San Elizario Independent School District

P.O. Box 920
San Elizario, TX 79849

Ann M. Garcia-Enriquez Middle School

"Generating Excellence, Motivation and Success"

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Policies and Procedures Booklet

This general information and policy handbook has been prepared to assist us in having a more effective and productive campus. By following these procedures, we hope to ensure a pleasant and successful school year. When in doubt about any procedure or policy, feel free to inquire in the Principal's office.

Ann M. Garcia-Enriquez Middle School Goals

GOAL 1 To foster well-trained human capital in order to support student success and achievement.

GOAL 2 To build, maintain, and improve student academic performance through a collaborative partnership between home, school, and community.

GOAL 3 To prepare our students to connect with the necessary skill sets that will enable them to pursue their postsecondary goals.

GOAL 4 To continue our standard of excellence by ensuring every student is progressing academically, socially, and emotionally.

Mission Statement

At Garcia-Enriquez Middle School, our purpose is to ensure that all students master academic standards, experience social and emotional growth, and embody the campus's core values. We commit to serve as positive role models, provide a safe and supportive environment, facilitate learning and remediation, and offer extra-curricular activities that meet individual student needs.

Vision Statement

Our vision at Garcia-Enriquez Middle School is to continue to meet and exceed state and federal accountability standards in order to ensure the success of our students.

Bell Schedule

7th		8th	
1st	8:45—9:39	1st	8:45—9:39
2nd	9:42—10:29	2nd	9:42—10:29
3rd	10:32—11:19	3rd	10:32—11:19
4th	11:22—12:09	4th	11:22—12:09
Lunch	12:09—12:39	5th	12:12—12:59
5th	12:42—1:29	Lunch	12:59—1:29
6th	1:32—2:19	6th	1:32—2:19
7th	2:22—3:09	7th	2:22—3:09
8th	3:12—4:00	8th	3:12—4:00

GEMS Personnel Information

1. ABSENCES AND ATTENDANCE

A. In the event of an absence, please do the following:

*Enter the absence online in TEAMS.

* In case of an emergency call a campus administrator and leave a message.

*Personal days must be approved prior to the absence.

*If you will be out more than one day, you must call your appraiser and/or the campus secretary each day no later than 3:00 p.m. so the necessary arrangements can be made.

*Always verify with the campus secretary the day before your absence(s) that a guest teacher has been assigned for your class.

*If you will be out for Professional Development or School Business, you must get the approval of your supervisor. Then, the required paperwork needs to be completed. Once the paperwork is done and approval is given, you will need to report the absence on TEAMS, **do not swipe in unless directed to do so.** You must upload the proper documentation for your PD and Jury Duty. If documentation is not submitted, you will be charged a personal day.

*You are provided a district calendar, please consult it when planning your time off as policy DEC (local) dictates that you may not be absent the day before or after a holiday, or during testing, without advance administrative approval.

*All teachers are required to maintain an Emergency Lesson Plans Folder – these are to have a general, and yet, structured lesson for three days – teachers must have these approved by the corresponding instructional specialist by Tuesday, August 11; and submitted, with approval signatures, by Friday, August 14, 2020. Update your Guest Teacher folder regularly. Guest Teacher folders MUST be on your desk when you are absent. Have at least 3 days' worth of lesson plans.

B. Upon returning to work after an absence, please verify the correct coding and attached documents of absences online in TEAMS.

C. Professional staff duty hours are 8:10am until 4:10pm. You are required to swipe in and out using the time clocks situated around the campus. You are responsible for entering local and personal absences. If you forget to swipe in and/or out, submit the SEISD time correction form to your appraiser/supervisor at the end of the work day. GEMS schedule has a Professional Development period built in from 8:10am to 8:40 am. This time is to be used for Professional Learning Communities (PLCs) and departments to focus on instruction and planning. Do NOT swipe in/out for other employees, or ask another employee to swipe for you – this will lead to disciplinary action. The TEAMS system allows only half or full day absences.
Teachers will escort students to bus or front of school at 4:00 pm.

D. Refer to the District Handbook for jury duty procedures. Employees summoned for jury duty will be granted release time from their duties to perform jury duty service. When you are called for jury duty, submit an absence request on TEAMS. Upon return, submit a copy of the Proof of Service to the principal's secretary, indicating the dates and times services were rendered for jury duty and attach to TEAMS absence – be sure and attach the appropriate documentation with your absence

Employee salary and benefits will accrue without penalty during jury service. The employee may keep any reimbursement paid by the courts. You must return to work if you are released from Jury Duty in the a.m. If Jury Duty is scheduled in the p.m., you must report to work in the morning.

E. Hourly employees must swipe in and out daily. Don't ask anyone to swipe for you, as this is grounds for discipline and/or termination. If you forget to swipe for any reason, fill out a missed swipe form with the time and reason for the missed swipe. Submit this form to your appraiser/evaluator within 48 hours so that your time can be corrected when your timecard is approved in the TEAMS system. Hourly staff may use hour increments for absences. **All overtime for hourly employees must be approved by an administrator in advance. If hourly employees are found to be working outside of their scheduled times, or working more than their allotted time, will be compensated and then reviewed; which may result in a recommendation for termination.**

F. All faculty requesting to leave early must submit an "Early Out Request" via Eduphoria under Form Space. Professional faculty members are allowed 1 hour of leave within the duty day – once a semester. Requests for early-out extending beyond one hour will need to be entered into TEAMS as a ½ day absence. Hourly employees who use time for an early release (personal, local or non-duty) are not required to submit an 'Early-Out Request' on Eduphoria.

G. All staff members must take their 30-minute lunch break. No exceptions without the approval of your appraiser. Lunch may not be reduced to "make up" missed time; but may be reduced/extended to adjust time for hourly employees reaching the allotted time, with prior administrator approval.

H. All employees must sign in and out at the front office when leaving the building during work hours so that the office can locate you in case of an emergency. Make sure you swipe in/out using the time clocks. There are several time clocks located throughout the school (both teacher lounges and across from the main office). If your ID card does not function correctly, please notify HR for a new one.

I. **All employees are only allowed 3 missed swipes per semester (total of 6). If you have exhausted the missed swipes permitted, please contact your administrator to make time card arrangements/corrections.**

2. ADDRESS AND PHONE CHANGE

Please advise the front office and central office personnel of any address or phone number changes as they occur throughout the year.

3. ANNOUNCEMENTS

Daily announcements will be made at the beginning of the day. Please have your class listen, as important information is given which will affect them. Announcements outside of the regularly scheduled time are strongly discouraged; however, if an announcement is thought to be worthy of

disrupting instructional time… it must be approved by an administrator before it is made via the general intercom system.

