

*BREMOND
SECONDARY SCHOOL*



*HANDBOOK FOR
ADMINISTRATORS,
STAFF, AND
FACULTY*

2016-2017

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COMPENSATION AND BENEFITS

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Insurance Policies

There is a group hospital and dental insurance policy available in the school system. Deductions are made by the school from the monthly pay checks. Teachers will also have the opportunity to carry the student insurance policy.

Vacation Time

All twelve month employees who receive vacation time must take all vacation by In-service. Our fiscal year runs September 1 through August 31. YOU MAY NOT CARRY OVER ANY VACATION FROM ONE YEAR TO THE NEXT.

LEAVES AND ABSENCES

Absence from Duty

A teacher shall not be absent from his/her regular duties at any time without the consent of the principal, except in case of illness or emergencies. In such cases, the teacher is to secure a substitute through the AESOP automated system and then notify the campus secretary. Every effort should be made to see that lesson plans are left for the substitute. Absence from duty forms are still required to be filled out prior to absence or immediately upon return in cases of emergency absences.

Personal Leave Days

The District allows three personal leave days, used before state sick leave days, each year for all professional personnel. These days should be used with discretion and must have prior approval by the central office. Personal days not used at the end of the year will be paid to the employee at the rate of \$50 per day.

GENERAL PROCEDURES

Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials:

KWTX-TV Channel 10
KWTX Radio 97.5 and 1230 AM

The superintendent will also contact you prior to that time to inform you of his decision. This should provide you plenty of time to notify your staff.

Building Support Services

A. Principal's Secretary

This person is responsible for intra-school communications. After obtaining approval, all announcements must be turned in to the secretary prior to 8:00 a.m. on the day they are to be made. The secretary will also collect assignments for students who are absent and request work.

B. Counselor

The Guidance Department is responsible for academic, personal, and vocational counseling. Teachers are encouraged to work with the counselor regarding any problems students may have in these areas. The counselor is responsible for class placement and will share and interpret test data and other pertinent information with teachers. The counselor will also help teachers identify students with special needs and will cooperate with teachers in working with these students. Teachers are encouraged to share students' personal or academic progress and to allow students to confer with the counselor during the school day in order to help meet the students' needs.

C. PEIMS Coordinator

Attendance responsibilities include maintaining accurate records for all students enrolled in Bremond High School. Any questions regarding attendance procedures or the attendance of any student should be directed to the PEIMS Coordinator. The PEIMS Coordinator is also responsible for entering student's grades into the computer and printing their report cards.

D. Principals

The final building decision for all matters pertaining to Bremond I.S.D. rests with each campus principal.

Bremond High School-----Stephen English
Bremond Middle School-----John Burnett

Any matter that cannot be satisfactorily dealt with elsewhere should be brought to their attention as soon as possible.

Cafeteria

Any information or problems concerning meals served in the cafeteria will be handled through the principal's office. Free lunch requests will be processed in the office. This will not be the responsibility of the teacher nor should attention ever be brought to this subject in the classroom.

Breakfast/Lunch prices are located on the BISD Website at bremondisd.net.

Care of Classroom

The classroom should be neat, colorful, interesting, and attractive. A periodic "face lifting" of your classroom is recommended. Teachers are requested to adjust blinds in a uniform way and to arrange desks so as to have proper light and at the same time do not let desks come in contact with classroom walls. Your help is needed in conserving energy when rooms are not in use.

Let your students help by assuming some of the responsibility of the care of the room.

Chain of Command

The doors to the superintendent's and principals' offices are open. Each teacher is invited to come in at any time to discuss the problem(s) they might have in which they need assistance, or to offer suggestions that might help us have a better school. All suggestions will receive courteous attention and consideration. Problems, suggestions, and criticisms should be taken up with the principal. After a conference with the principal, if you are not satisfied with the matter, take it to the superintendent. SEE THE PRINCIPAL FIRST. If satisfaction is not obtained, the employee then has the unquestionable right to go to the school board while it is sitting in session. The campus principal shall be present at the session also.

Class Activities/Extra Curricular Activities

All class activities must be approved by the principal before they are planned and will then be placed on the school calendar.

All class bills must be paid at the close of each school year so that the books will be clear for the following group.

School employees must remain at the campus until students are picked up or have a ride home.

In any type of class activity, students must also get permission from their sponsor before inviting anyone other than those enrolled in their school.

When a class is making plans for any activity, the sponsors should be at the meetings.

Any sponsor who practices after hours needs to insure the building is secure before they leave.

Conference Periods

Teachers are to use their conference periods in a professional manner, e.g.: for planning, grading, typing, preparing bulletin boards, and conferences.

Curriculum

Teachers of the core academic subjects are expected to utilize c-scope and sequence - teaching the identified TEKS and learning objectives/concepts during the time frame indicated. Textbooks and other ancillary materials should be used to support and enrich instruction.

Duty Assignments

Principals will assign additional duties as needed and make these assignments known before the first day of school. Teachers are expected to perform these duties in a timely manner and without complaint. Specific duty assignments which are pertinent to each campus will be explained in further detail by the building principals.

Emergency Procedures

Fire Alarm Protocol

When the fire alarm is heard, remain calm and escort your students out of your classroom/gym doorway in accordance to the evacuation route posted by the doorway. Be sure to close and lock the door behind you and take student class roster with you.

Evacuate from the building in a quiet and orderly fashion.

Remain outside the building with your student until a signal is given to return to the building

Severe Weather Protocol

When an announcement is made, remain calm and escort your students to the interior hallways. Make sure that all classroom doors are closed and that you have a class roster of students. If you are near entrance doors, move your students further down the hallway away from the doors.

Have your students face the wall and assume a duck and cover position. Remain in this position until the all clear announcement has been made.

BAND HALL

When an announcement is made, remain calm and escort your students to the music library. Make sure that all classroom doors are closed and that you have a class roster of students.

Have your students face the wall and assume a duck and cover position. Remain in this position until the all clear announcement has been made.

AG CLASSROOM/SHOP

When an announcement is made, remain calm and instruct your students to remain/go to the classroom. Make sure that all classroom doors are closed and that you have a class roster of students.

Have your students face the wall and assume a duck and cover position. Remain in this position until the all clear announcement has been made.

GYMNASIUM

When an announcement is made, remain calm and escort your students to an interior room in an appropriate locker room and have your students assume a duck and cover position.

Remain in this position until the all clear announcement has been made.

