED accommodations and modifications must be followed for students through all assignments, assessments and subjects.**

### **PROGRESS REPORTS**

Progress reports are given the fourth week of the nine weeks for all students. Each progress report should be signed by the student's parents and returned. Teachers need to make every effort to have all progress reports returned.

One Copy - Teacher

One Copy – Parents receive a copy of the signed original.

\*No student can receive a failing grade or U in conduct at the end of the nine weeks on the report card if no progress report has been sent home informing the parents of the student's failing grades or conduct. If a student, with a passing grade on the progress report, lowers his average to below 70, another progress report must be sent home immediately. \*\*A “U” in conduct should be given when a student has been to the office with a referral to an Administrator.

### **STUDENT RETENTION**

Retaining a student is very serious and should be considered very carefully. Teachers who retain a student need to be prepared to provide documentation regarding all of the steps taken to provide intervention for the student. Any student who has already been retained once and is in danger of being retained a second time must be discussed with the IAT and Appraiser. These students should be placed on an accelerated intervention plan for the subjects needed. A student who has been retained should have an extensive log of teacher intervention attempts. It is our responsibility to ensure that “No Child Is Left Behind”. We are being remiss in our duty as an educator if we allow these children to continue to fail without seeking intervention and devising a plan that will lead to success.

### **USE OF VIDEOS**

Classroom use of videos is encouraged only if it will enhance the lesson and is correlated to the objective(s) being taught. Make note of your lesson plan, the time of viewing and the title of the video, as well as the follow-up activity to correlate with the video. Teachers must ensure that all students participating in any video have a signed media release form on file.

### **EL STUDENTS: ESL/BILINGUAL INSTRUCTION**

The ESL program at Kashmere Gardens ES calls for students in grades Pre-K through 5th grade to spend increasing amounts of time receiving ESL instruction that encompasses listening, speaking, reading, and writing. This should be clearly reflected in lesson plans, daily schedules, and delivery of instruction and student assessment. EL students should demonstrate a minimum of one year’s growth in English annually.

### **EL & SPECIAL EDUCATION MODIFICATIONS**

It is imperative that every teacher is knowledgeable of the IEP and/or LEP classification for every special needs student in his/her class. Modifications for these students should be reflected in lesson plans and grade books. Failure to follow this state requirement will be documented and result in a conference for the record and written directive. The teacher must keep a GT Student Portfolio. This portfolio should have all the assignments completed as well as the ones still being worked on.

## **GIFTED & TALENTED MODIFICATIONS**

All teachers who have G/T students in their classrooms must adjust their instruction to reflect the needs of these students. G/T teachers need to document the differentiated instruction for these students in their lesson plans. G/T students must be provided with opportunities to work in heterogeneous as well as homogeneous groups.

## **LEXILE SCORES AND READING LEVELS**

Lexile and Reading Level scores are a measure of a student's reading fluency and comprehension. The state of Texas and HISD place great emphasis on a student's Lexile score. This score will be reported on the TELPAS and STAAR student reports. These will be monitored from year to year to measure student progress in reading. The Lexile and Reading Level Framework for Reading provides a common scale for matching reader ability and text difficulty, allowing effective monitoring of progress. Lexile and Reading Levels measure give teachers and parents the confidence to choose materials that will improve student reading skills across the curriculum and at home. A student's Lexile and Reading Level measure is the position on the Lexile and Reading Level scale where a reader can expect to have 75 percent comprehension, yet difficult enough to be challenging without causing frustration.

## **RECESS GUIDELINES**

Recess should be limited to no more than 20 minutes per day. This time is total time. Total time includes walking to and from the playground and restroom/water break. All students need to be supervised while at recess. In the playground area, the students need to be visible to the teacher at all times. If a student is unable to hear the teacher's call, he/she is too far away to be monitored by the teacher. Students need to be made aware of the rules before and during recess.

Students are always to be monitored. This is not an additional planning time. Teachers should be actively observing and/or engaging with the students to ensure that they are being good citizens and are playing safely. **Sitting in a chair or huddled up conversing with colleagues during recess is not an effective safety practice. Team Leads need to carry a walkie with them in case the front office or admin need to reach any students.** Teachers should be actively roaming the play area and observing student interactions and play. Remember, you are responsible for student behavior and safety at all times. Failure to fulfill this obligation endangers our students and places undue stress on others. Repeated violations will result in disciplinary action and faculty and staff members who fail to fulfill their obligation will receive a written directive from their certified appraiser, the principal, certified campus administrator(s)-appraisers, and or certified central office administrators.

