**SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

# FRED BOOTH ELEMENTARY

705 Zaragosa, San Benito, Texas 78586
(956) 361-6860 Fax: (956) 361-6868




San Benito CISD

## MISSION STATEMENT

The mission of the San Benito CISD is to provide a quality education for all students, through a positive and safe learning environment, so that its graduates are college, career, and workforce ready.

## VISION STATEMENT

The vision of San Benito CISD is to be the gold standard in all areas of public education.

## 2023-2024

Revised 7/20/23

## Campus Administration

| | |
|---|---|
| Gabrielle Ocumarez | Principal |
| Julius Pardo | Assistant Principal |

**Counselor**
Mario Flores

**RTI Teacher**
Melissa A. Gonzalez

**Nurse**
Daisy Hernandez

**Librarian**
Allison Mendoza — Technology Rep.

**Office Staff**
Mindi Montelongo — Principal's Secretary
Leanne Longoria — P.E.I.M.S.

**Security**
Ruby Olivarez — Police officer

**Parent Specialist**
Eufemia Salomón - García — F.A.C.E. Program

# Fred Booth Elementary

## Teachers

| | |
|---|---|
| Judy Arguelles | Pre-K 3 |
| Christopher Lanoy | Pre-Kinder 4 |
| Miranda Vallejo | Pre-Kinder 4 |
| Jose Fonseca | Pre-Kinder 4 |
| Monica Ramirez | Kinder |
| Ada Anzaldua | Kinder |
| Maria Esquivel | Kinder |
| Anahí Domínguez | 1st |
| Zahira Méndez | 1st |
| Gloria Cruz | 1st |
| Laurie Mendoza-Guajardo | 2nd |
| Laura Vallejo | 2nd |
| Mónica González | 2nd |
| Sandra García | 3rd |
| Criselda Parra-Gonzales | 3rd |
| Claina González | 3rd |
| Fabiola Herrera | 4th |
| Alberto Mosqueda | 4th |
| Kassandra Hernandez | 4th |
| Rozanne Diaz | 5th |
| Rebecca Hernandez | 5th |
| Leisel Villarreal | 5th |
| Laura Frausto | ACU |
| Kassandra Barrientos | Special Services |
| Malerie Ramos | Special Services |
| Natalie Montez | Fine Arts |
| Alejandro Garza | P. E. |

# Global Leadership Academy

## Teachers

| | |
|---|---|
| Daisy Bujanos | Pre-K 3 & Pre-K 4 |
| Ruth Portillo | Kinder & 1st |
| Evelyn Rosales | 2nd & 3rd |
| Samantha Solis | 4th & 5th |

## Teacher Assistants

| | |
|---|---|
| Vacancy | Pre-K 3 |
| Vacancy | Kinder |
| Jennifer De León | Resource |
| Víctor Vela | Pre-K |
| Celsa Rodríguez | Pre-K |
| Nora Trevino | Kinder |
| Sandra Hernández | Pre-K |
| Issa Galván | Kinder |
| Brandon Vásquez | ACU |
| Rosalinda Ortega | ACU |
| Gracie García | P. E. |
| Diane Martínez | Computer Lab |

## Custodians

| | |
|---|---|
| Norma Tamez | Head Custodian |
| Juan Pérez | |
| Felipa Guerrero | |

## Food Service

| | |
|---|---|
| Sonia M. Torres | Manager |
| Maricela Gámez | |
| Laura E. Sauceda | |
| Ana K. Guajardo | |

## About our school

Students at Fred Booth Elementary will achieve continuing excellence within a safe, respectful, and inviting learning environment. In collaboration with parents and community we shall ensure that each child will experience optimal social, emotional, academic, and physical success through a challenging and progressive child-centered educational program.

## Campus Vision Statement

Fred Booth Elementary will be a high-achieving school that sets students on the path to a university education.

## Campus Mission Statement

Fred Booth Elementary School will promote educational excellence and provide a quality education that encourages students to be confident, knowledgeable, responsible, college, career, and workforce ready.

## Campus Motto

*"If you believe it, you can achieve it!"*

The San Benito Consolidated Independent School district does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

## CODE OF ETHICS

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

## ENFORCEABLE STANDARDS

### (1) Professional Ethical Conduct, Practices and Performance.

(A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

(B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

(C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

(E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

(F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

(G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

(H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

(J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

(K) Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

(L) Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

(M) Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

**(2) Ethical Conduct toward Professional Colleagues.**

(A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

(C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

(D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

(E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

(F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

(G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.



**(3) Ethical Conduct toward Students.**

(A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

(C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

(D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

(E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

(F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

(G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

(H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

(I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

(i) the nature, purpose, timing, and amount of the communication.

(ii) the subject matter of the communication.

(iii) whether the communication was made openly, or the educator attempted to conceal the communication.

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship.

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## EMPLOYEE DISCIPLINE AND SOCIAL MEDIA

A district can take disciplinary action against an employee as a result of speech on the job or off-duty. (Social Media – Facebook, Messenger, Twitter, Chatrooms, Instagram, etc.) On the job, you are a public citizen and off-duty, you reflect your workplace. You are held to a higher social media standard.

Employees should never use school resources for political advertising or political gain and political activities cannot disrupt the workplace.

**Do not use any form of social media to contact any student at any time for any reason on personal sites.**

**Do not divulge confidential student information via social media (FERPA).**

Maintain strict privacy settings & do not give out your passwords.

## STUDENT / PARENT COMPLAINTS AND CONCERNS

Students or parents who have a complaint involving a problem with a teacher should first discuss the matter with the teacher before requesting a conference with the principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office {or on the District Website at www.sbcisd.net}.

## EMPLOYEE COMPLAINTS/GRIEVANCES

San Benito CISD encourages employees to discuss their concerns and/or complaints through informal conferences with their supervisor, principal, or other appropriate administrator. Concerns should be expressed early so there can be resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate a formal process by timely filing a written complaint form, {DGBA LOCAL}. For more information on how to proceed with complaints regarding alleged discrimination, including violations of Title IX or section 504, see DAA; Instructional materials, see EFA; A commissioned peace officer who is an employee of the District, see CKE, any additional complaints may be reviewed through DGBA LOCAL policy online at www.sbcisd.net.

## HARASSMENT

The district prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion, or age; {DIA LOCAL FFH, LOCAL}

## DAILY PROCEDURES

The purpose of an Educational Program is to facilitate and ensure learning to its fullest. To accomplish this, certain procedures must be established to ensure smooth day-to-day operation and must be followed by all personnel in the school.

Here at Fred Booth Elementary all faculty and staff will be courteous to all visitors, students, colleagues, and community members and promote the school. We will greet everyone with a **"smile"**. We will teach our students the same character traits. **The first impression is what visitors will remember most.**

## PROPER ATTIRE

The educational environment should reflect a more formal setting. Teachers are expected to set a good example for their students. Dress and grooming shall be clean, neat and in a manner appropriate for their assignment and in accordance with any additional standards established by their supervisors and approved by the superintendent.

The mode of dress shall model leadership, set a professional example, and maintain a distraction free learning environment. Faculty & staff members who do not comply will be subject to administrative actions.

Professional attire is always required. Mini-skirts, shorts, Bermuda shorts, denim jeans, cargo pants, warm-ups and leggings are not appropriate work attire. Capri pants are acceptable if they are part of a tailored ensemble and represent professional dress (no low-rise jeans). See-through, spaghetti straps, low V-necks, midriff-bearing and/or sleeveless tops, blouses or dresses are not allowed.

