

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH  
MAGNET

at

Austin Middle School



# Faculty Handbook

## 2020-21

*Galveston Independent School District*

MISSION STATEMENT:

**EDUCATE, ENGAGE and EMPOWER Each Student for a Life of Excellence.**

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VISION:

**GALVESTON ISD  
ISLAND OF EXCELLENCE ~  
WORLD OF OPPORTUNITY**

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## **GISD BELIEFS:**

### **We believe:**

- Every child can learn
- Every child should have equal access to learn, grow, and become successful adults
- In a district where each and every student is a prepared, confident leader who is comfortable in any culture and knows he/she will succeed given any situation
- Everyone has a voice and is a participant
- All children possess exceptional talent to reach their dreams
- Each child deserves an abundance of exceptional educational experiences
- That in all actions everyone will be treated with respect and dignity
- In a district that supports and rewards staff who provide exceptional educational experiences
- GISD students are better prepared for the real world because of our diversity and their experiences in our community and schools
- All children and staff deserve their schools to be a safe and effective place to learn, work, play and heal
- GISD can be one of the premier school districts in the nation

## ***Austin Middle School***

### **Campus Vision**



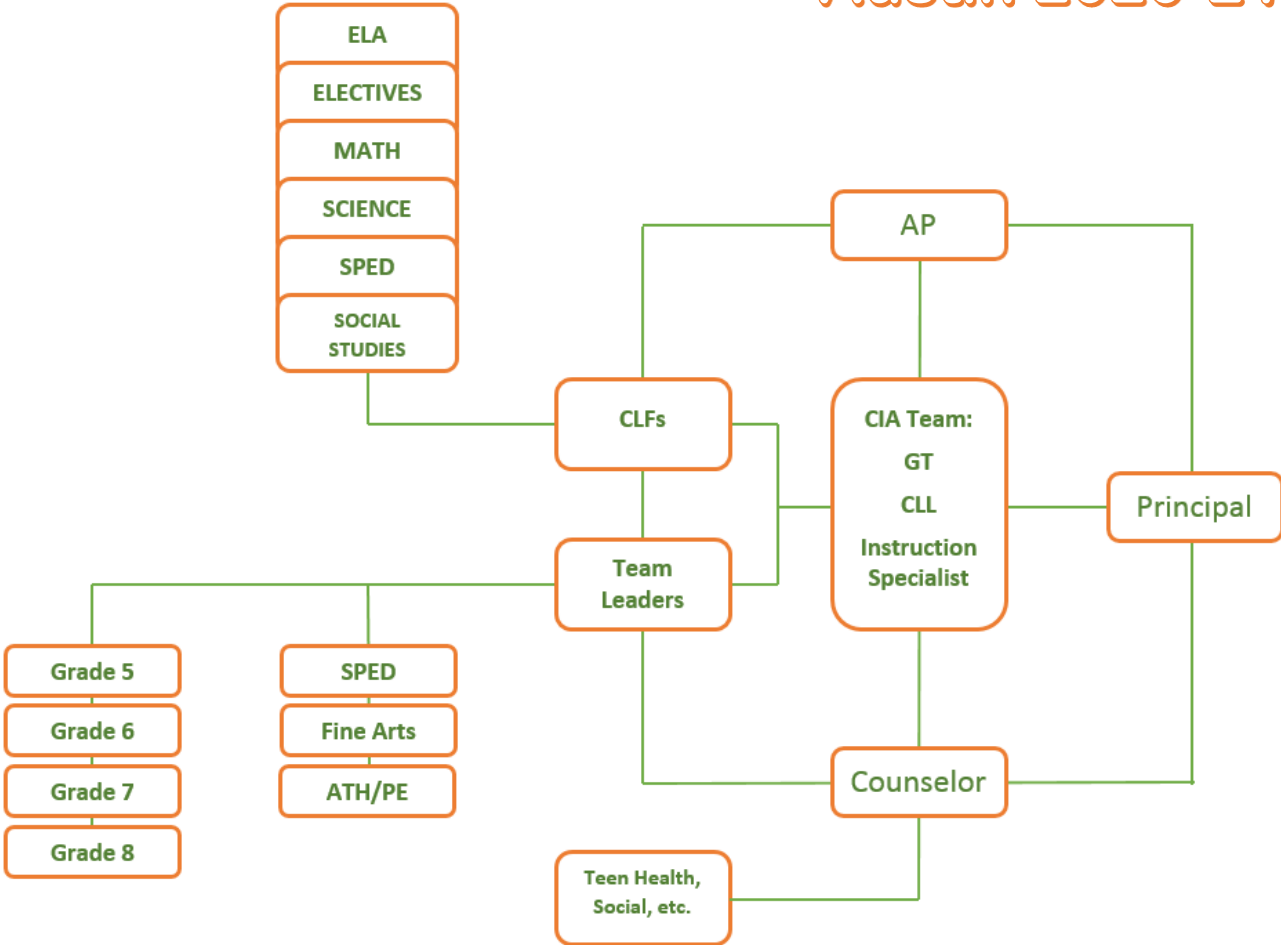
### **Campus Mission**

**ACHIEVE**  
**IMPACT**  
**GROW**

This handbook is prepared to provide information on school policies and procedures for school personnel at Austin Middle School. The Handbook is meant to *supplement* the [GISD Employee Handbook](#) and the Austin Middle School [Parent-Student Handbook](#) with further information that directly affects the day-to-day operation of Austin Middle School.

An electronic copy of the Austin Faculty Handbook will be posted online for staff before classes begin in the Fall. Below is the current Organizational Chart for AMS.

# Austin 2020-21



**Austin Middle School**  
**TEACHER RESPONSIBILITIES**  
**2020-21 Teaching and Learning Goal is "Achievement"**

- 1. Support STAAR student performance goals as outlined for Austin**
  - Teach STAAR content area targets although they may not be tested until another grade level.
  - Teach Reading, Writing, Math, Science, Social Studies, and Elective targets in all courses as specified by the Austin Campus Improvement Plan.
  