4. APPEARANCE – FACULTY AND STAFF

Employee standards of conduct policy states: An employee's dress and grooming shall be clan, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent. Appropriate attire is always a must. Please exercise discretion in wearing sheer clothing (see-thru), short skirts and dresses, and/or low-cut and unbuttoned shirts/blouses. Spaghetti straps, tattered clothes, flip-flops, t-shirts without collars, shorts, warm-ups, jog suits and similar forms of attire will not be allowed. Jeans may only be worn on Spirit/College Days with a GEMS, SEISD, or College/University shirt. Clarification… *T-shirts may only be worn on Spirit/College Days and they must represent SEISD or a College/University.*

5. ATTENDANCE - STUDENT

Attendance accounting will be maintained online via the TEAMS system as per training. Teachers are to sign verification sheets on a weekly basis.

1. Record absences at the beginning of each class period for input into the computer. Attendance is to be taken by teachers only (not students). If a new student is added to your class, please send a note with the student's name to the attendance office. Periodically check your attendance roster for students who may have dropped or added to your classes. Students who are not on your rosters should **not** be admitted into your class without documentation from the registrar/counselor.

2. If a student is absent for three consecutive days, the teacher should notify the attendance clerk, counselors and Attendance Administrator via e-mail.

3. Record all absences and 'tardies' in the computer and in your grade book. Teachers will handle the first four 'tardies' using PBIS for a given class each semester. Documentation of parental involvement (calls and conferences) will be kept by the teacher. This documentation will be submitted to the assistant principal on the fifth tardy with a discipline referral. Indicate how many 'tardies' the student has had to date and when the teacher made the parent contact. This information will also be used if student must be sent to truancy court for excessive absences as the court considers this a disruption of instruction.

4. The attendance clerk will track single-period absences and other pattern absences or late arrivals on a daily basis. If a student does not show to class and he/she was seen prior to the class on campus, please call the front office immediately - this will help curtail truancy.

5. 1st Period Late Arrivals – Student will report/be sent to the attendance clerk for a tardy slip and a behavior reflection form that will be given to the 1st period teacher. The teacher is responsible for contacting the parents and submitting a discipline referral on the fifth tardy.

Class Credit

Students may lose credit if absences exceed the required state attendance days. A student cannot be absent more than 9 days per semester to remain in good standing.

> A student may not be given credit for a class if the student has exceeded the 90% state attendance rule. The campus Attendance Committee will review each student's absence record and situation and award credit according to policy.

6. AUDIO/VISUAL or other EQUIPMENT

All audio/visual or other equipment once issued becomes the responsibility of the teacher and must be secured each night. Equipment is not to be taken home or removed from the assigned classroom without written approval from the administrator in charge of fixed assets. All equipment should be checked regularly to ensure proper working condition and any equipment needing repair should be reported to the Technology Help Desk (3489) or administration immediately. Students are not allowed to transport any equipment.

7. District-Issued BADGES

All district employees are required to wear their district issued ID badges while on duty. Human Resources at central office will issue the first badge at no charge; replacement badges will be available for a fee. GEMS lanyards may be purchased in the front office for $2.00

8. CAFETERIA

Please submit the required form to the Cafeteria Manager ten (10) days in advance when sack lunches are required for the classroom or any other activity, such as field trips. This allows the manager time to obtain the items necessary for requests. The request must be approved by an administrator before it goes to the cafeteria manager… please allow ample time to process the request or it will be denied. Any time there will be a change to the daily lunch routine with your class, advise an administrator and the cafeteria manager, in writing, one (1) day prior to the event. The cafeteria has a snack bar available, where food other than what is being served to the students, may be purchased. Daily specials are also provided. Check with your appraiser when rewarding students with special meals as the cafeteria may be able to provide them free of charge and ensure they meet **Food Services** policy and that we stay in Title I compliance.

9. CAMPUS CALENDAR

A master calendar is kept in the office for all campus activities; most activities have been included in the campus 2019-2020 plans. All campus activities must be scheduled and approved by the principal 30 days before the activity occurs. A copy of this calendar will be provided for you on a monthly basis; however, any and all events are subject to change as needed. Please e-mail the principal and the campus secretary if you would like to request something added to the monthly calendar.

10. CARE OF THE BUILDING

It is extremely important that we all take pride in our building and instill in our students that same pride. We encourage attractive displays and bulletin boards and we also encourage teachers to take turns changing displays at least once per 9-week period. All displays, banners, and posters must be approved by an administrator before posting and must be removed as soon as the event is completed. All tape and staples must also be removed. Students are not allowed to stand against the walls (specifically hallways) and all faculty, students, and staff members are encouraged to avoid sitting on the furniture, other than chairs. If you have any classroom maintenance needs, please complete a *Work Order* form and submit it to the head custodian. All employees must follow-through with a BRF or discipline referral on any vandalism incidents.

11. CHILD ABUSE

See policy and procedure for reporting child abuse at the end of this manual.

12. CLASSROOM ENVIRONMENT

A safe, clean and orderly classroom is conducive to learning. You are expected to keep a safe, neat and orderly classroom. Students may assist with maintaining by cleaning up after themselves; however, students may not be asked to help clean during instructional time. To assist the custodial staff with the cleaning of your classroom, do not leave trash or objects on the floor, etc., and report spills immediately. Indicate on the board(s) if you do not want them cleaned for the following day. If your room needs repair or maintenance, *Custodial Work Order* forms are available in the forms cabinet. Please be specific. Place completed forms in the head custodian's box. This will ensure that the work is completed. Please notify the facilities administrator if work/repairs are not performed in a timely manner.

13. CLASSROOM WALK THROUGHS

GEMS uses the T-TESS for teacher evaluations. T-TESS timeline and protocol set by SEISD will be fallowed. Campus and district administrators will conduct informal classroom visits throughout the year. Please continue classroom activity when an administrator visits your classroom. The administrator will look for posted content and language objectives, the closing task, reading and writing, PBIS classroom management strategies, and other campus/district initiatives. Timely feedback will be provided to teachers via Eduphoria (within 10 business days.) Individual conferences may also be held as needed. Teachers are expected to 'view' all eduphoria reports in a timely manner.

14. CONTESTS OR EVENTS

Contests and special events sponsored by outside civic clubs, commercial firms, government agencies, or any individual or group of people, not part of the school system, must be cleared with the SEISD Support Services. Security and custodial assistance must be arranged by the sponsoring organization. The front office has the necessary forms.

