SAMBRANO ELEMENTARY

A Proud Community of Champions – Soaring to Excellence



Ernesto Seigel, Principal
Sandra Rico, Assistant Principal

2023-2024 Faculty and Staff Handbook

Sambrano Elementary A

Proud Community of Champions – Soaring to Excellence

2023-2024

Administrative Duties

Ernesto Seigel Principal	Sandra Rico Assistant Principal
ARD	ARD
CIP	CIP
Discipline	Discipline
Budget	PBIS
Board Reports	504
Technology	TST
Gifted and Talented	MAP Testing
SBDM	LPAC
Time Card Approval	Time Card Approval
Federal Programs	TELPAS
Campus Duty	Campus Duty
Facilities	Attendance
Parent Programs	Guest Teachers
Summer School	Summer School
SPED	Fire Drills/Lockdowns
PLC	PLC
Cafeteria Staff	Fixed Assets
Staff Development	Staff Development
Data	Data
Purchase Orders	Textbooks
Technology	T-TESS Evaluation
T-TESS Evaluation	

ABSENCES AND ATTENDANCE

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

*Call or text the administrators, between 6:00-6:30 a.m. on the day that you will be out or the day before. You may also call or text **before** 10:00 p.m.

Mr. Ernesto Seigel (915)204-5527
Mrs. Sandra Rico (915)920-8464

B. If you know in advance that you will be out on a day, please inform Mr. Seigel and Mrs. Rico once approved, inform Vanessa Mojarro during working hours to ensure you have a guest teacher in advance.

If you will be out more than one day, you must call administration each day no later than 3:00 p.m.

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

*All teachers are required to maintain a Guest Teacher Folder. This folder will be utilized by the guest teacher to conduct class. The following materials should be included:

1. Procedures for attendance, seating, etc.
2. Fire drill information
3. Class schedules/rosters
4. Lesson plans or assignments (general) for up to two days
5. General information about your classes
6. Hall pass procedures
7. Lock downs
8. Releasing of students

C. All employees are required to clock in. Submit a time correction form if for any reason, you fail to clock in or out. Turn in the form directly to Mrs. Rico. All employees must clock in and out at their designated times without exception.

D. Professional staff duty hours must be followed.

E. A**LL employees must use the TEAMS Employee Service Center absence reporting feature to report <u>all</u> absences.** It's the obligation of the employee to ensure their absences are entered onto the TEAMS Employee Service Center reporting feature as so

F. on as possible. All Employee Timecard Records must be approved/corrected by supervisors to ensure all absences have been entered. If leave is not correctly reported, the employee will not be reimbursed and employee records will not be revised or altered.

Ensure that you check your timecard records for accuracy. Submit all corrections to Mr. Seigel or Mrs. Rico.

Employees must attach all supporting documentation when reporting absences into TEAMS for all Professional Leave and Jury Duty Leave. Certification of Jury Service must be submitted to Payroll no later than the due date listed on the payroll calendar issued at the beginning of each school year, otherwise personal leave will be deducted. **Do not clock in/out for other employees. Doing so will result in disciplinary action.**

****Note:**

Jury Duty

Professional Employees will receive their daily compensation without loss of accumulated leave for a morning (8:00am to 11:30am) jury duty summons. Employees that receive an afternoon (12:00pm to 5:00pm) jury duty summons must report to work and will be released 1 ½ hours prior to their service time. Employees are required to submit an Absence from Duty form with a Certification of Jury Service (not to be confused with the summons for jury duty) and may keep any compensation they receive.

Para Professional Employees will receive their daily compensation without loss of accumulated leave for jury duty. Employees are required to submit an Absence from Duty form with a Certification of Jury Service (not to be confused with the summons for jury duty) and may keep any compensation they receive.

D. All faculty and staff requesting to leave early must fill out a "Request to Leave Early" form. Place the completed form in Mr. Rico box. All requests should be approved by Mr. Rico. All other requests will result in a half day absence.

E. All staff members **must** take a lunch break. **No Exceptions.**

F. **Clock in and out at the front office if you must leave the building during school hours so that the office can locate you in case of an emergency.**

ACCELERATED READER

The Accelerated Reader is a reading program that allows a student to take tests on the computer when they complete an Accelerated Reader Book. This program helps students grasp reading and serves to motivate many of them to increase their independent reading. Students will be expected to actively participate in the AR program.