Proper shoes must be always worn (No tennis shoes, athletic shoes, flip-flops, sandals with strap between toes, etc.). These types of shoes are ONLY allowed for medical reasons. A written excuse from a doctor, with specific instructions, must be submitted to the office and should include beginning and end dates. Unless otherwise specified by the administration.

Men are to wear dress pants and dress shirts (only the top button can be unbuttoned). Hair must be well groomed.

Nose rings, lip rings, tongue piercing and or any other facial piercings are not allowed.

In keeping with professional decorum, earrings may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn. Physical Education teachers must wear clothes to school that are appropriate for their assigned position. Coaches are to be in professional dress while teaching in the classroom. Several times a year, schools sponsor special days that allow for unusual dress. Individual teachers may be approved for dress deviation if it is for a curriculum related activity. Principal's approval required.

On "Spirit" day the staff may deviate from the Fred Booth dress code. It will be permissible to wear jeans, tennis shoes, and approved shirts, which have school colors and logo. **Jeans that are faded or contain holes are not allowed**. Pins and other accessories cannot be substituted for the school logo. If you choose not to participate in school "Spirit" day, regular school attire **must** be worn. Thursdays are designated college days and Fridays are designated District "Spirit" Days. Both Thursday and Friday jeans are allowed.

## EMPLOYEE HOURS

| | |
|---|---|
| Campus Administration | 7:00-4:30 |
| Counselor | 7:00-4:00 |
| Faculty (Teachers) | 7:30-3:45 |
| Parent Specialist | 7:30-4:30 |
| | |
| Office Personnel | |
| Mindi Montelongo | 7:00-4:00 |
| lunch | 11:00-12:00 |
| | |
| Leanne Longoria | 7:30-4:30 |
| lunch | 12:00-1:00 |
| | |
| Teacher Assistants | *7:00 - 3:30* |

*Assistants are not afforded conference time – duty will be assigned*

## SIGN IN RECORDS

Regular hours are listed above. Faculty and staff are expected to adhere to these hours unless prior notification is given to the principal and approval is granted. All professionals will **sign in and out** on the Raptor daily. All hourly employees will clock in and out on the Biometric System daily. Time adjustments will NOT be made, it is the employees' responsibility to clock in and out daily and accordingly. If an adjustment is needed APPROVAL by principal is required.

**The first week of school**, all teachers are required to be ready to greet students and parents by their classroom doors by **7:00 AM.** All other professionals will assist campus administration at all school entrances. (Duties will be assigned)

**<u>REMEMBER</u>: overtime/make-up time will not be granted without prior approval from campus administration.**

## School Schedule

| | |
|---|---|
| Breakfast Begins | 7:00 A.M. |
| Breakfast Ends | 7:35 A.M. |
| First Bell Rings | 7:35 A.M. |
| Pledge of Allegiance | 7:40 A.M. |
| Tardy Bell | 7:45 A.M. |
| Dismissal | 3:15 P.M. |

*– tardy students must report to the office after this time for a tardy slip*

| | |
|---|---|
| Pre-Kinder, Kinder, 1st Grade | Pick-Up *(front of school)* |
| 2nd, 3rd, 4th, & 5th Grade | Pick-Up *(bus loading area)* |

Students in 2nd-5th Grade with **SIBLINGS** in PK-1st Grade will walk to the PK-1st grade classrooms. Students will remain in the sibling's classroom until they are called on the radio for Pick-Up at the front of the school. Teachers will report any inappropriate behavior by the older students to their teacher and may lose privilege to be in the sibling's classroom after holding a conference with administration.

Bus students must report immediately to the Bus Loading Zone.
All teachers must accompany their students and remain with them until parents have picked them up. This includes during after school tutorials and Saturday Academies. **Teachers are responsible for contacting parents if they are delayed**.

Teachers may not keep students back to complete assignments after the dismissal bell unless prior arrangements have been made with their parents.

### MESSAGES / MAILBOXES

All messages will be placed in your mailbox as soon as it is received. Your mailbox is located in the office by alphabetical/grade level order. Be sure to check at least twice a day for messages. ***Emergency messages will be delivered immediately to you.***

### CELL PHONE USE

**Cell phones must be turned off during instructional and/or duty time** and stored away with personal belongings. There may be extenuating circumstances, with campus administrative approval, that may allow for cell phone use. Otherwise, no texting, social

networking, phone calls, etc. will be allowed. If this campus policy is not adhered to, you may be subject to an official written letter of warning and further disciplinary actions.

## SPECIAL ACTIVITIES

Practice for extra-curricular and co-curricular activities are to be scheduled after school and are a vital part of school responsibility for all personnel. All personnel are encouraged to participate and/or attend school and or city sponsored special performances and/or programs expressing support and interest in the accomplishments of our students and colleagues. The following clubs have been established for the 2023-2024 school year and will be supported by the campus, Student Council, ENHS Dance, Reading Club, Music, Soccer, and Chess.

## CAMPUS COMMITTEES

All professional staff will be required to serve on at least one campus committee. Some campus committees include, but are not limited to: Site Based Decision Making Team, Demographics, Campus Behavior Committee, Perceptions CNA Team, Process and Programs CNA Team, Student Achievement Committee, At-Risk, UIL, ASP, PTO, Attendance Committee, etc.

## FACULTY MEETINGS

Faculty meetings will be held after school as needed on Thursdays. All teachers are expected to be punctual and attend all faculty meetings. A teacher who must miss a faculty meeting will be responsible for advising the administration and to collect, know, and understand all the information presented. There will be times when an emergency meeting is called due to unforeseen circumstances**.** If you are part of the SBCISD coaching staff, you will still be required to attend all faculty meetings. **Avoid scheduling any other activities at these times.**

## CAMPUS DUTIES

Duty rosters will be provided to each faculty member. All teacher/staff members are responsible for supervising and actively monitoring his/her post. If for some reason you are unable to attend to your duty post, it is the staff member's responsibility to find a replacement and notify an administrator. Remember, we can all be held personally liable should something happen if we fail to report to our designated duty post, that is, dereliction of duty. All teacher assistants will be scheduled duty time (morning, lunch, after school).

**This will be closely monitored.** Omission of Opportunity letters will be used to remind you of this expectation. **All teachers are required to stand by their doors to monitor halls in the morning while students are walking to class.** Teacher must have a warm-up activity or assignment ready for students when entering the classroom.

**While on duty, you must be actively monitoring.**

**Extenuating circumstances may arise that may require you to remain on duty after your scheduled time.**

## STUDENT SUPERVISION

Student supervision is always of the utmost importance. To prevent injuries, student discipline problems and classroom disruptions, all teachers are to monitor students and ensure they remain on task in the classroom at all times. Please adhere to the following instructions.

