



BROOKLINE ELEMENTARY SCHOOL

BOBCAT PROUD

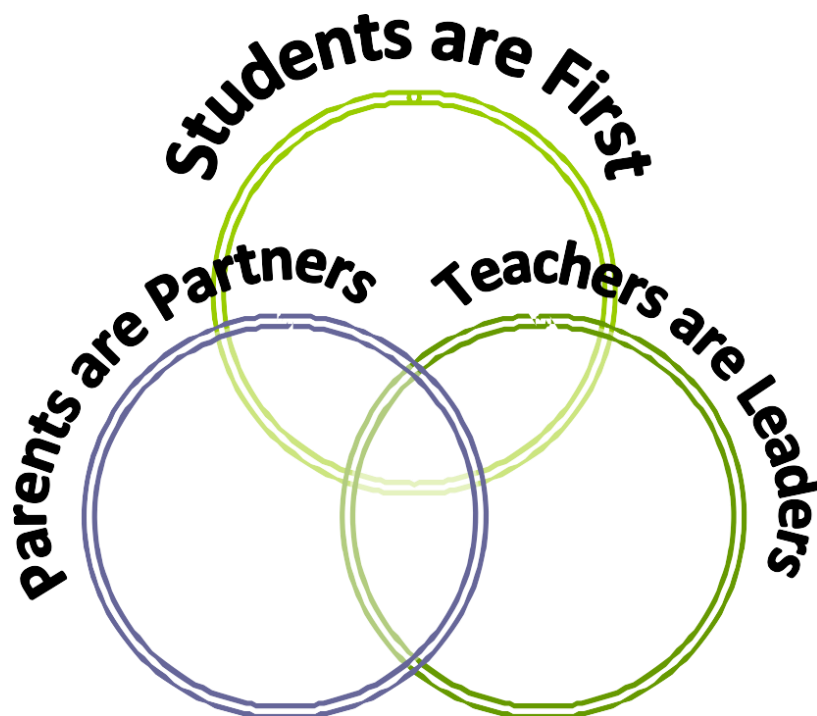
**2019-2020
FACULTY HANDBOOK**

Brookline Elementary School

HISD's Strategic Direction



Brookline's Three Guiding Principles



BROOKLINE ELEMENTARY SCHOOL

Bobcat Proud

Positioning Statement

Brookline Elementary is the best elementary school in the southeast area for school-dependent, ESL children because we offer a high-quality bilingual education with a focus on reading and math. We build long-lasting relationships between educators and the community.

Mission

The Mission of Brookline Elementary School is to ensure every child gains at least one year's growth in Reading and Math.

Vision

The Vision of Brookline Elementary School is to improve the community by ensuring all students graduate at, or above, grade level.

Brookline ES Goals (2019-2020)

- 1. Safety**
- 2. Reading/Writing**
- 3. ESL**
- 4. Science**

The Brookline Elementary School Improvement Plan is in the Main Office.

MASCOT

Bobcat

SCHOOL COLORS

Green, White, and Black

2019-2020 School Year Theme

"Work Hard. Be Great. No Excuses!"

ADMINISTRATIVE TEAM & TEAM LEADERS

Rick Nagir - Principal 3rd, 4th, 5th
Alicia Paredones - Teacher Specialist, Bilingual PK, K, 1st and 2nd appraiser, LPAC, 504
Winny Llorens - Teacher Specialist, English PK, K, 1st and 2nd appraiser, GT Coordinator, IAT, Special Ed, CTC
Yolanda Pecero, Front Office Manager
Russell Glasser, Special Education Chair
Lydia Cotton ~ 5th Grade Team Lead
Juanita Yanez ~ 4th Grade Team Lead
Sandra Salazar ~ 3rd Grade Team Lead
Nidia Rivera ~ 2nd Grade Team Lead
Salvador Diaz ~ 1st Grade Team Lead
Jessica Recio ~ Kindergarten Team Lead
Elida Ramirez ~ Prekindergarten Team Lead
Roderic Burns ~ Enrichment Team Lead

FRONT OFFICE STAFF AND OTHER INTERNAL SUPPORT

Yolanda Pecero - Front Office Manager, School Secretary, Budget, Purchasing, Payroll, Field Trip
Maria Peña - Information Representative, Attendance, Registrar
Bertha Pecero-Sanchez -, LEP Clerk, Back-Up Purchasing & OneSource, Staff Attendance
Elizabeth Beltran - Textbooks, Inventory Clerk, back up Nurse, VIPs, Lunch Applications
Zayra Brand de Vanegas- Receptionist, ISS/ASD/Discipline, Testing Coordinator Assistant, Records, GT Coordinator Assistant
Ericka Reza – Activity Fund, Campus Copies, Teacher Resources, back up receptionist
Anthony Cobbs - Computers/Technology, Audiovisual
Bryan Castellanos - Plant Operator
Marco Chavez - Nurse
Santiago Guerra – Website, Computers/Technology, Audiovisual

GENERAL INFORMATION

ABSENCE FROM DUTY

Absent

First, report absence in One Source. If only one teacher is absent from the grade level, then the Teacher Assistant will take the class for the day, and a substitute is not required, however, the absence still must be recorded in One Source. The second teacher on the grade level out for the day will record absence on One Source and log on to www.AESOPonline.com, enter your absence, and request a sub. **All teachers must prepare a split list for your class in case of an emergency and submit a copy to your appraiser and Ms. Pecero.**

All classroom split lists should be shared among the grade level and the office should have a copy as well. List your students with up-to-date contact information, indicate the teacher responsible for each one, and the method they go home (car rider, walker, bus). This list should remain consistent throughout the year.

Leaving early places a hardship on your team and the school. If you must leave early, please submit your request at least two days in advance, to both, your appraiser and Ms. Pecero. Emergencies will be handled as such.

Reporting Late to Duty

All faculty and staff members are expected to arrive on time, by 7:20AM (teachers) AND 7:00AM (clerks/TAs). In case of an emergency, which might cause a delay, call the school secretary or receptionist at school. She will need complete information in order to handle the situation most effectively. Upon arrival, please notify the school secretary, so that she may sign you in at your time of arrival. **Promptness to work is part of an employee's obligation to the district, and repeated failure to comply will be assessed as failure to follow administrative directives and can be grounds for termination/due process.**

Leaving Campus Early

Teachers and staff are encouraged to plan appointments, etc. after duty hours and/or on weekends. Except in the case of emergency, any request to leave should be in writing, at least three working days in advance. **You must obtain the approval of your grade level administrator (or principal if the administrator is unavailable) and notify Ms. Pecero.** Sign the log "Employees Leaving Campus" and, if you will not be returning that day, ask the school secretary for the sign out log and sign out on the time sheet showing the time you actually left the school. It is your responsibility to inform the school secretary that you are leaving and the reason for your leaving since she is responsible for keeping records and assigning coverage. Please keep this practice to a minimum as it places a hardship on our campus.