- 2. Maintain Records**
  - Notify parents regularly of academic and disciplinary progress.
  - Maintain records for Chromebooks, attendance, and grade books.
  - Maintain and display student work samples/portfolios and STAAR records as required.
  
- 3. Meetings/Training**
  - Actively participate in parent conferences, 504 and ARD meetings.
  - Actively participate in required trainings.
  - Attend all faculty, committee and team meetings.
  - Attend P.T.O. meetings and school programs as required.
  - Actively participate in team and departmental planning.
  - Actively participate in campus committees.
  
- 4. Professional Responsibilities**
  - Adhere to timelines and due dates.
  - Prepare lesson plans and maintain emergency plans on file as required.
  - Utilize professional communication with students, parents, faculty and staff.
  - Follow directives from the Principal/Assistant Principal as they are passed on through the Team Leaders, CLFs or through staff faculty meetings.
  - Be on time to work and meetings.
  - Be on duty as assigned for student supervision and safety.
  - Contribute your best to Austin Middle School as a member of the faculty.
  
- 5. Academic Responsibilities**
  - Take responsibility for remaining current in your content area and achieving school-wide goals.
  - Take responsibility for the academic success of all students on campus.

## **ACTIVITY FUND/FUND RAISING**

The purpose of the student activity fund is to promote the general welfare and education of all students and to finance extra-curricular activities of the student body. The principal is the custodian of the activity funds and is responsible for the conduct of the fund activities. The Galveston ISD Business Office audits monthly statements of the funds.

1. **All** fundraising activity requests must be submitted to Mrs. Foley and approved by the principal prior to making any purchases or participating in the fundraiser.
2. **Collection of funds for any purpose will require prior approval from the principal.**
3. Money must be turned into Mrs. Foley at the end of each day. Do NOT turn in money to any other office personnel. Money received from projects, sales, activities, etc. will be deposited and receipted with the office daily. There is no spending of cash money prior to its deposit.
4. **Secure approval from the principal BEFORE purchasing any merchandise or ordering any item for which payment will be made from the activity fund.**
5. When a club is ready to use the revenues from its activity fund, the sponsor will be required to fill-out a "Student Activity Fund Check Request" form. Adequate documentation will be required for all transactions. Please return all invoices, or proof of purchases and payment to Mrs. Foley. The district **REQUIRES** original receipts. Failure to submit receipts for transactions will freeze your funds until receipts are received.
6. **Do not purchase items with personal funds and expect reimbursement without PRIOR approval from the Principal.**
7. Be sure that all students understand their obligation when they accept merchandise to be sold. Parents will be responsible for any monies lost. The activity sponsor is also responsible for all monies due.
8. Fundraising activities by any school group must have the approval of the principal well in advance of the activity. No product orders may be taken which would compete with the school-wide fundraiser or overload the community with order requests.
9. **NO ITEMS MAY BE ORDERED FOR SALE TO STUDENTS WITHOUT THE APPROVAL OF THE PRINCIPAL.**
10. **MONEY IS NOT TO BE LEFT IN ROOMS OR OFFICES OVERNIGHT FOR ANY REASON!** A receipt must be given for any monies collected.
11. Check requests/cash advances should be requested on the appropriate form through Mrs. Foley ten (10) working days in advance. Please be aware that the GISD Business Office only writes checks a limited number of times per month. Also be aware that the GISD Business Office will deduct advances from employee paychecks if required receipts are not received within the pay period.
12. Deposits to the activity fund accounts should be made out by the sponsor and turned into Mrs. Foley who will take the deposit to the administration building. Deposit slips are available in her office. Sponsors should keep copies of all deposit slips, receipts, etc. Mrs. Foley will return the processed deposit slips to the sponsor who should make note of any changes due to returned checks, incorrectly counted change, etc.

**Never** solicit money without clearing it first with the principal. **Never** deposit collected school monies into a private account even if it is only overnight. This is for your own protection.

The principal must approve ALL fund raising projects in writing. No exceptions. Please see Mrs. Foley for the necessary forms.

## **ANNOUNCEMENTS / COMMUNICATIONS**

Monday Lesson Plans due by 8:00 AM to Google Drive  
Tuesday Grades from previous week entered into Skyward by 5:00 PM  
Wednesday  
Thursday Week-At-A-Glance due by 4:00 PM  
Friday Team Leads Finalize Week-At-A-Glance by NOON

### **Announcements**

Morning announcements will be made each morning during Homeroom. Each sponsor of a group/activity must add information for school activities using the procedure outlined during in-service. Sponsors must record/write down exactly what should be announced. Morning announcements will be communicated through a Google Doc, announced over the PA, or sent to teachers via a video link.

The office staff is committed to limiting class interruptions. Emergency announcements will only be made upon request to the principal or assistant principal.

Check your e-mail and mailbox a minimum of twice each day. (AM/PM) **Students are not allowed in the workroom or lounge. Do not send students to check mailboxes.**

### **Calendar of Events**

The school calendar of events will be published and posted on Microsoft Outlook. Information for the calendar should be submitted to the principal for prior approval. **Any and all calendar changes must have prior approval from the principal.**

## **ASSEMBLY PROGRAM PROCEDURES**

There will be assemblies, dances and pep rallies throughout the year.

1. Student participation in the assembly programs is a privilege, not a right. Students may not attend assemblies as a consequence for disrespectful or irresponsible behavior. Teachers will make arrangements within their teams to hold these students in class. Teachers will do this on a rotational basis so that all teachers have the opportunity to attend these events.
2. Teachers will escort their students to these events.
3. In general, students should not take books, backpacks, etc. to assemblies.
4. **Teachers are responsible for monitoring the conduct of their students and should remain with their students for the entire assembly/ presentation.**
5. Teachers will not release students until instructed.
6. Confetti and silly string are prohibited during pep rallies. They may, however, make spirit signs and posters.

