

ROBERT LEE ISD

2021-2022

FACULTY HANDBOOK

Supplement



**7-12 Principal:
David O'Dell**

**K-6 Principal:
Lee McCown**

**Secretary:
Rosa Long - 7-12
Inga Elliott - K-6**

PRINCIPAL'S EXPECTATIONS

Normal duty times: 7:40 a.m. – 4:00 p.m.

Morning duty arrival time: 7:30 a.m.

1. Teachers should be at the classroom door when students are arriving and dismissing.
2. Be in the classroom on time.
3. Be on time for duty and meetings.
4. Turn in reports, grades, etc. on time.
5. Lesson plans and grade books **will be** kept up to date. Teachers are required to update grades every Monday to keep parents informed.
6. Dress at all times in a way that presents you as a proper role model for our students. Teacher must wear proper footwear at all times. Casual leather sandals are permitted, but NO rubber or plastic flip-flops will be allowed. The Superintendent will make the distinction between flip-flops and sandals. Teachers and staff may wear jeans on Friday. (The Ag Science teacher may wear jeans on a daily basis. Special consideration is also given to the art teacher due to the nature of the job requirements). A mustache, if worn, shall not be longer than the top of the upper lip or extend beyond or below the corner of the mouth. Goatees are permitted but must be well groomed. For female employees, no more than three earrings per ear are permitted. Male employees are prohibited from wearing earrings.

*The Superintendent is responsible for determining and maintaining the standards of dress and grooming.

STUDENT EXPECTATIONS

1. Obey all school rules as stated in the *Code of Conduct* and **Student Handbook**.
2. Be courteous with words and actions.
3. Respect the feelings and properties of others.
4. Exhibit orderly behavior inside and outside the classroom.
5. Come to class on time and prepared for learning.
6. Listen attentively and follow directions.

GENERAL INFORMATION

ABSENCES

Please notify the appropriate school secretary as soon as you become aware of an impending absence.

Rosa Long: 325-763-7925

Inga Elliott: 325-453-1137

If you are unable to reach the secretary please contact the appropriate principal.

David O'Dell: 806-433-1410

Lee McCown: 432-556-4220

For pre-planned absences, please notify the school secretary in a timely manner.

ACCIDENTS

Those teachers who are in charge of an activity which requires an accident report for insurance purposes will make the report the day after the accident or injury and turn it in to the office. In case of an accident or injury during school hours, notify the office immediately.

ANNOUNCEMENTS

Announcements will be made at the beginning of 3rd period at the high school and approximately 8:10 a.m. at the elementary school. Announcements will be made once daily unless there is a specific need for an additional announcement during the school day. High school announcements should be written (or e-mailed) and given to the high school office by 8:00 a.m. Elementary announcements should be written and given to the elementary office by 7:45 a.m.

ASSEMBLIES

Teachers should accompany their classes to pep rallies, student assemblies, etc. If the assembly occurs during conference times, teachers should plan to attend and assist with student monitoring. Please sit with the students to assist with student monitoring.

ATTENDANCE

Students are required by the compulsory attendance law to be in attendance each day for the entire period the Program of Instruction is provided. Students with absences are allowed to do make-up work. The student can be required to make up time and assignments in order to obtain credit. This includes excessive or unexcused absences. Make-up assignments shall be made available to students after any absence.

When a student is absent, they will be allowed 1 day to make-up work for each day absent. It is the student's responsibility to ask the teacher for work/assignments.

CALENDAR

Please notify Mr. O'Dell of any event that needs to be placed on the calendar as soon as possible to avoid scheduling conflicts. The master calendar is maintained by Mr. Hood.

CHILD ABUSE

It is your legal duty to report any suspected child abuse. Document your phone call to **800-252-5400**. You may also report on the web at <http://www.txabusehotline.org/>

COMPLAINTS

Teachers should first discuss problems with the principal prior to seeing the superintendent. Follow up on every complaint from a student when it is indicated that another student is a victim of alleged bullying.

CONFERENCE PERIODS

All teachers are expected to be available for conferences at that time. Teachers are expected to be on campus during their conference period. Please inform the Principal if you need to leave during school hours.

CORRAL PERIOD

Should a teacher wish to change the reporting location for a student's corral period (test make-up, additional instruction etc.) a note must be given to the student to give to the corral teacher. Without a note, the corral teacher will not release the student to a different classroom.

CUSTODIAL SERVICES

If you need any custodial services, contact the custodian in the building. If you need any maintenance services, fill out a work order, and turn it in to the high school office or to Mrs. Freeman in the central office.

At the end of each school day, please do the following:

1. Lock all doors. (especially after hours, weekends, and holidays)
2. Turn out lights.
3. Keep your room as clean as possible.
4. Turn in all fund raiser money to Mrs. Freeman at the end of each day that money is received.

DISCIPLINE

Supervision is the key. Teachers should position themselves so they can maintain order in the halls between classes and before and after school.