1. Do not leave students unattended in the classroom *(legal liability issues)*.
2. Do not allow students out of your classroom the first or last ten minutes of any given transitional time.
3. Do not allow students to visit or linger in a hallway. *(pay close attention to students who are in a hallway that does not pertain to their grade level)*
4. **Teachers are to stand by their classroom door every morning to greet students as they arrive.** This same practice is required when students return from lunch and/or electives. All teachers and teacher assistants are required to assist in monitoring the hallway any time students are in transition.
5. **Teachers must escort their students to and from the cafeteria before and after lunch.**

## SUBSTITUTE TEACHER

The teacher must have a clear outlined lesson plan and all photocopied material must be ready and organized for the substitute **in a substitute folder**. In addition, the following are required:

1. Seating Chart(s) - seating charts are a substitute's greatest aid
2. Class Schedule – a substitute needs to be aware of how to transition from one subject area to another and/or class change
3. List of students for dismissal time
4. Emergency Plans must be included in the folder.
5. Please leave clear and concise instructions for the substitute to follow. A class should never be idle or nonproductive. ***(NO busy work)***

**Maximize learning time by teaching from the time students enter your classroom until the time they leave.**

A substitute is not afforded a conference period. All substitutes must report to the main office during a teacher's conference for further instructions.

If the teacher's absence is extended, preparation must be made in collaboration with campus administration and grade level teachers to ensure material is ready daily.

## ABSENCE FROM WORK

Being a teacher is a very special and demanding responsibility. You are the one selected to teach your students. No one else can do the job more effectively than you. If you know in advance that you will be absent, you are required to use the automated service process of recording and managing absences and finding substitutes (Frontline). This also includes absences for convenience leave.

**All employees will need to notify the campus administration immediately upon knowing you will be absent. The principal and/or Assistant Principal must be notified.**

Please provide the following information on **Frontline**:

1. Your full name
2. Grade and subjects you teach (self-contained, team-teach)
3. Specify full day or half day (AM or PM) of absence
4. If leaving half day – please wait for substitute to arrive
5. Reason for absence

a. Notes to Administrator
b. Notes to Substitute
c. File Attachments/Uploads

6. Input information **before 6:30 AM** to allow system to find a substitute in time

**Please try and set up appointments after your clock-out time. If not possible, **you will need to take a ½ day or full day off from work**.*

## TARDIES

Chronic tardiness will be cause for disciplinary action. **All tardies will be documented and will affect your T-TESS, T-PESS, TA Evaluation Tool, and all other evaluation tools adopted by the district**. If action is not corrected, it may be considered for non-renewal purposes.

## OMISSION OF OPPORTUNITY FORM

In order to provide students with a safe and instructionally focused environment, each staff member is expected to comply with district and local campus policies and procedures. The Omission of opportunity form will be used for every infraction.

## SCHOOL BUSINESS

If you are out on an approved school business, fill out the necessary paperwork at least 10 days prior to the absence.
Regarding field trips ***(2-week advance notice is required and must be TEKS based)*** - all necessary forms must be completed…bus request if needed, requisition, permission slips, and back up materials. A field trip packet can be obtained from the campus secretary.

## LEAVING SCHOOL CAMPUS

All employees are expected to remain on campus all day except during your duty-free lunch **(30 Minutes)**. If an emergency arises that will require you to leave campus, inform the principal immediately. Sign out procedures apply**. If your conference falls before or after lunch, you are still required to take only a 30-minute lunch** and be on time to take and pick up your students from the cafeteria.

## MILITARY LEAVE

Any person who is absent from a position of employment by reason of voluntary or involuntary service in the armed forces shall be entitled to certain reemployment rights and benefits under the Uniformed Services Employment and Reemployment rights Act of 1994. DECB(LOCAL)

## JURY DUTY

The district may not discharge, discipline, reduce the salary of, or otherwise penalize or discriminate against an employee because of the employee's compliance with a summons to appear as a juror. DEC(LEGAL)

## RELIGIOUS OBSERVANCES

The district shall **reasonably** accommodate an employee's request to be absent from duty in order to participate in religious observances and practices, so long as it does not cause undue hardship on the conduct of District business. Such absences shall be without pay unless applicable paid local leave is available. DEC(LEGAL)-P

## BEREAVEMENT LEAVE

Use of state leave for a death in the immediate family shall not exceed 5 workdays per occurrence, subject to the approval of the district. In addition to state leave days that may be used, the district shall grant three non-cumulative local leave days to be used only for this purpose and before the state leave. Documentation must be submitted to campus administration.

## FAMILY & MEDICAL LEAVE

If you are absent 5 or more consecutive days, contact HR department for assistance. -- See DEC(LEGAL)

## REPORTING AN ACCIDENT

An employee, who has **an accident** in the course and scope of employment regardless of its seriousness, **must report it immediately** to his/her supervisor. An accident form will need to be filled out and turned in to the campus secretary, who in return, will forward all information to the principal. Forms will be forwarded to Risk Management for further processing. Once Risk Management has completed their investigation into the incident, they will contact the employee if any further action needs to be taken.

If the employee's injuries prevent them from performing specific duties according to a doctor's report, the employee must inform the campus and district immediately. It is the responsibility of the employee to follow all doctor's orders and recommendations.

## WORKER'S COMPENSATION BENEFITS

Job-related illness or injury may be eligible for worker's compensation. The employee shall inform campus administration if he or she chooses to use available paid leave while receiving worker's compensation benefits. Refer to Policy online (DEC LEGAL/LOCAL)

## CAMPUS ACCESSIBILITY

All faculty and staff must have campus administrative approval before entering the school facilities after working hours or on weekends. **Only campus administration may call security to open the campus.**

## RECORD KEEPING

Teachers must maintain certain types of records, which will be included in our administrative files. It is essential that these records are neat, clear, and accurate. As per Senate Bill 1, Section 26.4 *(Access to Student Records)* a parent is entitled access to all written records of a school district concerning the parent's child including the following:

1. Attendance records
2. Test scores
3. Grades
4. Disciplinary records
5. Counseling records
6. Psychological records
7. Applications for admission
8. Health and immunization information
9. Teacher and counselor evaluations

10. Reports of behavioral patterns

## SBCISD ATTENDANCE POLICY (STUDENTS)

State law requires that a student between the ages of 6 and 19 attend school. Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled-90% Rule (FEC-LOCAL). The Campus Attendance and Review Committee (ARC) may give the student credit if there are extenuating circumstances for the absence. Absences from School shall be of two types, excused or unexcused. Students must be allowed sufficient time to complete make-up work for excused absences and grades recorded. **Extenuating circumstances may be considered.**

Excused absences are granted for the following reasons:

1. Personal illness
2. Serious illness or death in the student's immediate family
3. Emergency medical or dental attention
4. Absences approved by the principal in advance
5. Participation in school sponsored activities
6. Observance of religious holy days that require the student's participation
7. Weather or road conditions making travel dangerous
8. Quarantine

Students must bring a note from the parent, guardian, or medical physician/office stating the reason for an absence. **Unexcused absences** include but are not limited to truancy, missing the bus, over sleeping, and absences not excused in advance by the principal.

**Reference the 2023-2024 Elementary Grading Policy**
Teachers are required to always keep grades current**.**

## STUDENT ATTENDANCE ACCOUNTING

Each teacher has a legal and professional responsibility to maintain accurate, current daily attendance records. It is highly important that you discharge this responsibility efficiently since these records serve as the basis for computing average daily attendance figures on which state funds are distributed.

**Attendance must be completed no later than 8:15 A.M.** each morning, then a final count at 9:55 AM. It is very crucial to maintain daily attendance. An automated system will call parents as soon as the attendance is posted. The PEIMS clerk & parent specialist will begin calling parents immediately after attendance reports are received in the office.

