

*Roderick Paige
Elementary School*



"Home of The Eagles"

2007 - 2008 TEACHER HANDBOOK

RODERICK PAIGE ELEMENTARY SCHOOL

"Home of the Eagles!"

"It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, sex veteran status, or political affiliation in its educational or employment programs and activites."



FOREWORD

The purpose of this compilation of suggestions and regulations is to aide new teachers in adjusting themselves to the policies of the school; and to enable all teachers to have, in a concise and readily available form, answers to those questions which come up each school year. Undoubtedly, those will change from time to time, as circumstances change, and as we improve by discussing our problems and by experimenting with new ideas. Please refer to the Elementary Grading Handbook, Code of Student Conduct, and HISD Board Policies and Procedures (which can be found on the intranet at www.houstonisd.org) for detailed information and topics not addressed in this handbook.

STATEMENT OF PHILOSOPHY AND GOALS

PHILOSOPHY

The philosophy that "All Children Can Learn and All Children Will Learn" should guide our every action. Hard work by the entire staff will bring about the realization of that philosophy and the superintendent's goal of erasing the deficits identified by TEA. Each of us must do our part, if indeed this is to be accomplished.

GOALS AND OBJECTIVES

- I. To provide an opportunity to ensure that EVERY CHILD reaches his/her maximum potential.
- II. To develop a positive self-image of every child
- III. To ensure quality teaching of the basic skills, so as to accelerate student growth
- IV. To intensify parent involvement in the school
- V. To improve pupil and staff attendance
- VI. To beautify and maintain an attractive school plant
- VII. To improve discipline

GENERAL INFORMATION

1. **SIGN-IN SHEET**

- A. All teachers must sign in upon arriving to school, and when leaving. Your initials are also required on the sign-in sheet. (If you are late, sign-in at that time; and if you leave early, sign out at that time).
- B. The teacher's workday is from 7:30 a.m. to 3:15 p.m.
- C. Indicate the exact time of arrival and departure.
- D. Be prompt!!!

2. **TEACHER ABSENCES**

Please follow the CALL IN PROCEDURES that are in place at James Bowie Elementary. If you have any questions, see the secretary.

3. **ABSENT FROM DUTY FORMS**

Ten absent from duty forms will be placed in your teacher supply tote at the beginning of the school year. Upon returning to duty from a period of absence, teachers are to complete an Absent From Duty Form. The form must be filled out in its entirety by the teacher. (If you run out of forms during the school year, please see the secretary.) It is not the secretary's job to type these forms for you...please make sure you have them completed upon your return to work. After completion, give the form(s) to the secretary, so that she will be able to report the time accurately.

4. **ASSEMBLIES IN THE CAFETERIA**

Each teacher is to remain with his/her children while in the cafeteria to ensure quiet and orderly conduct.

5. **FACULTY MEETINGS**

Wednesday afternoons are to be reserved for faculty meetings. There will be two 45 minutes meetings per month. If there is not enough information to warrant a meeting, a faculty bulletin will be placed in teachers' boxes. Teachers are expected to be punctual.

6. **GRADE CHAIRPERSONS/GRADE LEVEL MEETINGS**

There will be a meeting on Wednesdays in the Chairpersons' room at your planning time. Grade Chairpersons are responsible for giving assistance to the teachers within their grade, and also sharing experiences with those in other grades. Planning for in-services with principal, giving demonstration lessons for new teachers, and/or coordinating the presentation of demonstration lessons

By other grade teachers; holding monthly, or more often as needed, grade meetings; monitoring the implementation of the School's SIP by all members within the grade providing assistance with preparation of lesson plans; assisting with preparation of 5-step reading plan and 4-step math plan; serving as grade representative on various committees and those that may be established by the principal as need arises; planning ways to improve cafeteria behavior and monitoring that behavior periodically and aid in the improvement of morals and performing other school related duties as assigned by the principal.

In lieu of faculty meetings, often meetings will be called with grade level chairperson and principal. Information received is to be disseminated to members of the grade level by the grade level chairperson.

7. Planning Time

Forty-five (45) minutes per day have been provided for each teacher to be used for planning. Planning may include working with teachers on your grade level or collecting and organizing instructional material. Use this time wisely and organizing instructional material. Use this time wisely—it can make the difference in a well organized classroom and chaos.

8. Mail Boxes

Check your mail box every morning, before or after lunch and before leaving in the afternoon. Children will not be permitted to check boxes for teachers...no exceptions! Also, please do not send children to the office to have the staff send material from your box.

9. Telephones

The school telephones are business phones and should be used as such. Teachers should not make personal calls, unless it is necessary. On all incoming calls, a note will be placed in the teacher's box. If the telephone call is an emergency, you will be notified immediately and the caller will be asked the nature of the emergency.

