

# Center Point Elementary Faculty Handbook 2010-2011



Center Point Elementary  
P.O. Box 377  
Center Point, TX. 78010  
(830) 634-2257

# **THE FIRST DAY**

## **REGISTRATION**

Students on class rolls report directly to the homeroom. New students should report to the office for registration and room assignment. New clinic forms and information sheets will be sent home with students on the first day. Please collect, alphabetize, and turn in all of these forms to the office ASAP, but no later than **Tuesday, September 7, 2010.**

**Also, turn in a list of those not received.** After this date forms may be turned in daily as they are returned. Be sure you know how each student is to get home from school. If he/she is riding the bus, be sure to get the number. If the child or parents cannot tell you, send them to the office for help in determining the proper bus. **Do not assume that bus numbers will be the same as last year.** Get a phone number where we can contact someone if the child gets ill, hurt, misses the bus, or isn't picked up.

## **STUDENT/PARENT ARRIVAL ON FIRST DAY**

Parents are allowed to escort their child to their classroom on the first day of school. All parents should be off campus by 8:30. Many parents may attempt to visit and discuss their child; however, this is a time when we should be monitoring the arrival of all students. Should a problem arise, please contact the office.

## **ATTENDANCE DURING THE FIRST WEEK OF SCHOOL**

You should have a temporary attendance sheet ready so you will only need to add the late registrants to the list. Please take time to accurately mark your attendance. Students will be counted tardy from 7:55 a.m. until 10:00 a.m. and if they are picked up before 3:30. Students arriving after 10:00 a.m. without an excuse from their doctor will be counted absent.

## **STUDENT HANDBOOK**

Homeroom teachers shall discuss the student handbook with students throughout the first and second days of school. Teachers should particularly cover the attendance requirements, tardy policy, student dress code, code of conduct, and possible consequences for misconduct.

## **BUS SCHEDULE AND PRACTICE – 10:00 a.m.**

Review the bus procedures with your class as many times during the day as it takes to make you comfortable with the situation. We want every student in place and ready to load the buses at 3:20 p.m. this first afternoon. Pick ups/walkers will be called for at 3:10 p.m. Bus runs will be released starting at 3:20 p.m.

## **TEXTBOOKS**

Student name should be recorded in all textbooks before they are taken off campus. Student name and textbook numbers must be recorded on the form provided by the office.

# **GENERAL TEACHER INFORMATION**

## **ABSENTEE POLICY**

Parents are required to provide written documentation to the school stating specific reasons for his/her students' absence. This written documentation must be provided no later than three days following the student's return to school. **Please send all documentation to the office where it will be kept on file.**

## **ACCIDENT REPORT**

All work-related accidents or injuries should be reported immediately to the superintendent. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

## **ATTENDANCE REPORTING**

Correct attendance reporting by teachers is crucial. We are strictly regulated by the state, and district funds are greatly affected by our ADA (average daily attendance). Our reports are subject to audit and MUST be correct at all times. After first day attendance is balanced, teachers will begin taking attendance using TxGradebook at 10:00 a.m. each morning. If a teachers finds that an error has been made he/she may send an attendance correction slip to the office or notify Sonya Hooten by e-mail. It is recommended that every teacher print a copy of their daily attendance to use for verification purposes at the end of each six weeks when they will be required to sign their attendance reports. A child is considered tardy for the day if that child is not in school before 10:00 a.m. If that child arrives after 10:00 a.m., that child will be considered absent for the day. Also, if a child comes in tardy, that teacher must send the child to the office for a tardy slip if they do not have one. You will keep the tardy slip to file in his/her attendance folder. A child is considered tardy if that child arrives to school after 7:55 a.m. and/or leaves before 3:25 p.m.

## **BIRTHDAYS**

At Center Point Elementary, we strive hard to make good use of the instructional day. Therefore, birthday parties are not held during the school day. However, you may drop off cupcakes or other refreshments at the front office for the class to be served at an appropriate time designated by the teacher. This will help us ensure that the classroom schedule is not interrupted. Invitations to birthday parties held outside of school will be distributed at school only if there are invitations for each child in the classroom.