TECHNOLOGY LAB

When an announcement is made, remain calm and have your students assume a duck and cover position under the computer tables.

Remain in this position until the all clear announcement has been made.

Emergency Lockdown Protocol

1. Announce “Code Red Inside the building” or “Code Red Outside the building” (Administrator). Clear halls, lock classroom doors, cover door window, close blinds, and turn off lights (Teachers). Everybody get low, stay away from windows, no outside calls or texting by teachers or students and maintain order and quiet.
2. Get students off track or athletic fields and into the stadium restrooms (Coaches and Jane Czajkowski). Get students off playground and into Elementary Computer Lab (Jerry Bell and Betty Slenk). Students in the gym will remain in the gym with doors locked and lights turned off (Coaches). Students in the cafeteria will go to the gym (Staff on lunch duty).
3. DO NOT OPEN YOUR DOOR FOR ANYONE. IGNORE THE BELLS AND ANNOUNCEMENTS.
4. Remain in lockdown until a district official or law enforcement officer unlocks your door.

Evacuation

- An announcement will be made to “EVACUATE THE BUILDING.”
 - Follow the EXIT plan as long as your path is safe.
 - Assemble students and proceed to the football field using the safest path to get there.
 - Account for all students upon arrival and report any missing students.
 - Parents will remain outside of the perimeter gate and students will remain inside of the inside gates for reunification.
 - District administration will determine if students should be moved to a different location.

Reverse Evacuation

- Used when students must be brought inside quickly due to a hazard on the outside of the building.
- Students will be brought to their regular classroom unless directed to other locations. Make sure students are in a safe area.

Shelter in Place – Used for chemical or biological threats.

- An announcement will be made “SHELTER IN PLACE.”
 - Close doors and shut off air intake system if possible.
 - Where possible seal gaps in doors and windows.
 - Do not allow anyone to leave until the all-clear is announced.
 - Do not allow cell phone use.

Safety Procedures to Follow:

- All visitors must check in at the office and have a visitors tag from the raptor system.
- All visitors will be required to leave an ID to ensure that they leave through the proper doors.
- Visitors will be given a list of proper procedures in case of an emergency as well as the instructions to follow while visiting the school.
- If you see a visitor in the hall without a visitor tag:
 - Walk them to the office or
 - Ask them to wait while you call the office to let them know you need assistance.
- Visitors are not to visit classrooms without prior approval. Doing so may result in forfeiture of visitation rights.
- Do NOT open the door for visitors. Visitors should be directed to the front offices.
- Do NOT allow students to open the doors to get food or other deliveries. These have to go through the office.
- Visitors will be allowed to eat with students as long as the proper procedures are followed.
- Do NOT open the doors for tardy students. Tardy students need to enter through the front office.
- Keep your doors locked at all times. You do not have to have the door closed but please keep it locked. Administrators have a key if they need to get into your room. This will speed up the process if we were to have to go into lockdown.
- At least one drill will be practiced each month. These will not always be convenient so please be patient.

Grade Book

Using a common tracking system, teachers in Bremond Schools will post grades in their grade book citing the date on which the graded material was completed and identifying it (activity, test, oral report, teacher observance, project, etc.) The date in the grade book will correspond with that same date in the teacher’s lesson plan book. If there is more than one grade recorded for a date, the teacher will write the date beside the identification of the graded material. The section in the lesson plan book will include information about the assignment and a reference to a TEKS or EOC objective.

The terminology used may vary, but teachers throughout the system will follow a plan that ties the recorded grade to the lesson plan. Review of this administrative policy will be at the beginning of school each year by the campus principal.

Faculty Meetings

Faculty meetings will be held as planned and scheduled by the principal or the superintendent. We will never have a faculty meeting just for the sake of having a meeting. There will always be a good reason for holding the meeting; therefore, you will be expected to attend. Most faculty meetings will begin at 3:30 p.m. in the forum or the cafeteria.

Janitorial Services

If teachers desire janitorial services on special occasions or for various reasons or emergencies during the day, make this known to the office. It is believed that help can be secured more easily in this manner than by trying to secure help personally.

Keys

Under no circumstances will teachers have duplicate keys made. If a key is lost, or it is necessary to have an additional key, please tell your principal and he/she will take care of it. In order to keep an accurate record of how many keys are in circulation, it is necessary for the school to furnish all keys.

Leaving Campus During School

Anytime a teacher finds it necessary to leave the school campus he/she is to get permission to do so from his/her principal. Anytime a member of the administrative staff, principal, or a counselor leaves a campus **NOTIFY THE CENTRAL OFFICE.**

Length of School Day

The school day for teachers will start at 7:30 a.m. and shall last until 3:50 p.m. Monday – Thursday, and Fridays 7:30 a.m. – 3:20 p.m. Each teacher will be expected to be at school by 7:30 a.m. and remain on duty until your area of responsibility is clear. **A teacher who wishes to leave the school grounds during the school day should notify the principal and be cleared to leave by the principal prior to leaving.** Teachers should sign out via email to the secretary when they leave and then sign in via email to the secretary upon their return. Teachers absent from 7:30 a.m. – 11:30 a.m. will be marked as a ½ day a.m. absence. Teachers absent from 11:31 a.m. – 3:50 p.m. will be marked as a ½ day p.m. absence. The administrator's workday is from 7:15 a.m. - 4:00 p.m.

Lesson Plans

Lesson plans will be turned in via the computer by all teachers no later than 8:00 a.m. the first instructional day of each week. Lesson plans should be based upon the TEKS and EOC objectives. Include unit or lesson titles, key concepts, page number, and a sequential outline of activities. A student's IEP must also be notated when applicable. Plans should be brief but understandable in case you are absent.

Maintenance Policy

The most expensive investment we have in our budget other than instruction is the maintenance of buildings and equipment. In most cases preventive maintenance is the most economical way to maintain school property.

The principal of each building is responsible for maintaining and seeing that minor repairs are handled properly. On any major problem which requires outside help the principal will report the need to the superintendent. Custodians will be responsible to the principal of their assigned campus.

Custodial duties are as follows:

- A. Clean floors daily
- B. Clean restrooms daily
- C. Clean cafeteria daily.
- D. Dust furniture and classrooms
- E. Special items of cleaning such as needed by teachers.
- F. Keep walls of halls clean
- G. Special assignment, such as painting-repairs

The school administration will make daily inspections of the building and report to the superintendent.