## **ATTENDANCE REPORTING**

Teachers are required to send in electronic attendance each period during the **first 10 minutes of class**. Our official morning attendance time is 10:35 AM for all grade levels (attendance must be entered from 10:30-10:40 AM). No exceptions

**Absentee Notes:** After an absence, the student should report to school with a note from a parent or legal guardian. The note should contain the following items:

- Student's printed first and last name and GISD identification number
- Date of absence
- Reason for absence

The student must give this note to the attendance clerk prior to the beginning of the instructional day. Absentee notes must be received by attendance no later than three (3) days after the student's return to school. Notes signed by the student, even with the parent's permission, will not be accepted.

**TARDIES:** The front office staff will document students tardy to school. The social worker/attendance clerk will notify parents when a student is tardy 5 or more times in a nine-week period. Teachers will document students tardy to class. Teachers shall notify the parents if a student is late to class 3 times or more in a nine-week period. Excessive tardies (more than 5 in a nine-week period) will be addressed through PBIS.

**ATTENDANCE FOR SUBSTITUTES:** Teachers must leave class rosters in the substitute folder. Substitutes will take attendance manually and send to the attendance clerk at the beginning of each class period. In case of an emergency, Mrs. Foley will print the attendance rosters for the substitute.

## **ATTENDANCE AT SCHOOL FUNCTIONS, PTO – PARENT / TEACHER ORGANIZATION**

School-wide parent meetings, and other evening school events as specified by the principal, are part of the professional responsibility of teachers and staff. **Teachers are required to attend certain functions such as Open House, Parent Nights, Student Programs, etc.** Attendance at these events is mandatory and the principal must excuse absence from these events prior to the event. It is extremely important to show parents that we support their efforts. It is only through this visible support that we will encourage a high level of parental participation. Do not forget to join PTO! We expect 100% staff membership. **The "T" in PTO represents "Teacher".**

## **CAFETERIA**

Teachers will escort classes to the cafeteria and pick up classes as scheduled.

Cafeteria Rules:

1. Teacher will escort their students to the cafeteria and keep them in a single file line.
2. Enter the east door of cafeteria and go directly to the lunch line.
3. Students shall remain seated for the remainder of the lunch period.

4. If a student needs assistance or permission to take a restroom break, the student must raise his/her hand.
5. Teachers will pick-up students from the cafeteria or outdoor area. The cafeteria monitor(s) will assist with dismissal.
6. Students will throw away trash and clean-off tables before leaving the cafeteria.

## **CLASSROOM ACCESS**

Teachers shall be in their rooms when class is in progress. All teachers should lock their doors whenever they leave their classrooms for lunch, conference, or other breaks. **Under no circumstances are pupils to be left in the classroom unsupervised.**

A teacher must be present when students are using a classroom. Students or other unauthorized personnel are not to be loaned keys. Rooms of the school, other than your own, are not to be unlocked for any reason without the knowledge of the person responsible for the room.

All teachers will supervise students as they enter school, change classes, and leave school. This means that **all** teachers must be visible in the hallways next to their classrooms and actively encouraging students to move on to class. Teachers must assist in this supervision in order to provide a safe and orderly school environment.

## **CLASSROOM APPEARANCE**

A clean, orderly classroom is conducive to the learning environment. If your room is not cleaned properly, or is in need of repairs, please enter a Work Request (icon on desktop). Teachers are urged to post student work and to update them frequently. Additionally, the following things **MUST** be posted in all classrooms:

- **Fire drill map**
- **Instructional objective**
- **Homework assignments**
- **Behavior expectations/CHAMPS**
- **Room # and teacher name on the outside of your classroom door. Do not cover the window completely in the door.**

In order to promote a safe and orderly environment, train students to enter the room and get started on an activity at the opening of each class.

## **COPYING/LAMINATING PROCEDURES**

Students are not permitted in the lounge or workroom. **Do not send students to use the copy machine at any time.** The copy machines located in the teacher workroom/lounge are available for teacher use during, before and after school. In a spirit of cooperation, it is requested that you limit copy machine time to 10 minutes if anyone is waiting for the machine. **Please do not ask office personnel to run copies for your classroom.** The laminating machine is located in the library. The library will provide guidelines for usage.



**The copy machines in the main office are not for teacher or student use.** These machines are limited on number of copies available per school year. Please send class sets of materials to the heavy-duty machine on the first floor.

## **CORPORAL PUNISHMENT**

The use of corporal punishment in GISD schools is prohibited. Discipline of students must be professional, with the best interest of the student in mind, and in accordance with the Austin Discipline Management Plan and the GISD Code of Conduct.

## **COUNSELOR**

The counselor will be available for individual guidance. Teachers are encouraged to work with the counselor in identifying student needs. Students shall be given passes to go to the counselor's office.

## **CUMULATIVE FOLDERS**

The office staff will maintain all permanent records in alphabetical order by grade level TEACHERS MUST SIGN OFF EACH TIME THEY REVIEW A CUMULATIVE FOLDER.

State law prohibits these **confidential** records from being unattended. They must be kept in the office area. **Cumulative folders are not to leave the office area.**

**Grade level teachers shall review cumulative folders during the first 3 weeks of school.**

## **DETAINING STUDENTS**

Teachers shall not detain students from another teacher's class. Students may meet with teachers before or after school if needed.

Parents must be notified if their child is being kept after school. Do not keep students after school hours unless the parent(s) receives at least twenty-four-hour notice. This is essential so that parents may secure transportation for the changed schedule.

## **DUTY TIME FOR TEACHERS**

Morning duty will be from 7:30-8:05 and afternoon duty time will be from 3:55 – 4:15, Monday through Friday. It is required that you be at your duty spot on time and actively monitor students for the duration of the time. If you have an emergency and cannot fulfill your duty, please find a teacher to replace you and notify Mrs. Hammonds of the situation.

### **Morning Duty**

All students will enter the building through the front entrance at 7:45 and gather in designated grade level areas. Students attending athletic practice in the morning will use the rear gym entrance. Students shall be supervised at all times. The assistant principal will coordinate the duty roster.