**Supervised and monitored indoor recess is allowed during your recess time.**

## **CLASSROOM DISPLAYS**

Bulletin boards are to be changed by the end of the day of the first Thursday of every month. All student work must be dated before it is put up on a bulletin board. All backgrounds, borders and student work must change. Authentic student work is to be the focus of attention on each

bulletin board. Students' written compositions, individually generated work and colorful artwork are acceptable. Worksheets are not allowed. All displayed exemplary work should reflect the students' best efforts. All exemplar bulletin boards must be:

- Presentable
- Attractive
- Eye-catching
- 3-Dimensional
- Educational
- Boards should have non-faded background paper
- Please note that all Bulletin Boards should include the TEKS objective and title
- Display student-created work

### **DISCIPLINE MANAGEMENT SYSTEM**

The staff of Kashmere Gardens Elementary supports the concept of Discipline Management. We believe that a carefully planned and systematic approach to disciplinary concerns is critical to the success of our school. The instructional leadership team will support the classroom management systems based on the 9 Aspects the Professional Educator Controls Campus Policy information.

### **BELIEFS**

The level and tone of discipline must be firmly established at the onset. Students shall be dealt with reasonably, fairly, and patiently. Consistency is very important and is one major key to effective classroom management. By establishing clear expectations for students' behavior and consistently reinforcing through praise, example, or tangible rewards, the classroom management process will become a positive part of the instructional day. Teachers must set limits for students' behavior and provide a consequence each time a student chooses to behave inappropriately. Another key is to remind the students that if a student chooses to misbehave, he/she is choosing the consequence that comes with that misbehavior. The student needs to see that only he/she can control the consequences received.

Teachers must systematically reinforce appropriate behavior.

### **POLICY**

Kashmere Gardens ES will abide by HISD's Board Policy and The Code of Student Conduct. Kashmere Gardens ES Discipline Management System will be implemented with all students during the school day, tutorials, after school classes, and all extracurricular/ co-curricular activities.

### **SCHOOLWIDE DISCIPLINE MANAGEMENT SYSTEM**

General Procedures for Teachers in Classrooms:

Post classroom expectations

Post rewards for following the expectations

Post consequences for failure to follow expectations.

Be consistent in enforcing the expectations.

Be consistent in implementing rewards and consequences.

Make a form that coincides with the conduct chart and record the conduct at the end of

the day on this form.

Send the conduct grade home daily/weekly to be signed by the parents.

### **HALLWAY RULES**

ALL STUDENTS SHOULD:

1. Respect everyone
2. Remain quiet in the hallway
3. Walk on the right side of the hallway
4. Keep hands, feet, and objects to oneself
5. Have a hall pass, when not accompanied by an adult

### **CAFETERIA RULES**

ALL STUDENTS SHOULD:

1. Remain quiet while standing in line
2. Eat quietly – Whisper, No Yelling
3. Keep food and paper on the tray
4. Remember to clean around their area
5. Walk at all times in the cafeteria

### **RESTROOM RULES**

ALL STUDENTS SHOULD:

1. Respect privacy- one person per stall
2. Use toilets properly and flush once after use.
3. Should push down the lever two times to get a paper towel and one push to get soap
4. Put all litter in the trash can and toilet tissue in the commode.
5. Remain quiet and orderly in the restroom.

### **STUDENTS IN HALLWAYS**

Students need to have a hall pass, nurse pass, restroom or office pass with them when they are in the hallway. No students will be allowed outside their classroom without an official school pass.

### **PROCEDURES FOR REPEATED MISBEHAVIORS**

Teachers will maintain an anecdotal record of any student who reportedly interferes with the educational process. This record will include (a) a clear description of the behavior, (b) the date the behavior was observed, and (c) the interventions used by the teacher. Possible interventions include student conferences, time out, removal to another classroom, denial of privileges, student contracts and parent contacts.

Teachers will contact parents of students who consistently exhibit disruptive behavior. Records of personal conferences, phone calls, or notes sent home regarding student misbehavior must be kept. After a teacher has attempted to assist the child to develop self-discipline and the child continues to defy school rules, the teacher will refer the child with the discipline sheet, Anecdotal Record, and Record of Parent Contacts to the

Grade Level Administrator, who will take action appropriate to the referral. Some possible actions are:

- Student conference
- Parent conference
- Administrative Discipline Report sent to parents
- Behavior contract
- Referral to Wrap Around Staff Member
- Peer Mediation
- Detention/Suspension
- Other as defined by the HISD Code of Student Conduct

If the child continues to interrupt the educational process and the administrator anticipates a possible suspension, parents will be notified in writing by the possibility of suspension being used as an intervention technique.

