

Fabens Elementary School Employee Handbook

“Where Excellence Begins”



2023-2024

Fabens Elementary
2023 - 2024
Faculty & Staff Handbook

Where Excellence Begins
Learning, Growing, Succeeding Together



Veronica Brashear, Principal	Margarita Blancas, Secretary
Jessica Yildirim, Assistant Principal	Pat Solis, Budget
Maria Contreras, Counselor	Vacant, Attendance
Maria Serrano, Counselor	
Pam Cano, Nurse	

ABSENCES AND ATTENDANCE

A. *For Planned/Scheduled absences please adhere to the following details below:*

*Enter in your absence on Frontline as soon as you know you need to be out. After you have entered your absence, please notify Ms. Solis. If you know ahead of time you will be out please email, call, or text one of your administrators.

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

*All teachers are to have emergency lesson plans ready in case of an emergency.

For Unplanned Absences: We understand that on rare occasions you may have an emergency or become ill during the night. If you see you need to be absent on that same day. First enter your absence on Frontline then call/text Mrs. Brashear, Principal (915-630-3657) and Ms. Yildirim, Asst. Principal (915-216-8498) between 5:30-7:00 a.m. or before 9:00 p.m. Ms. Solis will then check for a sub once she starts her working day.

All personal days must be pre-approved, in writing/email, by an administrator at least 5 days in advance. Mrs. Brashear, Principal (915-630-3657) and Mrs. Yildirim, Asst. Principal (915-216-8498).

B. Jury Duty verification must be turned in to office personnel no later than the end of the first day back.

C. Professional staff duty hours are 7:45 am until 3:45 pm. Employees who arrive more than one hour late or leave more than one hour early will be charged with a half-day absence.

D. ALL employees must swipe in and out daily. Don't ask anyone to swipe for you, as this could be grounds for dismissal. If you forget to swipe for any reason, please notify Ms. Solis and Admin via email as soon as possible.

ALL employees must use the Frontline Employee Service Center absence reporting feature to report all absences. It is the obligation of the employee to ensure their absences are entered into the Frontline Employee Service Center reporting feature as soon as possible and no later than 5 calendar days after the day the employee was absent. All Employee Timecard Records must be approved/corrected by supervisors to ensure all absences have been entered.

E. All staff members **must** take a lunch break. Exceptions must be approved by the Principal or Assistant Principal.

F. Sign 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.

NOTE: Although sick days are provided by the state and district, these days should not be abused. The classroom teacher delivers the best instruction.

ANNOUNCEMENTS

Announcements will be made over the PA system 7:55-8:00 each morning. Afternoon announcements will be made by Mrs. Contreras, the school counselor, and she will develop a daily announcement schedule for the year.

ARRIVAL/DEPARTURE/DUTY TIMES

All professional staff are required to swipe in/out daily. Students are to be picked up at 7:45 a.m. Students are dismissed at 3:30 p.m. The teachers' workday begins at 7:45 a.m. and ends at 3:45 p.m. Late arrivals due to planned circumstances such as doctor's appointments must be pre-approved. As professionals, we must be here on time every day. We set an example for our students. Once you clock in please pick up your students, class instruction begins at 8:00 a.m.

Student Tardies- Student tardies are handled by the classroom teacher. Teachers must keep a record of tardies. Tardies will normally be unexcused; however, administrators may use their judgment to excuse a tardy. Excessive tardies will be handled on a case-by-case basis to include in-person parent conferences and support for families as needed. Teachers may reach out to CIS and AP for assistance regarding excessive absences.

AWARDS- Would like to have every Nine Week

Honor Roll A	1-3 (Students must have "A's" in all subjects every Nine Weeks)
Honor A-B	1-3 (Students must have "A&B's" every Nine Weeks)
Most Improved	Most improved in an academic subject in Reading/Math will be given in the classroom (K-3)
Attendance	

AWARDS-END-OF-YEAR

An awards assembly will be held at the end of the year for all grade levels. A memo will be sent out in late April for EOY Awards.