The information below is vitally important when recording attendance, the first weeks of school:

- Mark in **BLACK PEN ONLY**
- Mark **"O"** for first day of attendance for each child
- Mark **"A"** for any absences **after** the child's first day (**DO NOT** mark "O" again)
- Mark **"T"** for all tardies beginning the second week of school
- If you need to make any corrections, put a strike through the error and initial next to the correction
- Be sure the proper absence entry is made on your attendance sheet
- Students reporting to your class whose names are not on your attendance sheets will need to be written in at the bottom of the sheet as long as they have clearance from the office.
- If a student does not have a clearance form, please send them to the office. **Please remember**, all attendance sheets are subject to state audit. As a result, strict compliance with the above criteria is paramount. The office maintains an attendance folder for each student. Students are expected to bring an excuse signed by their parent/guardian, or medical office/physician explaining the reason for the student's absence. Excuses must be placed in the attendance folder. The teacher is responsible to ensure the PEIMS clerk receives the excuses. The PEIMS clerk reviews the folders to verify attendance.

## ELECTRONIC GRADE BOOKS-ACADEMIC WORK

**Grades must be kept up-to-date DAILY.** parents have the right to review their child's progress at any time. Remember, all incompletes should be taken care of as quickly as possible. **These grades can only be changed by the teacher** and can be changed at any time throughout the nine-week period with administrative approval.

## TEXTBOOKS

Textbook accountability is the responsibility of the teacher. All teachers are asked to be observant of the condition of textbooks in their classrooms and make periodic checks to ensure accurate counts and proper care. Only under extenuating circumstances *(homebound services, etc.)* will distribution documentation be required. These inventory documents will be due in the office of the Assistant Principal in charge, at the time of distribution and end of the school year.

Students shall not take textbooks home unless they/parents have campus administrative approval. In 3rd-5th grade rotations, **students will not be given the responsibility to carry their books from class to class.** Books must remain with the subject area teacher.

## SCHOOL FUNDS

Once the current year's budget for each SBCISD campus has been approved by the board of trustees you will be notified of available funds. To place an order, please fill out the requisition form and submit to the campus secretary for processing. The secretary will contact vendors for lowest possible prices and shipping charges.

Note: Only district-approved vendors may be used. The campus principal will either approve or deny your request. Remember, you will not be reimbursed for items purchased on your own. All orders/purchases must be with a purpose in mind (TEKS).

**VENDORS**

Only District approved vendors and/or fundraising is allowed. **Selling items** for personal gain or for other campuses **is not permitted** during the workday. Example: Avon, Jewelry, food, band, cheerleaders, etc.

**FIELD TRIP-PACKETS** (as per available funds)

Make sure to fill out the field trip request completely, (TEKS, Goals, Objectives).
**All of the following MUST be included:**

- Attached absence form
- Permission slips required
- Voucher and/or requisition completed
- Bus request must be in the system at least 2 weeks before the trip
- Insurance form along with a list of student names
- Back up information / TEKS Objective/Purpose
- Notification to the cafeteria

**ANNOUNCEMENTS**

**All announcements should be** written, turned in to the secretary/principal, and **approved by campus administration** a day before they are to be announced. The Pledge, announcement, and moment of silence will begin at 7:40 A.M**.** Inform campus principal of all students, faculty and campus accolades.

**ACADEMIC INFORMATION**

During certain times of the year our students will be testing. The testing is state and locally mandated. Please adjust your lesson plans accordingly. The current year's Testing Calendar will be forwarded to you as soon as it is made available. ***All testing policies and procedures must be followed.***

**GRADE SUBMISSION DUE DATES**

Due Dates for teacher grade submissions are as follows: Separate document.

Remember, these are reporting deadlines that need to be followed so that parents are kept up to date as to their child's progress. **All grades for each course must be completed and turned in by 10:00 A.M.** on the designated days listed above**.** No exceptions

**PROGRESS REPORTS AND REPORT CARDS**

Progress Reports will be sent every three (3) weeks of the nine-week grading period to give written notice to a parent of a student's performance. The Progress Report will include a time that teachers are available for a parent/teacher conference. (EIA LEGAL) Report Cards will be sent out every nine (9) weeks. Comments on report cards should be positive and supportive. Specific concerns should be dealt with by means of conferences.

The campus administrator must retain a record verifying the parent's acknowledgment of the required Progress Report and/or Report Card. (EIA LEGAL) All Progress Reports and Report Cards for each grade level must be submitted for campus administrator review prior to the day report cards are sent home. All campuses will offer electronic Progress Reports and Report Cards in grades Kindergarten – 5th.

Parents may access current student data, including grades, by visiting the parent portal under Skyward on the SBCISD website. Exclusive login/password information shall be obtained in the school office.

A copy of the final Pre- Kindergarten grade report card shall be kept on file in the student's cumulative folder (permanent record) as documentation of promotion or retention

Parent-Teacher conferences must be scheduled to discuss and review a student's strengths and weakness. ***If a student is failing, you will be required to schedule parent conferences before progress reports and reports cards go home.***

DATA Binders will be used and kept up to date with student assessment information for parent conferences. Parent signatures are acquired when presenting their child's assessment data.

**EXPLANATION OF MARKS – GRADING POLICY**

**PK-3 & Pre-Kindergarten**

**S** - Satisfactory *(a student who is developing at expected level)*
**P** - Making Progress *(*a student who needs additional time and practice to acquire concepts*)*
**N** - Needs Improvement *(a student who is experiencing difficulty)*

**Grades K – 5 Academics / Subjects**

90 – 100 Excellent Progress
80 – 89 Good Progress

75 – 79 Meets Expectations
70 – 74 Needs Improvement
0 – 69 Unsatisfactory

**E**, **S**, **N** and **U** will be used for Handwriting, Health, Fine Arts, Physical Education, Conduct and Technology. If a numerical basis is needed to arrive at these grades, the following values will be used.

**E = 90 – 100** Excellent Progress
**S = 80 – 89** Satisfactory Progress
**N = 70 – 79** Needs Improvement
**U = below 70** Unsatisfactory

Fine Arts and Physical Education classes are required to submit grades (Letter/number as per grade level) for every student from Pre-K3-5th Grade for every progress report and report card for each grading period.

**A word of caution*:* double check all averages** to prevent any grade discrepancies. *Pay close attention to grades from students that have been transferred into Fred Booth from other campuses or districts.* Grade discrepancies become a major administrative issue. Reference the current Elementary Grading Policy.

**DAILY / WEEKLY / LESSON PLANS**

Planning a daily lesson will be required of each teacher regardless of the course taught. Any subject or activity can be taught more effectively when careful planning has been done prior to commencing to teach. A well thought out lesson plan will:

- assist the teacher in planning data driven instruction
- document that instruction has addressed the TEKS of the course and other state, district or campus mandated objectives
- document and address IEPs and/or program requirements for SPED, Bilingual, 504, RTI, etc.
- document CCRS and ELPS
- align and summarize objectives/activities
- All handouts used in the classroom must be current material and with STAAR rigor.
- Technology use and programs must be included in lesson plans
- Special projects and/or activities must be included in lesson plans
- Vocabulary, CPQs, and formal & informal assessments must be included in lesson plans
- Approved movie forms must also accompany lesson plans.
- Before leaving on any given day, each teacher is responsible for submitting their own lesson plans and being prepared for the next instructional day.

***All Lesson Plans must be submitted correctly online every Friday before you leave for the day.** Your appraiser will notify you if lesson plan is not submitted correctly. You will be required to correct it on Friday during your conference then resubmit.

