

## **FORWARD**

This bulletin has been prepared for the staff of Walnut Bend ISD to ensure that all staff members are aware of the procedures and requirements of the district. If you have any questions regarding these policies, please talk to the district administration as soon as possible.

Educators are professionals and are to be treated in a professional manner. At the same time, however, staff members are to treat others with this same professionalism and courtesy. Please be cognizant of the needs of others and work collaboratively when planning events or calling students out of classrooms during instructional times. As a professional, you are expected to maintain the responsibilities of a dedicated teacher.

The staff members of the Walnut Bend ISD are expected to work for the school, not against the school. They are expected to work collaboratively with one another, not against each other. We are a unique family and should maintain the level of concern and consideration as a family member would towards others in the family.

It is known throughout the teaching profession that each community differs in many ways. The standards of living, environments, occupations, inherent ideas, and community educational concepts all have their influences. Our families have special needs and issues which need to be considered as we work with our students.

We want each staff member to be happy in her work and to continue to grow professionally. The administration stands ready, at all times, to discuss problems and practices of Walnut Bend ISD and to work with you as you expand your personal goals and ambitions.

*Deb Sikes*

Deb Sikes  
Superintendent

## **Walnut Bend ISD Vision Statement**

It is the vision of Walnut Bend ISD that we will continue to improve upon the reputation of high academic excellence throughout the community and region through the success of each student's academic and social performances.

# WALNUT BEND ISD TEACHER INFORMATION AND POLICIES

## Accidents

- \*In cases of emergency call **911** immediately.
- \*Notify proper school officials that an accident has occurred, type of problem, location, and number of injured.
- \*Keep injured persons quiet, calm, and warm.
- \*Do not move the injured unless his/her life is in danger.
- \*Do not become part of the accident yourself. Keep crowds away.
- \*Assist emergency personnel when asked to assist. Otherwise, help by giving them room to work.

## ANNOUNCEMENTS

Daily announcements will be made each morning at approximately 8:50. It is important to teachers and students alike that they are attentive to these announcements. If you have something that needs to be announced, please write it out completely so that it is easily read. Make sure that it is in the office by 7:50 a.m. so that additional interruptions will not have to be made during the day. At this time, we will also conduct the pledges to the U. S. Flag and the Texas Flag, followed by a moment of silence. If students are to be called out for a group picture for special events, an opportune time would be immediately after announcements. However, please be sure this is stated during the morning announcements.

## APPRAISALS

Walnut Bend ISD will be using the traditional PDAS (Professional Development Appraisal System) for teacher evaluations and walk-throughs.

Informal Walk-Throughs may be conducted at any time.

\***Every teacher** will complete Section I of the Teacher Self-Report Form, which shall be presented to the principal within the first nine weeks of the school start of school.

\***Every teacher** will complete Section I revisions if necessary, and complete Sections II and III of the Teacher Self-Report Form that shall be presented to the principal at least two weeks prior to the annual summative conference.

Cumulative data of written documentation collected regarding job-related teacher performance, in addition to the formal classroom observation, will be included.

A written summative annual appraisal report and annual conference will be included.

No formal observations will be made proceeding any official school holiday.

### **2016-2017 Appraisal Calendar**

October 17	Teacher Self—Report Due (Part 1)
October 18	First Day of Appraisal Period
April	Recommendation of contracts
April 14	Teacher Self—Report Due (Part II & III)
May 5	End of Summative Conference

### **ATTENDANCE**

#### **TEACHER ATTENDANCE**

\*It is important that teachers are in class every day that it is physically possible. A substitute cannot do the job that a teacher does.

\*The school workday for teachers is from **7:20 in the morning until 3:45 in the afternoon** unless other duties make it necessary for the day to begin at an earlier time or end later.

#### **TEACHER ABSENCES**

Teachers are allowed 5 state leave days (these are accumulated). Walnut Bend ISD allows teachers 5 additional days. These may be used as either sick or personal days.