### **DISRUPTION IN THE CLASSROOM**

If an extreme discipline incident occurs in the classroom where the student is totally out of control, the student will be isolated as quickly as possible. Other students will be moved to a safe area. The Grade Level Administrator will be informed immediately. Parents of the student will be notified immediately.

### **LEGAL RESPONSIBILITY**

Since the child is subject to compulsory attendance law, the school has the responsibility of providing a safe environment. Teachers, as individuals, share this responsibility (in loco parentis). While the teacher cannot be held responsible for all accidental occurrences under his/her supervision, he/she can be held legally responsible for the consequences of his/her negligence when proven injurious to one or more of the other students. Liability occurs when the teacher is held responsible for a situation in which they are proven to be negligent.

A person is deemed negligent when he/she has failed to act, as a reasonable prudent person would act under the circumstances. Foreseeable ability is the key to whether or not there is negligence. If the teacher could have foreseen the causes leading to injury and failed to take action such as a prudent person would, then the ruling of negligent liability becomes a possibility. To avoid this, please adhere closely to the guidelines listed below.

- Never leave a class unsupervised.
- Do not involve students in dangerous/risky situations.
- Do not assign an activity, stunt, or exercise until you have thoroughly explained, demonstrated and given students an opportunity to try it at a leisurely place.
- Make sure that students with known disabilities/restrictions 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.

- **Never put a student out of the room for discipline reasons.**
- **Never stand a student in the corner for an extended period of time**
- Provide safe equipment and facilities. Inspect your equipment at regular intervals. Send a written report regarding defective equipment to the principal.
- Do not transport students in your car unless you have legal authorization to do so.
- Always follow HISD policies, rules, and regulations. If you are unsure if any activity is acceptable, obtain permission from the principal.

### **School-Wide Disciplinary Incentive (Ram Mart)**

- Teachers will be given bucks as an Incentive for good behavior, participation in classroom, following school wide/classroom rules, etc. (if you need more bucks let Ms. Darlene know).
- Students will be able to use their bucks during lunch the last 20 minutes table by table.
- Ram-Mart will be open the **3rd week of the Month**. It will be located in the cafeteria.

### **PARENT CONFERENCES**

Professionally conducted parent-teacher conferences are a valuable strategy for improving student classroom behavior as well as enhancing learning. Here are some ideas used by successful teachers to reap the maximum benefit from parent-teacher conferences.

Before the conference, plan what you hope to accomplish. What information do you want to share with the parent? What problems need solving? Do not overwhelm the parent. Settle on no more than two or three concerns to be addressed, always have positives, and share those first. A laundry list of complaints will only discourage or alienate them.

If you are requesting the conference in response to a specific problem with the child, allow time to compose yourself before meeting with the parent. You'll be less emotionally charged and more objective. Remember, you are a professional educator. When a student begins to misbehave in class, keep documentation of the incidents. Include the name, date, description of problem behavior, and action taken. Make your notes as soon as possible after an incident has occurred. It helps you to identify patterns and gives more credibility to your complaint when talking with the child's parent.

If possible, clarify ahead of time who will be attending the conference and their relationship to the child. Is this the child's mother, father, guardian? Also, verify from the school records the person's name. Do not assume their surname will be the same as the student's. Advance investigation before meeting with a parent can help avoid potentially embarrassing gaffes during the conference. Some teachers have mistakenly assumed that an older parent was the student's grandparent.

Within reason, try to accommodate the parent's schedule. Many parents cannot readily take off work to attend school conferences. If parents have more than one child, attempt to coordinate their appointments so they only have to come to school once. Such considerations can reap significant benefits.

Consider sending a reminder of the time and date to the parent a couple of days before the

scheduled conference. If you are seeing several parents back-to-back, inform them how much time is allotted for their appointment. **Reminder parent conferences are not to be scheduled on grade level planning days or PLC's.**

Assemble samples of the student's work and a list of his or her grades before the conference. It will save you the time of having to look them up during the conference. Some teachers have their students assemble a work portfolio in a folder. This might include a greeting from their child. You might also include a page where the parent can return a positive note to their child about their schoolwork. Many teachers keep a note card for each student, recording points to discuss at the parent-teacher conference. Try to anticipate any questions a parent might ask and note your thoughts related to that issue.

Greet parents cordially when they arrive, again being sure to verify their names immediately when you greet them at the front office. Front office staff will call your classroom when your parents arrive. Thank them for coming to see you. Practice the very best of manners, treating each parent with the same respect and dignity you would expect of them. Strive to make them feel as welcome and comfortable as possible.