Miscellaneous

1. The State of Texas requires fire drills and you will be given direction sheets showing where your room is to go, along with other instructions.
2. All play practice sessions must be accompanied by a sponsor.
3. All club and class meetings are to be held before or after school and must be cleared through the office.
4. Do not send students to the teacher workroom or office for your personal materials (mail) or refreshments.
5. All teachers are expected to be at assemblies with the group, or class they sponsor or supervise.

Name and Address Changes

It is important that employment records be kept up to date. Employees should notify the business office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the central office.

Perfect Attendance

All teachers that did not miss any work days during the school year will receive a \$150 stipend. Pre-Approved workshops do not count against your perfect attendance.

Purchase Orders

Any request calling for the expenditure of funds must be submitted on a requisition form provided for that purpose. An estimate of the total cost, **including the shipping costs**, should be listed on all requisitions. This includes purchase of materials or supplies and expenses on school trips for students or for teachers. If the teacher desires to pick up the supplies, he/she should always obtain a purchase order number from the office.

The requisition (PO) must be completed and approved by the principal and then by the superintendent. Requisitions should be turned in at least three days early so there is sufficient time for processing them. If procedure is not followed, we cannot insure prompt refunds on expenditures. No purchase should be made by a teacher at any time without the purchase order being given ahead of time. All requisitions must be signed by the principal and/or superintendent before ordering. **Please write on the top of the PO if you want it to be mailed, faxed, or called in by the business office or returned to you.**

An activity purchase order for the high school requires the completion of a pay-to form before a check can be written. This comes out of the school activity account and not the school budget. The pay-to form must have an invoice attached if possible.

Rules to Remember:

1. All persons needing a Purchase Order must print a completed form from the district's website.
2. All items on the requisition must be completed by the originator prior to submission to the principal and/or Central Office for approval by the appropriate person. Final approval will be made by the superintendent after the business manager has verified that budgeted funds exist and are coded according to TEA regulations. Upon final approval, the requisition will be submitted to the Central Office whereupon a Purchase Order number will be issued.
3. The superintendent's secretary will distribute appropriate copies of the Purchase Order to the vendor and/or originator.

4. IF THE PURCHASE ORDER/REQUISITION PROCEDURE IS NOT FOLLOWED, THE ORIGINATOR OF THE EXPENSE WILL BE CHARGED WITH THE EXPENSE.
5. Upon receipt of purchases, please review the packing slip to verify that all items ordered have been received and bring the **signed packing slip** to the **central office**.

Reimbursement

If you have anything for reimbursement, you must have it in to the Central Office within 72 hours of the expense. Reimbursement forms may be downloaded from the district's website. If you are requesting mileage reimbursement please attach a copy of the Map Quest or Google driving directions with the total mileage on the print out.

Re-teaching/Retesting Policy

Teachers will adhere to the following guidelines when retesting for mastery of the TEKS and EOC elements:

1. The teacher records test grade in the grade book.
2. If a student's grade is failing (below 70), and the teacher determines retesting is appropriate, the retest grade is recorded next to the first failing grade, i.e. 55/70
3. The new grade, not to exceed 70, is the average of the first test and the retest grade.
4. If the test and retest grades are both failing, then the six-week test or major unit test becomes the second retest and documents mastery of the TEKS & EOC objectives.
5. There will be no retest for semester exams.

A retest may be oral or it may be a different version of the original test. Teachers may require students to take the retest before or after school. The teacher will have the responsibility for setting the time and location of the retest.

Sales

The school will not sponsor neither will any class sponsor, the sale of magazines and subscriptions for the same, nor solicit funds or donations from the public without approval of the principal.

Salesmen

All salesmen who wish to talk to teachers must have a permission slip from the superintendent or principal's office. Conferences with salesmen should be scheduled during off-periods.

Scheduling Activities

All activities are to be cleared through the principal's office before they are scheduled. The official calendar will be kept in the principal's office. Each teacher should make a tentative list of dates that he/she desires to use for special activities during the year.

Conflicts will be worked out, and the activity schedule will be completed as soon as possible. No special program will be scheduled for the last two weeks of the school year. Any activity or field trip which is sponsored by the school must have the approval of the principal. It is preferred that class activities and meetings not be scheduled at night if at all possible, but exception may be made when the principal deems it necessary.

Arrangements for the use of the gym or other school facilities will be made before any definite plans are formulated. Application forms are available in the principal's office and must be approved by the athletic director, principal, and the superintendent. Unless approval is given by the superintendent, no program, practices or activities shall be held on Wednesday nights or Sundays.

School Sponsored Trips

A teacher may take students on school sponsored trips during the year. The following are regulations concerning school sponsored trips:

1. Each student must travel in school approved transportation.
2. A student must return by school approved transportation unless his/her parents personally pick him/her up or if they personally arrange with the sponsor for his return.
3. A student must be passing in all courses in order to make a school sponsored trip in connection with athletics, interscholastic league contests, FCCLA, FFA, or other activities. **Teachers are responsible for checking student eligibility.**
4. Students who miss school on school sponsored trips will be counted absent, and will be permitted to make up the work within a period equal to the number of days missed. However, the teacher should encourage the student to do the make-up work prior to being absent, whenever possible.
5. A teacher who serves as sponsor of a group should require that students do the make-up work.
6. A teacher/sponsor should realize that he/she has the obligation and responsibility for ensuring proper conduct of pupils under their supervision.
7. For field trip and extra school activities not covered by the Interscholastic League, the teacher should secure a signed parental release blank to file in the office.
8. **Sponsors are to remain at school until all children have secured rides home.**
9. **Bremont HS/MS students will not be allowed to participate in school-sponsored extra-curricular activities if they have 10 or more unexcused**

absences per semester in any one class period and the attendance make-up hours have not been completed by the student at the time of the scheduled extra-curricular activity.

Sectarian Views

No sectarian views or partisan politics shall be taught in the Bremond Independent School District.

Supplies

A request for supplies such as pens, staples, rubber bands are made at the end of the school year by the teacher for the upcoming year and subsequent times thereafter.

Teacher Appraisal

Teacher in-service each year will include updates and changes in the appraisal requirements. New teachers must receive training in State required appraisal from the building principal.

Each teacher will be appraised at least one time annually unless the teacher requests a second appraisal by a different appraiser.

Each teacher will receive a copy of his/her evaluation and a conference is guaranteed.