**INSTRUCTIONAL MINUTES**

# San Benito Schools Elementary Instructional Minutes



| | |
|---|---|
| **Instruction Start Time** | **7:45 a.m.** |
| **Instruction End Time** | **3:15 p.m.** |
| **Bell to Bell Total Minutes** | **450 minutes** |

| | |
|---|---|
| **Reading Language Arts (RLA)** | **120 minutes** |
| **Mathematics** | **90 minutes** |
| **Science** | **45 minutes** |
| **Social Studies** | **45 minutes** |
| **Accelerated Instruction/Enrichment** | **30 minutes** |
| **Keyboarding** | **15 minutes** |
| **Physical Education/Specials** | **45 minutes** |
| **Total Minutes** | **390 minutes** |



## ONLINE LEARNING RESOURCES:

**Texas Gateway:** A gateway to the resources you need for your classroom. Gain instant access to the content you seek, whether you are looking for "just-in-time" resources that you can leverage during a particular lesson, sequenced binders of instruction that you can assign to students, or self-directed PD training courses that you can take to earn CPE credit hours. This is the gateway to the content you need for your classroom and for yourself, even as these needs shift from day to day.

## INSTRUCTIONAL VIDEOS

**Videos** are effective tools to be used to enhance learning. Any video a teacher uses for instructional purposes **must have administrative approval** before the video is used as an instructional strategy and must be noted on the teacher's lesson plan. No rented videos shall be shown to a class.

A **Video Release Form** must be submitted along with lesson plans before the proposed date of showing. If a teacher forgot to include the video in his/her lesson plans, then the teacher must submit the Video Release Form at least 48 hours prior to the date of showing. After approval, the Video Release Form must be taped to the outside of the classroom door. (Form attached)

## SEATING ARRANGEMENTS

Seating arrangements may be based on any plan the teacher desires. However, special effort should be made to address the needs of any student having vision/hearing problems or any other handicapping condition. It is recommended to adjust and change seating arrangements periodically throughout the year.

## CLASSROOM PERSONALITY

All teachers should exhibit a friendly appearance to the students. Be firm and consistent in classroom management. Be ready to praise for work well done. Do not attempt the *"Buddy System"* or the *"Tyrant System"*. These types of systems frequently prove unsuccessful.

## EXCESSIVE SITTING

**Continuous monitoring and supervision is required** in the classroom, library, computer time, etc. This allows immediate assessment, praise, clarification, time on task, lesson adjustment, and/or re-teaching opportunities. Students have a tendency to

lose interest and more disciplinary problems may occur if a teacher is consistently sitting at his/her desk.

## CLASSROOM ENVIRONMENT

Your classroom must be inviting, conducive to learning, and free of clutter. Students need to be provided a safe environment when entering your classroom. A grade and subject specific print rich classroom are expected. Subject specific word walls and anchor charts are to be displayed and changed periodically as per objectives and lessons. All teachers are required to use current material only. This type of environment includes the library, computer lab, PE, counselor, nurse, etc.

Keep bulletin boards inside the classroom and in the halls seasonal to include displays of student work. **It is expected for bulletin boards to be changed every month.** Students take pride in their accomplishments, so it is an expectation for teachers to display their work. **Classroom door windows may not be covered at any time.**

## SCHOOL CULTURE

All employees shall support and implement the campus culture initiatives daily. It takes a team to ensure all stakeholders are in a safe and secure school environment and that everyone's educational experience is a positive one. Parents are to be called upon each infraction and a log of all communication attempts must be documented.

It is the responsibility of all teachers to document incidents, including elective teachers, counselor, librarian, parent specialist, and campus administration.

## CLASSROOM KEYS

Every teacher will have room keys and will be responsible to unlock and lock their classrooms daily. No classroom will be opened unless there are extenuating circumstances. Please **DO NOT give your keys to students** at any time unless you are allowing them to open the door while you are present.

*Only campus administration and designated staff may have master keys.

## INCLEMENT WEATHER

During inclement weather, teachers must be prepared to receive students earlier than the normal schedule time. An announcement will be made for all employees to report to their respective classrooms. Instruction will begin as soon as students are received. The same applies during after school dismissal. It is the responsibility of the teachers to remain with their students until they are safe on the school bus or released to their parents.

## PROVIDING TRANSPORTATION FOR STUDENTS

**Providing transportation to students** with or without parental approval **is strictly prohibited** unless the employee is listed and documented as an authorized person on the parent/student data form located in the office. All employees must notify campus administration if a parent fails to pick up their child(ren) from school.

## AFTER SCHOOL DISMISSAL / PICK UP

You must pay close attention to sibling pick-up announcements. All students will remain in the classroom and listen for their name to be called out before leaving the room. You need to practice with students to ensure they exit the classroom and building as quick as possible to be picked up on time. Students who have not been picked up by 3:30 PM must remain with the teacher until they are released to parents. Parents must be notified by the teacher.
Upon arrival, parents will be required to sign the ***"Late Pick-up Log"*** with the teacher before release. Each teacher will be required to utilize the log on a daily basis. **DO NOT conference with parents in the pick-up line.** All teachers must actively monitor students at all times.

## APPLIANCES / ELECTRICAL DEVICES

The only appliance allowed in a classroom will be a refrigerator. No other appliance will be allowed (coffee pot, toaster, microwave oven, etc.).

No beauty aids will be allowed (curling irons, straighteners, etc.).

## STUDENT RESTROOMS

**Visitors and/or staff/faculty members may not use student restrooms** when students are present.

## COMPUTER USE

District owned computers (Desktop and/or Laptops) / iPADs, etc. may be used for District / campus educational purposes only. You may be terminated if these devices are used inappropriately at home or at school. Inappropriate use would include but is not limited to: viewing sites considered pornographic, using social networking sites, or any other form of communication that involves pornographic material or vulgar language.

If an employee has a personal business, school computers may not be used to conduct business.

***We have the right to check these devices at any time.***

## SOCIAL NETWORKING SITES

With the advent of social networking, our personal lives are open to the world. Your posting may not: contain lewd or disparaging remarks against the SBCISD or any other District or schools or their employees – this includes (cyber bullying). Your photographs may not contain anything lewd, involving nudity, or anything involving the consumption of alcohol or illegal substances. You may not post any pictures that would reflect poorly on our profession, the school or SBCISD.

## CLASSROOM PHONES

Classroom phones are for business use only. If you need to talk to a parent, call them during your conference time only. **Any parent / teacher phone conference is confidential** and should not occur during a time when other students are present.

## STUDENT MESSENGER

Students are not to be sent to run personal errands for staff. (Examples: breakfast, lunch, items from vehicles, vending machine items, collect money owed, etc.)

## MAIN OFFICE

The main office is where everyone who visits our campus will stop first before being allowed to continue to enter our campus. Therefore, there are specific standards of decorum:

1. Everyone must be greeted with a smile
2. Professional attire is required (NO flip flops or sandals with straps between toes)
3. NO food at any time
4. NO drinks consumed where it is visible to visitors
5. Office phone is not to be used for personal use at any time
6. NO cell phone use
7. Office hours are from 7:00a.m. – 4:30p.m.