Begin the conference on a positive note. Think of two or three positive descriptors for each student (e.g., "Michelle is so eager to help" or "Brandon seems well liked by his classmates"). You might jot these down on each student's card or file to stimulate your memory. It is important to find something to praise with each student. Be specific when discussing difficulties the student is experiencing. It is generally better to be candid, yet non-blaming. It is unwise to mislead the parent into thinking all is well if there is a problem with their child. Stick to the facts, giving concrete examples, rather than broad generalities.

It is best to avoid getting emotional in discussing problems you may be having with the student. Remember, your goal is to enlist the parent's cooperation in resolving any difficulties the student may be experiencing in your class. Encourage parents to ask questions and respond fully yet tactfully. Avoid jargon, "educationese," or psychological labels. Allow parents time to talk.

Inquire about home routines (responsibilities, homework habits, play, etc.). Seek information that might help you gain a better understanding of the student's talents, interests, and challenges. Invite the parents to contact you with any future concerns about their child's classroom progress. End the conference in a hopeful tone. Summarize the main points discussed and any steps to be taken to resolve identified problems. Again, commend them for coming to the conference.

### **Student Cumulative Folders**

Student Cumulative folders are a great resource of their instructional past. Student Cum folders are always kept in the Registrar's office which is located in Title 1. They should be kept in their homeroom bin in alphabetical order and should be referred to when a student is experiencing

difficulty with attendance, academics, or behavior.

If you need to take a cum folder from the Registrar Office, please be sure to sign it out and return it that day. Checking it back in will indicate you are finished with the folder and have place it back where it belongs. All cum folders must be stored in the cumulative folder room and every evening. Never take a student cum folder off of this campus. These folders contain legal documents and must be handled with care.

Cum folders are sent out from our school when students withdraw and should be updated prior to their leaving the building. They are a reflection on our school and on you as the current teacher of that student. Do not take any documents out of the folder without seeing an administrator first. It is your responsibility at the end of the school year with administrative guidance to ensure that the folder is updated and organized in order for the cum folder to be ready for the following school year.

## **STUDENT INFORMATION**

### **STUDENT DRESS CODE-**

Students are required to wear school uniforms. The following applies regarding the school uniform:

- Solid white, navy blue, royal blue, red shirts with navy or khaki bottoms 1<sup>st</sup>-5<sup>th</sup> grade (M-Th; with a spirit shirt on Wednesday and College shirt and jeans on Fridays)
- Light blue collared shirt with khaki or navy bottoms PK/K (M-Th; with a spirit shirt on Wednesday and College shirt and jeans on Fridays)

Students who do not wear the school uniform are in violation of the Code of Student Conduct. Students are not allowed to wear hoods, hats, or caps with the uniform while in the school premises. Should a student come to school out of uniform, please send a note home to the parents indicating that the student received a warning and that compliance with the school uniform policy is expected. Also document that a note was sent home in your Parent Communication Log. This documentation is necessary before a student is sent to the office for repeated non-compliance with the school uniform policy.

### **Houston ISD District Policies – DH-Local and DFBB- Local for reference**

Houston ISD 101912

EMPLOYEE STANDARDS OF CONDUCT DH (LOCAL)

DATE ISSUED: 11/2/2015 1 of 8 UPDATE 103 DH(LOCAL)-X DEFINITIONS

For purposes of defining prohibited conduct, the following shall apply:

- “Immorality” is conduct that the Board determines is not in conformity with the accepted principles of right and wrong behavior or that the Board determines is contrary to the moral standards that are accepted within the District.
- “Moral turpitude” is an act of baseness, vileness, or depravity in the private or social duties that a person owes another member of society in general and that is contrary to the accepted rule of right and duty between persons. Examples include but shall not be limited to: theft, attempted theft, swindling, forgery, indecency with a minor, prostitution, and the like.
- “Workplace” is defined as the site for performance of work done in connection with all assignments or duties of one’s employment with the District, including any District building or premise; any District-owned or District-approved vehicle, including any vehicle used to transport students to and from school or school activities; or any off-school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction of the District.
- “Electronic media” includes all forms of digital media, such as text messaging, instant messaging, electronic mail (e-mail), and Internet and social media. Electronic media also includes all forms of telecommunications, such as landlines, cell phones, and web-based applications.
- “Social media” covers web-based, interactive communication between individuals, organizations, or communities, which includes but is not limited to web logs (e.g., blogs, electronic forums such as chat rooms, video-sharing websites (e.g., YouTube, Vimeo), editorial comments posted on the Internet, and social networking sites including, but not limited to Facebook, Twitter, Google+, Instagram, LinkedIn, Wikispace, and Edmodo.
- “User” is defined as a District employee or District contractor using computers, Internet and social media, e-mail, chat rooms, text messaging, instant messaging, and other forms of electronic communications or equipment for which the District has administrative responsibility. It also applies to any equipment that uses the District’s network to access online resources.