BAD WEATHER /INCLEMENT WEATHER

During inclement weather students **do not** have recess and everyone (teachers & students) have a 30-minute lunch. On these days teachers may leave, once their students are picked up in the afternoon.

BILINGUAL EDUCATION

All bilingual students are instructed in English & Spanish with alternating days. See our Dual Language Handbook

BUILDING CARE AND USE

Please show pride in our campus and respect for school property. We set an example for our students by caring for the building.

All instructional areas need to be clean and free of clutter. To conserve energy please turn the lights off when you are not in your classroom. (Keep your classroom tidy and organized). Also please turn off Promethean Boards.

BUSINESS OFFICE

All money collected in the name of the school must be deposited with the building secretary for proper receipt of the funds. **Under no circumstances should money be left in the classrooms.** Please request a check using the proper form for use of the money that was collected.

District policy prohibits ordering materials prior to filling out a purchase requisition form. All requisitions must have the approval and coding from the campus administration. No requisitions will be approved before **September 1 or after April 15**. Any staff member who fails to follow this policy will be held responsible for the purchase of the item(s) ordered.

CLASSROOMS

Please do not leave your classroom unsupervised. If you must leave your room, please ask another teacher to stay in the room with your class. It is expected that students will be supervised at all times in hallways, cafeteria, during transitions such as, before and after lunch, P.E., counseling, special programs, and before and after school.

Please do not leave money or valuables in your classroom. Please turn off your computers & Promethean at the end of the day. Please have students tidy up their work areas and if possible, stack or place chairs on desks. Classroom doors should be locked at all times.

CAFETERIA

Our cafeteria manager is Mrs. Alicia Trejo. Please escort their students to their assigned playground area. At the end of the lunch period, teachers are to meet their class at the designated point and escort them back to class. All PK-3 grade teachers will have 40 minutes for lunch. A copy of the monthly menu will be provided for students and teachers. Ensuring students' safety is your primary duty. Teach students the procedures to walk to and from the cafeteria.

CELL PHONES Please be professional with your cell phone use.

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). The administration, counselor or nurse cannot make the report for you. If you need assistance prior to making a report, please contact the campus counselors. Once you have reported child abuse or neglect to CPS, please email Mrs. Brashear and Ms. Yildirim.

CONFERENCE/ PREPARATION PERIOD

Each classroom teacher is entitled to at least 450 minutes within each two-week period for instructional preparation including parent-teacher conferences, evaluation of students' homework and planning. Please document all conferences with parents. Administration will attend conferences at the request of the teacher or parent. Please do not schedule parent conferences during designated PLC days.

DISCIPLINE (Code of Conduct) PBIS

Mrs. Brashear, and Assistant Principal, Ms. Yildirim have the responsibility of handling discipline above the PBIS classroom management plan. Ms. Serrano and Ms. Contreras will receive the discipline referral first to see if it merits administrative action based on PBIS protocols. A copy of your classroom management plan/classroom expectations is to be sent to all parents for parent signature.

Lunch detention and after-school detention are to be assigned **ONLY** by the administrators. Please do not send students to recess with consequences, ie. Seating next to the door or outside during recess time. We are all responsible for promoting a safe and orderly school environment.

COUNSELING SERVICES

Ms. Contreras and Ms. Serrano will be holding counseling for all classrooms. Their goal this year is to be able to work with individual students as well as group sessions. Please make them aware of any special student needs you might have. Please fill out a referral for a student you have concerns about.

DRESS CODE (Professional)

Teachers are reminded that we serve as role models to the students, parents, and community of Fabens. Dress professionally for all meetings and remember you are dressing for success. See the District Employee Handbook for more details. **Jeans are only allowed on Fridays and/or certain events with Spirit shirts.**

DUTY Any employee who has assigned duty *must report to duty on time.* Active and adequate supervision is the best way to ensure student safety.

EMAILS

Email is our main source of communication. Please check your email once in the morning, during your conference, and before you leave. (Follow district guidelines in using Emails)

FACULTY MEETINGS

Faculty meetings will be scheduled by Mrs. Brashear. These meetings will go beyond our 3:45 clock out time. You will be notified in advance so you can plan accordingly. Attendance is mandatory.