As outlined in the Board Policy Manual: Leaves and Absences

The District has established a state personal leave program consisting of five days full paid leave annually, as required by law. Under authority of Education Code 22.003 and to preserve the employee's leave benefit while minimizing disruption to the instructional program, the Board requires employees to differentiate between uses of personal leave:

Discretionary leave: Up to five days of earned state personal leave per year may be taken. A notice of request for discretionary state personal leave shall be submitted to the principal/work location supervisor or designee in advance of the anticipated absence; discretionary personal leave shall be granted on a first-come, first serve basis. The principal or designee shall notify the employee in advance whether the request is granted or denied. Discretionary personal leave may not be taken for more than three consecutive days.

Discretionary leave shall not be allowed during or on:

- The first week of a new semester,
- The day before or after a school holiday,
- Days scheduled for end-of-semester or end-of-year exams,
- Days scheduled for STAAR tests, or
- Professional or staff development days

Leave, local and state

Employees may use local leave with full pay when unable to report to work due to personal illness, illness of an immediate family member, or for a death in the immediate family. Up to three days of paid local leave may also be used for excused personal business. Certification by a doctor who is duly registered and licensed under the Medical Practice Act of Texas, a licensed chiropractor, a Christian Scientist practitioner, or a licensed podiatrist (chiropracist) shall be required for personal illness absences in excess of seven consecutive duty days. **When an employee's absences become a concern, or a pattern of absences becomes established, the principal/supervisor may review with the employee the reason for such absences.** Such absences may be subject to medical verification.

Leave shall be used in the following order until balances are exhausted:

- State sick leave accumulated prior to the 1995-96 school year- this was given to teachers by the state, see OneSource, Leave Overview, for your leave bank
- Local leave – does not transfer if you leave HISD
- State leave – will transfer in Texas and when you retire, you could be compensated for them
- Supplemental Sick Leave Bank (SSLB) - must use all other days, including vacation days, if you are interested in finding out more about this go to www.houstonisd.org/Page/58705

Additional information regarding Leaves and Absences can be obtained from the Board Policy Manual in the HISD Portal under Section D (Personnel), Compensation and Benefits: Leaves and Absences

ADMISSION, REVIEW AND DISMISSAL (ARD)

During the school year, teachers may be required to attend admission, review and dismissal (ARD) meetings. Please be sure you attend when requested so that you will be well informed about the academic progress and success of your students.

ANNOUNCEMENTS

Announcements of general interest will be made over the public announcement system. Announcements should be submitted to Mrs. Pecero and emailed to Mr. Nagir or placed in his box. Announcements are to be made in the morning and/or before school ends (if needed).

APPRAISALS

Walk-throughs and formal appraisals will be conducted by administrators throughout the school year. Every teacher is expected to be observed at least once every two weeks by an administrator. Additionally, there will be calibration walk-throughs by the administrative team.

HISD's Teacher Appraisal & Development System is made up of:

- Instructional Practice
- Professional Expectations
- Student Performance

There are four levels of teacher performance:

- Level 1 - ineffective
- Level 2 - needs improvement
- Level 3 - effective (the standard)
- Level 4 - highly effective

Criterion scores assigned using an evidence-based approach

Guidelines for an evidence-based approach:

- Appraisers **observe** teacher and student **actions and/or behaviors**, as well as **collect artifacts** prepared by the teacher, students, or others.
- Appraisers cite **specific, observable evidence**.
- Appraisers will base scores only on the **evidence collected and on the specific behaviors outlined in the rubric**.
- Any criterion score, whether assigned after an observation, during the progress conference, or at the end of the year, should be supported by **documented evidence**.

Appraisers use multiple sources of evidence to assess

Examples of sources of evidence to be used as Instructional Practice criteria:

- Classroom Observations
- Walkthroughs
- Review of lesson/unit/annual planning materials
- Review of student work samples
- Review of student assessment data and tracking systems
- Direct interactions with students during an observation
- Third party evidence

***This is not a comprehensive description of the new appraisal system.**

You may contact your grade level administrator for more details regarding appraisals.

ASSEMBLIES

We will have assemblies throughout the year. Assemblies will be conducted for a variety of reasons. Please review audience etiquette with your students. All teachers need to attend assemblies to monitor student behavior. If some students are unable to attend, please have one teacher per grade level for every 25 students remain for supervision.

ATTENDANCE AND TARDIES FOR STUDENTS

It is imperative that teachers maintain student absences and tardies in the GradeSpeed system for their homeroom. When a child has an excused absence, the student has the right to make up any work, including tests. Teachers are expected to follow HISD Board Policy **FEC & FEB (LEGAL)** regarding student absences and make-up work.

Tardy/Absent Protocol:

- **In the morning as students' complete breakfast/do now, please use your classroom phones to contact parents regarding tardy/absent students.**
- Schedule a meeting with the parents and your administrator for students with chronic attendance issues.
- Send an email to your grade level administrator and the SIS clerk (Ms. Pena) stating the outcome of the phone call/meeting and the number of absences. Ms. Pena will follow up with the truancy officer.
- Additionally, please make sure that you mark on Chancery when a student is TARDY.

Note: (Please ensure that substitute teachers are aware of our attendance procedures).

BULLETIN BOARDS

Bulletin Boards are assigned monthly. The bulletin boards should be maintained fresh and crisp during the month and changed by the 5th of each month. See Bulletin Board Schedule in the Appendix section. There are requirements for bulletin boards:

- They should be seasonal
- Create a central theme or purpose
- They should have samples of student writing
- Attractively mount students' work
- Include a variety of students' interests and academic areas
- Display correct models of student work
- Use a variety of materials to make letters
- Include the TEKS associated with the work samples

CALENDAR

All school events must be approved by the Principal. Please check the calendar for testing dates and other school events prior to your request. **The calendar will be shared with you electronically on OneDrive.** Once an event is approved, please invite all faculty and staff on the outlook calendar, be sure to include Admin, enrichment, and Ms. Pecero. All **Field Trips, weekend and afterschool activities, Spelling Bee, Field Day, and Programs should be on the calendar.** Once I receive the invite, I will update the electronic calendar.

CARE OF BUILDING

All classrooms are to be neat, clean, and orderly at all times. Please remember to help your students maintain the cleanliness of all classrooms and restrooms by consistently discussing the care of our building. All posters and banners that are displayed must relate only to the curriculum, goals, and activities of the school. Walls should not be damaged with nails, pins, staples, glues, etc. Least damaging tape should be used for the **NEAT** placement of such items (no double sided). All posters, banners, residues must be removed from the walls at the end of the school year. Classrooms may be inspected from time to time by the grade level administrator, therefore everyone will need to collaborate by ensuring the

class/area is not cluttered, and offers a safe, inviting, and healthy environment. Nothing but tables, chairs, and **empty shelves/cabinets** should be left on the floor the last day before winter break and summer to ensure that nothing gets displaced during the maintenance of the building and floors.