If it is necessary for personnel to be absent they should call either **the night before the absence or before 6:30 a.m. that morning.**

#### **Phone numbers:**

<b>Christy Clark</b>	<b>Cell 940-641-0210</b>	<b>940-665-2605</b>
<b>Deb Sikes</b>	<b>Cell 903-522-3223</b>	

If a teacher or paraprofessional misses part of a day that is less than one and a half hours, the employee will file a short day form. If a teacher or paraprofessional misses part of a day for a minimum of one and a half hours and a maximum of four hours, the individual will be docked half a day and an absence of duty form will be filled. Anytime over four hours missed during a school day will count as one full personal day. Missed time must be approved at a minimum of 2 days, except in the case of sickness or an emergency.

**Personal Days** –These days should be arranged with the principal as far in advance as possible. At least five days notice is encouraged, **two days notice is required.** The principal may limit personal days to 10% of the staff if substitutes become a problem.

Teachers who are absent should make certain that all materials are ready for classes before the school day begins.

After the absence, the teacher will receive an Absence from Duty Form. Please read and sign, and return to the office.

### **STUDENT ATTENDANCE**

Since the money we receive from the state is based on attendance, it is important that accurate attendance records and reports are kept. Those responsible for the PEIMS and daily attendance reporting cannot do their job accurately unless each teacher accurately reports absences.

\*The attendance taken at 10:00 A.M. is the state reporting attendance. **It is vital that this period is done correctly.**

1. Make sure you have the correct attendance.
2. Students who are absent because of extracurricular activities or field trips **should not be counted absent.** Teachers who are responsible for extracurricular absences or field trips should send a list of students to the office.
3. If you realize you have made a mistake, please notify the office immediately.
4. Teachers need to keep a hard copy of classroom attendance.

\*Students who miss only a portion of the day for medical or dental appointments are not considered absent if the student brings an excuse from the doctor's office within the 2-day time period.

### **BOMB THREATS**

If you should answer a phone call to a bomb threat, please try to remember:

\*Don't hang up.

\*Notify office as soon as possible.

\*Document in writing:

Date & Time

Exact wording of message

Estimation of race, sex, age, cultural background of person making threat

## **BREAKFAST**

All students in Walnut Bend ISD will have the opportunity to eat breakfast. Please encourage all of your students to eat breakfast. The cafeteria will begin serving breakfast at 7:30 a.m. Students wishing to eat may do so, but are required to be in class by the 8:00 a.m.

Visitors will be allowed to eat breakfast at the cost of \$1.50.

## **CARE OF SCHOOL PROPERTY**

Care of school property is the responsibility of all school personnel as well as students. According to statutes of the state, parents or guardians shall be responsible for willful or malicious damage done to school buildings, furniture, grounds, textbooks, electronic devices or any other property of the school by their child or ward. The assessment of any such damage shall be made by school officials and payment for damages made before the child or ward shall be entitled to the privileges of school.

It is the responsibility of the teacher to guide students in proper care of school property:

- 1. Students shall not be allowed to sit on the top of desks.**
- 2. Students shall not be allowed to sit on the back of chairs.**
- 3. Student textbooks shall be kept covered and handled properly.**

## **CELL PHONES**

It is understandable that employees have lives outside of school and need to speak with someone about childcare, doctors, attorneys, collection agencies, etc. In case of an emergency of a family member, please direct childcare and family members to contact you through the office. Cell phone use by teachers should be limited to non-class times (conference, lunch, etc.).

Students are allowed to have cell phones at school. In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval from the teacher before using personal telecommunications or other personal electronic devices for instructional use. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated.

## **CLOSED CAMPUS**

No student may leave the campus unless he/she has permission from the office. Teacher's/Staff who need to leave the campus during the school day are required to ask permission from school administration before leaving.

## CONFERENCE PERIOD

Each teacher shall have a conference period set-aside during the daily schedule. The purposes of the conference period are as follows:

1. A work period for the teacher for preparation and evaluation of student's work.
2. A time for parent-teacher, pupil-teacher, or administrator-teacher conferences.
3. Time for relaxation, personal calls, etc.
4. Remember this is your conference. Please do not go and visit with another teacher who is not on their conference.

