



Faculty/Staff Handbook

Rogene Worley Middle School

2017-2018

All Faculty and Staff Members will be responsible to adhere to the policies, regulations and duty schedules as listed in this handbook.

*It may be necessary to modify schedules and make additions or deletions to this handbook as the year progresses. These **modifications** or changes will be delivered to you electronically with an **effective date** listed.*

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Section I: Mission, Vision, Goals

MISD Mission-why we exist	Campus Mission
To inspire and educate students to be productive citizens	To provide individualized education that prepares all students to chose their paths in life
District Vision-what we want to be	Campus Vision
A destination district committed to excellence	<i>A destination campus that changes lives and opens doors to the future</i>
District Motto	Campus Motto
MISD: A great place to live, learn and teach.	100% Every Student: Every Day
District Values-how we do it	Campus Values
Students First Continuous Improvement Integrity Communication Positive Relations	Changing Lives Community Service Trailblazing
Guiding Statements	Guiding Statements
<ol style="list-style-type: none"> 1. Students will read on level or higher by the beginning of third grade will remain or higher as a MISD student. 2. Students will demonstrate mastery of Algebra I by ninth grade. 3. Students will graduate with 24+ college hours and/or an industry certificate or license. 4. Students will participate in an extra or co-curricular activity. 5. Our parents and students will have choices with educational opportunities. 	<ol style="list-style-type: none"> 1. Worley will close the potential gap for all student groups 2. Worley will become an AVID Demonstration school 3. Worley will provide Red Carpet Service and Reach Out to all students and parents.
Vision Goals	Supporting Goals
<ol style="list-style-type: none"> 1. Worley will increase student achievement by redesigning lessons 	<ol style="list-style-type: none"> 1. Worley will decrease the difference between Special Education discipline

to improve student performance for historically low Student Expectations in math using Lead4ward Student Learning Reports and Lead4ward Planning Guide

and General Education discipline to meet state and federal guidelines.

2. Worley will increase positive parent communication.
3. Worley will decrease the potential gap through AVID Excel, Rtl and WICOR strategies.

Section II: Duties and Responsibilities

Administration-posted in Google

Principal

8th Grade Assistant Principal

7th Grade Assistant Principal

Counselors

8th Grade Counselor

7th Grade Counselor

School Clinic

School Nurse

- ✓ Duty Day is 8:15am – 4:30pm
- ✓ Addresses Student Health Concerns and Issues
- ✓ Conducts Health Screenings
- ✓ Maintains Student & Faculty Health Information
- ✓ Informs Teachers of Student Health Issues
- ✓ Maintains Workman's Comp Records
- ✓ Contacts Parents Regarding Health Concerns
- ✓ Orders Clinic Supplies
- ✓ Participates in Crisis Management Team Meetings
- ✓ Monitors Outside Temperatures and Advises Staff on Outdoor Activities
- ✓ Performs Other Assigned Duties

Nurse's Aide

- ✓ Duty Day is 8:15am – 4:15pm
- ✓ Assist school nurse with above duties.