CELL PHONES

Students are permitted to use cell phones and other electronic communication devices before and after school. However, they are not allowed to use them during the instructional day unless directed by the teacher. Cell Phones (and other distracting items) used during the instructional day should be confiscated by the adult responsible, labeled, and turned into the front office. Parents will pay a fee (\$10) to have the item returned. **Teachers are allowed to use their cell phones for instructional purposes only.**

CHILD ABUSE

Section 261.101 of the Texas Family Code states that:

“If a professional has cause to believe that a child has been abused or neglected, the professional shall make a report no later than the 48th hour after the professional first suspects the child has been abused or neglected. **A professional may not delegate to or rely on another person to make the report.**”

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

- Secure Web Site: <https://www.txabusehotline.org>. When you link to the web site, you will be prompted to create an account and log in. Once a report is filed, you will receive an e-mail from Statewide Intake acknowledging receipt of your report. This method is quick, in that it takes less time, however if the situation needs immediate attention, please call. This method is NOT anonymous.
- Phone #: 1-800-252-5400, press #2, then press #1, be prepared with names, dob, parent or guardian and address, and other children and adults names who live in the house, ages, location, and contact information. If you report anonymously you cannot get an id# making it more difficult to follow up. However, if you want to be anonymous, please do not give away any information that will identify you, such as the student is in your class.

The website should not be used in life threatening or emergency situations. In those cases, please contact your Principal and local law enforcement or 911.

CLASSROOMS

Items should not be removed from the classrooms when moving to another one or when leaving the school. We need to make sure that Brookline campus resources are inventoried and secured. PLEASE DO NOT DISTRIBUTE ANY MATERIALS THAT MAY BELONG TO THE CAMPUS.

CLASS PARTIES

By HISD School Board Policy, only two (2) class parties during the year may be held after the last lunch period. All parents must check in at the front office. No additional siblings (older or younger) are allowed to be taken out of the classroom to attend these parties. **PARENTS ARE ALLOWED TO BRING CUPCAKES OR A CAKE ON THEIR CHILD'S BIRTHDAY. THIS CELEBRATION MAY ONLY TAKE PLACE AFTER 2:15 p.m.**

COMPENSATORY TIME AND EXTRA-DUTY PAY

Compensatory time and/or extra-duty pay will be offered by administration based on need and/or availability of funds. Do not assume you will be given compensatory time and/or extra-duty pay because it was requested. Should you have a question, confirm with your administrator prior to the extra duty.

COPYING PROCEDURES

Teachers will have access for copying their own class materials on the teacher-assigned copier. Grade-level or campus copies may also be turned in to our copy clerk, Ms. Reza for a 48 hour turn around. Teachers will receive an equal amount of paper (one box to start the year, and one box in January) to make their own copies. In the event the copies are for the grade level, please collaborate with each other for the necessary paper. **Students are not to use the copy or laminating machines.** Clean-up of the copy room and ensuring the copy machine is left in working order is the responsibility of each teacher. **Please do not send students to the front office to have copies made.**

DAILY SCHEDULE

Your Daily Schedule should be submitted to Mrs. Pecero and placed in the HUB by the end of the first instructional week. The total time for the day should equal 465 minutes, or 7.75 hours. No handwritten forms will be accepted. Do not include transition time in your daily schedule.

DISCIPLINE

Please see the HISD Code of Student Conduct for guidance and procedures. Restorative discipline is both a cooperative and individual effort. To maintain discipline, all teachers should be able to handle their own classrooms. However, there are times when assistance may be required. Teachers are responsible for sending their discipline management plan to their grade level administrator.

This plan must:

1. Be posted in the classroom
2. Follow district policy
3. Be clearly stated and positive.
4. Involve parents when frequent misbehaviors are observed

***Please refer to the Brookline Discipline Plan in Appendix**

The last option of consequences must be a referral to the office. The goal is to keep students in the classroom. Discipline referrals (documentation) must accompany a student who is being referred for disciplinary action. Teachers must have contacted parents by phone **before** a discipline referral is made, unless the behavior leading to the referral is of a violent or urgent nature.

As a reminder:

While a challenging, rigorous, and consistent academic program is the foundation for a positive school climate and good discipline, HISD also expects responsible behavior from all students. When imposing discipline, district personnel shall adhere to the following general guidelines:

- Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order conducive to learning.
- Students shall be treated fairly and equitably.
- Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:

- Seriousness of the offense
- Student's age
- Frequency of misconduct
- Student's attitude
- Potential effect of the misconduct on the school environment

Teachers are responsible for maintaining discipline of students in their individual classrooms. Students should be dealt with courteously and with patience. but persistent misconduct should not be tolerated. Teachers must investigate the situation. Ensure there are not unidentified and or unaddressed vision and hearing issues. Conversations with students can enlightened you about other issues that may need attention. Restorative discipline practices are best. Teachers will inform parents of student misbehavior and must keep a log of parent communications.

Each grade level will have a specific discipline plan/system developed in collaboration with all grade level teachers and their administrator.

Students who are determined by the teacher to be persistently disruptive to the educational process should be referred to the office with a properly completed discipline form. The office will then notify the grade level administrator.

SUGGESTIONS FOR ACHIEVING GOOD DISCIPLINE

A well-disciplined class accomplished much because it is not torn by distractions and friction. These are suggestions for achieving good discipline:

1. Make a good first impression. The first week is crucial. Set the tone you desire and maintain a business-like atmosphere from the opening bell.
2. Preventive discipline. The good teacher, who has worthwhile material to offer, seldom has discipline problems. Critical questions, mutual criticism by students, variety in material and a good pace forestall discipline problems.
3. Be gentle but firm. Students respect firmness. It is better to begin with firmness and to relax a bit later, if you wish, than to try the opposite. Students are sufficiently perceptive to know what you will allow.
4. Learn your students' names as soon as possible. Anonymity is an invitation to disorder. Teach students the correct spelling/pronunciation of your name. Do **NOT** allow them to call you teacher or Ms.
5. Set up time saving routines at once. Devise a system for collecting and distributing materials quickly to avoid disorder. The time spent in setting up desirable routines saves much time later.
6. Make sure your students understand what is expected of them in class work and in behavior. An effective teacher provides a written outline of rules and behaves in a consistent manner.
7. Use your voice effectively. Avoid a loud pitch and vary the tone to maintain student interest. Quiet orderliness in a classroom helps make disorder unthinkable. If instructions are frequently shouted, in time they become meaningless.

8. Do not overlook the value of silence. Occasional periods of silence change the tempo and give students a chance to think about the material you are discussing.
9. Do not tolerate disrespect. Achieving a good classroom atmosphere is a basic condition. The teacher's personality, poise and self-confidence are important ingredients.
10. Accustom yourself to handling your own discipline problems whenever possible. A warning or a suggestion may often suffice. If you have established good relationships with your students, you will be able to suggest firmly the correct behavior. Keep your perspective and sense of humor. If you must send a student to the office for disciplinary action, avoid a confrontation.
11. If there is an "incident", handle the problem quickly and efficiently. Do not argue with the wrongdoer. Do not make your arguments personal. Do not discuss the culprit's character, work habits, or school record. Do not scold the class for the misbehavior of a few.
12. Remember that students are individuals. They do not all respond to the same treatment. Some students respond to a sharp word. Others respond to more gentle expression. Never add fuel to the fire in dealing with a disruption. In general, underplaying is a better approach than dramatization.
13. Get the majority of students on your side. In the good classroom, students resent disorder because they are being deprived of something worthwhile.
14. If a student receives attention from his classmates through laughter, help him understand. A certain amount of fun is desirable, but students sometimes do not know the boundaries. They have to be taught---gently.
15. Do not make empty threats or hasty decisions. Try not to speak in anger. Always follow through on a promise. When you say something, stick to it.
16. Know the school rules and follow them. Do not allow exceptions; you will weaken your position and that of the school.
17. Occasionally check the physical condition of the room. Is it too hot; is it too chilly, too dirty, too sunny, and too dark?
18. Make your grades meaningful. Be fair, consistent and comprehensive with the assignment of grades. Make sure the grades are defensible if a student is not in agreement with you. Explain to students how grades will be assigned and what they are expected to do to earn them.
19. Change seats to break up cliques of talkers. Make the change without fanfare, possible at the beginning of a period.
20. Monitor your students' work by moving about the classroom and asking questions. Avoid sitting at your desk for too long a period of time.