10. Mimeographing (Risograph & Gestetner machines), and Coping
 - a. A fully supplied workroom has been set up for use by the Bowie Elementary Staff. Mimeographed and copied work should be done by the teacher, unless otherwise arranged by the principal or secretary. (Teacher aides on designated grade levels may mimeograph or copy work for that grade level). All problems with the machines should be reported to the office staff.
 - b. Please tear up all scraps and dispose of properly
 - c. The smoking is prohibited on school property. Therefore, smoking is not permitted in the workroom.
 - d. Bulletin board border is a shared item and must be returned when you take down your bulletin board.
 - e. The laminating machine is off limits to everyone, except teacher aides and office staff designated to operate it.
 - f. Copying is done on a limited basis. Please see secretary for guidelines.

11. Cleanliness

One of our main goals at _____ School will be to have a clean school, (classrooms, walk-ways, and grounds).

- a. Each teacher should assume that this is his/her building and should play a part in helping to keep it clean. If you see paper or trash anywhere in the hallway or playgrounds, ask a child to pick up the trash or paper.
- b. Teachers should be observant and teach the children to be the same about the classrooms and campus.
- c. If your room isn't clean upon entering, please notify the office, giving particulars in writing by 8:30 a.m. This is important and very necessary if we are to keep the building clean.

12. Restrooms

- a. Teachers are responsible for seeing that their class is quiet and orderly while going to and from the restrooms.
- b. Please report it to the office, if restrooms need cleaning.
- c. Teachers should be sure that the restrooms are left in good order when their class leaves. Restroom monitors should be assigned by each teacher to monitor the conduct of the class.
- d. Students should be instructed not to carry pencils, markers, crayons, or chalk to the restrooms.

13. Walk-ways

- a. Children must walk to the right side of the walk-way at all times. This allows another class or person to pass in an orderly fashion.
- b. There should not be any noise in the walk-way, as others are having class.
- c. Running on the walk-way is absolutely forbidden. The child guilty of this offense should be reprimanded.
- d. Each teacher should walk in such a position that the children's behavior can be observed at all times.
- e. All teachers are to walk their children in an orderly manner to one of the front gates at dismissal time. Children must be quiet at the water fountains.
- f. Doors should be locked each time the class leaves the room.

14. Lounge

Soft drink cans must remain in the lounge. DO NOT TAKE "POP" CANS TO YOUR CLASSROOM WHILE CLASS IS IN SESSION. DO NOT SAVE CANS AT SCHOOL.

15. Arrival and Dismissal of Pupils

All pupils who participate in the breakfast program should arrive at school by 7:15 a.m. Other pupils should arrive no earlier than 7:30 a.m. Teachers are to discourage pupils coming to school earlier than the time indicated above. No child is to be kept after the 2:45 p.m. dismissal bell, unless the teacher has the parent's written permission and/or approval of the principal.

16. Energy Conservation

Classroom lights are to be turned off when not in use. Lights next to windows should be turned off when natural lighting is sufficient.

17. Instructions for Requesting Field Trips (Six weeks in advance)

- a. A teacher desiring to take her class in a field trip will fill out Request for Permission to Visit Houston Industries (to be obtained from the clerk).
- b. Get approval signed by the principal. The clerk will get confirmation from transportation. HISD buses cost \$ 190.00 each. Bus capacity is sixty-six pupils.
- c. Money collected for field trips are to be recorded on a Money Tabulation Form (AF104). Please turn in your money to the secretary one day prior to the trip. This procedure is to be followed anytime money is collected from students for any reason (lost or damaged textbooks, candy sales, pictures, etc.). Please make Money Tabulation Form in duplicate, so you will have a copy for your records.
- d. A completed Parent Consent Form for each child must be on file in the school's office before the day of the field trip. They may be obtained from the office prior to the field trip.

TEXTBOOK RESPONSIBILITY

Teachers shall assume full responsibility for all textbooks issued to them and shall keep an accurate record on a textbook distribution record card of all textbooks issued to children.

Teachers should inventory their textbooks at the end of each nine weeks period or as often as they deem it necessary, and turn into the office a report in March if any book is unfit. The book will then be replaced by the Textbook Department.

Teachers of grades 2-5, allow your pupils to check each book issued to them for torn pages, etc. If they find a torn page, you should make a note, listing page numbers so that pupil will not be charged damages at the end of the nine week period or at the end of the school year when books are turned in.

Each teacher shall, as part of the educational program, teach the children under his jurisdiction the proper care of textbooks, and the necessity for accountability.

Textbooks continued....

State law requires that all textbooks be kept covered. It is the teacher's responsibility to see that books are kept covered. Please check pupils at all times for books being covered. The child should have his books covered even if he has to use paper bag(brown)...no newspaper covers!