ALL AR TESTS ARE TO BE TAKEN DURING THE SCHOOL INSTRUCTIONAL DAY ONLY. TESTS TAKEN AT HOME OR AFTER HOURS WILL NOT BE CONSIDERED FOR POINT AWARDING. AR will not be taken as a grade.

ADDRESS AND PHONE CHANGE

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

ANNOUNCEMENTS

Everyone is expected to listen attentively to all announcements. Ensure that the expectation for the pledge and moment of silence are in place.

ID BADGES

Faculty and staff must wear their ID badges. Remember that this is a safety initiative and everyone must comply.

CAMPUS CALENDAR

A master calendar will be kept in the office for all campus activities. All campus activities must be coordinated and approved by administration before the activity occurs and to be added to the calendar.

CAMPUS COMMITTEES

All teachers and staff are expected to serve on at least one committee. You have a choice to join any of the committees.

The committees include:
PBIS – Mr. Duran
Attendance – Ms. Rico
LPAC – Ms. Rico
Reading – Mrs. Jasso
Health/Wellness, HAC – Nurse, Coach Alba
Safety – Mr. Seigel
CIP - Mr. Seigel
TST – Mrs. Correa
GT- Garcia/ Vergara

The purpose and function of each committee will be reviewed during staff development at the beginning of the school year. Assignment will be made on a volunteer basis.

CAMPUS IMPROVEMENT PLAN (C.I.P)

The Site Based Decision Making Committee (S.B.D.M.) monitors the implementation of the C.I.P. Modifications to the C.I.P. should be made throughout the year as needed. All purchase order requests must reference the appropriate goal/objective in the CIP

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. For any maintenance needs, please complete a Custodial *Work Order* form and turn it in to Head Custodian. Classrooms should be kept clean, neat and doors and windows must be unobstructed. Please turn off all lights when room is not in use. Ensure that all windows are closed and secured at the end of the day.

CELL PHONES

All employees are expected to keep their cell phones on "silent" mode during their assigned work time. Periodic checking for calls, text messages and social media is strictly prohibited. Failure to adhere to this will result in verbal/written reprimand. Student's instructional time is invaluable. Employees who are not working directly with students should also keep their phones on "silent" mode during working hours. Cell phones must be silent or off during any professional development sessions, PLC's or campus meetings without exception.

CHILD ABUSE/NEGLECT

When faculty or staff suspect child abuse or neglect, or if a student tells you he/she is being abused or neglected, that person is required by law to report this to Child Protective Services (CPS). Administration, counselor, or nurse cannot make the report for you. If you need assistance prior to making a report, please contact the campus counselor. Once you have reported child abuse or neglect to CPS, please notify Mr. Seigel, Mrs. Rico and Mrs. Correa.

CLASS PARTIES

Observe the Regulations of Foods of Minimal Nutritional Value (FMNV).

CLASSROOM ENVIRONMENT

A clean and orderly classroom is conducive to learning. You are expected to keep a neat and orderly classroom. Instill pride in your students; have them assist you in maintaining your classroom. To assist the custodial staff with the cleaning of your classroom, do not leave objects on the floor. If you are dissatisfied with the cleanliness of your room, fill out a custodial work order. Briefly describe the problem and submit the form to the head custodian. These forms are used as documentation in the custodians' annual evaluation.

COMPUTER and LIBRARY TIME

Computer and Library time are scheduled during the teacher's conference time. The computer lab aide and Librarian is to ensure the students are on task and help identify the objectives in addition to providing the technical knowledge, support and resources. The teachers collaborate by designing appropriate activities. The computer lab aide will also be providing training to support the teachers in the implementation of school wide initiatives. Rescheduling may be necessary during these times. Teachers are encouraged to sign up during the extra slots if students need extra time for research.

CONFERENCE PERIOD

Teacher conference periods are times to prepare instructional materials, conduct parent conferences, meet with team members, meet with administrative staff, and attend to other school related responsibilities. It is not a time to conduct personal business.