## COMP DAYS

All employees were expected to accumulate up to 36 hours to replace the following staff days built into the 2016-2017 school calendar: **November 21<sup>st</sup>, January 2<sup>nd</sup>, April 14<sup>th</sup>, April 17<sup>th</sup>, May 30<sup>th</sup>, and May 31<sup>st</sup>.** (January 3<sup>rd</sup> is another day that could be considered if you have 42 hours.) Documentation of your training hours must be turned into the office. If you do not have 36-42 hours of comp time, please let Mrs. Sikes know so other arrangements can be made.

Comp requirements:

- \*Each comp day is equal to 6 hours of workshop time
- \*It has to be **on your own time**
- \*Must be related to your curriculum and have prior approval from your principal.

## COPY MACHINES

Copy machines are located in Mrs. Cory's office and the auditorium.

## DISCIPLINE

In general, each teacher is expected to maintain discipline within her own classroom. Little learning can be accomplished unless the teacher has control of the group. Generally, either normal or routine discipline problems should be handled by the teacher in a positive, but firm, demeanor; this shows the students that you have control of the situation and classroom. In persistent or unusual cases the principal should be consulted.

Each teacher has delegated to her the responsibility of maintaining discipline not only of her own group, but also of any student of any grade that she feels is showing misconduct on the school premises. Each teacher is expected to control behavior in a positive manner in the classroom, gym, cafeteria, field trips, etc. **It is never advisable to leave students unsupervised under any circumstances unless it is an emergency. Therefore, teachers are expected to be in their classrooms while students are in the room.**

**Teachers are expected to set the example for their students in regard to respecting one another, being courteous to others, using cell phones when appropriate, and keeping proper teacher/student relationships.**

**From the beginning of school, be sure that each student understands what is expected of him/her, and then be fair, firm, and consistent. Teachers are expected to use positive behavior interventions to help students learn proper behavior and expectations.**

The best approach to good discipline is through constructive techniques. Being prepared for class, keeping the students busy learning, and proximity are invaluable techniques to maintaining discipline. Student engagement and respect are crucial in deterring misbehavior.

Corporal punishment will be administered in the office by an administrator.

**Discipline forms should be filled out when there is a problem in the classroom.** These provide the administrator with the details of the incident, provide information to the parents and are used for documentation.

Normal discipline procedures are as follows:

1. Routine discipline problems handled by the teacher.
2. Persistent problems or aggressive behavior **should be documented** and the student brought to the principal.

## **DRESS CODE**

### **Student Dress Code**

See Student Handbook

## **TEACHER DRESS CODE**

Teachers are expected to use good judgment in their mode of dress. They are expected to **dress professionally** while being comfortable. The last instructional day of the week is considered “jean day” as long as the jeans **are appropriate**. Jeans are also appropriate on spirit day, special event days, and college shirt days. Dresses and skirts shall come to the knees. Neckline of a shirt should be conservative. Open toed shoes are permissible given they are professional. When shorts are appropriate (*i.e.* athletics, field trip, field day), shorts must come to the knee.

## **DUTIES**

\***All teachers** are required to be on hall duty during the passing period. **No exceptions**. Teachers are expected to be with their classes in the morning before, during, and after breakfast (unless they have other assignments during that time).

## EMAIL

Teachers are encouraged to check email at least twice daily. Administration will frequently communicate with the staff through email. This will help reduce the need for weekly meetings. Please check your email.

## EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in all facets of extracurricular activities. We believe that involvement in school activities keep a student out of trouble. Teachers are encouraged to be supportive of extracurricular activities and understanding of interruptions of daily routine that might be caused due to these activities.

## FACULTY MEETINGS

Faculty meetings will be held every two weeks and as needed. Meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays immediately after all students have departed. All teachers are expected to be in attendance unless involved in another school activity/duty.

## FIELD TRIPS

All field trips need to be approved by the administration. All students must go and return in school-approved transportation. Students may ride home with parents/guardians with a note from the parent/guardian. The presence of a sponsor is required. Any student who does not travel by school-approved transportation will not be allowed to attend.

Student trips are under the supervision of the school program. Any student who fails to observe these and other rules of good behavior may lose the privilege of making future trips, as well as receiving normal school discipline.

If transportation is required, please follow procedures outlined in the Transportation portion of this handbook.