## **BOOK ORDERS**

If book orders are taken in your classroom you must send money and order forms to the office. It should not come from your personal account in which you have deposited the funds collected.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBERS**

It is very important that any student changes reported are forwarded to the office so that the information sheet may be updated. Staff members must also notify the Administration office of any changes in their address or telephone number.

## **CLASSROOM DUTY**

DO NOT leave your classroom unattended even for a brief period of time. If an emergency arises, please have a neighboring teacher monitor your class. At the end of each instructional day, please empty all trashcans and close blinds.

## **CLASSROOM WEB PAGES**

Classroom web pages shall be updated each six weeks. Web pages must include conference period times, six weeks objectives; test schedules, and other beneficial student/parent information.

## **CONFERENCE PERIOD**

Teacher conference periods should be utilized for classroom/instructional preparation. This includes making copies, preparing lesson plans, parent conferences, making parent contacts, or coordinating with other team members. If a faculty/staff member needs to leave the campus for any reason, it must be cleared with the principal, and the secretary must be notified. Permission to leave during conference times will be granted only for school related business or if there is an extreme need.

## **DISTRIBUTION OF LITERATURE**

Unless approved by the principal, literature should not be distributed on campus or placed in the mailboxes. What may not be offensive to you may be to others.

## **DOORWAYS**

**All teachers shall be present at their doorways at the first of the morning every day.**

## **\*E-MAILS\***

School e-mail accounts shall be used only to send and receive school related materials/information. **Do not advertise information for sale or send out junk e-mail.** Remember, school e-mail is public information.

## **EMPLOYEE'S CHILDREN ON CAMPUS**

Employee's children should adhere to the same expectations as our students at Center Point Elementary. Children should not be running or wandering around unsupervised, going into the teachers lounge unless accompanied by their parent, bouncing basketballs or throwing balls in the building, or carrying food or drinks throughout the building. Arrangements should be made for your child each day and especially on days that require faculty meetings, grade level meetings, or other scheduled meetings. **It will not be appropriate for children to attend scheduled meetings.**

## **GRADE LEVEL MEETINGS**

Grade level meetings will be at scheduled times. Grade levels will provide a calendar of scheduled meetings. All faculty members are required to attend and participate as needed.

## **GRADES/GRADE DETERMINATION**

For grades 1 through 5 all grades taken that six weeks will be averaged for a six weeks grade. A minimum of twelve grades must be recorded each six weeks. No checkmarks will be entered in the grade book. Pre K and Kindergarten will continue to use E, S, N, and U and report readiness skills.

P.E., Music, Art and Technology will be given number grades.

A student will be placed on the semester "A" honor roll if all A's were made for the six weeks on the report card. If A's and B's were made, the child will be on the "AB" honor roll.

A conduct grade will be given on report cards. Each student starts out with 100 points each six weeks. Points will be taken off for misbehavior and for assignments not returned.

#### ➤ **PROGRESS REPORTS**

On Wednesday morning following the first three weeks of a grading period, a special report form will be sent home with each student. These forms should be used anytime to notify parents of a decline in student performance or behavior. These reports should be signed by the parent and returned to school the following day. If the report is not returned, contact the parent by telephone or a copy of the report is to be sent home by mail.

#### ➤ **REPORT CARDS**

Report cards will be issued on the first Wednesday following the end of each six-week period. Each teacher is responsible for accurately reporting six weeks grades. Grades recorded in the range of 67-69 will require justification. Please make sure you include the following information on all report cards: note whether a class/student is Special Ed or Resource, us comment and conduct codes **ALL YEAR**. **Please make sure you check all report cards for errors before they are printed.** All report cards should be signed and returned.

#### **KEYS/VALUABLES**

You will be issued keys that you will need for your room. Protect these keys and return them to the office at the end of the school year. Do not make duplicates of any school keys. Do not leave money or anything of value in your classroom unattended. Monies collected for field trip, pictures, fundraiser, etc. should be turned into the office daily. Please do not leave money in your rooms.

#### **LESSON PLANS**

Every Thursday teachers should turn a copy of their lesson plans to the office.

#### **LUNCH RESPONSIBILITIES**

Teachers are to escort their classes to the cafeteria door where the monitor will take over. Teachers get a 30-minute duty-free lunch (PLEASE PICK UP YOUR CLASS ON TIME).