Students are not responsible for books that are not issued and carried home. On the back inside cover of each book issued, write your code number; and the same on teacher's editions(in ink). This will help identify any lost books

Your code is the month (stated numerically), the year, and the room assignment. **Example: Mrs. S. Phillips' Code is 080202, issued in August; Mr. Beadle's Code is 090235, issued during the month of September.**

It should be placed in the upper right hand corner of the inside front cover of each book.

Although a complete accounting of all textbooks must be made by the principal, teachers are not required to pay for textbooks, in cases when the pupil has moved out of the district without clearing textbooks records or in cases when the teacher has been unable to collect for textbooks after a diligent effort has been made to find the books or collect for them.

In such cases, the teacher should supply the principal with the title and serial number of the book and other appropriate information. Principal may then apply for funds to pay for the lost books, in cases where the teacher has provided the necessary safeguards, kept proper records, and made a diligent effort to collect for them. The teacher is responsible for assessing and collecting fines for abuse and loss of books assigned to him. If a teacher is short of any book at the close of the school year, we must know to whom it was issued; otherwise, the teacher is responsible for the book. Don't credit any pupil who returns a textbook, if the number has been altered. Bring all textbooks with altered numbers to the principal designee's attention. Book numbers must correspond with numbers on teacher's record for credit to be given.

A teacher must adhere to all procedures contained in this handbook regarding textbook responsibilities before he/she will be relieved of the responsibility for textbooks.

DISTRIBUTION OF BOOKS TO TEACHERS

1. **Requisition of Textbooks**
 - a. Each teacher should have textbooks in his/her classroom.
 - b. The teacher should then fill out the white book requisition card, in duplicate for all books and send both copies to the textbook clerk
 - c. The textbook clerk will schedule an appointment with the teachers to count the textbooks and receive a signed white book requisition card as an acknowledgement that he/she has received the textbooks listed on the card.
 - d. Each teacher should keep a master record of books assigned to him/her on a white Elementary Textbook Record – Teacher's Account card, showing the books requisitioned during the year, books delivered, books returned and also show information on lost and damaged books. An accurate record by student name should be kept of books lost and damaged and paid, and not paid for, on the back side of the white card.
2. **Returns**
 - a. Teachers should retain a minimum number of surplus books, (current adoption), two or three at the most, in the classroom. Any excess books should be returned to the bookroom. The teacher should fill out a yellow book return card in duplicate and send both copies to the textbook clerk
 - b. When the textbook clerk notifies the teacher, he/she should have books ready by stacking them in the plastic bins provided for textbooks. The textbook clerk should sign the Book Return Card and return one copy to the teacher and file one in the alphabetical file.
 - c. The teacher should update the Elementary Textbook Record Teacher's Account Card for all books returned.
3. **Distribution of Books To Students**
 - a. The teacher will receive from the textbooks office an Elementary Textbook Distribution (Brown) Card.
 - b. Teachers should list all students' names on the Elementary Textbook Distribution Record and record the serial number of the different books being assigned to each student. The teacher should make a note on the card indicating the condition of the book when issued – good - G, -- new – N, --fair –F, -- poor –P, etc.
 - c. The teacher should retain this card as a record of books for which he/she is responsible.
 - d. The teacher should obtain from the office the necessary number of book Covers, and when assigning books to students, make sure each gets one cover for each book and uses it. The teacher should make periodic checks to see that the students have their books covered.

4. Lost or Damaged Textbooks

- a. At the beginning of each year, the office will supply a list of student's names to each teacher who has not paid for a lost textbook. Teachers should not give those students books.
- b. The teacher is responsible for collecting monies for lost or damaged textbooks. When a book is found to be lost or damaged, the teacher should notify the student of the cost of the book, and enter the student's name and appropriate information on the back of the white Elementary Textbook Record Teacher's Account card.
- c. The student should give the money to his teacher. The teacher gives receipt to the student. The secretary will in turn receipt the teacher when the money is turned into the office.
- d. At the end of each reporting period, the teacher should file a Lost Books Report showing all books lost, whether paid for or not. With this report should accompany a 4" X 6" white card for all students who have not paid for books. All appropriate information should be filled in. The principal should keep an alphabetical file of all cards for unpaid books. In addition, the teacher should fill out a "Hold Report Card Notice" to be retained in the student's file. This will designate that the student should not receive any more books until he/she has paid for a lost book. The teacher, or homeroom teacher, should attach a note to the report card of the student for the school year that the student is not to receive any books until the lost books are paid for.
- e. The teacher should send a letter to the parents of those students who have not paid for books at the end of each reporting period. The teacher should periodically review the records and remail copies of this letter (about every two months). Letters are available in the office.
- f. Teachers are not required to pay for lost or damaged books if they made a diligent effort to collect from the student. Also, if a student checks out through the office and the teacher had indicated that the book was lost or a "Hold Report Card Notice" was filed, the teacher is not responsible.
- g. Teachers are responsible for the cost of textbooks if he/she hands out textbooks to students who are on the list "not to receive textbooks" if the student then loses that book and the teacher does not collect on the lost book.