Office Support Staff

Principal's Secretary

- ✓ Duty Day is 8:00am – 4:00pm
- ✓ Oversee campus budget under the supervision of the principal
- ✓ Manage campus activity accounts and reconcile campus bank statements
- ✓ Gather proper paperwork and check requests from Student Organizations for any monthly sales tax payments, and submit sales tax form and payment to MISD
- ✓ Prepare campus bank deposits for courier pick up
- ✓ Assist Sponsors of Student Organizations to prepare fundraising deposits
- ✓ Issue checks for purchases and/or reimbursements from activity funds
- ✓ Campus Fundraiser Coordinator
- ✓ Take payments for SAT/ACT Duke Scholars Seminar and for SAT/ACT Institute, submit registrations to proper Dept., and submit check requests with backup paperwork to MISD
- ✓ Take payments for lost or damaged textbooks and submit check request with backup paperwork to MISD
- ✓ Take payments for Summer School, submit registrations to proper campuses, and submit check request with backup paperwork to MISD
- ✓ Monitor and order all campus supplies
- ✓ Enter Distribution pick-up requests
- ✓ Enter all Campus purchase orders in Skyward, place orders, monitor receipt of items, forward purchase orders with back-up paperwork and any invoices to District Accounts Payable Dept., and monitor to confirm purchase orders are closed out
- ✓ Enter purchase orders and check requests in Skyward for travel and conference registrations, and for travel reimbursements
- ✓ Submit requests to use Title or High School allotment funding for substitutes teachers and other Campus needs
- ✓ Submit staff timesheets to MISD Payroll Dept.
- ✓ Submit Event Notifications to Librarian to update Campus website
- ✓ Assist in maintaining Principal's Calendar
- ✓ Complete and submit paperwork to Human Resources for any staff changes and new employees
- ✓ Maintain faculty and staff information, and organize and distribute school "phone tree"
- ✓ Maintain a strict level of confidentiality of student and teacher information at all times
- ✓ Other duties as assigned

Assistant Principal's Secretary

- ✓ Duty Day is 8:00am – 4:00pm
- ✓ Coordination of substitute teachers including check-in, exchanging keys, assisting AP's in filling sub positions, maintaining sub folders
- ✓ AESOP Navigator
- ✓ Maintain Absence From Duty Forms and Calendar showing staff absences
- ✓ Assist Principal's Secretary with Payroll
- ✓ Provide a list of detention students to morning and afternoon D-Hall monitor
- ✓ Send D-Hall reminders to students
- ✓ Assist with rescheduling detentions when necessary
- ✓ File all discipline documentation
- ✓ Document and monitor consequences regarding tardy offenses
- ✓ Document dress code violations
- ✓ Notify teachers of ISS/OSS student placement
- ✓ Coordinate ISS student lunches
- ✓ Provide lunch break for ISS teacher
- ✓ Assist AP with campus textbooks
- ✓ Assist AP with campus inventory
- ✓ Assist AP with locker assignments
- ✓ Assist AP/Principal with SSI/GPC forms, meetings and records
- ✓ Assist with Odyssey-ware
- ✓ Coordinate with Attendance Clerk for students in an alternative classroom
- ✓ Refer teacher/staff attendance issues to AP's
- ✓ Verify District Required Reports, such as Attendance v. Discipline
- ✓ Maintain a strict level of confidentiality of student and teacher information at all times
- ✓ Serve as Secondary Campus Web Manager
- ✓ Other duties as assigned

Registrar

- ✓ Duty Day is 8:00am – 4:00pm
- ✓ Register and withdraw students
- ✓ Maintain Paper copy of fines for emergency binders
- ✓ Submit Residency Verification requests
- ✓ Print Student Schedules, Progress Reports, Report Cards and Grade Verifications
- ✓ Maintain student cumulative files
- ✓ Maintain PEIMS information
- ✓ Assist counselors with scheduling
- ✓ Other duties as assigned
- ✓ Assist with open records requests

- ✓ Campus Outlook calendar with Printed Copy Monthly and bi monthly email reminders of events to staff
- ✓ Submit Event Notifications to Facilities, and request air and/or Police for after-hours events

Attendance Clerk

- ✓ Duty Day is 8:15am – 4:25 pm
- ✓ Oversee daily attendance
- ✓ Maintain accurate attendance records
- ✓ Verify attendance reports
- ✓ Maintain attendance documentation and file in organized manner (doctor/parent notes, sign-in/out sheets, attendance hearing paperwork)
- ✓ Report student absences to AP's
- ✓ Update Discipline Reports to Student Services
- ✓ Assist AP's with absence letters to parents
- ✓ Assist AP's with referrals to MISD Truancy Officers
- ✓ Supervise student office aides
- ✓ Relieve receptionist as needed by:
 - o Greet parents, students, and campus visitors and assist with sign-in/out procedures
 - o Answer phones and assist callers with school information
 - o Route calls and/or messages to appropriate staff member
 - o Take reliable messages
- ✓ Other duties as assigned