**The main office is not to be used as a social setting for campus employees and / or visiting family members during working hours.**



## HOMEWORK

Homework will be carefully examined and constructed so that it becomes a meaningful part of learning. Homework assignments shall be planned in accordance with the following principles:

1. If the homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by the student.
2. Students shall understand what to do, how to do it and realize why they are doing it independently.
3. The homework assignment must pertain to previously taught skills and extend the student's knowledge of the TEKS.
4. Homework assignments must be adapted to individual needs.
5. Homework assignments must be reasonable in view of the student's home resources.
6. Every homework assignment must be properly evaluated and should not be recorded and placed as a grade in the grade book. Feedback must be provided to students and parents.
7. Documentation of homework assignments must be referenced in lesson plans.
8. Homework should be an integral part of the classroom activities. **Homework should never be busy work** nor constructed to be used as a means of punishment.
9. Homework assignments should be avoided immediately before and after holidays or major special events.
10. Recommended homework time for Pre-K, K – 2 is 30 minutes per night and 60 minutes per night for grades 3 – 5 total. Teachers in 3rd-5th will need to collaborate before assigning homework.
11. Reading is recommended daily.

**Suggestion:** Homework activities should be creative. They may include such experiences as individual field trips, collections, educational TV programs, making models, projects, posters, or any assignment that could supplement the regular classroom activities and experiences.

## RE-TEACHING

Re-teaching and remediation are integral parts of instruction. Re-teaching will occur in any area where a student has not demonstrated mastery. **Re-teaching will be required only for students not mastering concepts** specifically identified in the TEKS, campus and district assessments, or major class assignments. Throughout a daily lesson the teacher should monitor student understanding. Formal and informal assessments identify students who have not understood the concept presented. The

teacher must then select re-teaching activities that present the content in a new or different learning modality. If the initial instruction was primarily visual, the corrective activity might be manipulative, auditory, etc. In this way, the student will gain a new perspective on the task. Planning for re-teaching shall be documented in the teacher's lesson plan, as appropriate.

There must be documentation of at least one instance of re-teaching when the teacher has determined that the student has not mastered the grade level skills. The decision as to how to reassess skills that are retaught is the option of the classroom teacher.

**Different instructional strategies may include:**

1. peer tutoring
2. hands-on activities
3. structured group activities, and/or
4. other assignments as assigned by the teacher

**MAKE-UP WORK**

Students will be expected to make up assignments and tests after absences. **There will be a NO "zero" tolerance at Fred Booth Elementary.** Students and teachers together must ensure all assignments, projects or tests are made up within an allotted time. However, assignments, projects or tests due to unexcused absences or late submission shall incur a 15-point reduction. A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. A reasonable amount of time for completion of an assignment will be established by the teacher.

Migrant students who enroll late or withdraw early will be able to make up assignments. Students should complete all course work in a timely manner after enrolling or before withdrawing.

**SPECIAL EDUCATION / 504 / LPAC / RTI**

Consideration of a student's need is initiated by a referral. The regular classroom teacher, parent or guardian, community agencies, physician, other school personnel, groups, organizations, or other appropriate individuals may make a referral.
Verbal communication with the parent is initiated by the teacher or appropriate school personnel and should result in recommendations to alleviate the problem. The results of this conference should be recorded.

If, after a reasonable length of time, these recommendations show no results, then an additional contact is made. At this time, the student's progress is discussed. Further recommendations are formulated or an agreement with the parent is made to refer the student to the referral committee. The results of this conference should also be documented.

There must be a minimum of two parent contacts concerning the educational problem except in the following situations: referral by parent or agency, speech therapy, no indication of other problems, early childhood, deaf, or visually handicapped. The teacher should consult an administrator or educational diagnostician to complete the referral process. Once the referral process has begun, the teacher has five days to complete all portions of the referral packet and return it to the designated administrator. The diagnostician has thirty days from the initial date of referral to complete the assessment.

**No child can be placed in special education classes without ARD committee approval.** No significant special education changes can be made without ARD committee approval. Modification for Special Education Students will be carried out in keeping with the student's Individualized Educational Plan (IEP).

As soon as you are notified of a Special Education Student assigned to your classroom, start on the modifications and document all modifications specified by the IEP. The State of Texas Educational Law will hold all educators accountable for delivering course instruction for all Special Education Students as specified by each and every IEP.

Law requires the Regular education teachers implement all modifications and accommodations agreed upon by the SPED/504/LPAC/RTI committees. Failure to do so may result in monetary damages through legal action against the teacher by the legal guardian.

Grades for students with disabilities and who attend designated classes will be based upon the student's progress toward achieving the TEKS identified by the IEP. Also, as per the SPED / 504 policy, a student who fails two consecutive six weeks grading period in the content areas, an ARD Committee must convene to consider reason(s) for failure and for possible IEP modifications.

*The special education teacher must ensure we are up to date with all ARDs and notify the parent and teacher within the allotted time. The special education teacher and the 504 Coordinator are responsible to ensure all teachers have received copies of the IEPs and testing information as per the ARD / 504 decision prior to the first day of school for students. All teachers must sign a receipt when handed the SPED / 504 documentation. A notification of a scheduled ARD / 504 will be placed in the teachers' boxes no less than one week before scheduled ARD / 504 unless there are extenuating circumstances.

## AFTER SCHOOL TUTORIAL PROGRAM

Fred Booth Elementary will be providing tutorial services to any student in need of assistance in Reading & Math from Kinder – 5$^{th}$ Grade and Science in 5$^{th}$ grade. All teachers are highly encouraged to provide tutorials services for their assigned students. Teachers will be compensated for their after-school tutorial efforts.

## AFTER SCHOOL PROGRAM

During the after-school program, campus culture (PBIS), policies and procedures must be followed at all times. ASP personnel must be trained on all expected procedures.

## COMMUNICATION WITH PARENTS

We should not rely solely on progress and/or report cards for our parental communications. At any time, a student's grades, conduct, and/or attitude are inappropriate and undesirable, teachers are expected to contact the parents and discuss the issue at hand. All teachers are expected to conference with parents as much as possible. Parents are very appreciative of well-planned informative conferences concerning their students' progress in his/her classes. We must do everything possible to ensure that appropriate communication measures and efforts are being taken by our teachers and school (phone calls, emails, etc.). **Teachers will be required to use ClassDojo**. Breakdown in communication with parents of our students can become a major disciplinary issue. Please document all parent contacts.

**Before announcements, letters, etc. are sent home to parents, they must be signed and approved by the campus principal. A copy will be kept on file, please submit a copy to the school secretary.**

## WORK AND COMMUNITY RELATIONS

The success of an educational program within a community depends on good public relations. The school district employee is the best liaison between school and community. In practicing good public relations, the employee should observe the following:

1. Refrain from discussing work problems, school affairs, teachers, and students in an unfavorable manner.
2. All information concerning **a student's record is considered confidential** and should be treated as such. Never discuss a student's performance, attitude, or problem unless there is a professional purpose for such discussion.
3. Do Not allow personal differences to reflect upon the District as a whole.
4. Defend and protect the District and Fred Booth Elementary by believing in its ideals, policies, and services, and by constantly striving to improve the system.
5. Always speak well of the programs and personnel of the District and Fred Booth Elementary.
6. Be sincere, courteous, and understanding with parents of the students and find time to participate in community activities.
7. Remember*… "Students' Needs Come First"*

## STUDENT DISCIPLINE PROCEDURES

The district/campus discipline management plan is expected to be followed. Most discipline situations are handled by the classroom teacher in communication with the parent. Only students who persist in disruptive behavior or commit a serious infraction are referred to the principal's office.