Major Infractions that warrant immediate removal of student from classroom (i.e., severe classroom disruptions, i.e., aggressive behavior, fighting etc.) Send student to the office immediately. Fill-out Discipline Referral and send to office as soon as possible. Principal will make parent contact and impose disciplinary actions.

Minor Infractions (minor classroom disruptions, off task behavior etc.)

Step 1 – verbal warning issued to student

Step 2 – verbal warning to student, Notice of Concern completed, parent contacted by telephone and/or parent/student/teacher conference.

Step 3 – Detention Notice completed. Parent contact. After school or lunch detention served.

Step 4 – Office referral with corporal punishment/ISS given. Principal makes parent contact.

Step 5 – Additional consequences including possible Fairview ISS placement. Principal makes additional parent contact.

Step 6 – Possible suspension/Fairview DAEP placement.

COUNSELING

All teachers are urged and encouraged to establish a close working relationship with each of their students. This relationship allows the teacher to counsel in a wide range of academic areas. Please refer a student to the high school principal if you think or become aware that there is a need.

FACULTY MEETINGS

Faculty meetings will be scheduled as needed. Information will be by email.

FIELD TRIPS

Field trips are allowed with principal approval. Field trip forms must accompany you and the student any time you take students on a school trip.

A form comprising of a list of students' names who will be attending must be completed and e-mailed to campus employees in advance of the trip.

FUNDRAISERS

All fundraiser activities must be approved by the principal. Efforts will be made to avoid too many activities occurring simultaneously. ***All fundraiser money must be turned-in daily*** to Mrs. Freeman to be placed in the school safe.

GRADE BOOKS

Teachers should attempt to have at least **twelve grades** for each student for a six weeks grading period. All grades need to be identified and dated. **Update grades in the electronic grade book every Monday to keep parents informed.** Grade papers, including late work, as quickly as possible so our electronic reporting remains current.

GRADING

A=90 – 100

B=80 – 89

C=70 – 79

F=69 and below

For honor roll and overall academic average purposes only, points will be added to grades earned in certain courses, as follows:

- | | |
|--|-----|
| 1. Pre-AP English I | +5 |
| 2. Pre-AP English II | +5 |
| 3. Humanities | +5 |
| 4. JH GT | +5 |
| 5. AP English III | +10 |
| 6. AP English IV | +10 |
| 7. AP Biology | +10 |
| 8. Pre-calculus | +10 |
| 9. Physics | +10 |
| 10. Anatomy & Physiology | +10 |
| 11. AP U.S. History | +10 |
| 12. Spanish III | +10 |
| 13. Independent Study in Computer Technology | +10 |
| 14. AP Statistics | +10 |
| 15. BCIS II | +10 |
| 16. Calculus | +10 |
| 17. Dual Credit | +10 |

Take care of all incomplete grades in the office or on the computer. This includes new students with incomplete records or students with missing work. Check the students' files as needed.

Report cards go out on Wednesday following the end of the Six Weeks.

Tests: Please collaborate with other teachers to avoid multiple tests on any given day. Please be sensitive to students who participate at night in extracurricular activities during the week.

HOSPITALIZATION INSURANCE

A portion of hospitalization insurance for the employee is paid by the school district. Dependents added must be paid for by the employee.

ISS

Teachers will be informed of students assigned to ISS by e-mail. A detailed list of assignments/instructions should be provided to the ISS teacher who will track which assignments have been completed. The ISS teacher will return those assignments to the office. The office will return those assignments to the appropriate teacher. Also send more than the usual day's work.

KEYS

All keys to the building will be issued by the superintendent/principal. All staff members are responsible for keeping up with their building keys at all times. If keys are lost, please notify the principal/superintendent immediately. Students are not to be given building keys. Unsupervised students are not allowed in any part of the building before or after school

MEDICATIONS

Employees of the District may administer medication to a student, provided:

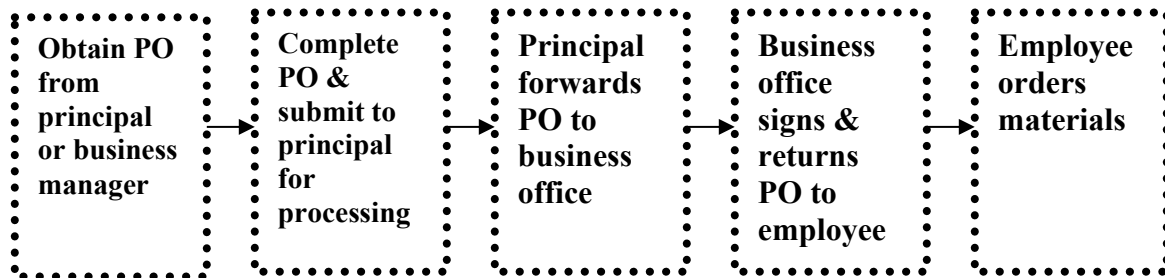
1. The District has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student. Students may carry and use inhalers with permission. Forms used to grant permission to use inhalers must be signed and returned to the office.
2. When administering prescription medication, the medication must appear to be in the original container and be properly labeled. [FFAC (LEGAL)]

Authorized District employees may administer prescription medication in accordance with legal requirements. [See FFAC (LEGAL)] Authorized District employees may administer non prescription medications provided by the parent, under the same provisions as for prescription medications. [FFAC (LOCAL)]

PUBLICITY

Encourage students to participate in school activities and make sure proper publication of their success is received. Turn in a list of student accomplishments to the office, so they can be announced. Articles and pictures for **THE OBSERVER** need to be turned in to Mrs. Elliott and Mrs. Long by Tuesday (A.M.) for publication in that week's edition.