15. COUNSELOR REFERRAL PROCEDURE

We have one campus counselor, in the 7th grade hallway. Referral forms may be obtained in the teacher workroom or from the counselors. Referrals may be made for behavior, academic problems, difficulty contacting parents, etc. Referrals to outside agencies for further counseling may be given by the counselors or the PBIS committee. Students cannot be denied a visit to the counselor's office – if it becomes a pattern, or if the teachers feel the visits are excessive, then a parent conference should be held with the counselor, parent, and teacher ASAP. Any type of outcry from a student MUST be referred to the counselor IMMEDIATELY (verbal, written, drawing, gestures, etc.) Please discuss with your administrator on the possibility of a necessary report to Child Protective Services. An outcry is anything that suggests/implies the hurting of oneself, the harming of another individual, or the abuse of a minor.

16. CRISIS PLAN/ FIRE DRILLS AND FIRE PREVENTION

A crisis plan is in place with steps similar to those in a fire drill. Familiarize yourself with the plan so you will know what is expected of you and your students in case of a crisis. Ensure your familiarity with the codes so you will know if you are to exit the building or stay in your classroom. If you will need to exit the building, make sure you take the necessary items with you.

Fire drill evacuation maps are provided and must be posted in your classroom. We will conduct one fire drill per month. You are required to familiarize your students with exit routes from your classroom. The fire drills may be obstructed or unobstructed; certain hallways or doorways may be barricaded to simulate a fire in which case the students will have to exit through an alternate route. Fire drills may also revert to reverse evacuations.

All exits and returns to the building should be done in an orderly manner. Upon exiting, the following steps will be taken:

1. All windows should be closed.
2. Classroom doors should be closed.
3. Keep all students together and in a straight line.
4. Exit single file in an orderly and quiet manner.
5. Teacher should take grade book and/or roster to verify all students in the group.

Lock Down

A "Lock Down" is when there is a possible intruder in the building. You are required to cover your door, turn off the light and move student to an area of the room away from the windows and door. Do not release students unless an official/administrator has come and opened your classroom. **Please note: You must have the window on your door uncovered at all times, unless we are in a lock down.**

Lock In

A "Lock In" is called anytime it is necessary to keep students in the classrooms. The district contracts a company to come and check the building for illegal drugs on a regular basis in which the K-9 units go through the classes. Rooms are chosen at random. It is imperative that you keep students in the classroom and continue instruction.

Shelter/Severe Weather

Some weather conditions (tornados, severe hail storms, severe winds) may require the implementation of a "Shelter in Place" situation. If this is called, please keep students in class away from exterior windows and doors. Depending on the condition, further instructions will be given through the PA system.

If an evacuation of the campus is necessary, teachers are to escort their classes to a designated location to board school buses for transport to a designated location. Teachers need to bring an updated student roster with them to account for all students assigned to them during the period of evacuation.

17. CUSTODIAL SERVICES

All custodial services not routinely provided must be requested in writing and submitted to the head custodian. Complaints should be brought immediately to the attention of the administrator in charge of custodial services. Tools, ladders and cleaning equipment are not to be borrowed from custodians. Please report all incidents, unsafe equipment, vandalism, and/or needed repairs immediately.

18. DISCIPLINE – POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT SYSTEM

SEISD utilizes Positive Behavior Interventions and Support System (PBIS) to maintain proper student behavior. The plan, if used properly and consistently, will enable you to alleviate possible behavior problems which might arise in the classroom. The teacher, as the classroom manager, is responsible for maintaining classroom management and organization. The following steps will assist you in maintaining good conduct and a safe environment for our students:

1. An atmosphere of directed activity is important to successful learning. The best way to ensure proper conduct is to have highly structured lessons with well-planned activities.
2. All members of the staff share in the responsibility for student conduct. Please assist in redirecting inappropriate behavior you may witness inside or outside the buildings.
3. All teachers should be prompt in reporting to their classrooms and should stand outside of their classroom between classes.
4. Teachers are NOT to leave the classroom unattended at <u>any</u> time for any reason. If it becomes necessary for the teacher to leave the room for an emergency, ask for help from the teacher next door. Under no circumstances are student monitors to be left in charge of the classroom.
5. Only one student at a time should be allowed out of class to visit the restroom and that student must have a pass. Teachers must allow students to use restrooms as necessary i.e. students may NOT be denied a trip to the restroom. Teachers/Aides are expected monitor the documentation of restroom use. If a problem is suspected, teachers/aides/monitors should follow up with parents, administration, the nurse and/or the counselors.

All faculty and staff members will implement and follow the PBIS model.

1. Core values should be taught to students on the first day of class and should be reviewed periodically (Be Respectful, Be Responsible and Be Safe).
2. The core values and the matrix should be visibly posted in your classroom.
3. Parent contact is required for all incidents, BRFs, and/or referrals. Keep documentation of reflection sheets, call log, letters mailed, letters sent home with student (get student

signature). You may request translation assistance from the parent liaison, the secretary or the registrar clerk.

4. Please ensure you're communicating with the PBIS committee members on students who display consistent, inappropriate behavior for possible Tier 2 consideration.
5. All BRFs and discipline referrals must be submitted within 24 hours of the incident (exception-weekends.)
6. Discipline referrals may be accompanied by copies of all previous BRFs and parent contact documentation – this will help the administrators review the history quickly.

Do not send a student to the office with a referral. Discipline referrals are to be sent with a monitor, aide, or security officer to the front office. The registrar clerk or secretary will process the necessary information and give to the corresponding administrator. The administrator in charge of the student will call the student out of class as soon as possible. Administrators are not always available to meet with students, and students cannot be denied instruction/education while waiting for the administrator to be available. For severe clauses (danger to himself, teacher or other students; behavior that cannot be controlled by classroom teacher), please notify the hall monitor, the front office, and campus security/School Resource Officer so someone may remove the student immediately. Once the referral has been made, it is the administrator's discretion as to the form of consequence that will be assigned.

If the Positive Behavior Interventions and Support System (PBIS) prove to be ineffective with a student, the grade level assistant principal has the authority to recommend the student to a District Alternative Education Program (DAEP). In the event that the parent appeals the recommendation for DAEP, the appeal hearing officer will be the principal. A conference may also be held with the administrator, the counselor and the parent to determine if assertive discipline will be put into effect for particular cases.

19. DISTRICT POLICIES

All district policies are available on-line.