If you are a classroom teacher accompanying a field trip other than your class, you will be considered absent from duty, unless approved as supervision by administration, and will need to fill out an Absent From Duty sheet and also will be docked a personal day.

## FIRE DRILLS

Fire drills shall be held on a regular basis. Teachers are responsible for knowing the procedure for clearing the building from his/her classroom. When all students are clear of the classroom the door should be shut and locked. The teacher should exit with the students. **Don't forget to pick up your student roster on the way out.**

When there is a tornado drill or an actual emergency, students should move quickly to the inside area (usually the hall) of the building. They should be seated against the wall with their knees pulled to their bodies and heads down.

### **GRADING SYSTEM**

The following grading system is followed at Walnut Bend ISD.

90 – 100	Excellent
80 – 89	Good
75 – 79	Average
70 – 74	Below Average
Below 70	is failing

It is required that students have a sufficient number of grades (10-12 for each subject) during the six weeks to justify the grade received, and scores should correlate with progress monitoring. Students shall receive two grades per subject on a weekly basis. Students' grades shall be updated weekly. Because the learning of information is much more important than the grades themselves, I encourage you to allow students to correct papers below a 60 with the potential to earn some additional points for the corrections. You may even ask them to justify their corrections if appropriate (for example, just correcting a T/F question would accomplish nothing unless the student justified the new answer). On the date the report is run by administration, grades will have been updated no later than 7 days prior to running the report.

\*Progress reports are sent on the Wednesday following the 3<sup>rd</sup> Friday of each six weeks.

\*Report cards are sent on the Wednesday following the last Friday of each six weeks.

### **HONOR ROLLS**

#### **'A' Honor Roll**

'A' honor roll shall designate students in grades 1<sup>st</sup>-8<sup>th</sup> as having averages of 90 or above in each individual subject or course for the six weeks. For the final honor roll at the end of the year, he/she must have an A average in each class for each six-weeks.

#### **'A/B' Honor Roll**

'A/B' honor roll shall designate students in grades 1<sup>st</sup>-8<sup>th</sup> as having averages of 80 or above in each individual subject or course for the six weeks. For the final honor roll at the end of the year, he/she must have an A/B average in each class for each six-weeks.

## **INSURANCE**

Teacher medical insurance is provided through the school district. Each employee may elect not to take the insurance, or he/she may add family members at his/her own expense.

## **JURY DUTY**

If you are called for jury duty, please contact the office so that she may get a substitute for you on the day that you are to appear. When returning to work, please provide the office with a copy of your jury summons.

## **KEYS**

Keys to the teachers' rooms are to be obtained from the principal. Teachers who are not returning the next year should return keys to the principal at the end of the year. A \$25.00 charge will be administered for lost or replaced keys.

## **LAMINATING MACHINE**

The laminating machine is located in the auditorium. This machine is delicate and expensive please take care of it when operation it.

## **LESSON PLANS**

Teachers are required to turn in weekly Lesson Plans on an individually directed basis, coded with TEKS and accommodations for specific students. These are to be completed in Eduphoria unless other arrangements are made with administration.

## **LIBRARY**

The use of the library is encouraged. Teachers may reserve the library for class use by signing up with the librarian in advance. Classes or groups of students should not be sent to the library unsupervised.

## **LUNCH & BREAKFAST**

All school employees are entitled to a free breakfast and lunch.

## **MAKE-UP WORK**

Excused Absence: Absences due to either illness, death in the family, doctor's appointments, or extracurricular is considered an excused absence and makeup work will receive full credit.

Unexcused Absence: For absences that are unexcused, assignments will be accepted, graded and receive full credit.

Prior Approval: Students may petition the principal for an unexcused absence with prior approval. This is done by parent contact prior to the absence. Make-up work for these absences receives full credit.

In-School Suspension: All work that a student does while he/she is in ISS receives full credit as long as the work is turned in as assigned.

Late or incomplete work: If a student fails to turn in an assignment at the time the assignment is due, the student will be required to complete the assignment. The student will be required to complete the work before school or during PE, recess, or tutorial time; this is up to the teacher's discretion. For an assignment that is not turned in by the assigned time, a teacher may deduct points from the assignment.