BREMOND INDEPENDENT SCHOOL DISTRICT
TEACHER APPRAISAL CALENDAR FOR
2016-2017

APPRAISAL PERIOD

September 12, 2016 through April 8, 2016

PROFESSIONAL DEVELOPMENT AND
APPRAISAL SYSTEM CALENDAR

August 8, 2016	New Teacher Orientation.
August 9, 2016	Teachers report for staff development.
August 22, 2016	First day of instruction.
September 12, 2016	Formal appraisals begin/Goal setting and PD Plan Due.
September 12 – December 14	Evaluations and analysis of results.
December 14, 2017	Last day for Fall evaluations.
January 3, 2017	Instruction for 2 nd semester walkthroughs allowed.
April 18, 2017	Last day for formal observations.
April 18, 2017	First day of summative conferences.
May 12, 2017	Last day of summative conferences.
May26, 2017	Last day of instruction.

No classroom observations will be scheduled on the day before or the day after a regular school holiday, days scheduled for the end of the semester or the end of the year exam, or days scheduled for EOC or other standardized tests.

The principals will serve as teacher supervisor for the personnel listed under their name in the column below. The second appraiser for each group is listed in parentheses at the bottom of the column.

<u>Ronnie Groholski</u>	<u>John Burnett</u>	<u>Stephen English</u>
Callie Andreski	Susan Brown	Clayton Bishop
Lacey Buckner	Lynn Drews	Becky Bobo
Janette Conner	Linda Johnson	Paula Bodiford
Amber Fuller	Robbie Kasowski	Carol Boring
Anne Groholski	Rebecca Lee	Chuck Caskey
Casey Owens	Sarah Luce	Denise Eichinger
Nikki Settle	Yvonne McBride	Carrie English
Kay Smith	Donald Morgan	Leah Feist
	Delicia Moore	Brian Garcia
	Ryan Olson	Leslie Kasowski
	Charlotte Revill	Lisa Miller
	Taylor Rowe	Troy Mitchell
	Tina Smith	Kimberley Olson
	Annie Swick	Robert Quinn
	Nathan White	Stephen Reilly
	Lesa Wilganowski	Jordan Revill
	Brenna Yanowski	Tina Rowe
		Fred Wilganowski
8	17	18
(John Burnett)	(Ronnie Groholski)	(John Burnett)

Telephone

Teachers or students are not to use the telephone for long-distance calls except by permission. The principal's office phone is the only one to be used for long distance. Students or teachers will not be called from class to the phone unless it is an emergency.

Textbooks

Each teacher is responsible for keeping a record of textbooks issued and checking once every six weeks to insure that textbook care. If a student damages a book through neglect or carelessness, the principal will assess a fine, or the student will pay for the book if the book is beyond repair. Fines should be paid when books are damaged or lost, not at the end of the year. The principal will be in charge of textbooks and will determine the method of assessing and collecting fines for damaged books or collecting payment for lost books. A pupil is required by state law to pay the full price of each textbook he/she loses or destroys. Allowance for depreciation is not permitted.

State law requires that all books be covered while being used by the student. The teacher should make a notation in the grade book as to the condition of each book that is checked out. Check the number in each book that is checked out and in. Require each student to write his name in the book with ink. Also put your name and year in each book as you check it out. If a student transfers from your class to another teacher, or leaves school altogether, the student is to check in the book to you. The principal has a form that each teacher will sign signifying the number of books that are due the book room from each teacher. A copy will be given to the teacher and one kept by the principal. This will be the number of books for which you will be responsible.

Requests for textbooks must be given to the principal since the bookroom will remain locked. When a new student registers, textbooks will be brought to you.

Transportation Policy

A request must be made to Ronnie Groholski by a sponsor for use of a bus as early as possible. Mr. Groholski will be responsible for assigning transportation. The group SPONSOR will be responsible for cleaning the bus on the return. This should be done immediately upon return. The bus must be clean for the next user.

The SPONSOR and the DRIVER will be responsible to assure that all precautions are made for the safety of the students. Any problem concerning safety must be reported to the principal or the superintendent.

The SPONSOR will be responsible for the conduct of the students. Since these students are representatives of Bremond ISD, they will be expected to conduct themselves in a superior manner.

The DRIVER will be responsible for using good judgment in caring for the equipment. Any malfunction or problems with the bus or the van must be reported to Mr. Groholski.

All field trips will be scheduled through the principal's office. If the trip will take more than one class period, teachers must fill out a field trip form available in the principal's office. Teachers will not take students from another class before checking with the principal. **No more than one field trip per teacher will be approved per year.**

Tutorials

All teachers will be available for tutorials Monday through Thursday from 7:30 to 8:00 a.m. and 3:20 to 3:50 p.m., and from 7:30 to 8:00 a.m. on Friday, as well as the regularly scheduled tutorial period during the school day.

Use of Cafeteria

The scheduling of the cafeteria before, during, and after hours is to be done with the cafeteria director. This will allow each group to have sufficient access to the cafeteria by all student groups.

Use of the Library

When any teacher desires the privilege of taking a group to the library to do research, the following regulations are necessary.

1. Discuss the matter with the librarian and arrange date and time for seating your group in the library.
2. Give the librarian a list of the materials that you will need.
3. Conference and discussion should take place in the classroom before going to the library. The library is to be used for reading and note taking.
4. The group will be expected to follow all library regulations.
5. Teachers should be certain that the library has the information that they are assigning before taking the group to do research.
6. Students should be given ample opportunity to browse in the library but should not be sent there as a disciplinary measure.

A teacher who brings a class to the library is expected to remain with that class, supervise the work and conduct of the student, and help find needed materials.

Visual Aids

1. All audio visual equipment must be signed for in advance.
2. Don't ever show a video for the sake of taking up time. Have a purpose in showing the video.
3. While some teachers are not taking full advantage of visual aids, others use them to the point that they are not effective. Please do not abuse this fine teaching aid. All videos should be previewed before showing.
4. You, the teacher, will assume responsibility for seeing that all equipment is cared for and returned. When the equipment is returned, the teacher should be sure his/her name is removed from the checkout list.
5. All teachers will be responsible for setting up their own visual aid equipment.
6. Videos should always apply to your grade level and relevant to the subject area.

STUDENT ISSUES

Attendance Reporting

Attendance reports are permanent, auditable records. They must be filled out correctly via the computer at the beginning of each class period. **STUDENTS WILL NOT FILL OUT ATTENDANCE REPORTS.**

Attendance reporting procedures are subject to change and subject to new attendance policies and procedures.