Houston ISD 101912

#### EMPLOYEE STANDARDS OF CONDUCT DH (LOCAL)

DATE ISSUED: 11/2/2015 2 of 8 UPDATE 103 DH(LOCAL)-X GENERAL GUIDELINES

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. All District employees shall be expected to adhere to the standards of conduct set out in the *Educators’ Code of Ethics*. [See DH(EXHIBIT)]

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA(LOCAL)]

#### E-RATE MATTERS

In the case of E-Rate matters, refer to governance provided at CAA.

#### EMPLOYEE

Every employee shall be responsible for: RESPONSIBILITIES

1. Arriving at work on time every day and following attendance procedures;
2. Satisfactorily completing the duties as specified by the job description and/or contract, if any;
3. Relating to colleagues and supervisors with respect, courtesy, and in a professional manner;
4. Spending the workday on work-related activities to the exclusion of personal business;

5. Dressing in a manner that is appropriate for the job assignment, that reflects positively on the District, and that includes the use of all issued safety equipment;
6. Recognizing that employment with the District is not guaranteed, but is dependent on employee performance, budget, and need;
7. Following the established rules of behavior for the District and society in general as defined by local, state, and federal laws;
8. Conducting their duties in a safe manner, following the District's general safety policies and department rules regarding proper use of approved safety equipment and apparel; and
9. Following the directives of the supervisor.

#### VIOLATIONS OF

Employees shall comply with the standards of conduct set out in STANDARDS OF this policy and with any other policies, regulations, and guidelines CONDUCT that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

Houston ISD 101912

#### EMPLOYEE STANDARDS OF CONDUCT DH (LOCAL)

DATE ISSUED: 11/2/2015 3 of 8 UPDATE 103 DH(LOCAL)-X DISCRIMINATION,

District employees shall work, supervise others, or be supervised HARASSMENT, OR in a work environment free of discrimination, harassment, and ABUSE

abuse. Accordingly, the use of discriminatory remarks and/or epithets regarding an employee's race, sex, age, color, religion, ancestry, handicap or disability, marital status, veteran status, political affiliation, sexual orientation, gender identity, and/or gender ex- pression, or national origin shall not be permitted. Employees shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees, as defined at DIA.
2. Students, as defined at FFH. [See FFG regarding child abuse and neglect.]

While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

#### WORKPLACE

The District considers workplace bullying to be unacceptable and BULLYING will not tolerate it under any circumstances.

Workplace bullying is defined as engaging in written or verbal ex- pression, expression through electronic means, or physical con- duct that occurs in the workplace that:

1. Has the effect or will have the effect of physically harming another employee, damaging the employee's property, or placing the employee in reasonable fear of harm to the employee's person or of damage to the employee's property;
2. Is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive work environment for the employee;
3. Exploits an imbalance of power between the employee perpetrator and the employee victim through written or verbal ex- pression or physical conduct; or
4. Interferes with the victim's employment or substantially disrupts the operation of the work location.

Workplace bullying does not include the legitimate exercise of employee management, including task assignment, employee coaching, and work-related employee discipline.

Houston ISD 101912  
EMPLOYEE STANDARDS OF CONDUCT DH (LOCAL)  
DATE ISSUED: 11/2/2015 4 of 8 UPDATE 103 DH(LOCAL)-X

Allegations of workplace bullying shall be handled in accordance with DIA3(REGULATION).  
RELATIONSHIPS WITH

Employees shall not form romantic or other inappropriate social STUDENTS  
relationships with students. Any sexual relationship between a student and a District employee  
is always prohibited, even if con- sensual. [See DIA and FFH]  
FREEDOM OF SPEECH

The First Amendment of the United States Constitution prohibits the government from creating  
law that abridges the freedom of speech. Under Article 1, Section 8 of the Texas Constitution,  
every person shall be at liberty to speak, write, or publish his or her opinions on any subject,  
being responsible for the abuse of that privilege; and no law shall ever pass curtailing the liberty  
of speech. This policy is not intended to abrogate any individual's state and federal  
constitutional right to free speech on matters of public concern or to inhibit an employee's right  
to participate in political affairs in the employee's community, state, or nation as provided under  
Education Code 21.407(b). These rights must be exercised responsibly and within the context of  
the District's right to maintain and secure an effective and efficient workplace and school  
operations free from disruptions that detract from the District's objective of educating children.  
SOCIAL MEDIA

The District recognizes the powerful impact that social media can have on education. The user  
participation and sharing of information inherent in these media can be beneficial to students  
and teachers; and when used responsibly and safely, they may be effectively integrated into the  
educational environment to support traditional instruction.