5. Collection of Books

- a. Teachers should collect from every student the books assigned and check them off the "Textbook Distribution Record."
- b. The teacher should fill out (in duplicate) a Yellow Book Return Card and send both copies to the office. The teacher should stack all books in stacks of 10 or 20 and await for the principal's directions as to when to turn the books into the bookroom.

INDIVIDUAL DIFFERENCES

Teachers should take into account the individual differences that exist in their classes and plan activities and instructions to meet the individual needs of all pupils.

PROGRESS REPORTS

Each teacher is to send home progress reports on each child who has failed in one or more subjects, on Wednesday of the fourth week in each nine-week period. Progress reports may be obtained from the office. They are to be prepared prior to the day they are issued. See "Notice of Progress" in Elementary Guidelines. Progress reports should be turned into the office before sending them.

SAMPLE OF PUPILS' WORK

Teachers are to keep a folder on each child containing a sample for his/her work in each major subject area. Each teacher is to collect a sample of each child's handwriting the first week of school. This sample is to be used for comparison as the child's handwriting improves from reporting period to reporting period.

HOMEWORK

The assignments of homework is individualized and based on the needs of the student. It may be a listening, observing, reading and writing experience or an individual project.

Sufficient classroom instruction is given prior to the assignment to ensure that the student is thoroughly familiar with the procedures involved. The student should understand the assignment and be given definite instructions on how to begin his work.

Assignments should be an outgrowth of the work done in the classroom and it should be possible to complete them within a reasonable amount of time. Homework should be evaluated by the teacher when assigned. Homework assignments are to be given at least four (4) days per week.

WRITTEN WORK

All written work is to conform to guidelines set out in the English Book K-12.

LESSON PLANS

Adequate planning is one of the most important aspects of teaching. Teachers of all grade levels are expected to make adequate lesson Plans. Please follow the procedures outlined below.

- a. Lesson plans are completed on computer.
- b. After inputting your lesson plans, you will save it to a disk (which will be provided in your tote). You will also send a copy via e-mail to the principal.
- c. Lesson plans are due each week
- d. Print a paper copy for reference for a substitute teacher, if you have need of one.
- e. When duplicated worksheets are to be used, indicate this in your plans. All activities, games, etc. should be indicated so as to assure orderly instructions. Duplicated worksheets are not to be used, unless materials on the worksheets have been taught prior to presenting the worksheet to pupils.
- f. Give the books or reference which you will use, such as curriculum guides, text, or other sources. Be sure to give numbers.
- g. Give pupils opportunity for oral expression. Keep your lessons varied, as this will generate more interest.
- h. Relate lessons to current events and pupil-related experiences where possible.
- i. Use concrete objects and personal experiences as examples when possible.
- j. P.E. plans should show games to be played and skills to be taught Houston Independent School District's Physical Education curriculum guide. Each day should include five (5) minutes of physical fitness.

CLASSROOM

- a. Clean and orderly classrooms must be maintained at all times. Paper, Trash, books, pencils, crayons, etc., must be picked up at all times. (Can you hold children to responsible standards?)
- b. Closets, shelves, bookcases and desks must be kept neat and tidy.

CLASSROOM Continued

Do not accumulate trash in cabinets or file cabinets. Material you do not plan to use should be thrown away or stored in your closet or at home.

- c. At the end of the day, all paper, books, pencils, etc., must be picked up from the floor. All desks should be left orderly.
- d. Use the last five (5) minutes of each day to clean and straighten your room and to talk to your pupils. Be sure windows are closed and locked and shades are adjusted properly; top shade all the way up and bottom shade one-half way down. Shades should be operated by the teacher, only.
- e. Proper lighting and ventilation must be maintained.
- f. Children are not to leave the classroom, unless they have a hall pass.
- g. Do not leave your purse or other valuable articles in the classroom while you are out. Lock your door.

PARTIES, CLASSROOM

Classroom parties are limited to two during the school year. Parents may bring birthday treats to be shared at lunch but individual birthday parties are not permitted. Exchanging of valentines or costumes for Halloween are not considered parties.