### **Afternoon Duty**

Students will be escorted to the designated dismissal areas. All teachers are expected to be on afternoon duty. If you have a club or after school tutoring, please pick-up your students at the front entrance of the building after your duty is complete at 4:15. The assistant principal will coordinate the duty roster.

## **ETHICAL PRACTICES**

It shall be the duty of all teachers to cooperate with and assist, administrators, police and security personnel for the maintenance of proper order and discipline among the pupils in the classroom, cafeteria, hallways, grounds and such places in and about the building in order to maintain an environment conducive to learning at all times when students are present.

Teachers are held to the Texas Education Agency's Educator Code of Ethics. Phone calls to discuss student behavior or grades should be made in an area that allows for a confidential conversation. Staff, through personal messaging or social media, should not contact students.

## **EVALUATION**

GISD utilizes the TPESS, TTESS and Alternative Evaluation systems.

## **FACULTY/TEAM/COMMITTEE/DEPARTMENT MEETINGS**

All personnel are required to attend staff meetings unless excused by the principal. Paraprofessional staff members may be required for special sessions.

Each Tuesday after school is reserved for Faculty, Team, or Departmental meetings. **Please make appointments on days other than TUESDAYS and team meeting days.** You are responsible for the information shared and training conducted in faculty meetings even if you are unable to attend.

Teachers shall attend all meetings of their respective teams or departments, which shall be held as deemed necessary.

**Collaborative Learning Communities (CLCs) shall meet formally one day per week. Team members are expected to be on time and actively participate in all team meetings.**

## **FIELD TRIPS**

**The purpose of off-campus field trips is to reinforce and extend academic content taught in the classroom.** All off-campus activities must have prior approval by the principal and be added to the school calendar a minimum of three weeks prior to the desired event.

**\*GISD Policy states that there must be one chaperone for each 15 students. \*Chaperones must complete a [GISD Criminal History](#) form.**

To assure that all important steps are taken in the planning of a school field trip, all sponsor teachers should fill out a field trip form and present it to the principal. As soon as the field trip has been approved, a copy of that approval should be given to the assistant principal's secretary to be placed in the Student Activity Notebook in the main office. As the event approaches, the form should be updated if necessary. A list of the students involved **MUST** be added to the notebook.

1. Teacher(s)/Sponsor requesting the field trip will be asked to provide educational justification for each trip. **Law requires permission slips and Emergency Medical Care forms. Per the GISD police/Austin's Crisis Management Plan, three sets of Permission slips, Emergency Medical Care forms, and class rosters of students in attendance should accompany the teacher/s on each field trip.**
2. One set should be with a chaperone/teacher in the front of the bus and one set at the rear of the bus with a chaperone/teacher. One set of permission slips is to be maintained in the office.
- 3 **Print permission slips on white or light colored paper so that copies can be made.** Chaperones must have been cleared through a Criminal History Background check. It takes a week or more to secure clearance so the forms must be submitted well ahead of time. **Teachers must write the teacher name and the student's name on the criminal background form.**
4. Every effort should be made to secure parents as chaperones if additional chaperones are needed.
5. The following are guidelines to follow regarding field trip accidents or injury. The campus teacher/sponsor of the injured child will: **a) decide if child's injuries require professional medical treatment; b) decide if it is safe to transport child (with medical release form) in school bus or private car to nearest medical facility; c) if an ambulance is needed, one of the above teachers will call 911; and d) the remaining teachers will supervise the rest of the children.** The campus administrator and school nurse must be notified at the first possible moment.
6. The campus teacher/sponsor is responsible for notifying the nurse of medications needed for specific students prior to the day of a field trip.
7. The campus teacher/sponsor must notify the cafeteria 2 weeks prior to a field trip if classes will not be eating in the cafeteria. For field trips requiring sack lunches, a "Meals to Go" roster must be turned into the Cafeteria Manager two (2) weeks before the actual date of a field trip.
8. The campus teacher/sponsor must submit a blank copy of the student permission slip with details for the trip to the front office staff at the time of trip approval. The office staff will need this information to answer questions from parents.
9. Any money collected for a field trip must be turned in to Mrs. Foley by the end of each day using the "Money Collected" form.
10. Students who are on school-sponsored trips under the supervision of GISD personnel are **NOT** to be marked absent. The attendance clerk will key in "school sponsored activity" according to

the list of students going on the trip. They will not show as being absent. Trip sponsors must supply the front office staff and teachers with an alphabetical list of students going on the trip and students who will remain on campus. Sponsors must make prior arrangements for personnel to supervise those students who are remaining on campus.

11. Before leaving on any off-campus trip, take roll and give the front office staff and teachers a list of students who had been scheduled to go on the trip but are not going for whatever reason.

## **FILMS and MOVIES**

Movies/films/videos used for instructional purposes must be documented in lesson plans and approved for use in the classroom. The use of movies/films/videos must not exceed 15 minutes in length during an instructional class period. On special occasions (rewards, celebrations, etc.), permission must be granted prior to using movies/films/videos.

## **FIRE DRILLS**

Each public school in Texas is required to have scheduled fire drills on a regular basis. Please acquaint yourself with the “Instructions for Fire Drills” and instruct your classes as to the exits of the building. **The fire drill map for your room/station must be posted at eye level easily visible to students and substitutes. When exiting the building, teachers must bring their “Red Folder” with student roster inside with student contact information.**

All employees should be familiar with the evacuation diagrams in the Crisis Management Plan. Fire, tornado, and other emergency drills will be conducted monthly to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout the building. Faculty members should know the location of the extinguisher nearest to their place of work and how to use them.

## **FOOD, GUM AND DRINKS**

Faculty members are role models to students. Food and drinks are not to be consumed in the classroom or hallways when students are present. Teachers may use water bottles to stay hydrated during instruction.

## **GRADE BOOKS/GRADING PROCEDURES/POLICIES**

**Grade books are considered state records and must be maintained at all times.** Grades will be regularly recorded using Skyward. The date of the assignment, a short description of the assignment and the grade should be indicated in the grade book. **Grades for the previous week must be entered into Skyward by 5:00 p.m. on Tuesdays.** Standardized grading procedures for the 2020-21 school year are available. Please see the current GISD Grading and Reporting Procedures.