Receptionist

- ✓ Duty day is 8:30am – 4:30pm
- ✓ Greet parents, students, and campus visitors and assist with sign-in/out procedures
- ✓ Answer phones and assist callers with school information
- ✓ Route calls and/or messages to appropriate staff member
- ✓ Take reliable messages
- ✓ Distribute mail
- ✓ Assist with copying and distribution of hand-outs
- ✓ Assist with communications with Spanish-speaking parents/students
- ✓ Supervise student office aides
- ✓ Update Marquee Weekly
- ✓ Other duties as assigned

School Library

Librarian

- ✓ Duty Day is 8:15am – 4:30pm

- ✓ Organize library material, equipment, and facilities for effective and efficient utilization and circulation
- ✓ Plan, equip and maintain attractive facilities
- ✓ Keep library collection current by purchasing quality print and non-print materials
- ✓ Effectively utilize clerical, volunteer, student and/or other personnel to provide quality library service to users
- ✓ Schedule Teacher use of Computer Lab
- ✓ Maintain and account for all portable technology inventory in the building, including all check and check out of such technology and securing the items in locking areas
- ✓ Assist AVID Teachers to coordinate tutorial videos
- ✓ Attend one planning meeting per department each six weeks
- ✓ Provide instructional assistance to all departments, including collaboratively creating a minimum of one lesson per year with each of the departments per grade level
- ✓ Assist with testing as requested
- ✓ Process materials efficiently
- ✓ Provide instructional support for teachers
- ✓ Schedule book talks and author visits with principal approval
- ✓ Perform other duties as assigned
- ✓ Serve as Primary Instructional Technology Lead

Department Chairs

- ✓ Duty Day is 8:15am – 4:30pm 8:00 am on Meeting Days
- ✓ Provide positive professional instructional leadership and Communicate Campus Mission, Vision, Values, Goals and Planning
- ✓ Facilitate content planning and vertical alignment for instruction by attending **all department leader meetings at the campus and district level** and **holding weekly department planning meetings**
- ✓ Monitor appropriate use of materials for assigned department and maintaining up to date materials as aligned with the District Scope and Sequence and STAAR.
- ✓ Conference with the principal, assistant principals, counselors and individual teachers as needed
- ✓ Assist in the planning and administration of the department budget
- ✓ Monitor Department Electronic Platforms, ie iTunesU, GoogleClassroom, Canvas, etc.
- ✓ Send reminders to any teacher that has not completed lesson plans or electronic platform expectations prior to Admin review. Alert Admin of any recurring problems.
- ✓ Monitor that all Lesson Plans for the entire department are posted by Friday **4:00** pm

- ✓ Schedule department meetings as needed and serve as the chairperson for the meetings (Required one planning meeting per **week** for Academic Departments, one per **month** for Electives/Fine Arts).
- ✓ Submit Meeting Schedule to Principal no later than the Friday before the first week of school. ***If there will be a change or cancellation to the established meeting date the Principal must approve the proposed change no later than the Friday before the proposed change.*
- ✓ Facilitate Principal “Department Learning Meeting” with Department as scheduled, keep department sign in for all meetings
- ✓ Provide orientation of new department members and assist them in obtaining materials
- ✓ Organize and maintain the department supplies and supply areas
- ✓ Keep an inventory of department owned items and submit for end of year check out
- ✓ Attend **ALL** department chair meetings and communicate topics discussed with department members and administration **within 72 hours** of meeting
- ✓ Use data to design subject area assessments for the department and establish testing dates
- ✓ Complete CoA, Matrix, Goal analysis as required—see Assessment schedule/Teacher Meetings Schedule for due dates
- ✓ Perform other duties and responsibilities as assigned by the principal
- ✓ Attend 6th Grade Orientation Event
- ✓ Attend STAAR Parent Meetings and Curriculum Nights as assigned
- ✓ **Attend or send a Department Representative to SBDM and PTA Meetings**
- ✓ **Posting Data**
Department Leaders are responsible for posting data as required by administration for the department
- ✓ **“The Matrix”**
- ✓ Each Department will be create a Matrix of WICOR strategies to highlight throughout the year. The Department Head or Designee will present these to Dr. McMains in a Cadence of Accountability Meeting with the remaining members of the Department in attendance. This will vary for Electives. The dates of CoA meetings are listed on the Teacher Meetings Documents.
- ✓ **CBA/Benchmarks**
In Departments with a CBA and/or Benchmark, the Department Head or Designee will present these to Dr. McMains in a Cadence of Accountability Meeting with the remaining members of the Department in attendance. The dates of CoA meetings are listed on the Teacher Meetings Documents and on the RWMS Testing Calendar. Department Heads are responsible for making the Department aware of CBA/Benchmark dates,