**MONEY-RAISERS--DEFINITION
AND
GENERAL POLICIES**

DEFINITION OF MONEY-RAISING ACTIVITIES:

A MONEY-RAISING ACTIVITY MAY BE DEFINED AS ANY ACTIVITY (EXCLUDING GAMES OF CHANCE) INVOLVING PARTICIPATION OF A STUDENT BODY OR A SCHOOL-RECOGNIZED STUDENT GROUP UNDERTAKEN FOR THE PURPOSE OF DERIVING FUNDS FOR A SCHOOL OR A SCHOOL-SPONSORED GROUP.

MONEY-RAISING ACTIVITIES FOR A SCHOOL:

WHEN MONEY-RAISING ACTIVITIES ARE IN THE NAME OF THE SCHOOL, ALL FUNDS RAISED BECOME SCHOOL FUNDS BELONGING TO THE SCHOOL-SPONSORED GROUP RESPONSIBLE FOR RAISING THE MONEY. HOWEVER, IF THE PTO/PTA/PAC SPONSORS A MONEY-RAISING ACTIVITY, THE MONEY BELONGS TO THAT ORGANIZATION TO USE FOR THE SCHOOL.

ACCOUNTING FOR MONEY-RAISING ACTIVITIES:

UPON BEING NOTIFIED BY THE PRINCIPAL OF AN APPROVAL TO HAVE A MONEY-RAISING ACTIVITY, THE SECRETARY/FINANCIAL PERSON WILL ESTABLISH AN ACTIVITY FUND ACCOUNT FOR THE ORGANIZATION. THE AF-108 WILL BE COMPLETED AND SUBMITTED ACCORDING TO THE HISD FINANCIAL PROCEDURES MANUAL. AFTER THE AF-108 HAS BEEN APPROVED, THE SECRETARY WILL KEEP THE FORM AS A PART OF HER FILES.

ALL COLLECTIONS AND DISBURSEMENTS ASSOCIATED WITH ANY MONEY-RAISING ACTIVITY COORDINATED BY THE SCHOOL SHALL BE TRANSACTED THROUGH THE ACTIVITY FUND.

THE ORGANIZATION SPONSOR IS RESPONSIBLE FOR KEEPING ACCURATE RECORDS FOR ALL MONEY-RAISING ACTIVITIES. SUCH RECORDS SHALL INCLUDED AT A MINIMUM:

1. DAILY COLLECTION REPORTS; 2. MONEY TABULATION OF COLLECTIONS (AF-104 FORMS); AND 3. ORIGINAL CASH RECEIPTS RECEIVED FOR MONEY TURNED IN TO THE SECRETARY (SECRETARY WILL RECEIPT ALL MONEY).

GUIDELINES FOR GRADING, PROMOTION AND RETENTION

Continued

When a student checks out, teachers must make sure:

1. The folders are complete.
2. All cards are updated.
3. Give updated folder to the clerk the same day student checks out.

PUPIL ACCOUNTING

Pupils arriving at school at 9:30 a.m. or earlier are considered present all day even though they are tardy. If a child has a doctor's appointment and the parent notified you that the child will be tardy the next day, then you mark the child present. This notice must be given prior to the day the child has the doctor's appointment.

LIBRARY PROCEDURES

1. Equipment checkout: Teachers will sign and date the appropriate card for the equipment. These will be filed in the circulation file behind the teacher's name. At Christmas and Spring Break, the teachers will turn in the equipment and receive the matching card. When the equipment is picked up, the cards are returned to the circulation file. When something is turned in permanently the teacher's name will be crossed off with magic maker. This is to be done by the teachers and Learning Resource Specialist only.
2. Put all request for books, equipment, filmstrips, television assistance, etc. in writing. This part of the Learning Resource Specialist documentation as well as a reminder.

Requests must be made at least one day before needed.

3. Return all material directly to the librarian.
4. All material must be signed out by the teacher for teacher use.
5. Please do not interrupt when a class is in session.
6. When a piece of equipment needs repair, please attach a note before returning it. Be as specific as possible when describing the problem. This helps the librarian and the repairman.

H.I.S.D. "PLAN FOR DISMISSAL DUE TO INCLEMENT WEATHER"

When school is closed due to inclement weather or other conditions, employees are urged to listen to their radio or television for information about who is to report to work. In an effort to streamline the announcements, three plans have been developed. When school is closed, the radio or television announcer might say:

H.I.S.D. IS CLOSED TODAY, ALL STUDENTS ARE DISMISSED, EMPLOYEES ARE TO FOLLOW PLAN (A, B, OR C)

Plan A

School will be closed. All students and employees are dismissed.

Plan B

School will be closed, only students, food service workers, and bus drivers are excused. All other employees should report to work.

Plan C

School will be closed. All students are excused. Principals, Assistant Principals, 11 and 12 month vocational and special education teachers, secretaries, custodians as well as area offices, central office, warehouse personnel, and maintenance workers should report to work. All other employees are excused.