The campus ***"Student Discipline Documentation"*** plan must be adhered to prior to writing a referral. **NO DEVIATION OF PLAN** (CSDD attached)

**Discipline referrals are to be electronically completed on SKYWARD** and inform the office that it has been completely filled out, also be sure to send any additional documentation on the Student Discipline Documentation of Interventions Form to the front office:

- Students are not to be placed in the hallway at any given time.
- Students may not be sent to the office at any given time with or without a referral.
- **Parent phone calls are not allowed during instructional time**. Phone calls to parents are confidential and should never be made when students are in the classroom.
- Parents must be called during conference or before and after school.
- Refer students to campus counselor **(The campus counselor is an interventionist for behavioral issues.)**

**If after school detention is recommended for student discipline, the teacher must give the parent a 24-hour notice.**

## DISTRICT POLICY RELATED TO STUDENT DISCIPLINE

District policy and guidelines related to student discipline are outlined in SBCISD Student/Parent Handbook and Student Code of Conduct. Each teacher should become familiar with the content of these documents. Teachers are urged to make it a teaching practice to orient the students of the contents at the beginning of the school year and refer students to the guidelines throughout the year appropriately.

## TIPS FOR GOOD DISCIPLINE

Teachers have two discipline responsibilities: First, to help students learn that they are responsible for their behavior; Second, to provide a good learning environment. A teacher's success depends upon the effectiveness with which the students are managed. Positive forces are generated where class activities are organized to keep students constructively engaged with purposeful, enjoyable work during class time. Positive methods of control include:

1. Well thought out lesson planning
2. Teaching children at their own instructional level to reduce frustration
3. Establishing classroom procedures so students know expectations
4. Being consistent in the application and implementation of district, campus and class rules, policies and procedures

5. **Consistently and continuously monitoring the classroom**
6. Keeping students on task
7. Giving clear directions to students
8. Specific and creative delivery of instruction
9. Using a variety of teaching strategies
10. Speaking clearly and enthusiastically (passion for the profession), and
11. Reinforcing appropriate behavior

## PARENTAL INVOLVEMENT

Encourage parental involvement in their child's education. Good cooperation and communication between home and school will result in better education and will minimize parental complaints. Review Parent/School Compact.

**Suggestions:** parent/student projects, class projects, special events, guest speakers, hands-on classroom activities, plays, district-campus-community projects, etc.

## CONFERENCE PERIOD and PLC

Teachers are expected to use their conference period to:

1. Conference with students/parents
2. Grade student work
3. Plan for instruction
4. Assemble material for instruction
5. Review and update curriculum
6. Discuss ways to fulfill student needs and improve the campus
7. Read for professional growth
8. Review T-TESS walkthroughs / observation DATA and recommendations from campus administration / Goal Setting / student progress measures
9. Contact parents **(phone logs are required with the use of Class Dojo and Branching Minds.**
10. Professional Learning Communities (PLCs) held weekly with extended time on Tuesdays.

## FIRE AND EMERGENCY DRILL INSTRUCTIONS

A diagram of escape routes for fire drills must be posted in every classroom. The applicable fire drill will be strictly enforced.

**Fire alarm will go off to exit the building.** Wait for intercom announcement to return back to the building

**Rules to follow:**
1. Keep Calm.
2. Students should rise and leave the room quietly, single file, and in rows.

3. Teachers should be the last to leave the room and follow the students so that they can observe the procedure and the conduct of the students.
4. Teachers must ensure all students are accounted for.
5. **All persons, including visitors, must leave the building during the fire drill** – *no exceptions*
6. After you have reached your designated area, stop and remain at your location until you hear the announcement signaling that it is safe to enter the building.

## EMERGENCY PROCEDURES

All employees must be familiar with emergency procedures. Drills will be conducted throughout the year. Do not take these drills lightly. Every drill must be treated as if it is really happening.

Fire extinguishers are located throughout the campus. Know the locations of these extinguishers. All campus staff will receive training.

## CONFISCATION OF STUDENT PROPERTY

Property taken up from a student by a teacher becomes the responsibility of the teacher. The teacher is financially responsible if such items become lost before being turned into the office or before being returned to the students.

## END-OF-YEAR AWARDS ASSEMBLIES

**"A" & "B" Honor Roll** – students must have A's & B's **all year.**
**"A" Honor Roll** – students must have A's **all year**

**Professional Attire is required during ALL awards assemblies.**

## CAMPUS SUPERVISION

Campus supervision is necessary to ensure a secure and safe environment. Mere presence of employees where students are gathered will minimize problems. **All teachers are required to monitor the hall from 7:30-7:45 AM.** The first week of school monitoring will take place from 7:15-7:45 AM.

A teacher on duty should be familiar with dress code, behavior during lunch and after school, off limits areas, assemblies, student relationships, and closed campus policy.

When a teacher observes a student not complying with school policy, these steps should be taken:

1. Approach the student in a friendly, non-threatening manner
2. Ask for student's name then ask: What are you doing? What are you supposed to be doing? Are you doing it? What are you going to do about it?
3. Inform the student of the violation in a tactful manner

4. Observe to see that student corrects the behavior
5. In case of a major infraction, the student should be referred to the office, either by the delivery of the name or by escorting the student to the office. If the student is defiant, hostile or refuses to comply, contact campus security.
6. All hands-on deck.

**CARE OF BUILDING AND GROUNDS**

Teachers are expected to make an inventory of their rooms periodically, reporting any damage. Any student caught defacing property should be reported to the principal. Energy conservation is a major concern of the district. Use safety precautions with electrical equipment, etc. Report defective or broken equipment or electrical outlets to the principal.

Each teacher has a certain amount of responsibility in the care of the classroom. Before leaving your room for the day you should do the following:

1. Have students pick up paper and clean under desks
2. Have students pick up the classroom chairs
3. Keep desks, shelves, board, teacher's desk, etc. clean at all times
4. Straighten any books or educational materials which will prevent a thorough cleaning by custodians
5. Advise custodians of any special cleaning needed
6. Turn lights and computers off
7. Ensure that all electronic wires are not a tripping hazard
8. Ensure the entrance is free and clear of any obstructions
9. Ensure that the top of cabinets is free and clear of materials or boxes
10. Report any repair request to campus secretary
11. No school equipment or furniture shall be marked with a teacher's name in permanent marker. These items are the property of San Benito CISD and not any individual teacher and/or staff member.
12. NO furniture shall be moved from one room to another unless approved by campus administration
13. Always lock your doors
14. Clear classrooms of any clutter

***It takes a team effort to keep our school clean and safe…***

**WORKROOM / LOUNGE / PARENT CENTER**

For a student's safety, the protection of district employees & confidentiality issues, students are not permitted in the teacher's lounge / workroom / parent center areas at any time. **Do not send any students to make copies**, buy sodas / snacks, etc. Custodians may not be used for this purpose either. These areas are **NO GOSSIP ZONES** and must be kept clean and neat at all times. Let's all do our part.

**TEACHER COUNSELING**

Teachers seeing their students daily should have more concrete knowledge concerning a student's academic and behavioral strengths and weaknesses than any other person on campus. All teachers should use this information and make every effort to help each student individually better adapt his characteristics to those considered appropriate for good students and good citizens. If a student needs additional help, the teacher should present all available information to the campus counselor and fill out a counselor referral.