EVALUATIONS

Evaluations are done yearly and will be recorded. TTESS evaluations will be handled by the Principal and Assistant Principal. Walk-throughs will be conducted regularly. See District Policy

FIELD TRIPS

We will make every effort to budget for a field trip for each level.

Parent permission slips must be sent home, signed by the parent, and returned to the teacher before students will be allowed to leave the campus. Requests for sack lunches must be made a **minimum** of 3 weeks in advance. All field trip forms **must** be completed 4 weeks prior to the trip and approved by the Principal (lesson plans, bus trip request, field trip request, and a list of students must accompany all trip requests). **One field trip per grade level.**

All students will attend the field trip, unless a parent has reservations on the field trip. The principal is the **ONLY** one who can make the decision if a student will **NOT** attend a field trip, due to behavior or grades. Please see Mrs. Brashear three weeks prior to the field trip if you have this situation. **DO NOT** wait until the day before or the morning of to notify the child and/or the parent. Communication is the key in everything we do.

FIRE DRILL

We will have at least 1 safety drill per month. We will use the Raptor Alert system and district safety protocols. Please take your roster or raptor app with you during drills.

FURNITURE

All requests to add, delete, or change furniture are to be made in writing/email to Ms. Yildirim.

1. Nothing is to be glued to Promethean, woodwork, or painted walls.
2. Do not tape anything to the Promethean. Tape damages the writing surface of the Promethean.

FUNDRAISERS

The principals will oversee all fundraisers. You CANNOT have any type of individual fundraising unless approved by Mrs. Brashear or Mrs. Yildirim. See District Handbook

GRADES

Teachers are to keep all grades on the Frontline. Grades must reflect the entire nine weeks and there must be at least two grades per week, per student, per core content.

Grades will be input weekly, do not wait until grades are due to input grades. Consult parents early on if a student is failing. Please don't surprise them. Progress reports and Report cards are issued as stated on the district calendar. **Progress Reports/ Report Cards** Follow the District calendar. Report cards are issued every 9 weeks and will be sent home.

HOURS ON DUTY

All teachers are on duty from 7:45 am - 3:45 pm. In the event there is training or a meeting, teachers are required to remain on duty until the event is over.

If an employee is going to be late, please notify the Office. The regular duty day for teachers ends in the afternoon after classes have been dismissed and all instructional, housekeeping and other duties have been completed by 3:45 pm. In addition, if you have students who you are tutoring, please make sure they leave or are in the office before you leave for the day.

I.D. BADGES

All personnel must wear their I.D. badges daily. Contact Mr. Perez, Technology/Security Department, to arrange an appointment to obtain an I.D. badge. Faculty and staff must wear their ID badges at all times. Remember that this is a safety initiative.

INJURIES TO STUDENTS

Report all injuries to the nurse IMMEDIATELY, by notifying the office.

INJURIES TO FACULTY/STAFF

Report all injuries and fill out an "On the Job Injury" report with Ms. Pat Solis. Once it's filled, an administrator completes the form.

KEYS

The entire campus is being re-keyed. School keys may not be duplicated. Do not allow students to use your keys. Keys must be turned in at the end of the school year. A replacement cost will be charged for each lost key. Report lost keys to administration immediately!

LESSON PLANS

Make plans weekly, at least one week in advance. “Failing to plan is planning to fail.” Classroom teachers please make sure you leave lesson plans in a “Sub Folder” where they can easily find them. Also please include a copy of your schedule and any other important information the Sub may need to know such as special accommodations for students.

LIBRARY

Note, the Library is part of the Special Program A/B schedule.

LINING UP (Morning/Lunch)

Classes will line up in designated areas. Students are to be picked up at 7:45 in the morning and at the end of a 40-minute lunch. Follow PBIS procedures.

LUNCH TIME

Teachers and staff will enjoy a 40-minute lunch period. Teachers are to meet their class at the designated place promptly at the appropriate time to be in their classroom ready to resume instruction at the conclusion of the lunch period. Lunch Time will be reduced to a 30-minute lunch on inclement weather day.