It is important to remember, in the event that an emergency may cause school to be closed, to keep tuned to your radio and television stations for definite information. Please do not call school administration personnel, radio, or television stations.

FIRE DRILLS

Fire drill signals are:

3 bells – march out of building in an orderly manner without rushing or crowding.

2 bells - return, march back to room, orderly

1 bell - halt, stop, stand at attention, wait for further instructions

3 bells - after halting is signal to march to original position

2 bells - return to room

FIRE DRILL CONTINUED

Silence is to be maintained during the entire fire drill. When the signal for a fire drill (3 bells) is heard, children should automatically line up and leave the classroom quietly without talking. Children should remain quiet while in line outside. The last child that leaves the room should turn off the lights and close the door.

A Walk-Through Fire Drill will be held the first day of school between 1:00 p.m. and 2:00 p.m., after you have had time to discuss procedures with your pupils.

- a. Be sure your children know where to go and how to conduct themselves.
- b. We will have two (2) fire drills per month. Be ready! They will not be announced.
- c. Teachers are to call the roll when they reach their designated positions midway the class line.
- d. In the third and fifth grades, fire prevention and safety education must be taught twenty (20) minutes a weeks or in a special unit covering approximately the same amount of time. The Texas State Fire Prevention Handbook should be used for this instruction.

References: HISD's State Regulation in Fire Prevention and Safety Education – 461-220.

There will be one obstructed and one unobstructed fire drill each month.

- e. Each classroom will select a captain and lieutenant.

The fire chief and assistants will be selected from the fifth grade by the fire patrol sponsor (teacher).

- f. Duties

1. Teacher Sponsor: Directs and coordinates fire drills and activities.

2. Lieutenant: The lieutenant assists the teacher in getting the pupils lined up and out of the room in an orderly manner. He leads the line to the designated area. In the absence of the fire captain, he assumes those duties.
3. Captain: The captain closes the window, turns off the lights, closes the door and reports any disorder in line to his teacher as he is the last pupil to leave the room. He leads the class back into the room when the fire drill is over. He also takes the tag to the fire chief.
4. Fire chief and assistants report teacher-sponsor as directed.

Disaster Drill

The signal for a disaster is a series of bells (staccato). Each teacher in rooms one through thirty-five (1-35) are to have their pupils sit Indian Style in a single file; one half of class along the wall at the front of the classroom. Pupils are to bend their bodies forward and clasp their hands over their heads. Teachers in temporary buildings should bring their classes to the main hallway and in front of conference room A & B. Have pupils face the wall and follow instructions described above.

Teachers in grades K-2 are asked to make name tags for all their pupils, giving name of pupil, name of parent, address and phone number. The office will supply you with a safety pin. These tags should be kept in the top right hand desk drawer ready to be pinned on in case of an emergency.

All pupils are to maintain this position until the all clear signal is sounded. The all clear signal is the same for fire drills, two (2) long rings of the bell.

The disaster signal may be followed by sounding the fire drill which will take the pupils out of the building. Should there be need for all pupils to halt in place, one (1) bell as in regular fire drills will be rung.

Pupils Leaving Campus

Teachers are not permitted to send children home or on errands of any kind from school without approval of the principal. When a child is to leave school the parent must send a note to the teacher or principal/assistant principal. If the teacher receives the note, the note must still be approved by the principal/assistant principal before the teacher can let the child leave campus.

TEACHERS

The PDAS has deemed it necessary that walk through classroom observations are conducted to observe teachers in teaching situations and to observe classroom management skills. These informal observations are to help you in the implementation of student growth and achievement. Teachers, please make sure you are following directives as outlined by HISD.

The following information must be recorded on pupils' records:

Numerical grade, date, year, teacher's name, school. Date of birth and conduct must also be evident. This label is provided at the end of the school year; Test results affixed on test record card; Pupil's attendance record; Reading progress card with date, year, title of book, page number, grade and teacher's name; Other comments: Any pertinent information regarding Health, Counseling, etc.

We are asking all teachers, grades Pre-kindergarten through 5th, to remain with their students while they are drinking water and using the restrooms. Please escort students to Ancillary classes, pick up on time, and escort students to and from lunch. If you have to be away from your classroom for a short period of time, please ask a neighbor to supervise your students. No student is to supervise other students.

Students are to remain in the classrooms, except for emergencies.

DOCUMENTING MASTERY

Procedure for teachers at Bowie Elementary will be to write the grade in the rollbook with a slash. Place the grade which is below 70 on the top and the grade after reteaching in red on bottom.

(Example: 65/82 --- in red). Reteach twice.

Standing Children On The Walkways

Teachers are not to stand pupils on the walkway outside their classrooms for any reason.