procedures and any updates or changes that occur throughout the year. Department Heads are also responsible for ensuring the distribution and collection of CBA/Benchmark tests and answer documents. Department Heads are responsible for communicating with the appropriate AP with regards to needs for materials and scanning of the documents.

✓ **Department Goals**

Each Department will create a “One Pager” with the primary goal for the Department for both regular and Pre AP as appropriate. This will include a “Relations Diagram” or “Root Cause” analysis determination as well as the plan/commitment and how/when the plan will be measured throughout the year. Department Heads are responsible for ensuring that the plan is created by the deadline, as well as followed, monitored and updated as needed throughout the year. This will be discussed during CoA meetings and reviewed at the End of the Year Department meeting.

✓ **Communication**

Each Department Head is responsible for sharing all information from Department Head Meetings with the Department within 3 days of the meeting. Time sensitive information may need to be shared within 24 hours. Information can be shared either in person or in an electronic format. All Department members are responsible for reading any electronic information distributed, and are responsible for responding to any request for feedback or information required.

Faculty Basic Requirements

- ✓ Duty Day is 8:15am – 4:30pm Unless otherwise arranged due to specialized duty (i.e. coaches, cheer sponsors, etc.)
- ✓ Engage! Work collaboratively and with a Can-do, Winning attitude with staff, students and parents!
- ✓ Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required (i.e. Lesson plans that reflect the scope and sequence and on RWMS lesson plan form)
- ✓ Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
- ✓ Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned (Hear, See, Say, Do and Read; FSGPT)
- ✓ Frame the Lesson Daily using the language from the Student Expectation that is actually being addressed during that class, use the verb that is

- appropriate for the day to work toward the mastery level verb as stated in the SE
- ✓ Use WICOR strategies (including Kagan) in accordance with School Goals and Department Matrix
 - ✓ Be in the Power Zone
 - ✓ Recognize and Reward Students, with methods such as verbal praise
 - ✓ Work cooperatively with special education teachers to modify/accommodate curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
 - ✓ Maintain student instructional progress data as assigned by administration
 - ✓ Follow **all** IEP and 504 instructional plans as well as any special health requirements. These are not optional. If you have questions about an accommodation or feel that the current IEP or 504 plan is no longer appropriate, see the grade level administrator/counselor or case worker to share your observations and suggestions. Maintain 504 accommodation documentation as per campus requirements.
 - ✓ Follow requirements of ELL shelter students and work collaboratively with ESL Lead
 - ✓ Effectively utilize effective strategies that reach diverse learners and report for all assigned in class support classes as determined by administration
 - ✓ Special Education professionals/paraprofessionals **MUST** receive administrative approval to not be in an inclusion class prior to not reporting to the class, the teacher must report to general education staff if he/she will be absent from that class at least 24 hours in advance (emergency situations as approved by administration do not require 24 hours notice)
 - ✓ Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements
 - ✓ Report for all duties as assigned and at the time assigned
 - ✓ Communicate with parents through conferences, emails and/or phone calls
 - ✓ Complete all grade reports, notices of concern and paperwork as requested
 - ✓ Monitor students for RtI; Skills 4 Success Teachers will maintain a S4S notebook, oversee student data folders maintenance and enter data into DMAC by the end of the day on Friday
 - ✓ Perform other duties and responsibilities as assigned by the campus principal
 - ✓ Monitor all technology. All technology checked out to a teacher is that teacher's responsibility to maintain and secure