SOCIAL MEDIA USE

In accordance with administrative regulations, a certified or li- WITH STUDENTS  
censed employee, or any other employee designated in writing by the Superintendent or  
designee, may use social media to communicate with currently enrolled students about matters  
within the scope of the employee's professional responsibilities. All other employees are  
prohibited from using social media to communicate directly with students who are currently  
enrolled in the District. For specific procedures on the following, see the administrative  
regulation [see DH5(REGULATION)]:

1. Exceptions for family and social relationships; and
2. Procedures for establishing professional media sites, limitations to communicating with  
students, content restrictions, administrative monitoring and review, privacy issues, adherence  
to applicable laws and policies, and site accessibility to parents and administrators.

Houston ISD 101912  
EMPLOYEE STANDARDS OF CONDUCT DH (LOCAL)  
DATE ISSUED: 11/2/2015 5 of 8 UPDATE 103 DH(LOCAL)-X

Each employee shall continue to comply with the applicable state and federal laws, local  
policies, administrative regulations, and the Code of Ethics and Standards for Texas Educators  
including:

- Compliance with the Public Information Act and the Family Educational Rights and Privacy  
Act (FERPA), including retention and confidentiality of student records; [See CPC and FL]
- Copyright law; and [See CY]
- Technology resources. [See CQ]

#### PERSONAL USE OF

An employee shall be held to the same professional standards in SOCIAL MEDIA his or her use of social media as for any other public conduct. If an employee's use of social media violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

#### SAFETY

All employees shall adhere to District safety rules and regulations REQUIREMENTS and shall report unsafe conditions or practices to the appropriate supervisor.

#### WEAPONS

The District prohibits the use, possession, or display of any firearm, PROHIBITED illegal knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

#### EXCEPTIONS

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

#### TOBACCO AND

An employee shall not smoke or use tobacco products or E-CIGARETTES e-cigarettes on District property, in District vehicles, or at school- related activities. [See also GKA]

#### ALCOHOL AND DRUGS

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

Houston ISD 101912

EMPLOYEE STANDARDS OF CONDUCT DH (LOCAL)

DATE ISSUED: 11/2/2015 6 of 8 UPDATE 103 DH(LOCAL)-X

2. Alcohol or any alcoholic beverage.
  3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
  4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.
- An employee need not be legally intoxicated to be considered "un- der the influence" of a controlled substance.

#### EXCEPTIONS

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

#### NOTICE

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

#### DRUG TESTING

All employees are subject to reasonable suspicion testing for alcohol and/or drug use. [See DHE(LOCAL)]

An employee who tests positive for prohibited drugs and/or alcohol shall be subject to termination, except when an employee voluntarily admits to alcohol or illegal drug use and commences counseling or rehabilitation prior to an event that leads to the initiation of any alcohol or drug testing. Such an employee must thereafter refrain from using alcohol and/or illegal drugs.

[See also DI(EXHIBIT) for Drug-Free Workplace Requirements and DHE(LOCAL) for alcohol and drug testing]

#### UNAUTHORIZED

A District employee shall not bring his or her own relative, personal PERSONS ON aide, or hired helper to assist the employee in the performance of DISTRICT PREMISES duties on District premises or at school-sponsored activities without prior approval from the principal/work location supervisor and/or Human Resources Department. [See also DC(LOCAL) and GKG(LOCAL)]

Houston ISD 101912

EMPLOYEE STANDARDS OF CONDUCT DH (LOCAL)

DATE ISSUED: 11/2/2015 7 of 8 UPDATE 103 DH(LOCAL)-X DRESS AND

The dress and grooming of District employees shall be clean, neat, GROOMING in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

#### MONEY LENDING

The District prohibits loans made by one employee to another with the intent of collecting interest.

#### ANNUAL CRIMINAL

An annual criminal background check shall be conducted on all HISTORY RECORD active personnel who do not have electronic fingerprints on file with CHECK the Texas Department of Public Safety.

#### REVIEW COMMITTEE

A review committee will assess the records of employees found to have criminal records that may bar them from continued employment in the District. The committee shall use the standards for re-viewing employees and applicants as set out in DC16(REGULATION).

#### CRIMINAL HISTORY RECORD CHECK PRIOR TO PROMOTION OR

A criminal background check shall be conducted on all employees prior to any promotion or transfer to an administrator position, on a campus or within the central office, or as determined by the Superintendent's direct report. TRANSFER

Employees shall disclose a prior record when requested to do so at the time of employment.

Failure to do so shall result in termination of employment.