All report cards and interim reports should include conduct grades. Teachers must notify parents at least one week prior to the report card if a student is to receive a failing grade.

The teacher completes interim (progress) reports for all students at district approved checkpoints. If a passing grade is issued at progress report time, it is mandatory to contact the parent if the student drops to failing. Otherwise, a passing grade must be given at report card time.

Teachers are responsible for distributing and documenting the return of all progress reports and report cards signed by the parent.

### **Promotion to Next Grade Level**

In grades 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>, promotion to the next grade level shall be based on GISD Grading and Reporting Procedures and SSI requirements for 5<sup>th</sup> and 8<sup>th</sup> grade students. (STAAR is not a requirement for the 2020-21 school year according to the state of Texas.)

### **Retention of Students**

Students at risk of retention should be referred to RTI as soon as possible during the course of the school year. Documentation of various interventions should also be reflected in the student's RTI folder.

## **HALLWAY AND SUPERVISORY DUTY/HALL PASSES**

The teacher's responsibility for supervising students during the entire school day cannot be over-emphasized. Monitoring student behavior and supervising facilities should be a priority each day. Your visibility prevents student misbehavior and problems from occurring.

Students should not be allowed to leave the room without supervision unless absolutely necessary. All students leaving the room **must** have a hall pass. Allow only one student to leave at a time when sending to the restroom. A student without a hall pass will be sent back to class and may be referred to the assistant principal. **This is a safety issue and must be adhered to at all times.**

Teachers are responsible for the conduct and safety of their students. Leaving a classroom unattended leaves the teacher in a precarious situation if an accident occurs. In case of an emergency, use the panic button to notify the front office. Do not allow parents or volunteers to supervise class even if you are going to be out for a few minutes.

Morning Duty is essential to a safe and orderly campus. Please adhere to the morning duty schedule. After-school duty is very important also. Please stay at your duty area until the area is clear of students or until 4:00. At that time, please escort remaining students to the front stairway and notify front office staff to contact parents/guardians. Remember to include duty schedule in substitute folder.

### **Be proactive in the hallways by re-enforcing hallway expectations.**

All visitors must wear a name badge for identification. Please escort anyone without a name badge to the front office. Immediately notify the front office of any unauthorized persons. All visitors must sign-in. Do not hesitate to send for assistance.

## **HEALTH SERVICES**

### **Basic Guidelines**

Students are to be sent to the clinic with a **clinic pass** in case of illness or accident. You will need to monitor students that have a pattern of being sent to the nurse regularly.

If a student is on daily medication, the nurse will provide that student with a permanent pass denoting the student's name and the correct time to send the student to the clinic. Any medication needed by a student must be brought to the nurse to administer.

A list of students who have health problems is kept in the nurse's office. Teachers will be notified if they have a student in class with a health problem. If a student is having learning problems, check to see if they wear glasses or need a referral for a vision check. Feel free to refer any student for health screening or consult the list in the nurse's office.

### **Sending a Child Home for Illness**

**Only the nurse can send a child home for illness.** The nurse will notify the front office staff if parents have been called to pick up a student so that they can fill out the proper paperwork for leaving the campus. Pupils will only be released to parents or a designated guardian.

#### **A child may be sent home if one of the following conditions exists:**

1. Fever (100 degrees or higher)
2. Suspected contagious disease, head lice or pink eye
3. Vomiting (if persistent and is deemed necessary by the nurse)
4. Diarrhea (if persistent and is deemed necessary by the nurse)

Prescription medications cannot be given at school unless it is specifically ordered by the child's doctor and is in a labeled prescription bottle. Students shall not carry medication with them; they are to take it to the nurse upon arrival at school. **Exception:** Students may carry an asthma inhaler if they have a doctor's note on file in the clinic. Nonprescription medications in the original container must be placed in the nurse's office with a signed, dated note from a parent or legal guardian designating dispensing directions. The nurse will place a stapled pass in the student's organizer if there is a specific time of day that medications should be taken. Students caught in possession of medications, including in their backpacks, purses or lockers, will be subject to disciplinary measures including suspension.

**Students may not self-administer medication (this includes cough drops/lozenges). Teachers are NOT to administer ANY medication to students at school.** If a child receives a serious injury, notify the nurse immediately.

### **REPORTING ACCIDENTS**

**All accidents, whether by staff or students, must be reported to the nurse immediately.** An accident report form should be completed and filed in the nurse's office the same day. In order to avoid accidents, do not use a desk, chair, or bookcase as a ladder.

## **WORKMAN’S COMPENSATION** (See Website: Policy/Regulations)

Each employee has benefits and responsibilities under Workman’s Compensation. Each employee in the building **must** report on-the-job injuries to the school nurse (whether or not it was necessary to report to a doctor). The school nurse will report the injury to the principal and Central Office within 24 hours. The employee **must** pick up a medical form from the district’s benefits coordinator, Elaine Hunter (409-766-5127), for further medical attention.

## **HOMEWORK**

Homework should be curriculum-based and reflect material previously learned in class. In order to encourage good study habits, it is recommended that you make sure students understand the assignments and have the necessary materials needed to complete the assignments. Teams should coordinate homework assignments to ensure that excessive homework loads are avoided. Please see Grading Guidelines.

## **HONOR ROLL**

All “A” Honor Roll—90+ average in each course for every grading period

## **HOURS IN THE BUILDING**

Teachers must be in their assigned areas and ready for students in the mornings no later than 8:00 AM. Teachers are to supervise during student dismissal time and may leave the duty area after they are clear and free of students no earlier than 4:15 PM.

Planning periods are provided for teachers during the schoolwork day to allow teachers to meet together, plan together, attend training sessions and prepare for classroom instructions. It is Austin Middle School’s professional expectation that all teachers use this time to benefit the instruction of students and the improvement of the school.