- ✓ Follow all emergency protocols for real events and drills; including taking Go Kits to all drills, maintaining the district flipchart and taking role of students during all real events and drills
- ✓ Attend Meet the Teacher Night and Open House. These events are non-negotiable. If a conflict arises, see the principal prior to the event to discuss the issue. Note that not all potential conflicts will be approved and can result in disciplinary action.
- ✓ Follow all Testing procedures as outlined by counseling and administration for STAAR, EOC, TELPAS, AP, NAEP, Readistep, Benchmarks and CBA or any other test assigned
- ✓ It is the expectation that parent emails and phone calls are returned on the same day. If this is not possible the response must be within 24 hours unless it is a weekend or holiday and the response should be made on the next available working day. All teachers must maintain a Call Log documenting the name of the parent, date and content of call.
- ✓ Each faculty member makes 3 positive phone calls to parents for students in his or her class each six weeks. Team Leaders will submit positive phone call Call Logs to Principal at Failure Meetings. Electives/Fine Arts will submit phone logs to the Department Chair to submit to the Principal at the end of each six weeks.

Faculty/Staff Expectations

1. Always work toward the district and campus mission/vision – STUDENTS FIRST.
2. Treat all students with respect and do anything possible to help each student academically, socially and behaviorally. Mentor them if needed.
3. All communication between staff is to remain professional and in compliance with ethical guidelines regarding confidentiality of staff, parents and students as well as in respect to offensive speech/communication. Remember that offensive speech/communication is determined often by the recipient. This includes but is not limited to vulgarity, profanity and sexual harassment. Conflict, concerns or questions about other faculty members, the school, administration or the district are not to be discussed with students or parents or within the hearing of students or parents. Remember that administration is always here to help solve conflicts or to assist with any concerns. Conflict between staff members should first be handled between each other with administrative support as needed.
4. Implement district initiatives – WICOR, Kilgo strategies, Kagan Structures, Fundamental Five, AVID, curriculum alignment/calibration, use of data to drive instruction, etc.
5. Analyze student data to determine student's needs and differentiate accordingly to meet their needs.

6. Handle discipline effectively and in compliance with our campus discipline procedures.(Only facts should be reported and all FERPA, privacy expectations, professional expectations, campus expectations, district expectations and Texas Education Code and Professional Code of Ethics must be followed).
7. Communicate weekly with parents of struggling or underperforming learners. If your communication requires more than two sentence, make a phone call or schedule a conference.)
8. Update your class website and electronic platforms weekly.
9. Act in a professional manner toward others, including teachers, staff members and parents.
10. Follow established meeting norms.
11. Participate in school activities and support PTA. Note TTESS expectations regarding involvement.
12. Be on time to all assigned duties and follow the expectations of the duty station. Disciplinary action can result from failure to actively monitor at a duty station.
13. Negativity is **not** acceptable. If you have a concern, please see an administrator to address it immediately.
14. Integrate technology into your lessons at least 4 out of 5 days each week.
15. Submit your attendance every day, every period during the first 15 minutes of the period. Disciplinary action can occur from failure to follow this expectation.
16. Update your grades **weekly**. All current grades for the previous week must be posted by 8:15 a.m. on Monday every week.
17. Lesson Plans will be posted in Google with links on the Worley website/Department electronic platform each week using the Worley Lesson Plan Template. Your weekly lesson plans must be updated by 4:30 on Friday. Teachers are expected to follow the district curriculum and create engaging lessons that align with the Student Expectations from the TEKS document.
18. Use the library as a classroom lesson resource as often as possible.
19. Seek out opportunities for your own professional development.
20. When you attend professional development, district trainings, and conferences, you are expected to share the information with the staff.
21. **Tardiness is unacceptable**. If you are going to be late for any reason, you must contact Dr. McMains and your Department Head or Team Leader. If Dr. McMains is not available or does not respond you must contact another administrator and/or the front office. If the Department Head/Team Leader does not respond, you are required to contact another member of your team or department.