20. DOCUMENTATION

A. Keep lesson plans up-to-date and readily available for review. Lesson plans will serve to: (a) provide a guide in the delivery of instruction and (b) in case of absence, provide the guest teacher with a plan to follow. Please adhere to the GEMS lesson plan template available online. Lesson plans are to be submitted weekly by midnight every Friday for the following week.

B. Progress reports communicate a student's strengths and/or academic concerns to parents. Please refer to the district progress report timeline. They are sent out every grading period for all students. They will be distributed during 8th period.

C. Grades must be entered by the teacher into the (TEAMS) system within 72 hours of the due date for the assignment (check with the registrar or computer lab teacher if you need help entering grades). Administrators will review online gradebooks periodically for compliance. The registrar's office will print progress reports and report cards for distribution. Grade changes must be approved by an administrator on the required form and should be submitted ASAP to the registrar. Teachers are encouraged to maintain a hard copy of grades (traditional grade books) that can also be used to keep manual attendance.

D. TEAMS Parent Portal
Parents have access to student grades via the parent portal. Teachers are responsible for entering grades within 72 hours of the due date (exceptions will be made with parent contact for writing samples that require assistance for grading with a rubric.)SEISD has provided a set timeline for progress reports/reports cards and administration will check for adherence to these timelines.

21. EARLY RELEASE - PROFESSIONAL

Follow procedure under attendance.

22. ENERGY CONSERVATION

Turn off lights, radios, CD players, etc. whenever you leave the room and keep your door locked. Please turn off and disconnect computers, etc. when you will be gone for extended periods of time. Keep blinds down; this helps keep the room cool. Teachers, faculty and staff are not allowed to keep microwaves, mini-refrigerators, etc. in their classrooms/rooms. Appliances may only be kept in designated food areas and in administrator/counselor offices.

23. ENROLLMENT

First day of school – Accept **only** students who are on your roster. Those not on the roster need to have a pass from the counselor/registrar to be admitted. Under no circumstance will students be transferred from one room to another unless the change is approved by the principal and processed through the counselor/registrar's office.

24. TELEPHONES/FAXES

The phones in your classroom are provided to facilitate parent contacts during your conference period. Instructional time should not be disrupted by personal calls. If you receive a call through the front office, it will not be transferred to your extension during class unless it is an emergency. If it is not urgent, a note will be placed in your mailbox. **Classroom phones are not for student use.**
Any school-related long-distance calls which need to be made from school must have prior approval from your supervisors. The classroom teacher is responsible for monitoring proper use of the classroom telephone by students to avoid 911 calls which could lead to the removal of your classroom phone. Please do not use classroom or cell phones for personal business during instructional periods.

Faxes should be used for school business only and are accessible only through the office personnel.

Cell Phone Use – Faculty and staff are not allowed to use their cell phones for personal business during instructional time. In case of an emergency, please contact your supervisor.

25. FIELD TRIPS

Off-campus academic activities are encouraged so that students may be exposed to a variety of social, business, and educational settings. The following procedures are to be followed:

1. A Field Trip Request form must be submitted to the principal **4 weeks** prior to the date of the trip.
2. Field trip procedures are posted on the district web site under support services.
3. Class rosters need to be provided to the attendance clerk and faculty 3 days prior to the trip. A final roster of students actually in attendance needs to be submitted to the attendance clerk before the students load the bus.
4. All designated students will be allowed to go on the field trip unless there is prior administrative approval for severe discipline/attendance issues.
5. Teachers must make arrangements for any students not attending the field trip.
6. The cafeteria will provide sack lunches, the teacher must fill out a Sack Lunch Request form 10 business days before the field trip.
7. There must be adequate supervision at all times during the field trip; teachers and chaperones must ride the bus to and from the destination. All chaperones who are not district employees must be approved volunteers by the Human Resources Department.

26. FIXED ASSETS

All classroom inventories must be maintained and updated at the beginning and end of each year. Teachers will be given a copy of their classroom inventories within the first month of school so that they may verify accuracy of the listing. Moving furniture or equipment of any kind from one location to another is prohibited without prior approval from the assistant principal in charge of fixed assets. This will ensure accuracy in reporting to the district all fixed assets and their location. Mock audits of your classroom can and will be conducted periodically. The assistant principal will be issuing a fixed asset agreement that must be signed to ensure compliance with above procedures.

27. FUND RAISING

Fund raising should be for the purpose of improving the campus and for students. The principal must approve all fund raising activities in advance. Fund raising requests must be submitted fifteen days prior to the beginning of the activity, and must be closed within ten days of the completion. Fundraising for personal use is not allowed. All monies collected must be turned in to the secretary on a daily basis, and you must receive a receipt for all money deposited. Food fundraisers are only allowed on days for “Smart Snacks” or after 4:30 pm on all other school days.

28. GRADING

See grading policy at end of manual.

29. GRIEVANCES

It is understood that at times, problems will occur. If at all possible, these problems should be resolved at the campus level through dialogue. These issues can be taken to the campus administrator. The district grievance policy can be found on-line and forms are available in the front office and at the human resources office if all steps have been followed and resolution has not been reached.

30. GUEST SPEAKERS, VISITORS, AND PARENTS

All guest speakers must be approved by your supervisor before being scheduled. All visitors, guest speakers, and parents must sign in at the front office and obtain a Visitor's Pass before proceeding to any area on the campus. A visitor is defined as anyone who is not a member of the student body of Garcia-Enriquez Middle School or an employee of SEISD. Student guests are not allowed. If deemed an emergency, and a visitor must see you, you will be called to the front office. Siblings of GEMS students, and children/family of GEMS employees who do not attend GEMS are not allowed on campus during school hours. All visitors must sign-in at the front office. Personal visitors will not be allowed during your instruction time. Please report anyone not wearing a visitor badge to the front office. Please ensure that your guest speaker(s) are escorted at all times and that they receive a certificate of appreciation and/or thank you card.

31. INJURED EMPLOYEES

By law, SEISD is required to report all on-the-job injuries to Texas Employer's Insurance.
These steps must be followed when an employee is injured on the job:

1. Principal/appraiser must be notified immediately.
2. Campus nurse should check on welfare of the employee and determine severity of the injury.
3. The nurse will then notify the risk management office of the injury.
4. Facts and employee/witness statements should be obtained, and corrective action recommended.
5. The accident report should be signed by the injured employee, campus nurse and principal/supervisor and submitted to the risk management office within 24 hours. A copy must be kept on file at the campus.

The nurse will assist the person and recommend outside medical help, if needed. All employees returning to work from an injury must first obtain written approval from the Risk Management Office and this approval should be given to the administrator. The status of the release/written approval from Risk Management will dictate the employee's return to work.