*****This material is taken in part from MODERN ENGLISH IN ACTION by Henry I. Christ.**

DISMISSAL

Classroom instruction should be maximized. Dismissal procedures may begin at 2:40pm, with the exception of PreK and Kinder. All students should be escorted and at their appropriate dismissal areas no later than 2:50pm. There will be four assigned dismissal areas:

1. PreK/Kinder – **Dismissal begins at 2:45pm**
 - PreK and Kinder classes will be assigned to the cafeteria (if they are walkers) for dismissal. Teachers are responsible for working together to ensure all of their students (car riders and/or bus riders) are safely dismissed.
2. Bus Riders – **To be on the bus by 2:45pm**
 - A bus rider is a student whose parents have contracted the independent bus company (Aguilar) to transport their child(ren) home. These students will be escorted by the appropriate teacher to the bus rider exit so they may load their bus. When these teachers

have completed their duty, they are to assist with monitoring the front of the building to ensure student safety.

3. Car Riders – To be in their numbered area by 2:50pm (Pick up time begins at 2:45pm)

- A car rider is a student whose parents drive and would like their child(ren) to be assisted into the vehicle by going through our drive-through lane (in front of the park/field). These students and parents must have a corresponding number to quickly identify child(ren) to vehicle. These students will wait and be **actively monitored** by the assigned teachers in numbered areas along the PreK and Kinder hallways. Willing teachers will be assigned year-long duty for our outside drive-through.

4. Walkers – To be escorted once the dismissal bell rings at 2:50pm

- A walker is a student whose parents either walk or drive (but rather park and exit their vehicles or expect their children to walk to their parked vehicles). These students will be escorted by the appropriate teacher through the **bus rider exit** to the front of the building once the dismissal bell rings. Walkers are not allowed back in the building once dismissal procedures have begun. Student supervision and monitoring by teachers is crucial to ensure safety and no interference with the car rider lane.

NOTE: Teachers if students are tardy during after school dismissal, it will be your responsibility to ensure that parents/guardians are contacted and will remain with you until picked up. Due to a staffing shortage we will not have additional personnel available, so please make sure that you are on time.

DUTY: MORNING & AFTERNOON

When you are assigned a duty, make sure you report on time. All grade levels should submit their duty schedules to their grade level administrator. If you cannot perform your duty, please inform an administrator.

Morning Duty – All teachers have morning duty in their classrooms or picking up scholars at 7:20am.

Afternoon Duty – Teachers may decide as a team what their afternoon duty will be, whether rotated or remain constant. There will be some selected individuals who will perform carpool duty afternoon duties for the whole year.

EMAIL

Every member of Brookline Elementary School faculty and staff has access to district email. This is a communication tool that you are expected to check on a **daily** basis. During class time, students need your full attention. Email is to be checked during conference periods, planning periods, lunch, or before and after school. School-wide emails may be sent out using the following guidelines:

- Emails must be school and/or student-achievement related
- Do not email parents with daily reports
- Do not email parents with negative behavior reports; make a phone call instead
- Parent emails should remain factual; teacher opinions and feelings should not be a part of these emails
- Remember that communication via email is not always the most effective method. If, after two email exchanges, the issue remains unresolved, please call or arrange for face-to-face communication with the parent or staff member(s).

EMERGENCY PROCEDURES

A practical and reliable plan for the safety and security of students, faculty, and staff include various components.

The “Intruder in the Building Plan” will go into effect immediately in the event of a violent or dangerous situation occurring on campus.

ACTIONS TO BE TAKEN IF INTRUDER OR DANGEROUS PERSON ON SCHOOL GROUNDS

1. The office will announce over the intercom “An intruder is in the building. Please lock down.”
2. Teachers are to immediately lock the door and move the students towards the back end of the room.
3. When the building is secured and no danger is present, the office will announce over the intercom that “The intruder has left the building. All Clear.”

ACTIONS TO BE TAKEN BY ALL SCHOOL PERSONNEL

1. Be sure that the classroom pass you have made has your name and room # on each side and is hanging by your door.
2. Make sure that all children are familiar with the rules for the **Intruder in the Building Plan**. - Practice it.
3. All cars should be locked when parked.
4. Plant operator will check the building carefully when he arrives each morning.
5. All visitors must sign in at the office and obtain a permit from the office. All staff must wear an ID badge.
6. Secure all windows and doors when leaving the classroom for any length of time, especially in the afternoon when leaving for the day.
7. Any suspicious looking person on campus should be reported to the office.
8. Any teacher in his/her room after school should keep the door locked.
9. If an attack is made on a staff member or student: scream for help, notify the front office if possible.
10. All visitors between the hours of 7:30 AM & 3:30 PM must have a permit from the office. The doors will be locked at 5:30 PM.
11. The doors by the teacher’s lounge and by the circular driveway should always be locked and closed. This will force all visitors to come directly to the main office entrance.

MEDICAL EMERGENCY

1. If outside the classroom, teacher sends student runner to the office with the patient’s name.
2. If in the classroom, teacher rings the emergency button and reports emergency to the office.
3. Teacher must remain with the patient at all times.
4. Nurse responds to emergency site (must carry a two-way office radio).
5. Nurse radios in to the principal to inform/update on emergency.
6. Principal or designee calls 911 if necessary.
7. Nurse remains with patient at all times until help arrives or emergency passes.

Clinic Referral Procedures

1. Screen all clinic referrals. Determine if a clinic referral is truly necessary.
2. At times, the nurse will be in a classroom or off campus. The office personnel will then call the parents. Please make certain the number on the enrollment card is a good number and stress to the parents/students the importance of having an emergency number.
3. There are emergency kits in the classroom for minor cuts and scratches, if you do not have one, please see the nurse.

4. In case of an emergency in the classroom, press the call button. If there is an emergency on the playground, ask the nearest teacher to press the call button in his/her classroom, or inform the front office as quickly as possible.
5. Frequent trips to the restroom may be a sign of a medical problem. Keep a record of children who show this symptom and inform the nurse so that she may make a medical referral.

Emergency Plan

In the event of multiple trauma or injury and life-threatening emergencies, the following plan shall be followed:

1. The secretary will call the following people to the office over the paging system:
 - a) School Nurse
 - b) P. E. Teacher
2. The clerk will pull the enrollment card and notify the parent/guardian.
3. The nurse and P. E. teacher will administer first aid.
4. Personnel designated by the principal will assist with transportation of the parent to the medical care facility if no transportation is available.
5. The nurse will notify the Director of School Health.

Note: Regardless of who authorized transportation of the student to the medical care facility, neither the school board nor the school personnel will assume financial responsibility.