For students in 4<sup>th</sup> through 8<sup>th</sup> grade, students will be assigned PRIDE camp at the discretion of the teacher. Younger students may be assigned PRIDE camp if missing work is persistent.

### **MEDICATION**

Employees are prohibited from giving any kind of internal medicine to a student orally, or putting it in their eyes, ears, or nose while the student is in school. This prohibition also includes aspirin or aspirin-type tablets and over-the-counter medicines. Medications will be given in the office, only upon request of the parent or legal guardian. All student medications should be kept in the office.

### **NO PASS NO PLAY**

The "no pass no play" rule applies to all extracurricular activities

\*Students lose or regain their eligibility seven calendar days after the end of the grading period.

\*Students may regain eligibility after three weeks, but they are not eligible to play until the following Friday

\*Students may regain eligibility an unlimited number of times throughout the school year.

\*Students will be allowed to practice with the team during their ineligible period.

(Example: Grading period ends on Friday at 3:30 p.m. Students shall not regain or lose their eligibility until the following Friday at 3:30 p.m. Three school week evaluation period ends on Friday. Students shall not regain eligibility until the following Friday at 3:30 p.m.)

## **PAYROLL**

Yearly salaries will be made in 12 equal payments on the 18<sup>th</sup> of each month. During months that teachers are not at school, checks will be mailed to their home addresses or they may pick them up at the business office.

## **PESTICIDES**

The school applies pesticides monthly or as needed. In order to insure maximum pest control, teachers should report the problem to the office. This includes fire ants, mice, and any other annoying creature in the classroom.

## **REIMBURSEMENT OF EXPENSES**

Reimbursement expenses must be approved by your supervisor **BEFORE** expenses occur.

## **REPORT CARDS**

Report cards will be given at the end of each six weeks' period on the Wednesday following the last Friday of the six weeks.

## **ROOM MAINTENANCE**

Each employee is expected to keep their designated classroom or area clean. It is the employee's responsibility to see that proper care is taken to the furniture, equipment, and physical room during the time that he/she is in the room. Good housekeeping procedures on the part of the students and employees reflect upon the ability and interest of a group of students and employees.

**Our rooms and buildings are a direct reflection of pride and professionalism.**

### **Room Expectations:**

1. Floors should be vacuumed. No paper, no dirt
2. Trash should be emptied.
3. Furniture and shelf areas should be straightened
4. Boards should be clean
5. Computer areas should be clean
6. Teacher's desk and work area should be clean and orderly
7. Student's desk and work areas should be clean and orderly
8. Technology devices should be put up safely and orderly

Any repairs that need to be made should be turned into the office.

## **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. School closing, delayed starting time or early dismissal will be announced over TV stations: Channel 12, Channel 10, Channel 5, and Channel 8. If no report is heard, it can be assumed that school will be in session. All teachers will be notified by phone as soon as a decision is made about delays or closings.

## **SCHOOL HOURS**

Employee hours are 7:20 – 3:45. School starts at 8:00 and ends at 3:30.

## **SCHOOL SPONSORED TRIPS**

During a school-sponsored trip all school rules shall be followed as if it were a regular school day, unless allowances are announced by the principal.

## **SNACKS**

**No food or drinks are allowed in the classroom without approval from the principal. Chewing gum is allowed at the teacher's discretion.** Special celebrations that include food and drinks are to be held in the classroom must be approved by administration.

## **SOCIAL NETWORKING**

During the workday, with the exception of their conferences, teachers are not allowed to be on any social networking websites. This is prohibited with the use of school computers or personal devices. When off duty, employees are expected to represent Walnut Bend ISD in a positive manner and not post any comments, text, or pictures that would submit yourself or the district to any negative criticism.

## **SPECIAL EDUCATION REFERRALS**

If there are questions about referring students to special education, please consult the principal or the special education teacher. Do not tell a parent that their child will be evaluated for special services, even at the request of the parent. Processes must still be followed and evaluations must be justified. Students must be supported through RTI (Response to Intervention) prior to special education referrals.