#### RESPONSIBILITY TO REPORT CHARGES

Employees are required to notify the District within ten days should they be charged with, convicted of, granted deferred adjudication for, or entered a plea of nolo contendere to any felony or any misdemeanor involving moral turpitude. This notification must be made in writing to the custodian of records in the Human Resources Department. Failure to do so could result in termination of employment.

#### REASSIGNMENT PENDING FINAL DISPOSITION

An employee shall be subject to being temporarily reassigned when the District becomes aware of any pending charge, previous conviction, or deferred adjudication. The decision to reassign an employee shall be made by the appropriate direct report to the Superintendent or designee.

#### DETERMINATION UPON FINAL DISPOSITION

A determination regarding what action, if any, to take will be made after the final disposition of the pending charge(s) or, in the case of a conviction or deferred adjudication, after a recommendation is made to the senior manager, Human Resources (HR) Operations, by the criminal history review committee. In the case of an employee, final disposition of pending charges means a conviction, deferred adjudication, or dismissal of the charges. An employee's completion of probation or other sentencing is not required for a final disposition by the District.

Houston ISD 101912

EMPLOYEE STANDARDS OF CONDUCT DH (LOCAL)

DATE ISSUED: 11/2/2015 ADOPTED: 8 of 8 UPDATE 103 DH(LOCAL)-X REPORTS OF

In its Declaration of Beliefs and Visions, the Board expressed its MISCONDUCT strong confidence in and appreciation for District personnel. The Board desires to provide a uniform system that adequately addresses the needs and concerns of all District employees. The Board therefore encourages employees and others connected with the District to bring forward reports in the form of complaints, comments, and suggestions in order to maintain effective and efficient operations, free from disruptions that detract from the District's main objective of educating children.

This policy applies not only to District employees but is also available to parents, students, patrons of the District, and the general public.

The Board recognizes that there are existing resources through which reports can be made and resolved. These resources include the Employee Hotline, the Employee Assistance Program, the Equal Employment Opportunity, Professional Standards, District Police, and Internal Affairs Departments, as well as other appropriate law enforcement authorities. The Board has designated the senior manager, HR Employee Relations, as the clearinghouse for all reports of wrongdoing and for the coordination of resolutions.

#### **Houston ISD 101912 TERM CONTRACTS DFBB NONRENEWAL (LOCAL) DATE ISSUED: 10/15/2012 1 of 4 UPDATE 95 DFBB(LOCAL)-**

X -In accordance with its data-driven culture, the District is including as a reason for nonrenewal insufficient student academic growth as reflected by value-added data. Research has reinforced the significant influence teachers have on student achievement. Specifically, research shows that a significant percent of the variance in student academic progress levels is attributed to the classroom teacher (Ballou, D., Sanders, W., and Wright, P. "Controlling for Student Background in Value-Added Assessment of Teachers." Journal of Educational and Behavioral Statistics, Spring 2004, Vol. 29, No. 1, pp. 37-65). Furthermore, in a comprehensive study on teacher impact, data indicate that students who start third grade at about the same level of mathematics achievement finish fifth grade mathematics at dramatically different levels depending on the quality of their teachers. (Haycock, Kati. "Good Teaching Matters... A Lot." Education Trust. Thinking K-16, Vol. 3 Issue 2: 1998). The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age. Reasons for proposed nonrenewal of an employee's term contract shall be: 1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications. 2. Failure to fulfill duties or responsibilities. 3.

Incompetency or inefficiency in the performance of duties. 4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students. 5. Insubordination or failure to comply with official directives. 6. Failure to comply with Board policies or administrative regulations. 7. Excessive absences. 8. Conducting personal business during school hours when it results in neglect of duties. 9. Reduction in force because of financial exigency. [See DFFA] 10. Reduction in force because of a program change. [See DFFB] PREAMBLE:

TRANSFORMATION OF POLICY REGARDING CONTRACT RENEWALS REASONS Houston  
ISD 101912 TERM CONTRACTS DFBB NONRENEWAL (LOCAL) DATE ISSUED:

10/15/2012 2 of 4 UPDATE 95 DFBB(LOCAL)-X 11. Termination of a term contract employee resulting from being displaced by a continuing contract employee, when that employee has been identified for reduction in force. 12. Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or possession, use, or being under the influence of alcohol or alcoholic beverages while on school property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity. 13. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes. 14. Conviction of a felony or of any crime involving moral turpitude; conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony; or deferred adjudication for a felony or any crime involving moral turpitude. [See DH] 15. Failure to report any arrest, conviction, or deferred adjudication for any felony or any crime involving moral turpitude as required by policy. [See DH] 16. Failure to meet the District's standards of professional conduct. 17. Immorality, which is conduct the Board determines is not in conformity with the accepted moral standards of the community encompassed by the District. Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity. 18. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth. 19. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job. 20. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, and community, impairs or diminishes the employee's effectiveness in the District. 21. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract. 22. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.