INCLEMENT WEATHER AND WIND STORMS

In the event of inclement weather and or windstorms the following procedures will be in effect:

1. Disaster drills are sounded.
2. Close all shades/blinds.
3. If needed, students and teacher enter hallways to predetermined area and "Duck and Cover".
4. Two (2) bells signal the return to the classroom.

The Superintendent of Schools may close schools because of inclement weather or emergencies (flooding, icy roads, power failures, etc.). HISD announces such closings over the radio, television news, and internet as soon as a decision is made.

RAINY DAY PROCEDURES

Have parents fill out "Rainy Day/Emergency Plan" form. This form has been provided for parents to work out a safe plan with the school regarding rainy days or emergencies. Please return the form to the office to be placed with the student enrollment card in a file cabinet in the office.

EVACUATION

In the event of chemical or other accident requiring evacuation of a school building, three stages of action shall exist. Specific plans are on file in the building and with the district office pertaining to evacuation or emergencies of the building. Refer to and follow "Evacuation Procedures" and "Shelter in Place Procedures" in the Appendix Section.

FIRE AND CIVIL DEFENSE DRILLS

Following the rules of these drills can mean the difference between life and death. The importance of these procedures cannot be over emphasized. ***The Fire Drill Exit Map, the Shelter in Place, and the Evacuation Map are items that by order of the Fire Marshall must be posted just inside your***

classroom door. A red *Emergency Procedure spiral* is located in all classrooms for you to place these items.

- Each teacher is responsible for instructing each student in his/her classroom with rules of conduct and procedures governing the drills.
 - State law requires that each teacher visibly post the primary and alternate exit route for fire drills.
 - Primary and alternate exit routes are provided in the appendix section. These have been submitted to HISD and should be the routes used. If there is a question, please discuss this with the Safety Committee.
 - Silence should be maintained during drills, from signal to signal until the return signal has been given.
- Any student violating this rule is to be disciplined by the teacher, if necessary brought to the office immediately after the drill.

FIRE DRILL

The purpose of the fire drill is to place students and personnel at a safe distance, should a fire occur.

SIGNALS

Bells will sound over the classroom speaker and teachers and students should exit the building through a predetermined route.

Teacher must carry grade book or class roster at all times. (you may bring the red spiral)

Upon arrival, teacher must take a roll and inform the principal or designee if a student is missing. Please use the red and green cards (in the red spiral) to inform your designee of your class situation.

Teachers and students will be given a signal to return to the building/classroom.

All teachers and students should learn the **primary** and **alternative** routes in case there is an obstruction on the first and are forced to use the latter. One fire drill, an obstructed or an unobstructed, must be conducted each month. A record of these drills must be kept for an audit.

OBSTRUCTED FIRE DRILL

An obstructed drill is one in which a passable way is locked or made unavailable for use. The purpose of this type of drill is to train students to meet emergency situations in which they must find and use alternate ways of leaving the building.

SIGNALS

The signals are the same as a fire drill.

At the call of a drill signal:

1. The children stop, listen and act according to the instructions over the intercom.
2. Children will walk quietly and orderly out of the room to their designated safe area.
3. The teacher picks up Emergency Procedures book with current roster to check roll at the safety zone.
4. Room captain and teacher are the last ones out of the rooms. They can turn the lights off and close the door. The teacher follows the class and stands midway of the line.
5. After checking attendance at the safety zone, teachers will raise the green card to signal everyone in attendance.

DISASTER/CIVIL DEFENSE/SHELTER IN PLACE DRILL – 3 per school year.

Disaster or civil defense drills are called when there is a dangerous situation in and or around the school or community.

SIGNALS

The signals are the same as a fire drill. The intercom will be used to notify you that we are having a “CIVIL DEFENSE/DIASTER OR SHELTER IN PLACE DRILL” and ask you to follow the “Shelter in Place Procedures”.

At the call of a civil defense or disaster drill teacher takes grade book or class roster and follows Shelter in Place Procedures.

1. If outside, seek shelter in the designated shelter in place classroom as quickly as possible.
2. Move away from the windows.
3. Everybody drops to the floor, covers face and back of neck and protects stomach (squat, kneel, or lie flat). Protect self by tables or other furniture, if possible.
4. Teacher takes attendance.
5. Count for 30 seconds before uncovering self (1,001; 1,002; 1,003; - 1,030).
6. Wait for the intercom to be used for further instructions.

COMPLETE CAMPUS EVACUATION: Procedures are in place if there is a need to evacuation the school due to a chemical spill or other disaster. The procedures are found in the back of this handbook section. This is one of the items that need to be posted just inside your classroom door.

Have the children listening quietly so that further instructions can be given. The **ALL CLEAR** signal will be announced over the intercom when the drill is over, and it is safe to return to the classrooms.

LOCK DOWN PROCEDURES

The Fire Marshall's office may come on campus and request a LOCKDOWN PROCEDURE DRILL. This means that you should lock your doors immediately, pull down all shades, lock the windows, move the students away from the windows and door and wait for the all clear to be given over the intercom. Do not open the door unless it is the principal or a police officer and follow their instructions. If you are with students outside the building and receive a “lockdown” message, direct students to a nearest classroom, if safe to do so, or instruct them to drop and take cover. Do not re-enter the building until the all clear has been given. The main difference between a Shelter-in-Place and a Lockdown is that the former involves the shutdown of the HVAC systems, and allows for the movement of students within the building.

ENROLLMENT INFORMATION

There is a parent enrollment packet that will be provided for each student on the first day of school. The student enrollment form must have the name of the student, the student ID number, the address of the student, the phone number of the student, the name of the parent, and the phone number(s) of the parent or guardian(s). This is vital information for the Student Information System data. Please ensure that this information is on each enrollment form before submitting to the office. This information is necessary to contact the parent/guardian in case of an emergency or it becomes necessary to contact the parent because of a disciplinary action. A form is available for submitting these enrollment forms to the main office. Document on a separate form the names of the students that have submitted the enrollment form and continue to ask the student for the enrollment form to be returned to the school as soon as possible.

IMPORTANT! Breakfast and lunch will be free for all students; however, our Title 1 Funding will depend on the low socio-economic totals for our school. This is determined by the BLUE socio-economic forms. PLEASE ENSURE THESE FORMS ARE RETURNED.

EMPLOYEE DRESS CODE

The District's employee dress code is established to create the proper learning environment, model good citizenship, to teach grooming and hygiene, instill discipline, prevent disruptions, avoid safety hazards and teach respect for authority. Proper grooming, dignity of appearance, and pride all contribute to a successful learning environment. The school, **teacher**, student, and parents share the responsibility of proper dress. To make the dress code effective, we need your commitment and support. Each grade level administrator will be responsible for ensuring that the dress code is observed and enforced.

Appropriate Attire

Men ~ Business professional attire such as coordinated trousers, slacks, collar shirts (polo style or button-down)

Women ~ Business professional attire such as coordinating slacks, skirts or Capri pants (**only if it is a part of a coordinating suit or accompanied with a jacket**); blouses, dresses or tops with spaghetti straps must be accompanied with a coordinating shirt or jacket

Inappropriate Attire

- Shorts of any length (**Exception: PE teacher**)
- Sweat suits or jogging suits (**Exception: PE teacher**)
- Leggings or form-fitting pants
- Mini-Skirts or Dresses ~ (above mid-thigh)
- Tank tops
- Midriff tops
- Slippers, house shoes
- Flip flops

EMPLOYEE PARKING

The main employee parking lot (nearest to cafeteria) is the teacher parking lot. At no time, should Fire Zone areas or other parked cars be blocked and/or obstructed. When the "cafeteria lot" is full, please park in the visitor lot (in front of the playground). Towing will occur as needed.