PURCHASE ORDERS FLOWCHART



PLEASE DO NOT ORDER ANY MATERIALS WITHOUT A COMPLETED PURCHASE ORDER.

REFRESHMENTS

Coffee, tea, soft drinks, candy etc. are not to be taken to the classrooms by students without special permission from the principal. Special permission will only be given on an occasional basis.

SALES

Sales by all organizations are to be cleared through the office.

SCHOOL TRIPS

Each school - sponsored trip will have teacher or teacher/coach supervision. Students must return a signed transportation form unless prior written permission has been obtained from the principal. Whenever a sponsor is to take any student out of school during regular scheduled classes, this sponsor is to turn in to the principal's office a list of students under their care. This list is to be turned in three days in advance of the activity.

The sponsor will supervise and be responsible for conduct and safety of students. This responsibility also includes establishment of clearly defined limitations, such as curfew time, limits of travel, and other rules for maintaining order and discipline. **All school rules apply while on a school trip.** Sponsors must remain with the group at all times. Trip permission forms must accompany sponsor and student on trips.

No student will be allowed to go to town or leave the school grounds for any teacher or their class without permission of the principal.

SEXUAL HARASSMENT

Prevention is the very best tool for eliminating sexual harassment in the workplace or in the school setting. Take all steps necessary to prevent sexual harassment from occurring. The administration will take immediate and appropriate action to investigate and address complaints about sexual harassment.

TARDIES

The revised tardy policy is in the parent/student handbook. It is imperative that all teachers in all classes handle tardies in a consistent manner. Teachers use good judgement in deciding the excused/unexcused status of a tardy. Teachers should be fair and consistent. Remember the 3 tardies per 6 weeks are given to cover legitimate reasons.

If a student is 10 or more minutes late to class, he/she is counted absent for that period.

TELEPHONE

Any long distance telephone calls should be essential school business. Other calls should be held to a minimum. You **will not** be called out of class to take a telephone call unless it is an emergency.

TEXTBOOKS

1. Keep a record of textbook numbers issued to the students in your grade book. This is very important.
2. You may issue a book to each student or use a classroom set.
3. Be sure that the student's name is written in the book that has been issued to him/her.

4. A student that abuses a textbook will be subject to fines or disciplinary measures.
5. All books shall have on the inside cover a printed label that the book is the property of the state or district and a bar code. Teachers shall keep a record of the number of all books issued to each student. Books must be covered by the student under the direction of a teacher.
6. Books must be returned to the teacher at the close of the school session or when the student withdraws from school.
7. Each student, or his/her parent or guardian, shall be responsible to the teacher for all books not returned by the student. Any student failing to return all books shall forfeit his/her right to take textbooks from the classroom. This can be done when books previously issued but not returned are paid for by the parent or guardian. (A classroom book can be issued but not checked out.)

TRANSPORTATION

1. Anyone needing a school vehicle for transportation should complete a vehicle request form provided in this handbook. Complete the requests in a timely manner to ensure vehicle availability. Mr. Hood approves all vehicle travel.
2. Proof of liability insurance will be in the glove compartment of each vehicle.

TUTORIALS

Please monitor your students closely. This will enable you to determine which students need extra help. Provide instruction and re-teaching that will allow each student to be successful. STAAR preparation should commence with the beginning of school. Everyone is responsible for teaching the TEKS.

OTHER ITEMS OF IMPORTANCE

- When showing a movie or film at school, make sure you are not violating a copyright law and that you have permission from the principal.

- Do not leave school with your class to go on a field trip, to run an errand, for a work detail, a contest, or any other event without prior communication, planning, and approval with and from the principal.
- Do not leave a class unattended unless an emergency arises. Make any absence from class during the day very brief or get help with supervision of the class.
- In any sales project, make sure students that do not meet your requirements can contribute to the cause by other means.
- All coaches, sponsors, and directors need to be aware of the number of UIL days your students have used and have left.
- Follow fire and tornado drill instructions. Follow emergency evacuation plans/procedures communicated by the principal. Leave something in front of your door to indicate you have vacated the building. Always take a class roster, account for every student, and close the classroom door.
- If you are a class sponsor and cannot fulfill your responsibility as sponsor, you are required to find an appropriate replacement. You must also provide them with the information and resources to do the job. Class sponsors will be assigned or designated by the principal.
- Do not allow students in the teacher work room to buy Cokes, candy, run copies, get your mail, etc. Keep them out unless you are with them!
- Do not allow students to park in undesignated areas without permission from the principal.
- Do not allow students to use the gym without a coach's supervision and approval.