Citizenship Grades

Teachers are not to deduct points from the academic grade because of discipline problems. In an effort to standardize conduct grades from all teachers, use the following standard when recording conduct grades for a six week period:

- S—O discipline notices
- N – 1 to 2 discipline notices
- U—3 or more discipline notices

The office will return the appropriate copies to the teacher after action is taken.

Conferences with Parents

Many people's impression of our school will be formed by the way they are received when they come to visit, either for a minute's talk or for a formal conference. That is why it is important that each teacher make parents feel their visit is welcome and that their interest in the school is appreciated.

The following suggestions are some that teachers may find helpful when talking to parents:

1. Try to find a comfortable and private place for your talk. It will be helpful if you are not seated behind your desk.
2. Listen closely and sympathetically to what the parent has to say. He/she knows more about the child than anyone else can ever know. Yet, you have an advantage in that you see the child in action every day in a group situation. Both you and the parents have a great deal of information that can be shared for mutual benefit.
3. Every student has some good points; emphasize these and the parents will accept more readily any unfavorable information or criticism about the child. Begin your report with encouraging news.
4. Put yourself in the parent's shoes. He/she may want your frank opinion as to how the child is deficient in some area. A tactfully phrased approach such as, "Mary daydreams a great deal in class. Can you think of anything we might do that will help her overcome this?" will make this a mutual problem and enlist the parent's cooperation.
5. The teacher should be extremely cautious in expressing an opinion to the parents concerning the health of their child. In cases where the teacher feels that a student is in need of psychiatric help, it is recommended that reference to a medical doctor be made to determine the cause of the problem. If further referral is needed, this should be done by a medical doctor.
6. If the parent thinks it is the fault of the school because the child is not doing well, try to find out exactly what he/she thinks is the problem. Then ask for his/her suggestion as to how the situation might be improved.

7. If someone asks you to do something that is against school policy, make your refusal as courteous and pleasant as possible and explain why you cannot do it.
8. When someone starts to criticize another teacher to you, if possible, offer a defense, or suggest that the person have a conference with the teacher. If you cannot do this, change the subject as soon as possible.
9. Teachers should be very aware of the dangers of repeating confidential statements from a parent or student conference.
10. The personal conference is recommended over the telephone conference.

Corridor Pass

When giving a corridor pass, please give the full name of the student, where he/she is going, the date, signature of the teacher, etc. Report to the office students going to the restroom excessively or at the same time of day. Anyone without a pass will be sent back to class to obtain a pass. Blank forms are kept in the office.

Discipline

It is best for the teacher to handle the discipline problems that arise in the classroom. The principal should be the last resort. Sending the student to the principal because of minor infractions quite often leads to an increase in the number of problems. Naturally, there are occasions when it is necessary to refer a student to the principal for disciplinary action; the teacher will always send the student to the office with a disciplinary referral form explaining the situation that makes such action necessary. If the principal is not in, the secretary will supervise the student in the office until the principal returns or until the class changes.

Many problems can be fully eliminated by proper handling of students in the classroom. Give each student credit for being able to think, for he/she will know whether the individual differences should be considered (refer to Discipline Management Plan). Provide an atmosphere in the room that is conducive to learning; make the work interesting to the students. Careful planning of instruction in each course with critical self-analysis of methods will usually eliminate most of the teacher's classroom discipline problems.

Good discipline in the school is extremely important to us all – teacher, principal, superintendent, Board of Trustees, and parents. In the end, good discipline is important to students most of all, for upon it depends the kind of schooling they will receive. Without good discipline, schools cannot discharge their primary function of guiding the development of new citizens. Without it, students cannot realize their greatest opportunities for growth.

In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the principal, the superintendent, and the Board of Trustees. In order to give repeatedly the support which, the teacher needs, the administrative officers and Board of Trustees must know that the teacher's procedure had

been in accordance with good educational practice and the District's Discipline Management Plan.

In order to form the basis of mutual understanding between the Board of Education and its employees the following principles are set forth:

1. Good discipline is usually positive, rather than negative in nature. It consists of keeping students interested and busy doing things that are constructive and worthwhile, rather than doing things that are destructive and anti-social.
2. Not all students respond to positive discipline, and punishment or curbing of some kind is required.
3. Good discipline is always fair, dignified, and in good temper.
4. Corporal punishment will be administered by the principal in the presence of a witness. Behavioral modification techniques are sometimes more effective and have a longer effect on the student's behavior than corporal punishment.
5. When conferences with the teacher, principal, and joint conferences with parents fail to bring about acceptable classroom behavior, the student must be removed from school in the interest of the larger group of students.
6. All procedures in discipline cases will be handled in accordance with the guidelines provided in the district's discipline management policies.
7. Be firm with your students—particularly during the first several weeks of school – and you will lessen your discipline problems. If you are thoroughly prepared; discipline will be no problem.

Discipline Guidelines for Success

Rules governing classroom control are difficult to find, but the following two approach universality as closely as any:

A. Firmness

The first of these two guideposts insists on firmness in the teacher's interactions with the pupils. This tone must be fixed from the first day. What is meant by firmness? In the case of discipline, these standards consist of limits within which students must operate. Therefore, before a teacher can take a firm stand, he/she must know what he/she is standing for, or against. A teacher who intends to be firm with his/her students must first do some careful thinking, some real intellectual searching into behavior he/she expects from the students. He/she must ask himself such questions as:

1. How do I expect my students to enter and depart from the classroom?
Does it really make a difference?
2. When I ask the class to be quiet, what do I really mean?
3. How should my students respond to questions or enter into discussion?
4. How about pencil sharpening, waste paper disposal, and a hundred other insignificant, but nonetheless real, items to be considered.

B. Preparation

The second rule speaks of the necessity of being thoroughly prepared. What is meant by thorough preparation? What does preparation have to do with discipline problems? In answer to these questions, let it be said that any teacher who is thoroughly prepared knows:

1. What he/she hopes to achieve during any given lesson and how this daily effort is related to the larger goals.
2. Why this lesson is important.
3. How he/she intends to teach lesson.
4. What materials or aids will be needed in the process.