EMPLOYEE RESPONSIBILITIES

Every employee shall be responsible for:

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, as applicable;
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:**

EMPLOYEE STANDARDS OF CONDUCT

1. Dressing in a manner that is appropriate for the job assignment and that reflects positively on the District, and that includes the use of all issued safety equipment;

2. Recognizing that employment with the District is not guaranteed, but is dependent on employee performance, budget, and need;
3. Following the established rules of behavior for the District and society in general as defined by local, state, and federal laws;
4. 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;
5. **Following the directives of the supervisor.**

FACULTY MEETINGS

Faculty meetings will be held monthly; attendance at faculty meetings is mandatory. If you have any conflicts, please contact the Principal. Do not schedule tutorials, conferences, doctor's appointments, or practices on faculty meeting dates. **Faculty meetings** will be held on the following days, **September 25, October 23, November 20, December 18, January 29, February 26, March 25, April 29, May 27.**

FAMILY AND STUDENT ACCESS SYSTEM

HISD Parent Student Connect is a web-based service through the HISD database that allows parents/guardians to view school-related information for their children from home or work. Because many parents use Parent Connect to stay abreast of their children's progress, **teachers must post assignment grades on a regular basis.**

FIELD TRIPS

There will be at least two field trips allowed (not required) per team. Field Trip Implementation Lesson Plans must align with objectives being taught, and activities and evaluations must display what students learned. **Plans for trips should be made well in advance of the trip date. Field Trips may not be planned for the week of STAAR.** Each team is responsible for funding all aspects of their trip, unless notified otherwise (for example, at times, the district may pay for transportation/entry).

- Transportation arrangements must be made at least two weeks prior to trip.
- Plan ahead if you are collecting money from students and use the AF-104 form.
- All students should attend field trips, unless a contract/agreement was made with the teacher and parent (documented and signed) outlining the conditions to be met by the student in order to qualify attending. This contract/agreement should be made at least one month in advance to allow a proper demonstration of meeting requirements.
- Please make prior arrangements so that a teacher will stay at school with the students not going on the field trip or make prior arrangements with another teacher on another grade level. Inform the office, and grade level administrator, of the teacher with whom the students are to remain with.
- Please inform the cafeteria manager three weeks prior to the date of the field trip if sack lunches are needed for the students or if you will not be eating in the cafeteria.
- Parents wishing to be volunteer chaperones must abide by the rules set forth by the school and HISD. Volunteer chaperones must have an approved criminal background check on file every year with HISD.
- Due to student safety and security - only parent chaperones (those riding on the bus) will be allowed to attend the field trip. **PLEASE DO NOT TELL PARENTS THEY CAN GO IN THEIR OWN CAR.**

FUNDRAISING

All fundraising is to be approved by the Principal. All fundraisings are limited and must have appropriate fund collection documentation, all money collected must be in the activity funds' office the same day of the

collection and must directly support a campus-based and approved organization. Personal fundraising is strictly prohibited and illegal as per the HISD board Policy. Failure to comply with fundraising guidelines will adversely affect teachers Appraisal (Professional Expectations) and can result in termination of employment with the Houston Independent School District.

GRADE REPORTING AND PROGRESS REPORTS

All grades will be computed using a numerical scale from 0-100. A grade average of 70 or above will be considered a passing grade.

Grading Scale:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

Below 60 = F

Daily work will include evaluation of student products, homework, daily quizzes, and other assessments of student progress by the teacher. Progress reports will be sent home on Wednesday of the fifth week during each of the four grading cycles. If a student's grade falls below failing after progress report time, **the teacher is expected to call the parent and receive documented acknowledgement**. It is imperative that grades are verified with our Student Information Representative by the time they are due (see HISD Academic Calendar).

Progress Report Due Dates:

Cycle 1 – September 25

Cycle 2 – November 20

Cycle 3 – February 5

Cycle 4 – April 22

Note: Grades must be updated weekly in GradeSpeed. It is district and school policy that all teachers of record input at least two grades per week for students in all core subject areas. Failure to do so may negatively impact your **TADS Professional Expectations Criteria – (PR-1) Complies with policies and procedures at school**

HARASSMENT POLICY

Employees are guaranteed a workplace free from harassment. Harassment occurs when the receiver feels that the environment is hostile, offensive or intimidating. Furthermore, if an individual's working environment is such that their job is interfered with, or if employment opportunities are interfered with, this is defined as harassment. If an employee is being harassed, he or she needs to report the harassment to a supervisor and the supervisor will take corrective action. See the HISD Board Policy ***DGBA, DIA (LEGAL)***

HOMEWORK

Homework should supplement classroom instruction. It should reinforce, strengthen, and/or enrich.

Homework should focus on:

- Practice of concepts already learned correctly
- Background information for old or review learning
- Maintenance of learning for retention enrichment

Teachers need to take responsibility for ensuring that class time allotted for checking homework is used productively. This time should be used by teachers to check for understanding of the material and of the instructions. Team coordination with regard to length/amount of homework is expected.

KEYS

Keys will be checked out at the beginning of the year through our secretary. Keys are only to be used by the person checking them out. Please report missing keys to the office immediately. Students should never have access to faculty keys. All keys will be gathered at the end of the school year. They will be reissued for Summer School as needed.

LESSON PLANS

Lesson plans are required of every teacher. They must be uploaded to the HUB by the Wednesday before the week of said lesson plan. Enrichment will turn in plans every “e” day in the Enrichment folder. In addition, your grade level administrator must be informed of where the lesson plans are kept in each class in the event of your absence. Lesson plans will be reviewed on Thursdays and if needed, given feedback electronically, during observation debriefing, or during conferences. If changes are needed, submit your lesson plan by the Friday before the week of the lesson plans.

LIBRARY POLICIES AND PROCEDURES

Overdue Notices: Teachers will receive overdue notices throughout the year to distribute to students.

Check Out Policies:

Kindergarten Students - 1 book for 2 weeks

First Grade through Fourth Grade Students - 2 books for 2 weeks

Fifth Grade Students - 3 books for 2 weeks

A due date will be stamped in the books. We encourage students to return books by those dates, but we want to also encourage them to complete the books. Students may even return a book before the posted due date. Books can be renewed one time (at the library) if they are not finished by the book's due date. Please bring the book to the library and let Mr. Wills know that the book needs to be renewed. Students may visit the library individually with their teacher's permission to check in and/or check out books. The book's due date is stamped on the front of the book. It is the sole responsibility of the student to ensure that his or her books are returned on time.

Houston ISD Brookline Elementary Library Fine Policy

There will be no fines assessed for late books

****Students will not be allowed to check out additional books until all late books are returned.**

Lost and Damaged Books

If a student loses, or damages, a library book, the student is responsible for paying for that book (cost \$20). We are happy to work with families who may be unable to pay for replacement books.