We want you to be proud of Rogene Worley Middle School. We want your work to EXCITE you and ELECTRIFY our school environment. We want you to take pride in your work and enjoy your experience every day! You are a person of

dignity and part of a valiant effort to prepare our students for GREATNESS. You are changing lives!

Section III: Policies for Teachers and Staff

Teacher Attendance

Illness

In the event of an illness:

- ✓ Call Dr. McMains (817-907-2189) and Mrs. Hasse by 6:30 am. A text is acceptable. If it is last minute, please text AP secretary as she can sometimes assist with locating a sub.
- ✓ Enter the Absence into AESOP and Skyward.
- ✓ Note in AESOP where lesson plans can be located and the duty that you have in the morning / afternoon.
- ✓ Be sure that sub folders are updated to reflect changes and updated rosters throughout the year.
- ✓ Note: If your absence will require additional days, contact the AP Secretary before the end of that same school day so she may ask if the same sub is available.

Personal Days

The district requires employees to submit a request in Skyward every time they will be absent, this includes school/district professional development, doctor appointments, jury duty, etc.

- ✓ Submit your request in **Skyward** least (3) working days prior to the day(s) you are requesting off.
- ✓ ALWAYS include the Substitute Alpha Code AND supporting documentation (copy of email or hand-out) from the budget owner if absence is school/district related. **AFDR form will be returned to you if this information is not provided.**
- ✓ Absences must be approved by campus principal.
- ✓ Verbal permission from principal **must be** followed up with appropriate documentation.
- ✓ Principal may deny absence requests if there is a campus event scheduled on the day requested, or if there are too many staff members scheduled to be off campus on the day requested or if the request is made within 3 working days of the expected date of absence.
- ✓ Once approved by principal, **it is your responsibility to enter absence in AESOP so that a substitute may be secured.**
- ✓ Per district policy, no more than (3) consecutive days may be approved by campus principal.
- ✓ See **Use of Personal Days** for allowable days. Prior approval from Dr. V is required for non-allowable days. The form is on Eduphoria.

Notice to All Mansfield ISD Employees

Use of personal days (discretionary) before or after breaks, holidays, and Staff Development Credit Equivalency (SDCE)

DEC (Local) states that discretionary leave shall not be allowed on the first day or the last day of school. Discretionary personal days may not be taken on the following dates.

Revised 8.4.2016

The steps for approval of a personal day are outlined in DEC (Local) under “Use of Discretionary Leave”. Requests for exceptions to a docked day shall be approved or denied by the Superintendent’s designee, Venetia Sneed, Director of HR Development. All requests must be submitted online via Eduphoria.

Approved Discretionary Exceptions to a Docked Day

A maximum of one discretionary day may be approved for the following events:

1. Graduation (high school/college/military) of an employee, employee’s spouse, grandparent, parent/legal guardian, child or grandchild.
2. College orientation/student move-in of an employee’s child.
3. Employee attendance at the wedding of an immediate family member.
4. Attendance at UIL state competitions and/or Special Olympics state competitions by a parent/legal guardian/grandparent.
5. Attendance at the deployment or return to American soil/home military base of an employee’s spouse, child, grandchild or parent.

Using AESOP

Follow these steps when entering an absence in AESOP:

1. START/END Dates: AESOP always defaults to tomorrow’s date. If you are going to be out a different day, then you will need to change the start date. It will automatically set the end date to match the start date. If you are taking more than one day, then you will need to change the end date.
2. SCHOOL ABSENCE REASON TYPE: Use the scroll down arrow to choose the option that applies to your absence.
3. FULL DAY / HALF DAY: Teachers can choose full day or half day. A half day is either 8:25 am – 12:25 pm or 12:25 pm – 4:15 pm. If a sub starts working anytime before 11:30 am and stays the remainder of the day, it will be considered a full day.
4. SUBSTITUTE CODE: If you are going to be out for school or district business (10 a, b, c), then you will need to include the Sub Budget Code. You should have already secured the budget code at the time you requested the absence to be approved. Please match the Sub Code that you received with the one in the AESOP drop box.