Things which should be done:

1. Use personal experience as a guide in identifying students as discipline problems.
2. Talk informally with the students at the very outset of the year about class room procedures.
3. At the teacher's option, permit the students to sit where they choose and let them know that only through misbehavior will there be arbitrary seating.
4. Learn the students' names immediately.
5. Begin lessons promptly.
6. Be enthusiastic.
7. Provide each student with the opportunity for some measure of success each day- even if it is only a smile or a pat on the back.
8. Admit error. Laugh at your own mistakes.
9. Make assignments reasonable and clear. Too much homework is worse than none.
10. Do something nice for your students occasionally.
11. Be alert. Know when you are going to have a problem before it actually descends upon you.
12. Challenge each student; keep him/her busy with meaningful, relevant work.
13. Never give busy work. The student will see through this before you finish giving the assignment.
14. You are professional people teaching novice students. You should be in control of your classroom situation at all times. Never let the students have the upper hand.

Things which should be avoided:

1. Don't try to buy popularity.
2. Don't be a comedian.
3. Don't talk through noise.
4. Eyes are more effective than mouths. Many teachers have discovered that ceasing to talk will control a situation. Fixing your eyes on an offender and

continuing that fixed stare creates an uncomfortable situation to which most students readily respond.

5. Allow the student to save face if possible.
6. Make the punishment fit the offense.
7. Reserve judgment when tempers flare. Don't be too hasty.
8. Call in parental help in a diplomatic way. If all concerned can sit down and discuss the problems chances for success are increased greatly.
9. Seek administrative help – judiciously. If the teacher has done everything at his/her disposal to correct a disturbing situation with little or no success, he/she may then conclude that, in the interest of the rest of the class, he/she may no longer afford the time being wasted in constant disciplinary action. At this point, he/she is perfectly justified in removing the disturbing influence from the classroom by bringing the offender to the office. If the class fully understands the logic behind this, very little prestige need be lost. Prior to this, the teacher should have talked to the offender in private. Each student constitutes a valuable part of the class. No one student, however, constitutes a part so important that their value exceeds that of the entire class. With this idea clearly understood, a teacher can defend this action to both offender and the other students.

Things NOT to do:

1. Don't be a "gonna" teacher. A person who is always "gonna" do something is quickly tagged by the students as a do-nothing. Wild, ridiculous threats should never be considered by a competent teacher. Never tell a student that you are "gonna" do something that you do not have the authority to do. You will have backed yourself into the proverbial wall.
2. Don't use school work as punishment. If students associate reports and other school assignments with punishment, they will have difficulty in disassociating such assignments in the future.

Many paragraphs have been devoted to discipline and then only the surface has been scratched. We must have the realization that students do things – or don't do things – for reasons. Their reasons may not appear to be important to the teacher, but they are to the students involved. If a teacher is to be a good disciplinarian, he/she must be concerned with the causes. Perhaps if teachers remember this and utilize some of the suggestions given, they may be able to spend less time worrying about the professional malignancy "discipline" and devote more energy to their primary task—TEACHING.

Use of Restraint and Time-Out

A. Requirement to implement. In addition to the requirements of 34 Code of Federal Regulations (CFR), §300.346(a)(2)(i) and (c), school districts and charter schools must implement the provisions of this section regarding the use of restraint and time-out. In accordance with the provisions of Texas Education Code (TEC), §37.0021 (Use of Confinement, Restraint, Seclusion, and Time-Out), it is the policy of the state to treat

with dignity and respect all students, including students with disabilities who receive special education services under TEC, Chapter 29, Subchapter A.

B. Definitions:

- 1) Emergency means a situation in which a student's behavior poses a threat of:
 - a) Imminent, serious physical harm to the student or others; or
 - b) Imminent, serious property destruction.
- 2) Restraint means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of the student's body.
- 3) Time-Out means a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period in a setting:
 - a) That is not locked; and
 - b) From which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.

C. Use of restraint. A school employee, volunteer, or independent contractor may use restraint only in an emergency as defined in section (B) and with the following limitations.

- 1) Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency.
- 2) Restraint shall be discontinued at the point at which the emergency no longer exists.
- 3) Restraint shall be implemented in such a way as to protect the health and safety of the student and others.
- 4) Restraint shall not deprive the student of basic human necessities.

D. Training on use of restraint. Training for school employees, volunteers, or independent contractors shall be provided according to the following requirements.

- 1) A core team of personnel on each campus must be trained in the use of restraint, and the team must include a campus administrator or designee and any general or special education personnel likely to use restraint.
- 2) Personnel called upon to use restraint in an emergency and who have not received prior training must receive training within 30 school days following the use of restraint.
- 3) Training on use of restraint must include prevention and de-escalation techniques and provide alternatives to the use of restraint.
- 4) All trained personnel shall receive instruction in current professionally accepted practices and standards regarding behavior management and the use of restraint.

E. Documentation and notification on use of restraint. In a case in which restraint is used, school employees, volunteers, or independent contractors shall implement the following documentation requirements.

- 1) On the day restraint is utilized, the campus administrator or designee must be notified verbally or in writing regarding the use of restraint.
- 2) On the day restraint is utilized, a good faith effort shall be made to verbally notify the parent(s) regarding the use of restraint.
- 3) Written notification of the use of restraint must be placed in the mail or otherwise provided to the parent within one school day of the use of restraint.
- 4) Written documentation regarding the use of restraint must be placed in the student's special education eligibility folder in a timely manner so the information is available to the ARD committee when it considers the impact of the student's behavior on the student's learning and/or the creation or revision of a behavioral intervention plan (BIP).
- 5) Written notification to the parent(s) and documentation to the student's special education eligibility folder shall include the following:
 - a) Name of the student;
 - b) Name of the staff member(s) administering the restraint;
 - c) Date of the restraint and the time the restraint began and ended;
 - d) Location of the restraint;
 - e) Nature of the restraint;
 - f) A description of the activity in which the student was engaged immediately preceding the use of restraint;
 - g) The behavior that prompted the restraint;
 - h) The efforts made to de-escalate the situation and alternatives to restraint that were attempted; and
 - i) Information documenting parent contact and notification.

F. Clarification regarding restraint. The provisions adopted under this section do not apply to the use of physical force or a mechanical device which does not significantly restrict the free movement of all or a portion of the student's body. Restraint that involves significant restriction as referenced in section (B)(2) does not include:

- 1) Physical contact or appropriately prescribed adaptive equipment to promote normative body positioning and/or physical functioning;
- 2) Limited physical contact with a student to promote safety (e.g., holding a student's hand), prevent a potentially harmful action (e.g., running into the street), teach a skill, redirect attention, provide guidance to a location, or provide comfort;
- 3) Limited physical contact or appropriately prescribed adaptive equipment to prevent a student from engaging in ongoing, repetitive self-injurious behaviors, with the expectation that instruction will be reflected in the individualized education program (IEP) as required by 34 CR §300.346(a)(2)(i) and (c)to

- promote student learning and reduce and/or prevent the need for ongoing intervention; or
- 4) Seat belts and other safety equipment used to secure students during transportation.