32. KEYS

The campus security officer will issue and collect all keys. Under no circumstance are keys to be in the hands of students. Please notify security immediately if you lose your keys. A replacement fee will be charged if a key is lost or if re-keying of a classroom or storage cabinets is necessary. It is illegal to have school keys duplicated. School keys can only be made through the Maintenance Department after principal approval.

33. MEETINGS

A. Each teacher will have two planning periods during the day. The first will be a campus wide planning time from 8:10-8:40am which will be utilized for Academy or Department meetings, PLT meetings, staff development, faculty meetings, etc. The second will be the teacher conference which is also common with the Department. These planning periods <u>are not</u> free periods. The expectation is that this time will be filled with school-related work and activities. Please take advantage of this time

to prepare lessons, collaborate with colleagues, and conference with parents. We highly encourage you to make personal appointments outside of the school hours when at all possible.

* A copy of the agenda, sign-in sheet and minutes of all meetings held should be kept by one representative of each PLT and submitted electronically to the principal every 9 weeks. Department chairs, assistant principals, and instructional specialists will submit these in an electronic file.

B. Academy/Departmental meetings will be held during the morning planning period or during the conference periods. The focus will be on effective teaching practices to support and strengthen the curriculum and/or discussions to plan classroom interventions and tutoring sessions.

34. NURSE

Our school nurse or nurse's aide will handle all health problems within the campus. The nurse is the only person who may excuse a student from school due to illness. Please do not allow students to call home from your classroom when they do not feel well. Students are not allowed to carry medications. All medications should be administered in the nurse's office (with the exception of students who are approved to carry inhalers, Epi pens, etc., see confidential nurse report). In case of an accident, the student should not be moved until the nurse arrives. When the nurse is not available or is off campus, you should notify an administrator immediately. Our nurse's office is open from 7:45 a.m. – 4:30 pm and can be reached at ext. 3963.

35. PARENT CONFERENCES

Keep parents well informed about the positive and negative circumstances concerning their child. Start with the positive. Ensure you contact parents no later than the fourth week of the nine-week period if the student is in danger of failing your class. Parents should immediately be notified if a student is not on track on long-term assignments or projects (rather than waiting until the due date.) If you are unable to contact parents by telephone, write a memo/letter and send it home with the parent liaison and/or truant officer. Keep logs of all parent contacts. Always take a colleague when making home-visits; you may be accompanied by an administrator, the SRO, another teacher, or the parent liaison.

36. PARTIES

Class parties and free periods are **not** allowed during instructional time. All celebrations must be pre-approved by your administrator and as stated under #8, check with the cafeteria when planning rewards that involve food. Please remember to follow Food of Minimal Nutritional Value and Smart Snack policies at all times.

37. PAYDAYS

Refer to the Employee Service Center in TEAMS for paycheck information.

38. PROFESSIONAL DEVELOPMENT REQUEST

Teachers taking professional trips must submit a Request for Professional Development form for approval by the principal at least one month prior to the departure date. Forms are available online.

Professional Development Requests for teachers must provide professional growth and be related to campus goals and objectives and/or T-TESS findings. Some professional development requests may require teachers to register on-line. When attending a session within the San Elizario district, a PD Request from is not required; however, you must still enter the absence into the system as PL (Professional Leave) if the absence requires a guest teacher.

39. PURCHASE ORDERS

Purchase Order requests must be submitted to the campus secretary, well in advance of needing the merchandise. Forms are available online. The campus secretary will check for the following information to be complete and correct: CIP and DIP goal, objective, strategy; the intended purpose for the materials; a current quote; signature(s), etc. Requests lacking the required information will not be processed; the employee will be notified so the necessary corrections may be made. Once a request is approved by the administrator, it will be processed (the process includes entry into the system, approval by C/O, and entry of order to the vendor.) All purchase requests should be submitted by established date – exceptions must be approved by the administrator. After this date, funds will be consolidated and used as deemed appropriate by the principal. Once a request is submitted, the requestor is responsible for checking on orders that exceed 30 days for delivery.

40. RECOGNITION OF RELIGIOUS HOLIDAYS (GUIDELINES)

Schools may not endorse or disapprove of any religion, either explicitly or implicitly. Public schools may observe a holiday in an objective and prudent manner without trying to indoctrinate students. Religious symbols are permissible if used to show the cultural and religious heritage of the holiday and are temporary in nature. Christmas and other holiday plays and assemblies are allowable if the program material is educational and objective in nature. Public schools may not compel students to participate in a holiday celebration if it conflicts with their religious beliefs. Parents who ask for their child to be excused from participation will be accommodated. These guidelines may change as directed by federal and local regulations.

41. REQUEST FOR STUDENT INFORMATION

If you receive a request for information on a student, please notify the registrar. Because of the Family Educational Rights and Privacy Act (FERPA), we need to follow proper procedures when we give information. We also keep a file in the registrar's office on students whose parents have requested in writing that information not be released.

42. SAFETY PROCEDURES

- Keep door windows **uncovered at all times** (they are to be closed only during lock-downs and holds – security checks)
- Do not stand on chairs, desks, or tables, or allow students to do so
- Ensure that electrical cords or other objects do not block or interfere with exits or pathways (including windows)– all cords that are in the direct path must be secured with approved lines or taped down with duct/electrical tape.
- Be in class on time
- Watch for spills, objects on floor, extension cords, etc.
- Report all spills to a custodian or the front office immediately

- Do not leave students unattended
- Report dangerous situations to security and administration
- Coordinate with head custodian to receive assistance when moving heavy objects

Students Out Of Class

Only one student at a time should be allowed out of the class to visit the restroom. When a student is allowed out of your class, student must have their school id and must carry the hall pass. **Students are not allowed to visit another classroom during the instructional day at any time.** If it is an imperative emergency to visit the nurse or counselor, they must have their school id and hall pass.

Tardy Sweep

Tardy sweeps will be called at random by an administrator.

- All teachers are to lock their doors.
- Do not send any students out during this time
- Students will be rounded up by monitors and security.
- Consequences will be issued by administrators and the PBIS committee.

43. SEXUAL HARASSMENT

SEISD condemns and prohibits harassment of an individual on any basis prohibited by law, including race, color, creed, age, sex, religion, national origin, marital status, ancestry, citizenship, military status, or mental or physical disability. It is the policy of SEISD to maintain a working and learning environment that is free from sexual harassment. Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors, or other sexual conduct, either verbal or physical, or any other offensive treatment of an employee/student or group of employees/students that would not occur but for the gender of the employee when:

1. The advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment; or
2. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment; or (if it involves employee/student) grades or other school related benefit; or
3. Submission to or rejection of such advances, requests, or conduct is used as a basis for employment decisions.