COPY MACHINES

Teachers should receive their individual code for use of the copy machine from Vanessa. Ensure that the machines are well taken care of since they are an important asset to the school. Repairs are expensive. If you have any problems with the any of the machines, notify Vanessa. Copies may be made only during the regular work hours and up until the administrative or office staff are still on duty without exception. Please plan accordingly.

CRISIS MANAGEMENT PLAN

A copy of the campus Crisis Management Plan will be distributed. Please review the plan as it includes information regarding fire drills, the evacuation map, and various emergency procedures. Post a copy of the evacuation map in your classroom and review it with your students during the first week of school. Practice various drills with your students throughout the school year.

DAILY SCHEDULES

Post your teaching schedule outside your classroom and post it in the Google Classroom, no later than the first week of class. All classroom assistants, Monitors, and P.E. Coaches serve duty. Please make a note of your assigned duty station(s), time and dates. Be prompt in arriving at your duty station.

DISCIPLINE

SEISD utilizes 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 disciplinarian of the classroom, is responsible for maintaining classroom management and organization.

The following steps will help maintain 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 well-planned activities in progress always.
2. All members of the staff share in the responsibility for student conduct. Do not hesitate to correct any misconduct you may witness inside or outside the building.
3. All teachers should be prompt in reporting to their classrooms.
4. Teachers are **NOT** to leave the classroom unattended at any 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. Students will respond in a more positive manner if they feel everyone is being treated fair consistently.

It is strongly recommended that the parents be involved in matters concerning the student, positive as well as negative. To better assist you in the implementation and success of your discipline plan, we request that all teachers follow the procedures listed below:

1. Teachers are to develop a discipline plan aligned to our Positive Behavior Intervention System. **A copy of this plan needs to be submitted to Mr. Seigel, Mrs. Rico and Mrs. Correa no later than August 11, 2023**
2. All plans should be explained to students on the first day of class.
3. Parental contact must be made for positive behavior and students needing support.
4. An important part of the plan should be the reward system.
5. The plan should be visibly posted in your classroom.
6. All steps must be exhausted by the student and the teacher *PRIOR* to sending the student to the office. ***Parent contact is required–*** keep documentation of calls, letters mailed, letters sent home with student (get student and parent signature), request for parent meetings (individual or with Instructional Team), etc.
7. Once the student has exhausted all the steps and the parents have been notified, the teacher should then give a discipline referral to administrators for further action.

DO NOT SEND the student to the office with the referral; the referral needs to be entered in TEAMS. The administrator will call student out of class as soon as possible. Administrators are not always available to see students immediately, but students will be seen in a timely manner. For severe clause (danger to himself, teacher or other students; behavior that cannot be controlled by classroom teacher), please call the front office and security/administrator will be sent to remove the student.

Students may only be assigned Detention, In Suspension (ISS) by an administrator.

After campus-wide discipline consequences prove to be ineffective with a student, the administrators have the authority to recommend the student to an alternative setting. If the parent appeals the recommendation, then the campus appeal hearing officer will be the principal.

DOCUMENTATION

A. Keep **lesson plans** up to date and on top of your desk. **Ensure that you are storing them on the flash drive provided. Share your lesson plans with administration and the IS's via Eduphoria.**

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.

B. **Progress reports** communicate a student's strengths and/or academic concerns to parents. They will be distributed and collected the next day by the teacher. Submit signed, returned copies in alphabetical order to the registrar by Friday of the week issued. Every attempt must be made to have parents sign copy. These attempts need to be documented.

C. **Grades** must be entered by the teacher into the system as soon as possible (check with Zurisaday Mendoza, Registrar if you need help entering grades). Any grade changes must be submitted ASAP. *Teachers are required to maintain nine-week, semester, and end of the year averages in their grade book. **Teachers are responsible for entering grades at all times. Grade books will be reviewed by Mr. Seigel and Mrs. Rico to check that student learning is reflected and for accuracy.** ***A reminder that grades must be aligned within the grade level.***

DRESS CODE /APPEARANCE – FACULTY AND STAFF

Proper attire is a trait of our profession as we serve as role models for students. **Appropriate attire is a must!** Please exercise discretion in wearing short skirts and dresses (the length should be no more than 3 inches from the knee). Tights are not allowed unless they are worn with a long dress-like sweater or blouse. Tattered clothes, jeans, shorts, warm-ups, flip-flops, and similar forms of attire will not be allowed. Use comfortable shoes. If you are unsure check with administration for appropriateness. Professional blue jeans without holes/tattered may be worn on Fridays with a Sambrano shirt as part of school "Spirit Day" (no exceptions). **Tattoos must be covered. Tank tops, spaghetti strap or similar tops are never allowed.**

DUTY

Any employee who has assigned duty must report to duty on time. Active and adequate supervision is the best way to prevent students from misbehaving.