G. Use of time-out. A school employee, volunteer, or independent contractor may use time-out in accordance with section (B)(3) with the following limitations.

- 1) Physical force or threat of physical force shall not be used to place a student in time-out.
- 2) Time-out may only be used in conjunction with an array of positive behavior intervention strategies and techniques and must be included in the student's IEP and/ or BIP if it is utilized on a recurrent basis to increase or decrease a targeted behavior.
- 3) Use of time-out shall not be implemented in a fashion that precludes the ability of the student to be involved in and progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the student's IEP.

H. Training on use of time-out. Training for school employees, volunteers, or independent contractors shall be provided according to the following requirements.

- 1) General or special education personnel who implement time-out based on requirements established in a student's IEP and or/ BIP must be trained. In the use of time-out.
- 2) Newly-identified personnel called upon to implement time-out based on requirements established in a student's IEP and/or BIP must receive training in the use of time-out within 30 school days of being assigned the responsibility for implementing time-out.
- 3) Training on the use of time-out must be provided as part of a program which addresses a full continuum of positive behavioral intervention strategies, and must address the impact of time-out on the ability of the student to be involved in and progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the student's IEP.
- 4) All trained personnel shall receive instruction in current professionally accepted practices and standards regarding behavior management and the use of time-out

I. Documentation on use of time-out. Necessary documentation or data collection regarding the use of time-out, if any, must be addressed in the IEP or BIP. The admission, review, and dismissal (ARD) committee must use any collected data to judge the effectiveness of the intervention and provide a basis for making determinations regarding its continued use.

J. Student safety. Any behavior management technique and/or discipline management practice must be implemented in such a way as to protect the health and safety of the student and others. No discipline management practice may be calculated to inflict injury, cause harm, demean, or deprive the student of basic human necessities.

K. Data reporting. With the exception of actions covered by section (F), data regarding the use of restraint must be electronically reported to the Texas Education Agency in accordance with reporting standards specified by the Agency.

L. The provisions adopted under this section do not apply to:

- 1) A peace officer while performing law enforcement duties;
- 2) Juvenile probation, detention, or corrections personnel; or
- 3) An educational services provider with whom a student is placed by a judicial authority, unless the services are provided in an educational program of a school district.

Student Code of Conduct

All professional personnel will receive a copy of the Student Code of Conduct and should refer to it if a question arises. This, in addition to the guidance of the principal should provide the necessary leadership for a positive classroom climate.

Excusing Pupils from Class

When a pupil claims to be ill and must leave your room, a health pass must be issued. If there is an accident or other emergency, care for the situation to the best of your ability immediately. KEEP CALM and do not permit others to crowd around one who has fainted or is injured. Send someone for the principal immediately. Avoid undue alarm. The patient needs cool, calm handling, not excitement and disorder. Under no circumstances are you to give aspirin or other medication. Do not allow students to leave your classroom for any reason other than emergency or request from the office. Anytime a student leaves your class for any reason he/she must have a hall pass, properly completed. Keep hall passes to a minimum.

Examinations – Exemptions

In determining the semester grade, the three six-weeks grades will count 6/7 and the semester test will count 1/7.

In grades 9-12, semester grades will be averaged to determine if the course was passed or failed. If the overall grade average is failing, credit will be given for only the semester passed. Then only the semester failed must be repeated. If both semesters are failed, the student must retake the entire class.

Semester exams and six weeks exams will be administered the closing week of the reporting period. All students will be required to take exams unless they are exempted

through attendance and grades. Students will be exempt from exams but must remain in class all period. The following plan outlines specific details for exemption:

- a. Seniors may earn an exemption from semester/final exams in those subjects in which they have a 90 or above and have no more than 3 excused absences.
- b. Seniors who have not yet passed specific EOC tests will not be exempt from fall semester finals in that course.

2016-2017 Examination Schedule

FALL SCHEDULE:

MIDDLE/HIGH SCHOOL

TUESDAY-----DEC. 13

**7th Period 12:50-2:00 p.m.
8th Period 2:05 -3:20 p.m.**

WEDNESDAY-----DEC. 14

**1st Period 8:00-9:10 a.m.
3rd Period 9:15-10:25 a.m.
5th Period 10:30-11:35 a.m.
MS/HS Lunch 11:35-12:00 noon**

THURSDAY-----DEC. 15

**2nd Period 8:00-9:10 a.m.
4th Period 9:15-10:25 a.m.
6th Period 10:30-11:35 a.m.
MS/HS Lunch 11:35-12:00 noon**

SPRING SCHEDULE:

MIDDLE/HIGH SCHOOL

WEDNESDAY-----May 24

**7th Period 12:50-2:00 p.m.
8th Period 2:05-3:20 p.m.**

THURSDAY-----May 25

**1st Period 8:00-9:10 a.m.
3rd Period 9:15-10:25 a.m.
5th Period 10:30-11:35 a.m.
MS/HS Lunch 11:35-12:00 noon**

FRIDAY-----May 26

**2nd Period 8:00-9:10 a.m.
4th Period 9:15-10:25 a.m.
6th Period 10:30-11:35 a.m.
MS/HS Lunch 11:35-12:00 noon**

SEMESTER EXAMS WILL BE ONE-SEVENTH OF YOUR AVERAGE

FIRE DRILL SCHEDULE

AUGUST 24

SEPTEMBER 7

OCTOBER 5

NOVEMBER 9

DECEMBER 7

JANUARY 4

FEBRUARY 8

MARCH 1

APRIL 5

MAY 10

Grade books

Your grade book is the original source of our records for the work done by each pupil. It should be the place of first entry of all grades. Grades should be recorded in their proper places. Please see that this is kept accurately, completely, and neatly. It must be turned in to the principal at the close of the year. It will be placed in a permanent file for future reference when questions arise concerning a student's grades. A legend must be included at the front in which grade entries and your formula for computing grades are explained. You should wait several days before filling in names in the class book since changes in student schedules are sometimes necessary in the first few days of each semester. Names should be written in ink or typed in alphabetical order with the surname first. Blanks should be filled in showing section, class, teacher, date, etc. If you use various columns in the class book for purpose other than that printed on the column, please be sure to label the column according to your use of it. This will enable us to interpret your record correctly without the necessity of consulting you about it. Be sure that final marks are recorded for every pupil enrolled, showing either, a passing grade, a failure, or a withdrawal for all entries. Please bear in mind that your passing mark is 70. Write your name on your grade book along with the school year and subject or subjects. You will need to be sure to mark all student function days by using SF in the appropriate box.