If an emergency arises, creating the need for teachers to leave the Austin campus, teachers must sign out in the main office and **notify in person an administrator in advance** of their leaving. Faculty and staff shall not leave during conference time on a daily/routine basis. After obtaining permission for this emergency absence from campus, the teacher must sign out and notify the office staff. Do not ask to leave for tasks that can be taken care of during non-working hours. Anyone leaving without signing out can be docked for the time away from the building.

## **HOUSEKEEPING**

We hope that each employee and student will take great pride in the building. Teachers can set the best example by keeping their teaching station, areas, and supplies neat and orderly. At the end of each class period, students shall pick up trash in the classroom. Students are also expected to pick up trash in the hallways. **Check your room at the end of each week to avoid clutter.** Let the custodial staff know, in writing, if any specific areas needing extra cleaning. Check the condition of the room at

frequent intervals during the day: notice lighting fixtures, ventilation, etc. If repairs are needed, please notify the front office in writing.

**KEEP THE WORKROOM AND LOUNGE AREAS CLEAN.** Take items from the refrigerators home on Friday. Refrigerators will be cleaned out monthly. Any items remaining in the refrigerators will be thrown away over extended breaks.

## **IDENTIFICATION BADGES**

All staff members are required to wear identification badges during school hours.

## **INCLEMENT WEATHER**

The district may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closure of the district's facilities. When it becomes necessary to open late or to release students early, refer to:

GISD Website ([www.gisd.org](http://www.gisd.org))  
Local Public Access Cable Television Channel 17  
Local News

## **KEYS/LOCKS**

The assistant principal issues keys for rooms, cabinets and desks. These must be signed for and cannot be duplicated. Lost or stolen keys should be reported immediately to the main office. The district will deduct the cost of lost keys from the employee's paycheck. No personal locks shall be placed on cabinets.

## **LESSON PLANS**

### **1. Lesson plans must include the following:**

- A. Objective
- B. TEKS/ELPS
- C. ELL/GT Differentiation
- D. Materials/Resources
- E. Activities
- F. Assessment
- G. Extension or Reteach Opportunities
- H. Teacher reflections

**2. Lesson Plans are due Monday at 8 AM** for the week ahead. Please make sure to date lesson plans (mm/dd/yy) so they are easily accessible.

**\*Lesson plan template will be provided.**



## LIABILITY

We are liable for the safety and welfare of the students assigned to us. Please do not leave students for whom you are responsible unattended. **Do not leave students in the hallway or outside your door for disciplinary reasons.** It is imperative that everyone arrives on time for classes and all assigned duties. Do not abandon your classroom or other duties to take care of personal matters. Should an emergency arise, you must notify building administration.

## LOCKERS

Student lockers should be locked at all times with a combination lock (no keys). Grade level teams should keep a master list of all student locker combinations. Students may NOT share lockers and may not store materials in another student's locker. Students are allowed to go to their lockers as designated by teams. Locker clean-outs are recommended every nine weeks. Please monitor your students and assist them with developing good organizational skills during this activity. Lockers that have become unusable should be reported to the assistant principal. Locks that are lost or stolen should be reported to the assistant principal.

## LOST and FOUND

The Austin "Lost and Found" is located in the cafeteria. Electronics devices will be kept in the front office. Students must arrange for an appropriate time to go to the office to claim lost items. It is suggested that students check the "Lost and Found" before school and after school. Any clothing left in the "Lost and Found" will be donated to a worthy charity every semester.

## LUNCHTIME

Teachers are provided a 30-minute duty-free lunch. Food and drinks may be consumed during lunch and planning times only and should not be visible in the classroom during instructional time or in the hallways. When using the teacher's lounge, please keep the area clean. Be sure to store food properly before and after consumption as food left out attracts insects and rodents.

Only teachers may take food out of the cafeteria unless prior arrangements have been made with the administration. If a teacher wishes to have students in their classroom during working lunch, they may allow students to take lunch out of the cafeteria. However, the teacher **must** be present with the students and provide supervision at all times. Reminder: **No student may be deprived of lunch at any time for any reason.**

## MEETINGS

Attendance at team, committee and department meetings, training sessions and all staff meetings is required. Minutes including attendance should be kept for all team, committee and department meetings and a copy turned in to the principal within 48 hours. Please be on time for meetings. If you must miss a meeting, please give the individual conducting the meeting prior notice and arrange for

someone to take notes for you. If you must miss a faculty meeting, please notify the building principal at least 24 hours in advance.

## **ORDERS/PURCHASING**

All orders and purchasing must be done according to district and school guidelines. **Staff members should not order or purchase any merchandise on their own.** GISD will not approve any expenditure of monies that do not have the appropriate paperwork accompanying the request for payment.

Teachers should order merchandise using a district form for each vendor. The order should contain the following information:

- a. Vendor name and address, phone number and FAX number
- b. Item name, description, and catalog number
- c. Quantity and price
- d. Total price per line item and total price of the entire order

## **DELIVERY OF SCHOOL ORDERS**

Arrival of an order on campus, or in the school office, does not mean that the order has been processed. A teacher may not take possession of any item unless approved by Mrs. Santos. After taking possession, the teacher should immediately do a detailed inventory of the order. Any discrepancies should be immediately (within 24 hours) brought to the attention of Mrs. Santos by emailing a detailed description of the discrepancy.

## **PARENT CONFERENCES/LOGS**

Teachers shall be required to attend and participate in conferences with parents or guardians of students during the school year at times designated by the Board on adoption of its annual official school calendar. Such conference times shall be mandatory for all teachers as a part of their work-year calendar.

Proactive communication. Appointments should be scheduled before school, after school or during your conference period. Conferences should not occur during instructional time, or in the presence of other parents or students. Disclose student information only to that child's parent/guardian. Parents should be contacted at least once every three weeks with a report of their child's progress. All parental contacts must be documented in the log.