ENERGY CONSERVATION

Turn off lights, radios, etc. whenever you leave your room. Please turn off and disconnect computers, appliances, etc. when you will be gone for extended period of time. Keep blinds down; this helps keep the room cool. Teachers are not allowed to keep microwaves, coffee pots, mini refrigerators, etc. in their classrooms.

EMERGENCY LESSON PLANS

A folder with a set of lesson plans for at least three days must be in the guest teacher folder in case of an emergency. Lesson plans should include, but not be limited to, activities to be used as review lessons. Please update these lesson plans as needed.

FIELD TRIPS

All field trips must be approved by Mr. Seigel at least 1 month in advance. Field trip requests must be accompanied with a copy of the lesson plan that shows how it aligns instructionally. Because of the limited availability of buses within our district, any and all field trips must be scheduled between 8:30 a.m. and 1:15 p.m. No trips will be approved after April. Field trips must be instructional in nature. All students will be allowed to participate. No student will be excluded for disciplinary reasons. Remember to secure signed permission slips from each student before allowing students to board the bus. Take your class roster, including student phone numbers, with you on the trip to keep account for each student and make emergency contacts if necessary. ***Teachers*** must notify the cafeteria manager two weeks in advance. **Check with the nurse** if you have any students
requiring medication or who may have special needs. You are to return to the campus no later than 1:30 p.m.

FIRE DRILLS AND FIRE PREVENTION

Fire drill evacuation maps may be picked up from the office 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.
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 and secured.
2. Turn off all lights.
3. Classroom doors should be closed but will remain unlocked.
4. Exit in an orderly and quiet manner.
5. Teacher must remain with class always.
6. Ensure that you take your Red Bag with you.

FOR LOCKDOWN PROCEDURES PLEASE REFER TO THE INSERT & POSTER DETAILING SPECIFIC ACTIONS (INCLUDED IN HANDBOOK)

FIXED ASSETS

Fixed assets are the non-consumable items in your room such as furniture and AV equipment. You are responsible for the fixed assets inventory in your classroom. Mrs. Rico will go over the inventory with you to ensure accuracy. **These items are not to be moved from room to room by anyone w/o permission.** See an administrator if you need furniture moved.

FUNDRAISING

Fundraising should be for improving campus needs. The principal must approve all fund-raising activities at least one month prior to the fundraiser. Fundraising for personal use is not allowed. All monies collected must be turned in to Vanessa daily, and you must receive a receipt for all money deposited.

GRADE BOOKS and GRADING

Teachers are to record at least 2 grades per week (3 for Reading) for each subject with the exception of fine arts where one grade a week is sufficient. Documentation in the grade book must include the objective/TEKS the assignment addressed, date of the assignment and when appropriate, the page number. Indicate the type of assignment (test, class work, or quiz). **Assignments graded for entry in grade book are to be uniform (Same assignment will be entered in grade book per grade level)**

Re-teaching must be evident in the grade book documentation. Re-teaching is required when students receive a 70% or below on an assignment. See Mrs. Zurisaday Mendoza or a fellow colleague on how to enter grades where re-teaching took place.

AR is not to be included as part of the student's grade.

INSTRUCTIONAL ACCOMMODATIONS/MODIFICATIONS FOR SPECIAL EDUCATION

In serving Special Education students, certain accommodations/modifications will be required. The Special Education teachers will send accommodation/modification recommendations to the regular classroom teachers. The law requires that teachers comply with a student's Individualized Educational Plan (IEP). Please feel free to ask for assistance in your lesson modifications/accommodations.