Prohibited Conduct

Employees shall not engage in conduct constituting sexual harassment. The District shall investigate all allegations and shall take appropriate disciplinary action against employees found to engage in such harassment. Please refer to district policy.

Complaint Procedure

An employee who believes he/she is being subjected to any form of sexual harassment shall bring the matter to the attention of their immediate supervisor, in accordance with the District's Grievance Policy. No procedure or step in the policy will have the effect of requiring the employee alleging such harassment to present the matter to a person who is the subject of the complaint.

Procedure for Filing Complaint

Report incident to immediate supervisor in accordance with District Grievance Policy DGBA(L)

Title IX Coordinator for District Employees
Dr. Meza-Chavez, Superintendent
P.O. Box 920
San Elizario, TX 79849
915-872-3900
Policy reference: SEISD, Policy DHC (L)

44. SCHOOL BUILDING USE AFTER HOURS

The principal and support services director are charged with the responsibility for the use of the building. Those wishing to use the campus building are required to submit a Facilities Request form at least two weeks prior to the event. Requests by outside organizations must go through the director of support services (and oftentimes requires board approval.) If you need to enter the building after hours, on weekends, or holidays an administrator must be present. You must seek prior approval from a campus administrator and complete an After Duty Roster to be posted on the door of the main office for security.

45. SECURITY/VEHICLE REGISTRATION

The security officers and School Resource Officers are on duty daily and will be periodically checking for the proper permits. The permits are the type that can be hung from the rear view mirror or that are placed on the front window.

46. SITE BASED DECISION MAKING COMMITTEE (S.B.D.M.)

The purpose/goal of the S.B.D.M. Committee is to improve the educational standards of Garcia-Enriquez Middle School and to serve as an advisory capacity to the principal. This will improve the students' ability to succeed in their educational endeavors. S.B.D.M. membership is comprised of representation nominated and elected by the campus faculty and staff as well as parents and community members. Terms of members will be staggered for 1 or 2 year intervals. Any interested faculty, staff, or community member may attend the monthly meetings, which will take place on the Monday following the board meeting. Agendas, Sign-in Sheets and Minutes may be found online within 10 days following the monthly meetings.

47. SUPPLIES - INSTRUCTIONAL

If you are in need of instructional supplies, please see an administrator. If the supplies are available online, we will make every attempt to provide them for you. All supplies will be requested to an administrator so purchase requests can be submitted.

Any items purchased without the principal's approval will be the teacher's responsibility. Beware of vendors sending you samples or items on a trial basis, because vendors always expect payment. No items may be bought on credit. You will be responsible for any outstanding balances or fees. Do not purchase anything expecting reimbursement. Please note: the reimbursement rule also applies to fundraisers and activity accounts.

48. TEACHER MAILBOXES/E-MAIL

Please check your e-mail at least twice each day. Employees must comply with CyberSecurity Awareness guidelines. Monthly calendars will be sent out via e-mail as well as notices of meetings and or deadlines for activities. If you have problems accessing your e-mail, please contact the district help desk at 3489 immediately. E-mail use is for school business only. Forwarded jokes, pictures, and other non-school related e-mail are not allowed. Blanket e-mails district wide are not allowed without receiving approval from the principal. A note on e-mail: If anyone sends you e-mail that is questionable in nature, delete and report it immediately. Please read e-mails during your planning or conference periods; or before and after the regular school day.

Each employee has an assigned mailbox and e-mail address. Items/messages of importance will be distributed through your mailbox or e-mail. Please check both on a **daily** basis and do not allow excess materials to accumulate. Correspondence to other campuses, central office, and other departments is sent via district mail. Interoffice envelopes are available in the front office for this purpose. **Students are not allowed** to retrieve materials from your mailbox.

49. Teacher Support Team (TST) PROCEDURES - RtI

The Teacher Support Team (TST) is a campus-based group which addresses the learning needs of students who may be exhibiting difficulty with school curriculum or the school environment. The goal is to meet the special needs of students in the general education classroom environment through effective interventions and strategies. The T.S.T. will utilize the RtI model (Response to Intervention) to maximize the opportunities for success in the regular classroom for all students. Administrators, and instructional specialists will be available to provide assistance in the development of classroom interventions, as deemed necessary by students who struggle in the classroom.

50. TEACHER WORKROOMS

The workrooms are available for use by all school employees. Your classroom key opens these workrooms that should remain locked. Please share in the responsibility of keeping them neat, clean, and as inviting as possible. In addition, the teachers' lounge is off-limits to students unless accompanied by a faculty/staff member. Students may not be left unattended in the workroom. Copiers, laminating machines, and stencil cutters are also off-limits to students. Seventh grade teacher mailboxes are located in the teacher's workroom next to room 205. Eighth grade teacher mailboxes are located in the teacher's workroom across the nurse's office.

A. The laminating machine is located in the parent center. Please label all materials needing lamination and place in the bin located in the front office. Materials will be completed and returned to you in a timely manner.

B. The copy machines are available for your use. If you do not know how to operate these machines, please ask the campus secretary for assistance. The ricoh/riso are in the parent center and should only be used to make 26 copies or more per original. The copier should only be used for 25 copies or less. Once again, students are not allowed to operate any of these machines.

51. TECHNOLOGY SERVICES (ext. 3489)

The district has implemented a technology helpdesk (ext. 3489) if you have a technology problem. The district technician will try to walk you through your problem over the phone. If they cannot, they will send a technician to your classroom. Please notify your appraiser if you report a problem and it is not taken care of in a timely manner.

52. TEXTBOOKS

Teachers are to submit textbook requests to the textbook administrator office as soon as possible. Teachers are required to record and maintain an updated/accurate list of the book numbers and the names of the students they are issued to (template will be provided). A copy of this list must be turned in to your administrator. The State of Texas mandates that every book issued to our students be tracked at all times. Teachers are expected to monitor that all textbooks be covered at all times. Teachers are also responsible for all textbooks checked out to them (dictionaries, classroom sets and teacher editions). The teacher is responsible for conducting a physical textbook at the end of every nine-week period. Teachers are expected to follow the audit procedures.
*****Teachers are responsible for the classroom set. Not following procedures can negatively affect the following domain: Domain VII: Compliance with Policies, Operating Procedures and Requirements: 1. Policies, procedures, and legal requirements 2. Verbal/written directives.*****

53. TRANSITION PERIOD

Teachers are required to be outside their doors during transition periods, as well as 5 minutes before the beginning of 1st Period. You are responsible for monitoring the halls near your classroom. Have a positive attitude and encourage students to be on time. Students do not have access to the lockers and should be reminded to 'step to the right.'