#### **MAKE-UP WORK**

Students will be given the number of days equivalent to the number of days absent to complete and turn in make-up work. Make-up work is permitted regardless of the reason for the absence.

#### **MEDICATION**

All medication must be kept in the nurse's office. All medication must be brought to the school office by the parent and checked in by the office staff – unless the school nurse

authorizes otherwise. **A medication form must be signed by the parent before medication can be administered.** Medication should be in the original container. Prescription drugs should be in the original, properly labeled container. If it is necessary for medication to be brought to school or sent home by bus, it must be kept by the driver.

### **MORNING/AFTERNOON ANNOUNCEMENTS**

Announcements will be made in the morning at 8:15 a.m. and in the afternoon before releasing pick-up students. There will be a schedule provided. Students need to be prepared to cite the American and Texas pledge. Students need to report to the office by 8:10 a.m. each morning.

### **OFFICE PROCEDURES**

The office shall not be a place for sharing private matters such as student discipline or personal opinions publicly or openly. These matters should be conducted behind doors in a professional manner. Please remember at all times, we have parents and visitors in the office throughout the school day.

### **PERSONAL LEAVE POLICY**

1. No personal leave will be granted during one day before or after an official school holiday or the first and last day of a grading period.
2. No personal leave will be granted during the last ten working days prior to the end of school.
3. Employees may request an exception to this policy. Exceptions will be granted only in cases of extreme hardship.
4. Staff must sign in and sign out of the office everyday, which includes arriving in the morning, lunch, conference, and the end of the day. Do not leave without letting the office know you are out of the building. **NO EXCEPTIONS!**

### **SCHOOL DAY**

Instructional duties are from 7:30 a.m. until 4:00 p.m. each Monday through Friday, except on days when grade level meetings are scheduled or administration has scheduled faculty meetings. On these days you will be required to attend and every effort will be made to release by 4:30 p.m. **Teachers should plan to arrive at school at a time that allows them to be in the classroom ready to teach at 7:45 a.m.** Other designated morning duties begin from 7:15-7:25 a.m.

### **SCHOOL PARTIES AND FIELD TRIPS**

Specific times will be set for school parties and field trips. Teachers will notify parents when a party or field trip is planned. A parent must sign a standard release form before a child participates in a field trip. Some field trips may require an admission charge. Students are not required to go on field trips. However, if the child is not sent to school on the day of the field trip, it will count as an absence. Students who travel on school-sponsored trips are required to use transportation provided by the school to and from the event. The principal may allow a student to ride home with a parent if the request is in writing.

### **RECOGNIZED SCHOOL PARTIES**

1. Fall Carnival- Each year, the PTO and the Center Point Elementary provide a Fall Carnival for the students. Students may wear Halloween costumes to the carnival and to school the day of the carnival.

2. Christmas Holiday – Designated times and party plans will be scheduled by teachers and will be provided to students and parents in advance. Parents may attend the party, and will be asked to help the teachers provide food or snacks for the students.

### **SICK LEAVE POLICY**

Employees of Center Point Elementary shall be allowed sick leave according to the following provisions:

1. Sick leave for professional/support personnel shall accumulate at a rate of five days per school year, and shall accumulate without maximum.
2. Accumulated sick leave for professional personnel shall be transferable among Texas school districts.
3. All employees shall earn an additional five equivalent workdays, which will consist of 4 sick days; and 1 personal local leave per school year, at a rate of one-half equivalent workdays for each 18 workdays of employment. In addition all regularly employed personnel shall receive one workday of local leave time for their birthday.
4. Sick leave may be used for personal illness and death in the immediate family. Leave for death in the immediate family may not be granted for more than five consecutive days for each occurrence. The immediate family shall include spouse, child, parent, grandparent, grandchild, daughter-in-law or other person residing in the household of the employee. The relationship may be consanguinity or affinity.
5. The sick leave policy of the Center Point I.S.D. shall be administered to meet the provisions of all applicable state laws and regulations of the Texas Education Agency.
6. All faculty and staff that are unable to be on duty due to illness should call the principal between 6:00 a.m. and 6:30 a.m. Every effort should be made to be in attendance daily. Other absences anticipated in advance should be reported to the secretary as early as possible prior to the absence. In the event you are unable to reach Mr. Johnson, you should call Sonya Hooten.