## COUNSELING SERVICES

Our school is fortunate to have a full time, professionally trained counselor whose purpose is to help students make maximum use of their innate abilities and to help teachers acquire background information and to more effectively help students. An excellent guidance and counseling program requires cooperation on the part of all concerned. Please take advantage of the campus counselor's expertise for special issues. **(Counselor form is attached)**

Special activities conducted on campus (career day, spirit week, etc.) will be the responsibility of the counselor. If you need any assistance, please visit with the campus counselor, Mr. Mario Flores.

## COUNSELOR PROCEDURES

The nature of the duties of a counselor varies and includes individual/group counseling, personal issues, academic guidance, vocational/social matters, testing, and the *College, Career, or Workforce advisory*. To accomplish these duties, the counselor must have access to these students. At times it will be necessary for some students to miss parts of classes, although students are never to be in the counselor's office when a classroom test is scheduled. Students will not be allowed to sit in the counselor's office and wait unless the counselor has scheduled the conference. Appointments to see the counselor can be made before school, during lunch, after school or during any given conference. Whenever possible, inform the counselor of any apparent problems. In an emergency, you may send a student to the counselor's office. **(Counselor referral required).** Open communication is an absolute necessity to insure support for faculty and students alike.

## NURSE

The school nurse is always available for all students. The nursing station MUST be clear of clutter, including the bathroom area. ONLY prescribed medication will be given to students. No over-the-counter medication will be administered without a prescription. The campus nurse must be aware of the medical condition(s) of all students and must inform the teacher(s) of any medical condition that may need immediate attention.

The campus nurse will be responsible to contact parents of any injury to a child or medical condition which may lead to the child going home (fever, vomiting, etc.) and **must document ALL visits to the nurse's office**.

***The campus nurse MUST move swiftly in case of any emergency and notify campus administration.***

## LIBRARY

The library will be open from 7:15 – 3:45 P.M. (Monday – Friday)

Students will rotate to the library according to the master schedule. The teacher may inform the librarian, in advance, of specific learning objectives (TEKS) you would like to be taught during library time. Novel reading and puppet shows are recommended for all grade levels.

Students must be consistently reminded of the library rules.

The opening of the library at the beginning and the closing of the library at the end of the year will be announced. Be advised that the library may also be closed for special events and state assessments.

Audio / Visual equipment will be turned in and checked out through the library. All repair requests for this equipment must be submitted online by the teacher.

The library must be clean, organized, inviting, and clear of clutter. All material displayed must be current and conducive to learning with TEKS and STAAR objectives in mind. Seasonal and monthly changes must be evident.

## CUMULATIVE RECORD FOLDERS

The cumulative record folder, which is maintained for every student, is a source of crucial information. ***The cumulative folder is strictly confidential and is NOT to be taken out of the office*** *(exception – ARDs, 504s – with administrative approval).* The cumulative record folder includes but is not limited to the following items: prior report cards, results of standardized tests, state assessments, and personal information. End-Of-Year grades, attendance, promotion/retention and teacher signatures are required.

**Teachers are responsible for knowing their student's information and completing the cumulative folder at the beginning of the year, middle of the year and at the end of every year.**

## STUDENT SCHEDULE CHANGES

Occasionally a teacher may feel that a student may need a change of schedule. In this case, the teacher should discuss this problem with campus administration. It is important that recommendations of class change not be made directly to parents or students. Frequent changes will not be accommodated. Leading students and/or parents to believe a change is possible, when it is not, may damage the credibility of school personnel.

## SEASONAL/TEKS PROGRAMS

Teachers in Pre-Kinder to 2nd grade will be required to conduct one seasonal or TEKS based program for parents during the school year as follows:

| | |
|---|---|
| Pre-K | Easter Program |
| Kinder | The Graduation Program scheduled at the end of the year |
| 1st Grade | Christmas Program |
| 2nd Grade | Thanksgiving Program |
| 3rd – 5th Grade | Programs will be conducted by the Fine Arts Teacher. |
| 5th Grade | Promotion Ceremony |

## DISTRICT MEETINGS / WORKSHOPS

All personnel must be courteous and respectful at all District meetings and / or workshops. Always give your full attention to the presenter.

**ALL DISTRICT EMPLOYEES MUST COMPLY WITH DISTRICT & CAMPUS POLICIES, RULES, REGULATIONS, PROCEDURES, AND ADMINISTRATIVE DIRECTIVES AT ALL TIMES.** Failure to do so may result in letters of warning, reprimand and/or recommendation for non-renewal or termination.

## TEXAS TEACHER EVALUATION AND SUPPORT SYSTEM

(T-TESS) - FOUR DOMAINS

| PLANNING | INSTRUCTION | LEARNING ENVIRONMENT | PROFESSIONAL PRACTICES AND RESPONSIBILITIES |
|---|---|---|---|
| • Standards and Alignment<br>• Data and Assessment<br>• Knowledge of Students<br>• Activities | • Achieving Expectations<br>• Content Knowledge and Expertise<br>• Communication<br>• Differentiation<br>• Monitor and Adjust | • Classroom Environment, Routines and Procedures<br>• Managing Student Behavior<br>• Classroom Culture | • Professional Demeanor and Ethics<br>• Goal Setting<br>• Professional Development<br>• School Community Involvement |

## Professional Growth Plan

A professional growth plan (PGP) or improvement plan can be issued to an employee any time the supervisor believes there is a need for improvement. A supervisor generally has the option of placing an employee on a growth plan even in the absence of a poor evaluation score or any other prior warnings. Of course, it is *"best practice"* for a supervisor to discuss the need for improvement with an employee prior to issuing a growth plan. However, this is not required by law; it is just a matter of good management skills. Keep in mind that a growth plan is not, in and of itself, evidence of wrongdoing or poor job performance. On the other hand, ***failing to comply with a growth plan could be a problem and could constitute grounds for nonrenewal or termination.***

## T-TESS GOAL SETTING

The T-TESS includes, as a required component, that each teacher initiates and the appraiser approve a Goal-Setting and Professional Development Plan. The T-TESS structure indicates that it is the intention that this plan address issues / concerns from the four domains identified in the previous school year. The goal(s) must be maintained throughout the year by the teacher to track progress in the attainment of goals and participation in professional development identified in the plan.

## WALKTHROUGHS / OBSERVATIONS

It is recommended for teachers to review walkthrough and observation DATA online as it occurs to review administrative comments and recommendations. The teacher needs to self-assess and reflect on his/her instructional practices and implement substantial changes in practice which will result in significant improvement in student academic and social-emotional performance.

## OPEN DOOR POLICY

Campus Administration has an open-door policy. However, you will need to check with the office secretarial staff as to their availability when needing to speak with them.




SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

**FRED BOOTH ELEMENTARY**

Faculty & Staff Handbook Receipt

I hereby acknowledge receipt of the **2023-2024** Fred Booth Elementary Faculty & Staff Handbook. I agree to read and abide by all rules, regulations, policies & procedures defined or referenced in this document.

I understand the information in this handbook is subject to change as per District revisions or modifications of any rules, regulations, policies and/or procedures.

I understand that I have an obligation to inform campus administration of any changes to my personal information, such as, phone number, address, etc.

I will be responsible to contact campus administration if I have any questions or concerns regarding any clarification or further explanations of the contents in this document.

_____ _____

Print Name Date

_____ _____
Employee's Signature Assignment

***Keep this copy for your records.***

SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

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_____ _____
Print Name Date

_____ _____
Employee's Signature Assignment

***Turn this copy into the front office.**