I want to remind you that Senate Bill 1259 requires that the teacher participating in the ARD meeting must be responsible for implementing a portion of the student's IEP. Please be prepared to attend ARDs for your student Tuesdays and/or Thursday

GUEST SPEAKERS, VISITORS, AND PARENTS

All visitors, guest speakers, and parents must sign in at the front office and obtain a ***Visitor's Pass*** before going to your room. Be alert to individuals without badges, and refer these individuals to the office immediately.

HOMEWORK

The time a typical student spends on homework each evening should be reasonable.
Students must read for 20-30 minutes

- Kinder- 10 minutes PRACTICE
- 1st Grade – 10 minutes PRACTICE
- 2nd Grade – 20 minutes PRACTICE
  *Grade level aligned

HOMEWORK PURPOSE AND OBJECTIVES: A reasonable amount of study and preparation is necessary to the scholastic growth of students.

HOMEWORK PURPOSE AND OBJECTIVES: Homework is an integral part of the learning process to support, enrich, or reinforce topics covered in class. Students shall be able to see the purpose of homework and clearly understand assignments. Homework should be purposeful and should satisfy at least one of the following objectives:

1. To provide a drill that helps the student practice the basic skills of a subject.
2. To give students practice and extension of concepts learned in class.
3. To extend learning beyond the material that can be covered in class.
4. To develop effective study methods.
5. To help the student prepare for classroom work.

Recording grades for homework is not acceptable. Grade only what the student completes in class unless it is a home project.

CAMPUS PLAN: A consistent plan for homework assignments will be developed on each school campus. A detailed explanation of the plan will be provided to parents during the fall open house meetings. The plan may be developed and geared towards specific grade level or departmental facets of instructions.

HOMEWORK RESPONSIBILITIES: TEACHERS, STUDENTS, PARENTS, PRINCIPAL: The teacher's responsibility is to assign effective, well-planned homework assignments that aid the student in the mastery of the course essential elements. This includes providing the student with ample notice of impending homework assignments. Every effort should be made to ensure that the student understand the work assignments to be done. Homework should not, under any circumstances, be assigned as punishment. (Ex: Writing Sentences/numbers or copying from dictionary)

INCLEMENT WEATHER

Students will remain in the indoors during extreme weather conditions. Teachers will be notified as early as possible.

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/supervisor 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 Personnel Office to be given to the school nurse. The nurse will finalize the status of the release and allow the employee to return to work.

KEYS

All faculty members are assigned a classroom key. All keys must be turned in at the end of the school year. Lost keys will be replaced at the expense of the teacher/staff member. The school secretary will issue keys. Under no circumstances are keys to be in the hands of the students. Please notify an administrator immediately if you lose your keys. A replacement fee will be charged if a key is lost and a fee will be charged for the service call 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 only with administrative approval.

LAMINATING MACHINE

Laminating will be done by our campus volunteers and monitors daily. Requests must be submitted in the monitor's box in advance. Lack of planning does not constitute an emergency.

LEAVING SCHOOL DURING the DAY

Students-Students are not to be released from the classroom without prior approval from the office staff or administrators. It is the office staff's responsibility to check and verify parents'/ guardians' ID before they pick up their children from the classroom. **At no time should you allow a student to leave your classroom without office clearance.** The parents must present to you a signed pass that indicates they are cleared to pick up the child.

LIBRARY RULES

1. Please be prompt or library time will be shortened or canceled.
2. Do not send students during the day, there will be other classes in the library.
3. If you are planning a meeting or event, please talk to the librarian in advance.

LUNCH

Teachers need to escort their class to the cafeteria. All teachers will pick up their students on time in the designated areas after lunch. **Ensure that students are picked up on time.**

NURSE'S OFFICE PROCEDURES

Any student who is injured, appears to be ill, or needs to take medication should be sent to the nurse's office with a pass from the teacher or P.E. coach indicating the situation with the student. After the student is examined, he/she will be sent back to class with a signed nurse's pass indicating treatment.

If a child needs to go home, the nurse will notify his/her parents/ legal guardian or individuals listed in the emergency consent form. **Anyone who will pick up a child must go the office for *Student Release Form***. Proper identification must be shown when taking out a student from school. The parent will be asked to stop by the classroom to inform the teacher about the early release.

If the nurse is not in the office, the student should go to the office to wait. If there is an emergency and the nurse is not available the office will call the other campuses to request another nurse.