Houston ISD 101912 TERM CONTRACTS DFBB NONRENEWAL (LOCAL) DATE ISSUED:

10/15/2012 3 of 4 UPDATE 95 DFBB(LOCAL)-X 23. A significant lack of student progress attributable to the educator. 24. Behavior that presents a danger of physical harm to a student or to other individuals. 25. Assault on a person on school property or at a school-related function, or on an employee, student, or student's parent regardless of time or place. 26. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional. 27. Falsification of records or other documents related to the District's activities. 28. Falsification or omission of required information on an employment application. 29. Intentional or deliberate misrepresentation of facts to a supervisor or other District official in the conduct of District business. 30. Failure to fulfill requirements for certification, including passing certification examinations required by state law for the employee's assignment. 31. Failure to achieve or maintain "highly qualified" status as required for the employee's assignment. 32. Failure to fulfill the requirements of a deficiency plan under an Emergency Permit, a Special Assignment Permit, or a Temporary Classroom Assignment Permit. 33. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel. 34. Any reason that makes the employment relationship void or voidable, such as a

violation of federal, state, or local law. 35. Insufficient student academic growth as reflected by value-added scores. 36. Any reason constituting good cause for terminating the contract during its term. Administrative recommendations for renewal or proposed nonrenewal of professional employee contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on RECOMMENDATIONS FROM ADMINISTRATION Houston ISD 101912 TERM CONTRACTS DFBB NONRENEWAL (LOCAL) DATE ISSUED: 10/15/2012 ADOPTED: 4 of 4 UPDATE 95 DFBB(LOCAL)-X the administrative recommendation to the Board on each employee's contract rests with the Superintendent. The Superintendent shall identify employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. The Board shall consider the reasons in support of the proposed nonrenewal and shall then act on all recommendations. [See DFBB(LEGAL)] After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law. Upon receiving notice of proposed nonrenewal for any reason, an employee on a performance contract shall not request a hearing or contest the proposed nonrenewal in any administrative or judicial forum. [See DCE(LOCAL)] If the notice of proposed nonrenewal of a Chapter 21 term contract does not contain a statement of the reason or all of the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal in a reasonable time before the hearing. The initial notice or any subsequent notice shall contain the hearing procedures. If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall file a written request with the Commissioner of Education, and provide the Board a copy of the request, not later than the 15th day after the date the employee received the notice of proposed nonrenewal. The hearing shall be conducted by an independent hearing examiner in accordance with the process described at DFD(LEGAL). Following the hearing, the Board shall take appropriate action in accordance with Chapter 21 of the Education Code and policy DFD. If the employee fails to request a hearing, the Board.

# KASHMERE GARDENS E L E M E N T A R Y

## Faculty and Staff 2022-2023 Commitment Statement and Faculty Handbook Agreement

Therefore, based on your agreed commitment to **remain and or join** Kashmere Gardens Elementary **by choice**, you are directed to effectively and consistently implement, support, serve, communicate, be flexible, progress monitor, participate, and collaborate with your best professional effort in the 2022-2023 school year to the following:

### Implementation of Commitment Statement

The Kashmere Gardens Cause and Purpose to the Community, the Kashmere Gardens Culture of Operating In Excellence Core Values-Non Negotiable, KGES Daily Operational Statement, 9 Aspects Professional Educators Control In/Outside the Classroom, the Kashmere Gardens Turnaround Model School Identification Process Plan-Who Are We At The Gardens???, the Kashmere Gardens Turnaround Plan(approved by the Texas Education Agency and the Houston Independent School District’s Board of Education 2015-2016), the Magnet Fine Arts Program, any initiatives, systems, other programs, policies, expectations, structured routines, and procedures that are specifically set forth, presented, and explained by the Texas Education Agency, the Houston Independent School District, and the Kashmere Gardens Instructional Administrative Leadership Team.

I also understand that my willingness and commitment to effectively and consistently implement, support, serve, communicate, be flexible, progress monitor, participate, and collaborate is essential for the effective **Operation** and **Maintenance** of Kashmere Gardens Elementary School with a focus on student safety and an increase of student growth academically as well as socially.

Please be advised that this directed implementation of the commitment statement is supported by the Houston Independent School District’s Board Policy (DH-Local “Employee Standards of Conduct”).

**If you have any questions, concerns, or need any additional support or further clarifications please let me know via email and or I will be available for a conference in my office.**

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Professional Educator or Staff Members Printed Name

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Professional Educator or Staff Members Signature

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Date

# **KASHMERE** **GARDENS** **E L E M E N T A R Y**