54. VIDEOS IN THE CLASSROOM

The use of videos in the classroom will be allowed with the following conditions:

1. Teachers will submit a Video Request Form to his/her administrator for approval for each film, one week in advance.
2. Video must be reflected in lesson plans- documenting the link to the TEKS.
3. Video must be instructional in nature.
4. Any videos/movies that are PG or above require parent permission. Only Rated "G" movies may be watched without parent permission at the middle school level.

"R" rated movies are not allowed. Very few exceptions to this rule will be allowed. If approved, then teachers must have a signed parent permission form. An example of an exception to this rule would be Schindler's List.

55. BULLETIN BOARDS

Student work will be displayed in the classroom and in the hallway. Before displaying work, make sure it is academically and language appropriate (e.g. profanity).

56. COPYRIGHT LAWS

Please make sure you follow Copyright and Fair Use Laws when using motion media, text material, music, lyrics, music video, software and duplication of printed material.

57. VOLUNTEERS

Requests for volunteers and their services **must** be submitted in writing and must be cleared through central office.

Student Information

Dress Code (a copy of GEMS dress code is available on-line and in the student handbook)

Uniforms are required at all times. Please review the GEMS dress code with your first period class on the first day of school. Periodically remind them of what is acceptable and unacceptable. If you are unsure if the student is in correct uniform, please contact an administrator.

Your assistance in enforcing this policy is expected. Students who violate dress code will be sent to call home and request the proper clothing to be delivered OR to visit the nurse and see if any are available to change into uniforms and parents will be notified. Repeat offenders will be assigned lunch detention, ISS, etc.

Student(s) (GEMS) of the Week

Students will be nominated by the teachers and nominations will be submitted to the PBIS core team.

Student I.D. Cards

Students are required to have proper I.D. cards to ride the bus, use the library, attend activities, and/or sports events, etc. Students will receive their first I.D. card at no charge during registration. This I.D. card should last the entire time they are at student at Garcia-Enriquez Middle School. A replacement fee will be charged for lost I.D. cards.

Student Code of Conduct Handbook

The SCC will be available to students on-line. Teachers should review and be familiar with guidelines in the handbook. Teachers are responsible for ensuring that the Parent Acknowledgment form is signed and returned to the registrar for each of the students in first period. Every student is required to have a signed form on campus.

Hall Passes

Please do not allow more than one student to leave your class on a single pass. Any student not carrying a pass will be directed back to his/her class. Students are not allowed in the building before 8:40am. Students who need to see a teacher before school must have a written pass from that teacher with the date, time and teacher signature.

Withdrawal of Students

Students are withdrawn through the registrar's office. They will receive a withdrawal form from the registrar. This form must be signed after you collect any textbooks or other items you may have issued to the student. A final grade or grade in progress must also be noted on the form.

Grading Procedures

Progress reports and Report Cards will be distributed in accordance to the district distribution schedule.

Nine-Week Grades

Grades for each reporting period shall be determined by a combination of daily grades, major exams and/or projects assigned. A minimum of two grades per week, per subject will be required to measure a student's progress toward mastery of TEKS.

1. Common Based Assessments will be given in accordance to the TRS timeline in each subject area on designated dates that are provided by Planning & Instruction (Instructional Specialists will keep you updated.) Do not deviate from the schedule without administrative approval. Classes that do not fall under the schedule will be required to give exams at the end of each unit.

2. A student must be enrolled at least fifteen school days during the designated grading period in order to be eligible for a grade. Check with the registrar for grades in progress from the sending campus before submitting final grades. Exceptions should be at the approval of the grade-level administrator and the registrar clerk.

3. At the end of each nine-week period, teachers are required to have a parent conference, with an administrator and counselor present, on any student that fails with a grade lower than a 65.

4. Most tests are available on Eduphoria for viewing. If a given test is not on Eduphoria, the assigned administrator must receive a copy two weeks before the administration of the exam/test.
   *Grades below a 50 require a parent conference to be held and referrals to the counselor and TST committee.
   *Student grades will be based on academic performance. Conduct comments will be based on student behavior. Do not mix the two.

Credit Averaging

Students who have failed the first semester of a year-long course may still be eligible to earn credit for the entire year. This can be accomplished by achieving a 70 average for the two semesters.

Instructional Accommodations/Modifications for Special Education

In serving Special Education and 504 students, certain accommodations and/or modifications will be required. The Special Education teachers or the 504 administrator will send a list of recommended

modifications/accommodations to all regular education classroom teachers. It is the responsibility of each teacher to know if modifications and/or accommodations are needed to satisfy a student's educational needs. Please feel free to ask the Special Education Teacher for assistance in your lesson modifications. IEP and 504 updates/recommendations must be completed and/or submitted before ARD/504 meetings. The **law** requires that teachers comply with a student's Individualized Educational Plan (IEP) and the SSP.
Assigned teachers are expected to attend and actively participate in the Admission/Review/Dismissal meetings (ARD). If you are not the designated educator to attend an ARD meeting, it is your responsibility to notify the designated Special Education teacher and/or the administrator to review necessary information. Teachers/SPED teachers must be prepared to present and discuss student progress (i.e. grades, attendance, discipline, transition power point, etc.). **If an exception is made and the teacher will not attend and ARD meeting for one of their students, the teacher must complete and submit the academic/behavior report before the scheduled ARD meeting.**

Grade Books - TEAMS

Grades must be posted within 72 hours of the due date of the assignment on TEAMS. An average of two grades per week per subject is expected. Teachers will enter grades in TEAMS. The following information should be included:

1. full legal names of students in alphabetical order
2. modifications for SPED students and ESL students
3. nine-week beginning and ending dates
4. date, assignment page, name of assignment, and TEKS objective addressed for each grade entered
5. final grades clearly labeled
6. any other information that is requested in TEAMS program

GRADE CHANGES

If you have made an error on a student's grade after the progress report or report card go out, you must acquire a grade change request form from the Registrar. The requested form must be filled out with all the necessary information and submitted to your administrator. Grade changes may only occur with administrator approval. If approved, the Registrar will make the grade correction.

TEAMS grade entry will be checked periodically by the campus administration.