## **PARENT ENGAGEMENT**

Staff members will communicate with parents on a regular basis regarding classroom/school activities and upcoming events in a variety of ways including, but not limited to:

- Weekly Grade-Level Newsletters
- Class-wide and Student-Specific Emails
- Student Agendas
- Remind App Messages

- PTO Grade-Level Coordinators
- Parent-Teacher Conferences
- Phone calls to parents

## **PLANNING PERIOD**

Each teacher has been given one planning period that should be used for planning, grading papers, tutoring, and meeting with parents, administrators, departments, and team members. Planning periods are structured to accommodate team planning and should meet at least two times per week. See **HOURS IN THE BUILDING** for the procedure to be followed to request leaving campus during conference time. **Leaving campus on a regular basis is not permitted.**

## **POLICIES AND REGULATIONS**

Refer to GISD [www.gisd.org](http://www.gisd.org) to familiarize yourself with the district policies and procedures.

## **PROFESSIONAL DRESS CODE**

**A professional standard of dress sets the climate for the learning environment as well as creates an impression on students, parents and the community. The following guidelines include consideration of the safety of employees, duties and assignments for school staff.**

<b>Acceptable Dress for Any Instructional or Professional Development Days</b>
<ul style="list-style-type: none"> <li>❖ Slacks</li> <li>❖ Dresses</li> <li>❖ Skirts/dresses, no shorter than 2” above the knee.</li> <li>❖ Polo-style shirts</li> <li>❖ Blouses</li> <li>❖ Closed toed shoes or shoes that cover the top of the foot</li> <li>❖ Capri/cropped pants</li> <li>❖ Button-up shirts</li> <li>❖ Suit jackets</li> </ul>
Coaches may wear coaching attire and tennis shoes on instructional/coaching days.

<b>Acceptable Dress for Casual Fridays or Teacher Work Days</b>
<ul style="list-style-type: none"> <li>❖ Denim skirts/dresses</li> <li>❖ Jeans</li> <li>❖ Spirit shirts</li> <li>❖ Tennis shoes</li> </ul>

<b>Unacceptable Dress on Any Day</b>
<ul style="list-style-type: none"> <li>❖ Tank tops</li> <li>❖ Spaghetti strap tops/camisoles</li> <li>❖ Rubber flip-flops, beach shoes, house shoes</li> </ul>

- ❖ Shirts with inappropriate logos and designs
- ❖ Low-cut tops/blouses revealing cleavage
- ❖ Sandals with fully disclosed toes
- ❖ Dresses/skirts/shorts, shorter than 2" above the knee
- ❖ Backless apparel
- ❖ Exposed midriffs
- ❖ See-through clothing
- ❖ Clothing that may contribute to tripping such as long skirts getting caught in shoes or on stairs or shoes that may contribute to tripping

\*Fieldtrip attire shall be neat, clean and in a manner appropriate for the fieldtrip. For swimming/beach trips, bikinis and low-cut swimsuits are not permitted.

This code applies to all school days, including staff development days on or off campus. Teacher workdays may require attire that is more casual. If attending meetings on other campuses, Region IV, etc., attire should be as on a regular school day.

## **PROFESSIONAL GROWTH**

Teachers are required to obtain 12 hours of CPE credits each year. These credits must be obtained outside of normal school hours. CPE hours must be documented on the district CPE form with certificates attached. This form should be submitted to your T-TESS evaluator.

You may also refer to the district policy on the website. [www.gisd.org](http://www.gisd.org).

## **PROGRESS REPORTS**

Progress reports will be generated by Skyward for all students every three to four weeks. Progress reports may also be sent home at any time prior to the report card to alert parents of a sudden plunge in student performance and /or behavior changes.

## **RECORDS**

Please remember that gradebooks, lesson plans, parent contact logs, and attendance documents are official school records and may be audited by the District or the State at any time. All teachers are responsible for keeping accurate attendance records. Grade books for the entire year must be kept available for review at all times and must be turned into the office at the end of the school year.

## **REPORTING CHILD ABUSE**

Any school employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed a child that has been subjected to circumstances or conditions

which will be reasonably assumed to result in abuse or neglect, *is required by Chapter 43 of the Texas Code to report the situation.*

Professionals are required to make a report within forty-eight hours of knowledge of suspected abuse. These reports shall be directed to any of the following:

- Local and state law enforcement agency
- The nearest CPS office of the Texas Department of Human Resource
- The 24-hour Child Abuse Hotline 1-800-252-5400
- <http://www.dfps.state.tx.us>

The report shall contain the name and address of the child, the name and address of the person responsible for the care of the child, if available, and any pertinent information. You will need access to the cumulative folder or Skyward in order to complete the report. If you need assistance, the counselor will be available to assist.

CPS reports are confidential. If a child is in immediate danger, please contact the counselor or principal.

## **SAFETY and SECURITY**

To effectively secure our building, the following steps must be taken:

1. It is strongly suggested that you lock your doors and turn out the lights each time you leave your classroom for more than just a minute or two.
2. Please do not cover the inset window of a classroom door.
3. Be alert to activity in the halls and report all strangers immediately. All visitors to the building should check in through the main office. If you see a stranger in the halls without a badge, please escort him/her to the main office.
4. Do not prop-open exterior doors to the building.

## **SCHEDULE CHANGES**

The Counselor and/or Principal must approve schedule changes.

## **SMOKING POLICY**

The use, possession and distribution of tobacco are prohibited by trustees, employees, volunteers, students and visitors on any school district property. Please remember, no smoking or vaping is allowed in GISD buildings or on GISD grounds. Austin faculty members serve as role models for our students. Smoking and/or vaping shall not be visible to Austin students.

## **SPECIAL CLASSROOM ACTIVITIES**

Special classroom instructional activities that remove students from regular classroom instruction, **MUST** have approval of the principal and be placed on the school calendar. No exceptions. Requests must be made in writing a minimum of ten (10) days in advance. ***Students may not transport food or***

*drink to the campus for these events. All food and drink coming to the campus for special instructional purposes must be handled ONLY by adults.*

## **STUDENT CHECK OUTS**

Parents must sign out students in the office in order for a student to leave school early. **Students are to remain in class until the office calls for them.** Do not release students without authorization from the office.