If a lost book that was paid for is found, please return the book to the library and a refund will be issued if the book is in good condition.

**Refunds will gladly be issued during the same school year that the book was lost. However, we will be unable to refund lost book monies after the last day of the school year that the book was lost.

LUNCHROOM/CAFETERIA INFORMATION

- Teachers must escort their students all the way into the cafeteria.
- All food and drinks must be consumed in the cafeteria. No food, drink, or other items are to be taken out of the cafeteria by students unless escorted by their teacher.
- After eating, students should discard all uneaten food in the trash can and place tray at the end of each table. Students (when appropriate) are responsible for cleaning their tables of all trash and trays when they have finished eating to ensure a clean table for the next lunch period. Teachers and monitors should remind students of this.
- Students should leave the cafeteria only when the supervising monitor and teacher dismiss them.
- Students are not permitted to leave school premises during lunch.
- Parents are allowed to eat with their child(ren) only at the assigned parent tables. They should not be allowed to sit with a class unless the teacher is present.

MAINTENANCE

Air quality, Room temperature, and general maintenance issues.

To maintain the air quality in the school building, the following guidelines have been established:

- No candles or incense may be burned
- Plug-in deodorizers are not permitted

Should a staff member have an issue, please see the Plant Operator, Mr. Careaga first. He will submit a work order to HISD Maintenance for further action and investigation. If the issue is not resolved in a timely manner, please do not submit a second work order, email or call Ms. Llorens.

MEDIA RELEASE FORM

A "HISD Media Release Form" is to be completed by the student's parent(s)/guardian(s) and placed in the student's permanent file before the student may be photographed or interviewed by the press. This form is collected by the homeroom teacher at the beginning of the school year during the first week. **It is imperative that we know if a parent does not return this form, or if the parent does not want their child(ren) photographed. THESE FORMS SHOULD BE KEPT IN THE classroom. Please complete the excel spreadsheet from Ms. Llorens and place in Ms. Llorens' box.**

PARENT-TEACHER COMMUNICATION

It is the expectation all teachers will communicate with the parents/guardians of all students in their class(es) to keep them informed of their child(ren)'s progress.

The teacher shall:

- Initiate a conference when a student is not progressing satisfactorily (an average of 75 or below). This should be scheduled during the teacher's planning period, **not** during instructional time.
- Have samples of the student's work and the grade book available for review by the teacher, parent, and administrator (if present) at the conference.
- Present the student's behavior patterns in a positive and professional manner.
- Prepared to discuss the student's classroom participation and work.

- Work with the parent to solve the problem and maintain a parent contact log.

A record must be maintained of parent conferences, contacts, or student evaluations and must be readily available for administrative review at any time.

PERMANENT RECORDS

Student Permanent Records are to remain in the Permanent File Closet. **Permanent Record Files are NOT TO BE KEPT IN THE CLASSROOM.**

- Student permanent records are a legal document and ONLY HISD Personnel will be allowed to handle student permanent records. DO NOT send students or parents to the office to take or leave student permanent records.
- After the first week of school, return to Mrs. Pena any permanent records of students not in your classroom. Bind together with a rubber band and label with your teacher name and "NO SHOWS". Teachers must document any and all information in permanent records of any student in their classrooms with at least 5 consecutive days of attendance.
- Teachers must document any and all information in permanent records of any student withdrawing from their classroom within 5 days of withdrawal.

PLANT OPERATOR

Our Plant Operator is Mr. Castellanos. Teachers who need assistance involving maintenance personnel should convey requests via email to our Campus Coordinator, Ms. Llorens.

PROFESSIONAL COMMUNICATION AND CONDUCT

All staff members are expected to communicate in a professional and positive manner with students, parents, and colleagues. Communication is to foster growth, productivity, and unity. It is imperative we keep this in mind with both written and oral communication. Faculty members are also expected to conduct themselves in a professional and ethical manner. See HISD Board Policy **DH (LOCAL)** regarding employee standards of conduct.

PROFESSIONAL LEARNING COMMUNITY (PLC) PERIODS (GRADES PK-5)

All teachers are expected to attend the PLC meetings for their grade level as determined by the grade level's administrator. The team leader will facilitate the PLC.

It is expected PLCs will be used to discuss and/or collaborate on the following:

- Student Performance Data
- Teacher Best Practices
- A&D Rubric Coaching
- Model Lessons
- Assessment Disaggregation
- Administrative Concerns

PLCs will **not** be used to discuss or plan:

- Grade level housekeeping
- Field trips
- Fundraising
- Activities or Events

- Other items that could be communicated by email, in passing, or during a grade level team meeting, etc.

RESTROOMS

Please monitor the boys and girls restrooms when your class is there. Take them once in the morning and once in the afternoon. Be consistent; try to take the boys and girls to the restroom at the same time of the day, every day. Report any vandalism in the restrooms to Ms. Llorens. If you discover a student with unacceptable behavior, please report the student to his /her teacher for disciplinary action and inform the proper grade level administrator through email. Try your best to **NOT** send students alone or in pairs to the restroom (only if an emergency or if requests have been made by parents/guardians). If you are to send students independently to the restroom, ensure you are sending your most responsible student along to monitor behavior/conduct.

ROSTER OF HOW STUDENTS GO HOME DAILY

This form should be filled out by the teacher and kept in the classroom. Please update as soon as you receive new information from the parent/guardian and communicate important information to your team and front office as necessary. It is recommended to also place a copy of this form in your substitute folder.

SAFETY

It is expected to maintain the safety of the campus. Please ensure students are always actively monitored and/or supervised. In addition, with regard to building safety, no shelves or boxes should be stacked up to avoid the risk of falling over. All staff members are expected to maintain offices/classes/areas free of old packets, clutter, boxes, etc.

Please ensure that the door leading to outside the building near the faculty lounge is closed after you use it. The door is never to be left propped open, even if you are coming back immediately. Use your electronic key access to reenter. Students may not go into the teacher's lounge. This is an area reserved for teachers only.

Building Security

This is everyone's responsibility. Do not allow students to open exit doors from the main hallways, cafeteria, or teacher's lounge. Do not prop these doors open. Be on the lookout to ensure visitors have their proper visitation badge. If you encounter an adult who does not have a badge, please escort them to the front office.

Also, please secure windows, doors, and your mobile technology (projectors, laptops, etc.) when leaving at the end of the day. All computers and other classroom hardware must be completely unplugged the last day before winter break and summer. It is recommended this equipment be locked up. Depending on circumstances, any stolen technology might not be replaced until the following school year.

Security

A front office clerk and/or administrator will answer your call in the event that you must use the emergency call button. Where no immediate emergency exists, use the classroom phones, or send a note to the office who will contact the grade level administrator to assist. All teachers are expected to assist in monitoring the halls. Everyone in the school building must have a visitor's pass or an HISD ID. If not, the person must be escorted to the main office. A teacher who has a class will ask another teacher to watch the class while

escorting the visitor to the office. Anyone who refuses to go to the office is a trespasser and the teacher should inform the office immediately. In the event an unmarked visitor is found in the building (from the district or not), we will review security footage and hold necessary individuals accountable.