PARENT CONFERENCES

Our district has scheduled two district-wide Parent-Teacher Conference Days for the school year. In addition to these two days, faculty and staff are expected to maintain a positive, on-going line of communication with their parents always to ensure the highest degree of cooperation and working relationships with our students' parents. **Teachers will document all parent contacts.**

PARKING

All faculty and staff should have a hanging decal on their vehicle that is visible always. Should you need an additional or replacement decal, the cost is $10. Please do not park in VISITOR parking slots.

PROFESSIONAL LEARNING COMMUNITIES and EXPECTATIONS

Faculty will be meeting weekly to discuss ways to improve student achievement as per districts focus. Attendance and participation is mandatory. Willingness to participate and commitment to our profession are expected on campus, in the district and all professional development sessions. Everyone is expected to be on time without exception. Failure to report on time may result in disciplinary action. Expect district personnel to be in attendance occasionally. Meetings will take place in Room 114.

PURCHASE ORDERS (P.O PROCEDURES)

Funds will be used to purchase instructional materials and supplies. To order materials, please complete an electronic purchase order request. Return the completed form to Vanessa for Mr. Seigel's approval, along with a copy of the appropriate catalog page and do not forget shipping and handling if needed. You will also need to include a brief statement of the purpose, room number, CIP and DIP.

REPORT CARDS

Please ensure that you have marked the end of each nine-week period on your calendars for the year. Nine weeks' grades are due to Mrs. Zurisaday Mendoza registrar. Mrs. Zurisaday Mendoza will be providing Mr. Seigel and Mrs. Rico a printout of your final grading reports and failure reports. (Communication is key)

REQUEST FOR STUDENT INFORMATION

If you receive a request for information on a student, please notify the office. Because of the Family Educational Rights and Privacy Act (FERPA), we need to be very careful to whom we give information.

RETENTION

3 and 6-week progress reports will be issued on a regular basis. You will need to document all communication regarding the progress of students who are not performing at grade level. Communication should occur between parents and the teacher(s) and should also involve support personnel as needed (counselor, special education teacher, the administrative team).

Final recommendations for retention need to be approved by administration. Documentation includes copies of progress reports, notes sent to parent, copies of referrals to the counselor or ongoing interventions and notes from phone calls and parent conferences. A student should have been recommended and serviced through TST if being considered for retention.

STUDENT ATTENDANCE and MAKE-UP WORK

Attendance should be taken as soon as possible in the morning. Please make sure that absences and tardiness are recorded daily. Attendance must be reported by **9:00 a.m. daily**. Be sure to report any mistakes on the attendance reports.

Teachers who establish a pattern of failure to enter attendance may be subject to disciplinary action.

SAFETY PROCEDURES

- Keep door windows **uncovered.**
- Do not stand on chairs, desks, or tables, or allow students to do so.
- Watch for spills, objects on floor, extension cords, etc.
- Do not leave students unattended.
- Report dangerous situations to the office.
- Ask for help when lifting or moving heavy objects.

SCHEDULES

Daily class schedules must be posted in the classroom next to your door. The District has designated minutes per content areas.

SEXUAL HARRASSMENT

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.

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 the 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 Human Resource Director
P.O. Box 920
San Elizario, TX 79849
915-872-3900

Policy reference: SEISD, Policy DHC (L)

SITE BASE MEETINGS

Site Based Decision Making meetings will be held throughout the year and these meetings may also be coordinated with grade level meetings. These meetings are always open to all faculty and staff. Everyone is invited and encouraged to attend.

STUDENT CUMULATIVE FOLDERS

Review your student files as needed. Files must be checked out by the Registrar. Mrs. Zurisaday Mendoza will have a sign-in sheet and sign-out sheet available. Please ensure that all information is returned to the cumulative folders.

STUDENT PICK UP

All teachers are expected to take their students to their designated class (PE/Library/Lunch/Buses) on time and equally expected to pick them up on time.

SUPPLIES/COPIES REQUEST

You may request supplies from Vanessa by filling out a form one week in advance. The same applies to copies. Copies made by the parent volunteers will only be considered if they are for the entire grade level. It is the teacher's responsibility to make their own copies. Plan and make your requests on time. Use your paper wisely.

TEACHER MAILBOXES AND EMAIL

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 daily (throughout the school day) 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.