Do not allow anyone to take a student from your classroom. The procedure is to send the student to the office rather than be picked up at the classroom. Students are released only to parents, relatives and friends who are listed on the enrollment card in the office.

## **STUDENT MANAGEMENT**

All teachers will handle discipline according to school and district policy. The teacher should handle basic classroom management issues. Parents should be notified of the student's conduct, informed of any grade level consequences that were issued (ex: lunch or after school detention), and the expectation/plan to help the student improve his/her behavior. The teacher will supervise consequences issued by a teacher. **Remember, leaving students unattended in the hall is not acceptable under any circumstances.** If the behavior continues, the student should be referred to the behavior specialist and the assistant principal.

Major infractions will be referred to the assistant principal and a discipline referral will be recorded in Skyward. Skyward entries should ONLY include the facts of the incident and should not include the names of other students. If it is necessary to remove a student from your classroom, please send him/her to the front office and email the behavior specialist, assistant principal and Mrs. Hutcherson regarding the situation.

## **SUBSTITUTE FOLDERS**

Every teacher is to have a substitute folder with 3 days of students work in the assistant principal's office with the following information:

- Lesson plans, daily schedule, lunch schedule, duty schedule and duties, library/computer schedule, list of students, attendance directions and attendance printout, emergency information, crisis management procedures, seating chart, building map, dismissal procedures, special needs student information/schedules, and rainy day activities (if applicable).

As lessons are used, teachers must replenish lesson plans within 3 days of absence. This folder is for unexpected absences/emergencies. For scheduled absences, please make sure that you have left appropriate materials and lessons in your classroom for a substitute teacher.

## **TEACHERS AND STAFF ABSENCES AND TARDINESS**

Teachers and paraprofessionals are expected to be in the building prepared for their assignment and on duty by their assigned time. Should an emergency delay you, please call the office in order that we may place someone in your room until you arrive. If you must miss school because of illness or personal reasons, **please call the use the Smart Find Express system by logging on to [gisd.eschoolsolutions.com](http://gisd.eschoolsolutions.com) or calling 1-866-712-2932. It is important to call as soon as you know that you will be absent to insure that the system is able to find a sub for you. You are requested to keep SCHEDULES POSTED AND LESSON PLANS IN “Substitute Folder”. By having the folders prepared, the substitutes may take over effectively.**

### **For Professional Workshops/Staff Development**

An individual may request to attend staff development that relates to his/her personal and/or professional growth. Staff development must be documented in the CIP and supported by data as a need.

Teachers must

- Complete a “Request for Approval of Absence Form” and return to Ms. Rattray.
- **Ms. Rattray will secure a substitute using the Smart Find Express System.**
- **Print the request for substitute from Smart Find Express.**
- **The principal will give final approval when all paperwork has been submitted.**
  - **Request for Approval of Absence Form**
  - **Smart Find Express request for substitute**

### **PERSONAL ILLNESS**

Each employee must sign the form entitled EMPLOYEES ABSENCE VERIFICATION giving the date and cause of absence code. This record is maintained for payroll purposes. (Policy DEC)

### **PERSONAL LEAVE**

Personal leave requests should be submitted in writing on the “Personal Leave Form” to the principal a minimum of **3 days prior** to the date of absence. The principal must approve personal leaves. Ms. Rattray will notify staff of approval. This record is maintained for payroll purposes. **\*Personal leave is not to be taken the day before or the day after a school holiday. Personal leave shall not exceed 3 consecutive days.**

**Final approval of personal leave will be given when all paperwork has been submitted.**

- **Employees Absence Verification form**
- **Smart Find Express request for substitute**

Refer to the GISD Policy and Procedures on the website: [www.gisd.org](http://www.gisd.org) to get information on use of employee local and state days for personal illness or family illness. Familiarize yourself with these policies.

## **TELEPHONE CALLS**

Students will not be permitted during school hours to use the telephone/cell phone unless they have a pass/permission from the teacher. It is the teacher's responsibility to screen the request for use of the phone and permit only those calls that are important. Keep these phone calls to a minimum.

Teachers should use Remind or block their personal number for calls to parents. Please do not ask to use the phone in the front office for your calls. Phone calls in the front office area are not confidential. Please return all parent phone calls within 24 hours. The office phones are the only phones that have outside long distance calls. Please let the office know if you plan to make a long distance call and a phone will be made available. There is a campus phone available for calling parents in the CLC Room. Staff members will not be called out of class for telephone calls unless it is an emergency. Telephone messages received in the front office will be emailed to the employee.

## **TEXTBOOKS**

Each classroom teacher is responsible for the textbooks for his/her group. If a textbook is issued to a specific student, please write the student's name, your name and school year in the textbook. All textbooks must have Austin School stamped on the inside cover.

Teachers must maintain a record of each textbook checked out to each student. Please give a copy of your textbook record to the instructional specialist.

## **TRAVEL ADVANCES**

Travelers who have approved authorization to travel on official District business may request travel advances. Please notify Mrs. Santos of travel advance requests.

## **VISITORS**

Visitors should report to the main office for a visitor's badge before moving about the building.

Please arrange for supervision of your children who are dismissed from school prior to the end of your working day. Children of staff who are Austin students are subject to all rules regarding other Austin students, and they may not be left unsupervised in classroom or in hallways. The safety and welfare of our children is a priority.

## **VOLUNTEERS**

Volunteers are an important part of our overall school program and are welcome at our school. Volunteers need to complete the appropriate form and sign-in at the front office every time they come to the building. A volunteer badge will be provided and should be worn in the building at all times. Please assist us in making sure that the names of those who contribute time to our school are recorded in the grade level volunteer binders kept in the front office. Volunteers who regularly interact with students will be asked to fill out a Criminal History Check form.



## **WITHDRAWING STUDENTS**

If you are aware a student is withdrawing and the parent has officially notified you, please notify the office as soon as possible. Send documentation to the front office. The registrar will process the paperwork on the date of the withdrawal. The registrar will ensure that the withdrawal form is completed in a timely manner. Please assist the registrar by completing your portion in a timely fashion.