Daily Schedule

Each teacher is to post, prior to the Opening Day, a tentative daily schedule on the bulletin board nearest the door. No later than the Friday of the third week of September, teachers are to turn in their finalized Daily Program Schedule. (Refer to the Elementary School Guidelines Handbook). Teachers having questions should not hesitate to seek advice from the Assistant Principal. Your final, approved copy will be returned to you no later than the last week in September. Place this final copy on the bulletin board nearest the door.

Reports Leaving Classrooms

All reports must be turned into the office on time and written in ink or typed.

Pupils Leaving Classrooms

It is the teacher's responsibility to make sure each child who leaves his classroom has a hall pass or a referral form except in case of an emergency. In case of emergency bring the child to the clinic. Each referral should have the child's name, current phone number, home and business address, and parent's name.

Referrals

All referrals should be filled out accurately and completely (teacher's referral to principal, nurse, attendance, or counselor). Referral forms may be obtained from the office.

Professional Attitude

Do we maintain a professional attitude and develop good human relations with teachers, parents, students, office and administrative staff? Cooperation and teamwork is a must! IDLE TALK or GOSSIP has no place in a profession organization.

Teachers should not leave their room unattended, except in an emergency.

Should an emergency arise, please ask your next door neighbor to listen for and/or check your students. Leave the door open. Visiting in another teacher's classroom during instruction time is limited to emergencies. It is just as inappropriate for you to visit in someone's room during instruction time as it is to allow someone to visit in your room.

Hallway conferences between teachers should be limited to before and after class hours.

Equipment

Each teacher is responsible for all equipment issued to him/her.

Damaged or Broken Equipment

Each teacher is to report each piece of equipment that is broken. Equipment issued for your use. In using equipment, sometimes it (duplicating, laminating machines, record players, tape recorder, etc.) gets broken. Please notify the office when office machines are broken and the librarian when A.V. equipment is broken, so that we may have them repaired. So often the next user has to notify the office staff that the duplicating machine, etc. is broken.

Attendance

Any child who is absent three (3) consecutive days or an excessive number of days should be referred to the attendance clerk. SIS will report the days of absence automatically to the students place of residence by phone.

Any child you suspect of being truant should be referred to the attendance clerk.

Referrals should be in the office by 9:30 a.m. by the next business day.

Referrals were generated through SASI, however, Chancery has manually created referral forms that are on back order.

Attendance is to be checked at 9:00 a.m. daily. Do not mark any student absent before 9:30 a.m. It's best to mark all students who are present at 9:00 a.m., allowing any late arrivals to show up between the 30 minute time span. Promptly, at 9:30 a.m., begin to mark any students that are absent. Look over all entries for mistakes.

Note* To avoid attendance discrepancies, if a child is in the office before 9:30 a.m., the office personnel will call your classroom to report the child present.

PROCEDURES

Teachers, please read carefully the following information on school policies so we will be in accord with procedures to be followed on a day to day basis.

STUDENTS

1. Student discipline is the responsibility of the classroom teacher. Rules and consequences must be established on day one. Let students help you make the rules. The first two weeks of school will determine how the last two weeks of school will end. Familiarize yourself with the Houston Independent School District's Student Code of Conduct. The principal will review policy on corporal punishment with you. Please review students' enrollment cards to ascertain whether corporal punishment. Please do not paddle unnecessarily and maintain the esteem of students by treating them with respect.
2. When students arrive on campus they are to: Line up near the door to their classroom. If they eat breakfast on campus go directly to the cafeteria. After finishing breakfast go directly to their room and line up near the classroom door.
3. If students arrive at school late, they should report to the front office for a tardy slip.
4. Once students are dismissed, they are not to re-enter the building for water or to use the restrooms. Students must be taken to the restrooms by 2:45 p.m. at the end of the day.
5. Students are responsible for textbooks that are assigned to them. All textbooks must be covered, and a textbook record with recorded numbers issued to students must be maintained in your files.
6. When parents send notes requesting a student leave the building prior to the close of school, please send student with note to the office for approval.
7. No student is to be released to anyone without consulting the office first.
8. Parents must sign in and receive a permit before visiting your classroom. Please refer back to the office in a kind manner if they do not have permits. Parents are to conference with you only during planning periods, and before or after school.
8. A student must have a lunch card in order to receive a lunch. The cashier will not permit a student to eat lunch without an authorized free or reduced card. If there is an emergency, please advise the principal.

SECURITY PLAN

I. All classroom doors are to be kept locked at all times.

II. Regular School Days

A 6" X 8" card (the principals changes the color each year for security) will be given to parents after they sign in at the office. The card will read Checking Out or Classroom Visitation. Any parent going to the classroom for any reason must have a card from the office. (When a visitor is observed on campus without a card, the observer is to direct the visitor to the office then notify the office immediately).