Homework

Homework should have a definite and positive influence on student achievement. It should be supportive of classroom activities and:

1. reinforce skills and concepts being taught
2. utilize reading assignments to prepare students for future lessons
3. develop student research and technology skills
4. support teaching responsibility and good study habits
5. encourage parents to become involved in helping their child develop good study habits

All homework assignments need to be checked and corrected. Students should be given prompt feedback. Teachers will ensure that:

1. homework will not be assigned as a punishment
2. a rubric is provided for long term assignments/projects with intermittent checks to verify that the student is on track to complete the assignment/project by the due date
3. once a concept or skill has been taught and the teacher has checked for student understanding, homework assignments will provide additional practice as appropriate
4. Parents are notified immediately if the projects checks are not in accordance to the overall timeline with projects and if the homework is not submitted in a timely manner.

Late Work

Late work will be accepted within the same grading period with parent contact. This does not apply to assignments that are late due to absences. Teacher discretion will be allowed for extenuating circumstances. Late work may have grade points deducted accordingly and will constitute a BRF. Individual situations should be handled between the teacher, the parent, and the student. Evidence of varied student opportunities to complete assignments will be requested when a student fails to take advantage of every opportunity to re-do or complete all assignments. Teachers will keep on file the documentation of a student's refusal to complete assignments as proof of a student's failing grade(s).

Make-up Work

For any class missed, the teacher may assign make-up work based on the objectives for the course and the needs of the student.

All students will make up work, regardless of whether the absence was excused or unexcused, one day per day absent. A grade for make-up work after an unexcused absence shall be reduced by 10 points. There will be NO grade penalty for make-up work after a suspension.

Tutorials/Tutoring Labs

GEMS will provide after-school tutorials (and tutoring labs) to students who need additional support for STAAR Science, Social Studies, Writing, Math and/or Reading. Tutoring Tuesdays and Saturday School will also be mandatory for students who are at risk of not meeting STAAR standards (as shown by daily grades, benchmarks, or unit assessments.) Parents will be notified of the tutorials; and documentation will be kept for conferences, failures, and PGP/GPC meetings.

Incomplete Grades

All incomplete grades reported for a nine-week grading period must be changed within 7 calendar days from the end of the grading period. Notify the registrar of missing grades in the system or of changes via e-mail.

According to UIL guidelines, any student who fails a class will be ineligible to participate in extracurricular activities for a period of 3 weeks. Coaches need to maintain contact with their athletes'/participants' teachers to ensure eligibility. The only conditions under which a student will regain eligibility as a result of a grade change will be:

1. School/State grading procedures were violated, and/or
2. A mechanical error was made in averaging or recording the original grade.

Transfer Students

Registrar will request documentation from the previous campus. It is the teacher's responsibility to follow up on any grades in progress. If a student does not receive grades from the previous campus, it is up to the discretion of the counselor and administrator to determine if he/she has mastered the TEKS for the nine weeks. The student must complete the required grades for each grading period. If a student does not meet the 90% attendance rule; the student shall not receive the credit for the semester.

Honor Roll

Students who meet the requirements will be placed on the honor roll. Students will be recognized for either the **"A" Honor Roll grades of 90-100** or the **"A/B" Honor Roll grades of 80-100.**

ISS/DAEP

When a student is placed in ISS/DAEP, their schedule will not change. Their assigned teacher will be responsible for them. The following procedures will be followed:

- Lesson plans, assignments, tests, etc. for the ISS/DAEP student will be delivered to the ISS/DAEP staff by the regular classroom teacher.
- The ISS/DAEP staff will collect the work when it is completed and return it to the classroom teacher.
- The ISS/DAEP students are expected to keep pace with the regular classroom.
- The classroom teacher will be responsible for grading the assignments and posting the grades.
- The classroom teachers are encouraged to visit the ISS/DAEP students often and collaborate with the ISS/DAEP teacher.
- The ISS/DAEP teacher will send weekly reports to classroom teachers.

San Elizario Independent School District

Administrative Procedure for Reporting Child Abuse/Neglect

The following procedure for reporting suspected child abuse/neglect shall be used by all employees of the San Elizario Independent School District.

1. Any employee who suspects that a child has been abused/neglected is required by law to report their suspicions to Child Protective Services (CPS). All child abuse suspicions should be reported to a campus administrator.

2. Helpful information:

   *Reporting web site: www.dfps.state.tx.us OR www.txabusehotline.org
   *Child Protective Services Division of the Department of Protective and Regulatory Services (formally Child Protective Services of the Texas Department of Human Services). For reporting: 1-800-252-5400.

   *Local or state law enforcement agency Sheriff 546-2280

   *El Paso Police (non-emergency) 564-6900

   ***Indicators which may lead to the suspicion of abuse may consist of, but are not limited to: bruises, burns, cuts, unusual marks, poor hygiene, fear of being touched, change of behaviors, extreme fatigue, withdrawal, unusual violent or sexually explicit drawings or acts, etc.

3. Any child displaying bruises, burns, cuts, unusual marks, and if abuse is suspected, should be examined by the campus nurse**. If the student refuses to be seen by the nurse, a report must be filed.**

4. Once the EMPLOYEE has made the report to the agency and the campus principal has been informed, you will receive verification of receipt on your report. A copy of this document should be submitted to the principal. Keep all documentation on such issues for a period of five years.

5. The campus principal will maintain a record of all reported child abuse/neglect and disposition of each case.

6. All reports and records are confidential and will not be released without proper documentation.

The person who has initiated contact with the student should use his/her own judgment when reporting incidents, but should not do any investigation themselves. The report to the principal will assure that there is follow-through by the appropriate agency. However, the person who first suspects, or hears of, the abuse must report the abuse to CPS.

The determination will be made by the Superintendent whether an investigation by the School District is necessary or appropriate on a case by case basis after consultation with DPRS or the appropriate law enforcement agency. Any investigation shall be conducted by the Superintendent or designee and, if appropriate, shall include the campus social worker.

Abuse/Neglect Investigation

1. Child Protective Service investigations may, by law, be conducted at school without the notification of parents.

2. Personnel, other than CPS personnel, are not required by statute to be present during the interview. CPS personnel may invite someone if, at the discretion of the worker, the child may feel more comfortable.

*It is the responsibility of the initiating person to make a report.

GEMS Employee Handbook Receipt
2020-2021

Name:_____

Subject/Grade Level:_____

Job Title:_____

I hereby acknowledge receipt of a copy of the 2020-2021 Garcia-Enriquez Middle School Campus Employee Handbook. I agree to read the handbook and abide by the standards, policies and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that this handbook does not supersede or take the place of District Board policies. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

_____ _____

Signature **Date**

Please sign, date and submit to the campus secretary by Friday, August 7, 2020.

Thank you and have an AWESOME year!!!