SCHOOL DAY

The teacher school day begins at 7:20a.m. and ends at 3:05p.m.

The teaching assistant/clerk school day begins at 7:00a.m., and ends at 3:30p.m.

We appreciate the hard work and dedication given by everyone.

SCHOOL EQUIPMENT

The use of school equipment for personal use is prohibited. Keep in mind our facilities may be used by others, so plan accordingly. In addition, you are responsible for all equipment assigned to you. Please do your best to protect your equipment. In the event something is lost, stolen, or damaged, there may not be necessary funds to replace your equipment.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 requires that the school district not discriminate against individuals on the basis of handicap. If you have any questions, please contact our campus 504 coordinator, Ms. Paredones, or contact the HISD's Child Study Department at 713.293.1000

STUDENT ACTIVITIES AND COMMUNICATIONS

Scheduling Programs, Activities, Fundraisers, and distributing Flyers/Letters Home – Obtaining Approval:

All student activity events, programs, and communications must be approved by the Principal. It is the responsibility of the grade level team leader to see that the activity is placed on the school calendar with the school secretary.

Rehearsal, Sport Practices and After School Sponsored Events:

Rehearsal and sport practices are from Mondays to Thursdays only. The sponsors must be with the students at all times. During dismissal time, the sponsor must be with students until the last child has been picked by the parent or legal guardian. Please check the calendar for Faculty Meeting dates and do not schedule your activity during these meetings.

STUDENT AIDES or HELPERS

For purposes of proper supervision and to protect the privacy of all students, the following will apply to all students:

Student aides **ARE permitted to:**

- Put up bulletin boards
- Carry non-confidential information and notes to other teachers near-by
- Sort and/or file papers, etc.
- Get supplies from office/resource room
- Shelf books and organize instructional materials

- Clean desks, dry erase boards, etc.
- Peer tutor when appropriate
- Pick up duplicated material (copies) for teacher

Student aides ARE NOT permitted to:

- Get mail from your mailbox (lunch cards, breakfast cards, etc.)
- Use copy machines or laminating machines
- Carry confidential information or testing materials
- Wander the halls
- Work in teacher workroom unless accompanied by a teacher
- Go in to the Teacher's Lounge

STUDENT HANDBOOK/CODE OF STUDENT CONDUCT

Teachers should keep a copy of the current Houston Independent School District Code of Student Conduct and a copy of the Brookline Elementary School Student/Parent Handbook on hand. At the beginning of the school year, teachers should review the Code of Student Conduct with their students and the Student/Parent Handbook with the parents/guardians. Please obtain signatures for documentation.

SUBSTITUTE TEACHERS

The T/A's will cover the first absence, then a substitute will be called for other absences in the same grade level.

Absences requested in advance must include:

- A seating chart for each class taught
- Lesson plans must be left on your desk with any other pertinent information, including prepared classroom activities for students to complete during the school day with the substitute teacher
- Duty assignments should be noted
- Emergency plans should always be available

Emergency or unexpected leave

- A list of students and the teacher they will be split with, to remain consistent throughout the year (please provide a copy to the front office)
- Seating chart & lesson plans must be available and easily found in the designated hanging folder
- When calling in on an emergency absence, leave information on where to find the above items; as standard practice, the team leader should be informed where the above are kept. It is also a good idea to let a teacher "next door" know where these items are kept
- Also ensure you have communicated with your grade level administrator and have cc'd the Principal

ALL TEACHERS MUST PROVIDE EMERGENCY LESSON PLANS BY PLACING THEM ON YOUR DESK AT ALL TIMES.

TEACHER COMMUNICATION WITH PARENTS/COMMUNITY

A teacher or staff member writing a letter to anyone on behalf of Brookline or communicating any business of the school, grade level, or individual class must have the letter submitted for approval by the Principal at least 24 hours prior to sending such letter to the parent/community. This includes but is not limited to press releases, class letters, class invitations, solicitation of contributions, etc.

TEACHER SUPPLY REIMBURSEMENT

Teachers are allowed to submit the receipts for a \$50 reimbursement. Items should be purchased personally by the teacher and the receipts then submitted to Ms. Pecero for reimbursement. The reimbursement will be included in the next available payroll check. Any items purchased and asked for reimbursement become the property of HISD, and more specifically Brookline ES, unless they are consumables. If the receipt is over \$50, the district will only reimburse the maximum amount of \$50.

TEACHER PLANNING PERIOD

By law, each teacher should have 450 minutes of planning time for every 10 work days. The purpose of planning time is for teachers to do the following:

- Plan classroom work
- Grade homework or class assignments
- Secure supplies
- Attend to other activities concerned with the general functions of the classroom
- Prepare and grade tests
- Average grades
- Record grades on the computer
- Conference with parents or other staff

TEACHERS' LOUNGE

Students are not allowed in the teachers' lounge. Do not send a student to the lounge to use any equipment or to get sodas or snacks. Refrain from discussing individual students and /or violating confidentiality guidelines while in the lounge.

TELEPHONE CALLS

It is imperative that teachers make it clear to associates that non-emergency phone calls may not be received during instructional time. This includes teacher's personal cellular telephones. Cell phones may be used for instructional purposes only. Please do not talk on the phone while transitioning your students. It is your responsibility to monitor your students at all times. If it is an emergency, family members should be instructed to state that an emergency exists. Phones are available in all classrooms/offices. Please use them appropriately. A list of phone extensions will be provided by Mrs. Pecero. Personal long-distance calls are not allowed from school phones.

TEXTBOOKS

Ms. Bertha Pecero Sanchez is the main contact regarding textbooks. Should an issue not be resolved in a timely or satisfactory manner, please advise your grade level administrator. It is your choice to decide whether you will be allowing students to take textbooks home. There will be a textbook audit during the first and second semester of the school year. At this time, you should contact the parents of any students who have lost their textbooks. Tell the parent the cost of the lost book and encourage them to pay as soon as possible. When the lost book is paid for, you may issue a replacement copy to the student. At the end of the year, please dedicate space in your classroom to store all textbooks for your class(es). It would be best if this closet had a locking mechanism, whether key or chain and lock. If you are leaving Brookline or changing grade levels your textbooks will be removed from the room and please do not remove any items that do not belong to you personally.

TOBACCO

Smoking and all tobacco products are prohibited on all HISD grounds, and at all HISD functions. Effective August 1, 1992, smoking by any person on or within all HISD property is strictly prohibited. This policy applies to all persons on school property (contract workers, maintenance personnel, etc.). If you notice anyone incompliant with this policy, please notify the front office, your grade level administrator, or the Principal.

VISITORS

All visitors who enter the building must check in at the Main Office by providing the appropriate identification such as: state issued driver's license, or identification card. Only parents/guardians/family members who are listed as contacts in Chancery are authorized to pick up students. If you are expecting guests or visitors, please contact the Main Office in advance.

You are expected to follow directives completely, if you disagree with, or do not understand the directives in the handbook, or need assistance, please let your grade level administrator know.

**BROOKLINE ELEMENTARY SCHOOL
2019-2020 FACULTY HANDBOOK**

This certifies that I, _____, have
(*print your name*)
received Brookline Elementary School's faculty handbook and will
adhere to the guidelines therein.

Signature

Date

Position

Employee ID #