Mr. Johnson (830) 431-1582

Sonya Hooten (830) 257-3120

Kim Frazar (830) 377-7112

### **SMOKING**

Center Point I.S.D. has adopted a smoke free campus – district wide policy. This does include all parking lots. Teachers should not leave campus during conference period for this activity.

### **SPECIAL EDUCATION IEP'S/504 MODS**

Special education IEP notebooks/504 modification sheets should be organized, up to date, and ready for ARD/504 meetings. Keep these on hand at all times and be familiar with information. IEP'S/504 modification sheets are confidential student information. Teachers should have student information collected prior to all ARD/504 meetings. Be prepared to discuss and present information such as work samples, daily grades, test grades, state testing results, and any other beneficial information to the ARD/504 committee.

### **STUDENT ILLNESS/INJURY**

Any student who becomes ill during school hours should be sent to the nurse's office with a referral form. Students should not be sent to the nurse's office after 2:45 p.m.

unless it is an emergency. If the student does not have fever (an elevated temperature of 100 degrees and over), he/she may be sent back to the classroom. All head injuries must be referred to the nurse's office for assessment and then a letter will be sent home.

### **STUDENTS IN THE LOUNGE/WORKROOM**

There should not be any students sent into the lounge or workroom at any time. Do not send students to get cokes, cups of ice, or food for any reason. Do not send students to the cafeteria, lounge, or workroom to run personal errands.

### **STUDENTS LEAVING DURING THE SCHOOL DAY**

Any student leaving early must be dismissed through the office. When proper procedures have been completed, the office will notify the teacher that the student has been signed out in the office. **At no time are you to release a student to anyone that comes to the classroom.**

### **TEACHER LUNCHESES**

Teacher lunches are \$3.00 through the cafeteria. Breakfast is \$2.00 through the cafeteria. Please return all utensils and dishes to the cafeteria immediately after eating.

### **TEACHER/STUDENT CONFIDENTIALITY**

**Faculty and staff members should not be sharing confidential teacher/student information outside of school or misusing it during school hours.** Such conduct will be considered a violation of local, state, and federal policy. See Code of Ethics and Standards Practices for Texas Educators handout.

### **TRANSPORTING OF STUDENTS**

Teachers should not transport any students in their personal vehicles unless approved both through the principal and parent.

### **VISITORS**

All visitors to the campus must report to the office before proceeding to any classroom (this includes any and all family members). All faculty and staff members must seek prior approval from the principal before any visitors will be allowed in any area of the school. When approval has been granted, it is imperative that ALL visitors sign in/out in the office. Teachers will be notified when a visitor will be coming to the classroom. Student visitors are not allowed and family members should not be frequenting classrooms. If you notice a stranger in the halls without a visitor's pass, please stop and ask them if you can be of assistance. **BE FRIENDLY, SPEAK TO EVERYONE!**

### **WORKROOM/LOUNGE**

This room should be kept neat and orderly at all times. Notify the office if the copier jams or does not work properly. Do not try to repair the machine on your own. Notify your grade leader of any materials or supplies that may be needed. Materials that are intended for the use of everyone should not be removed from the workroom/lounge. **Do not fall into the "that's not my job syndrome."**

## **Center Point I.S.D. Faculty/Staff Dress Code**

### **August 11, 2010**

The standard of dress for the staff shall be such that is befitting professional employees, reflects positively upon our school, and provides a good role model for students. Dress and grooming should be clean, neat, and modest in appearance.

- \*All administrative, professional, and paraprofessional employees are allowed to wear shorts only on workdays, field trips, field days, or with their principals' or supervisors' permission.
- \*Jeans of any color may be worn only on Fridays with a school spirit shirt.
- \*Crop pants and capris should be worn as an ensemble.
- \*Leggings are not permitted.
- \*Tops and blouses should be modest. T-shirts may only be worn on Fridays.
- \*Shoes should be professional (i.e. no flip flops).