MATERIALS AND SUPPLIES

Each student will receive supplies, please don't ask parents to purchase anything. These will be given out by the office staff. For classroom supplies, please let Ms. Solis know what supplies you need.

NURSE

Ms. Cano, the School Nurse, is available from 7:45 a.m.- 3:45 p.m. to receive students. Students must have a pass to go to the nurse. In an emergency, send the student to the office with a completed “Notice to Nurse” slip and the office staff will handle the problem during the nurse's absence.

PARTIES

All students are entitled to three parties during the school year. The campus will decide when to hold these three celebrations. These celebrations are not to exceed one hour including clean-up time. No other celebrations will be allowed during the instructional day. Rooms should be left clean after parties.

For student birthdays, items parents bring may be served at 3:15.

PARENTAL INVOLVEMENT

Our goal is to get more parents involved in their children's education. The campus will host several events inviting parents, students and community members to participate.

PHONE CALLS - CLASS DOJO

Parent communication is encouraged. Class Dojo is a great way to document communication. Please document all communication with parents.

PHYSICAL EDUCATION

According to State law, every student must take physical education. If a student is physically unable to take P.E., he/she must obtain a note from a doctor. In case of an emergency, a student may bring a note from one of his/her parents and can be excused temporarily for up to three (3) days. These parent excuses should be sent on to the P.E. teacher except for those you feel the school nurse should investigate; for example, those for longer than the three-day limit or students who frequently bring parent notes excusing them from P.E. All doctor requests will be sent to the school nurse who will make a copy for the P.E. teacher, then file the note. P.E. teachers should keep the parents' request on file, as well as the doctor's requests. Students excused from P.E. will report with an assignment to P.E. The coaches will ensure students have supervision. P.E. teachers cannot penalize students during these times. Everyone will walk their class to P.E. and pick them up at the appropriate time, don't be late.

SAFETY

All employees are encouraged to practice sound safety practices. Student safety is everyone's responsibility. Any accident occurring on the campus must be reported immediately to the school nurse. This applies to employees, students, and visitors. Follow District Safety protocols.

SEATING CHARTS

These are very important for the substitute teacher when you are absent. Keep one with your lesson plans. If you serve groups of students, then please make sure each seating chart is clearly labeled for each different group of students you teach during the school day.

SEXUAL HARASSMENT

Report sexual harassment immediately to the principal. Refer to District Policy.

SPECIAL EDUCATION REFERRALS

If a parent requests a Special Education referral for their child, we still need to go through the MTSS Committee. Notify the committee and the committee will notify Mrs. Brashear or Ms. Yildirim. Teachers are not to ask parents to request Special Ed. referrals, please follow our campus direction by following the MTSS Committee.

STAYING AFTER SCHOOL

Parents must be notified 24 hours in advance if you are planning an after-school activity.

STUDENT RELEASE

*Do not release any student from class to ANYONE without oral or written communication from the office (intercom). After school, parents must pick up students in designated areas.

*Students must return a signed "Parent Permission Form" to leave campus for any field trip.

SUBSTITUTES

Substitute teachers should be provided with a lesson plan, seating chart(s), class and teaching schedule, fire drill information, special education student information, and any other pertinent information that the substitute would need to carry on your teaching responsibilities. Please make your lesson plans detailed enough that effective teaching can take place. If the substitute teacher's performance is poor or exceptionally good, please notify Mrs. Brashear or Ms. Yildirim.

TESTING

Ms. Yildirim will be our campus testing coordinator. She will be responsible for all standardized student testing on our campus.

VIDEO-TAPING STUDENTS

Don't post any photos of students without their permission. See Ms. Brashear or Ms. Yildirim.

VIDEOS/MOVIES AS REWARDS

Classes are not to be grouped for any type of movie viewing without prior permission from Ms. Brashear. In addition, videos are for instructional purposes only and any viewing needs prior approval by Ms. Brashear or Ms. Yildirim.