III. Inservice and Preparation Days

All parents will be required to sign in at the office or main hallway and receive a Parent Involvement pass before going to a classroom. All campus gates will be locked except the front gates. (When a visitor is observed without a Parent Involvement pass, the observer is to direct the visitor to the office, then notify the office immediately).

IV. P.A. System – Emergency Procedures

When an emergency situation occurs in a classroom, the teacher or student presses the emergency button. When the emergency beep goes off in the office, office personnel will turn on the switch to the indicated room and listen for two or three seconds. (During this time they will be listening to see if it can be determined what kind of emergency exists). Then the person in the office says "Dr. Saavedra is on the phone." If an emergency exists that is life threatening, or the classroom teacher wants help immediately, they are to respond, "Take the message for me." At this time the police will be called and staff members dispatched to the classroom.

BUILDING & GROUNDS EVACUATION PROCEDURES

- CODE I EARLY WARNING** – After receiving notification in person (by personnel to fire department, police department of Houston Independent School District Security) the following steps will be Taken:
1. Notify Regional Office.
 2. Alert Office Staff.
 3. Alert building staff (signal-continuous) ringing bell of thirty (30) seconds.
 4. Wait for instructions.
 5. Give instructions to staff over P.A. system And implement.
- CODE II PROCEDURE**
1. Notify Northern Region.
 2. Alert Office Staff.
 3. Alert building staff (signal-continuous) ringing of bell for thirty (30) seconds.
 4. Give instructions to staff – load buses (beginning with Pre-kinder, rooms 6& 7).
- CODE III PRECEDURE**
1. Notify Northern Region.
 2. Alert Office Staff.
 3. Alert building staff (signal-continuous) Ringing of bell for thirty (30) seconds.

DETAILED EVACUATION PROCEDURE

When the evacuation signal is sounded, all regular classroom teachers who are not in their classrooms are to report immediately to their classrooms.

(Enrichment personnel are: Title I, Technology, Library, Music, and P.E.).

Each teacher is to check the roll before leaving. Instructions will be given over P.A> system. Rooms which do not have speakers will be notified by the Office Staff. The Office Staff will:

1. Check individual classrooms over P.A. system for clarity of instructions.
2. See that room assigned to substitutes are covered by regular staff members (Enrichment)

Since we are housed in the Temporary Building site, the detailed evacuation procedure will be rewritten and given to each teacher later in the year.

Teachers in rooms 27 and 37 will check boys' restroom on East end of 3rd wing.
Teachers in 31 and 41 will check girls' restroom next to room 31.
P. E. teacher and teacher in room 35 will check boys' and girls' restroom on the West end of the 3rd wing.

CUSTODIAL STAFF

Custodial Staff check restrooms for children, the lock the doors. Prepare to secure the building when last person is out.

1. If instructions are to evacuate North, we will exit the campus on the Curry Street side Proceed North on Curry to the vacant lot in front of Zion Hill Baptist Church, 8817 Curry Road. This is the primary (main) assembly area. If instructions are to move further North, we will proceed East on Laura Koppe under freeway to Dodson Lake Park. This is the secondary assembly area. Each teacher is to check the roll immediately upon arriving at the assembly area.

(1st wing exiting out North driveway gate)
(2nd wing exiting out South driveway gate)
(3rd wing exiting out 3rd wing walkway)

2. If instructions are to proceed South, we will exit on the Schuller Street side or back Entrance. Proceed South on Schuller to Bennington, right on Bennington to Jensen, left on Jensen to Patrick Milton Park (Jensen at Caplin Street). This is the primary assembly area South. If instructions are to move further away from the school, we will proceed down Bennington cross to a vacant lot Bennington off Hardy Street.
3. In instructions are to proceed East, we will exit the campus on Curry Road and proceed North to Crosstimbers, turn right on Crosstimbers to the intersection of Hirsch Road to a vacant lot on the East side of Hirsch Road. This is the primary assembly area East. If we have to move further away from the school, we will proceed North on Hirsch from this point (Crosstimbers and Hirsch Rd.) to Laura Koppe, right on Laura Koppe to Dodson Lake Park.

(1st wing exiting out North driveway gate)
(2nd wing exiting out South driveway gate)
(3rd wing exiting out 3rd wing walkway)

4. If instructions are to proceed West, we will exit the campus on Schuller Street (back entrance). Right on Schuller to Crosstimbers to Southwest corner of Hardy at Crosstimbers. This will be the primary assembly area. If we are instructed to move further West we will take Crosstimbers West Bauman Road turn right on Bauman Road to Janowski Elementary School. This is the secondary assembly area.

(All wings exit out double gate on Schuller St.)