Grades

Grade verifications must be turned into the PEIMS office by 3:00 p.m. on the dates specified by the PEIMS coordinator. Grades must be submitted via gradebook on the computer on the dates listed below. ALL CHANGES MUST BE MADE ON THE GRADE SHEETS NOT A POST-IT NOTE OR SLIP OF PAPER AND BE INITIALIZED BY THE TEACHER.

Grade due dates:

September 26

November 7

January 2

February 13

April 10

May 26

Grading System

In all BISD grades, number grades will be used on grade reports, report cards, grade sheets, and permanent records. In determining six weeks grades, for students in grades 9-12, 50% of the student's grade will consist of major grades and 50% all other grades.

Handling of Money

1. Any supplies for which students pay are to be ordered through the usual requisition method, and the money collected will be turned in to the principal's office.
2. It is necessary that all fundraising activities be approved in advance by the administration. A teacher should secure approval of the principal.
3. A teacher should be able to account for all money that he/she handles at any time.
4. Receipts should always be given to students.
5. High School 9-12—Forms—See the superintendent's secretary for the deposit and pay to forms. These must be filled out completely and signed by the principal.
6. ALL MONEY MUST BE COUNTED.
7. All bills that are to be paid MUST have an invoice attached to the "pay to" form.
8. DO NOT keep money in your rooms overnight.
9. Monthly statements will be given to each organization sponsor for verification.

Make-up Work

It is the student's responsibility for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Students should not rely

on anyone else to contact the teacher on their behalf. Students who have been absent for any reason are to turn in assignments made while the student was present in class on the due date. (Example: a project or term paper assigned two weeks previous would be due on the assigned due date.) Assignments made while the student was absent will be due in the same number of days they were absent, plus one day. On the first day the student is expected to obtain from each teacher all assignments missed. The first day's assignments are due on the second day back in school; the second day's assignments are due on the next day, etc. Failure to make up the work will result in a "0" being given on the assignment. Tests assigned prior to a student's absence should be made up immediately upon the student's return to school. Students absent because of school- sponsored activities shall turn in class work on the day assigned or in advance. Teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students.

Progress Reports/Report Cards

Student Progress Reports are to go out on Monday and be returned signed by Wednesday of the 4th week of each grading period. It is required that these reports go to parents when a student has an average of 75 or below. Some teachers send out "progress reports" for all students. It is recommended that parents get reports that their child is doing well in school. The administration encourages this type of reporting. For grades 6-12 failing progress reports will be mailed. To have the secretary mail them, they will need to be in the office by 8:00 a.m., Monday. After 8:00 a.m. it becomes the responsibility of the teacher to mail them. Make sure all students who are failing receive a report even if it is the last week of the six weeks. You must notify parents if a student fails for the six weeks prior to the report card.

Dates Progress Reports are due:

September 12, 2016	January 23, 2017
October 17, 2016	March 6, 2017
November 28, 2016	May 1, 2017

Report cards will be given out every six weeks. All report cards are to go out on the same day (Thursday of the week following exams). All report cards are to use number grades.

Dates report cards are to go out:

September 29, 2016	February 16, 2017
November 10, 2016	April 13, 2017
January 12, 2017	June 8, 2017

Regulations for Written Work

Teachers will have individual requirements for written work. These requirements should be made known to all students on the first day. Neatness and standard form should be required. Each sheet, except in notebooks should be endorsed on the top margin. Suggested heading is as follows:

John Doe
English II, Period 2

September 1, 2015

In all written work teachers should give special attention to the marking of errors in form and content corrections on all tests, papers, and themes. Every teacher, regardless of subject assignment, is designated as an English teacher. True, every teacher grades a different way, but the important thing is to mark the errors. Telling the student what has been done wrong as you discuss the papers in class.

YOU SHOULD MARK ALL ERRORS ON PAPER WITH A RED PENCIL AND ALWAYS GRADE EVERY PAPER THAT YOU REQUIRE TO BE TURNED IN. IF THE STUDENT GOES TO THE TROUBLE OF DOING THE WORK, IT IS YOUR RESPONSIBILITY AS THE ASSIGNING TEACHER TO GRADE IT AND MAKE SURE THAT IT IS RETURNED.

Sickness at School

If a student in your class becomes ill, send him/her to the office. Instruct the child to report the case to the school nurse in the office. The student's parents may be notified to come for the child.

Student Accidents

Report all accidents to the office in writing. The school nurse will take care of minor accidents. Principals are to fill out an accident report and keep it on file. A copy should be sent to the Central Office.

Student Withdrawals

If for any reason a student is to be withdrawn from your class, he/she must submit to you a slip from the office. Please record all withdrawals promptly in your class book, indicating the date of withdrawal. It is important in the case of a withdrawal from school that you record an estimated grade average for the current six-weeks only.

Tardy/Late Arrival Policy

Students have four minutes to change classes. Students reporting late to class without the permission of the teacher will be written up as tardy and assigned detention. Repeated instances will result in more severe disciplinary action.

Tardy

First Tardy ----- 1 in-class detention with teacher
Second Tardy (same class) -----1 administrative a.m. detention or lunch detention
Third Tardy (same class) -----Parent/Principal conference – a.m. detention
Fourth Tardy (same class) -----Saturday School
Fifth Tardy (same class) -----Disciplinary action at the discretion of the principal

Disciplinary consequences may also be assigned to the student by the campus principal.

Tardiness will be cumulative over each semester.

Late Arrival

First Late Arrival-----Warning
Second Late Arrival-----In-class detention with teacher
Third Late Arrival-----1 administrative detention
Fourth Late Arrival-----Parent/Principal conference – a.m. detention
Fifth Late Arrival-----Disciplinary action at the discretion of the principal

The original Detention must be served regardless of the additional punishment.

Rationale: To teach students to be accountable for their actions/consequences.