## **STAFF DAYS**

Staff days are planned throughout the year for teacher training and planning. These days should be used correctly and fully. Specific training sessions may be held on these days, and teachers are expected to attend. Others may be replaced with comp days.

## **SUBSTITUTE TEACHER**

The substitute teacher has the same authority and responsibility, as does the regular classroom teacher. A substitute folder should be maintained and left for the substitute. This folder should include lesson plans, seating charts, and any special information or student accommodations needed by the substitute to better meet the needs of all students. As a classroom teacher it is your responsibility to prepare for the substitute. We are not allowed to put in a movie to pass time, unless it is integrated into your lesson plans and part of the lesson. Copyright laws prohibit the unauthorized viewing of such movies unless it is a part of the educational process.

## **SUPERVISION**

There will be times during the day a teacher will need to sit at their desk, to take attendance, write a parent note, check e-mail etc., but effective instruction and supervision cannot take place behind a teacher's desk. Time sitting behind a teacher's desk will be held to a minimal amount of time.

## **SUPPLIES**

Certain supplies will be supplied by the office. Any request for additional supplies should be made to the principal in the form of a purchase order that contains all needed information.

## **STUDENT RELEASE**

No student will be released during or at the end of the school day to anyone unless their name appears on the emergency contact list or prior approval has been made through the office.

## **TARDIES**

Tardies will be taken by the office each morning starting at 8:00 A.M.

## **TEKS**

The Texas Essential Knowledge and Skills (TEKS), are the TEA mandated objectives for teaching of all classes and will guide Walnut Bend ISD's curriculum.

## **TELEPHONE**

The office & classroom telephones are business telephones—students are allowed to use the phones **only** in cases of emergency, situations that arise from school changes, or the student's daily schedule changes. Students and teachers will be called out of class

to answer the telephone only in an emergency. All messages will be delivered at the end of class.

Teachers are encouraged to keep personal calls to a minimum and calls should only occur during non-teaching periods except in the case of emergencies.

Please do not allow students to come to the office to use the phone during class time.

### **Texas Primary Reading Inventory**

These tests will be administered to all students in Grades K-2 to monitor their progress in reading development and comprehension skills. These tests will be given at the beginning, middle, and end of the school year.

### **TEXTBOOKS**

All non-issued textbooks are kept in the bookroom. Teachers are asked to make notations of any damages to textbooks upon issuance. Turn this list into the office.

It is the teacher's responsibility to see that textbooks of students under his/her jurisdiction are properly cared for and covered. Textbooks should be checked throughout the school year in order to determine conditions and care of books.

New student books and withdrawal student books will be checked in/out through the office.

Textbooks will be taken up at the end of the school year and placed in the bookroom. Books lost will be purchased by the student to whom they are issued. For unusual wear and damage, fines will be assessed to the student.

Any student losing a book during the year should check with the librarian to see if the book has been turned in. If not, the student must pay the full price of the book before another book is issued. In the case that the lost book is found, the cost of the book will be refunded.

Books found throughout the building should be turned into the library.

### **TOBACCO**

The use of all tobacco products is illegal on school property. This is state law. All teachers and students are expected to adhere to this law. Anyone not doing so should be reported to the principal immediately.

### **TRANSPORTATION REQUESTS**

If a bus is needed for a field trip, extracurricular activity, or organizational project, approval shall be obtained through Mrs. Sikes.

## **VISITORS**

All visitors shall report to the office upon arrival at school. It is important for the safety of our students and building that all visitors report to the office first. The office will call the room for any students leaving early.

In the case of salesmen, appointments should be made to meet with the teacher during her conference period. Salesmen are not to go to teacher's rooms without first checking into the office.

Please report anyone roaming our halls or loitering outside the building to the office.

## **UTILITIES**

The rising cost of utilities continues to take a chunk out of the district budget. You can play an important role in conservation by keeping the room comfortable but, not unnecessarily warm or cool. Keep doors shut and turn off the lights when you leave the room. The utilities should never be left on overnight unless otherwise instructed to do so. We need to treat this as you would your home and you had to pay the bill. The more we spend on utilities the less we have to spend on teaching resources and other items we need to do our jobs!!!