Email must be checked first thing in the morning, during your conference/lunch and most importantly prior to leaving for the day. If you have problems accessing your e-mail, please contact the district help desk at ext.. 3489

Everyone will be held accountable for any and all information communicated via email without exception.

E-MAIL

Electronic Communication and Data Management *CQ(Regulation)*

INDIVIDUAL USER RESPONSIBILITIES

ON-LINE CONDUCT

The following standards will apply to all users of the District's electronic information/communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.

2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.

3. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening,

harassing, damaging to another's reputation, or illegal.

4. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

5. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.

6. System users may not waste District resources related to the electronic communications system.

7. System users may not gain unauthorized access to resources or information.

Please be advised that there is no expectation of privacy with regard to district

TEACHER SUPPORT TEAM (T.S.T.) PROCEDURES

The Teacher Support Team (T.S.T.) is a campus-based group which addresses the learning and behavioral needs of a diverse student population who may be exhibiting difficulty with school curriculum or school environment. Its goal is to meet the needs of students in the general education classroom environment through effective interventions and strategies. The TST will utilize RTI (Response To Intervention) whose primary goal is to meet the need of students in our general education program so that we will work together to develop a system of intervention that will aid the student in achieving success. Fidelity of the interventions assigned are required and must be documented. Be prepared to provide documentation for all TST meetings.

TEACHER WORKROOM

The workrooms are available for use by all school employees. Please share the responsibility for keeping them neat, clean, and as inviting as possible. In addition, the teacher's lounge and teacher workroom is off limits to students always. Copiers, laminating machine, and stencil cutters are also off limits to students.

TECHNOLOGY SERVICES (ext. 3489)

The district has implemented a **helpdesk at ext. 3489 or helpdesk@seisd.net**
If you have a technology problem, call the helpdesk. They will connect you to a district technician who will try to walk you through your problem if possible. If not, they will send a technician to your classroom.

TELEPHONE

A telephone has been provided for your use in making local calls. If you need to make a long-distance phone call, contact an administrator for approval. Teachers are expected to make parent contacts to maintain a good relationship between the school and the home (keep logs). Students may **only** use the classroom phone for justified instructional purposes or in the case of an emergency and while the teacher is directly supervising the phone call.

The classroom teacher is responsible for monitoring proper use of the classroom telephone by students to avoid 911 calls placed by mistake.

TEXTBOOKS

Mrs. Rico oversees textbooks. Teachers are to submit textbook requests to her as soon as possible. Teachers are required to record and maintain a list of the books' numbers and the names of the students they are issued to. The district is mandated by the state to account for every textbook issued to our students.
Textbook checks are to be conducted at the end of each nine-week grading period and all lost or found textbooks as well as damaged books must be reported to Mrs. Rico immediately so that accurate records are kept. A ***Textbook Inventory Sheet*** will be provided for your use to control your inventory of textbooks.

- All textbooks have been tagged with barcodes, unless they are consumables. Barcodes are located on the top right-hand corner or on the back of the book. It is your responsibility to ensure that these barcodes are not removed from inventory of textbooks.
- Do not mark the textbook in any way.

PROGRESS REPORTS

Ensure that you have marked the grading periods in your calendar. All progress and 9 week reports must go out on time.

MEDIA CARTS

The use of media equipment must be tied to instructional objectives and approved. Send an email with the TEKS and the instructional objectives. Emails must be sent for approval at least 2 weeks prior to the event. The use of these materials must be reflected in your lesson plans. Please do not allow students to haul any type of media equipment at any time.

VOLUNTEERS

Every effort will be made to recruit and retain parent and community volunteers.

WALK-THROUGHS (CAMPUS AND DISTRICT)

Mr. Seigel, Mrs. Rico campus and district staff will conduct informal classroom visits and walk-throughs throughout the year in an effort to work with the faculty and staff to help improve and enhance the quality of the instructional programs and most importantly student learning.

ACKNOWLEDGEMENT

I hereby acknowledge receipt of a copy of the 2023-2024 Josefa L. Sambrano Faculty Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Printed Name: _____

Signature: _____

Date: _____

This handbook is in addition to the district Employee Handbook. State, Board, and District Policies will be adhered.