5. NEXT PAGE: On this page you are given an opportunity to double check the information you just inputted on the last page. You will also see a few areas where you can leave notes.

❖ **NOTES TO SUB**

Use this box to let the sub know if you have morning or afternoon duties and where lesson plans are located.

❖ **NOTES TO ADMINISTRATOR**

If you are going to be out for Business (10a, b, c) then please include the name of the business you are attending and the person responsible for paying for the sub. For example: Empowering Writers Workshop – Dr. Stegall

6. SAVE: There are 2 different save buttons.

❖ **SAVE**

If you have not lined up a sub for this job, press this button.

❖ **SAVE AND ASSIGN**

If you have talked to a sub and they have agreed to work on this day.

7. EXIT

Skyward Absence Requests

Prior to putting requests for personal days or school business/district business in AESOP, you must complete the request in Skyward and receive principal approval. If your request involves the campus or district department paying for you sub you must submit a substitute request form through Skyward. No absence is to be created in AESOP until both of these steps have been completed if it is school/campus business. Absences due to illness do not require prior approval or a sub form prior to creating a vacancy in AESOP, however the absence still must be entered into Skyward before you will be out. If an emergency arises during the school day and you receive approval to leave, you must enter the absence into Skyward within 24 hours. If you have any difficulties with any of these steps, contact the AP secretary for clerical concerns regarding AESOP or Skyward and alert Ms. Hasse or Dr. McMains if you cannot meet the timelines described above before the timeline has expired.

Leaving Campus

If you leave campus for lunch, please sign out in the Principal's Office/AP Secretary Office. If you need to leave during your conference, pre-approval from

an administrator is required. If you need a substitute while at school, contact the AP Secretary to see if a sub can be secured ONLY after you have received permission from either the Principal or your Grade-level AP (**only if the principal is not on campus**). In the case of an emergency and no sub can be found alert, the principal about having your class covered. You may not leave campus until you have obtained approval from the principal (or AP if the principal is not on campus).

Short term leave forms are available if you have a request to be gone more that either your lunch or conference period allows. These requests may be granted on a limited basis and are generally no more than 60 minutes in duration. This includes leaving or arriving late if you do not have class 1st or last block. Filling out the form is **not** an indication of automatic approval. These requests may be denied for a variety of reasons, including but not limited to: the nature of the request, the duration of the time requested, the availability of coverage and the number of such requests the employee has made throughout the year (any more than **2** will be closely considered prior to approval).

Substitute Teachers

Folders

Substitute teachers are given a folder when they check in for the day. The following items are included in the folder:

- Bell Schedule

- A specific list of classroom rules and expectations

- Seating chart for each period

- General lesson plans (specific lesson plans should be emailed to your department leader and AP Secretary to be distributed to your sub if you were not able to prepare prior to the day of your absence)

- Procedures for passing out and collecting assignments, information, and homework

- Specific modifications for students, both academic and behavioral, if needed

- Teacher names/room numbers to contact for questions

- Emergency Operations Plan and location of Go Kit

- Campus map with location for Fire Exit and Inclement Weather locations

Preferred Subs

Our campus maintains a **Preferred Sub list**. The subs listed are familiar with our campus and procedures.

Assigning a Substitute

If you prefer a certain sub to cover your classes during an absence, you must ask them first. Once they have agreed, you may assign them the job in Aesop.

NEVER assign a job to a substitute without talking to him/her first!

Only substitutes who are ACTIVE IN THE AESOP SYSTEM are available for assignments. Substitutes can be deactivated for a variety of reasons. Please check their availability before you give someone verbal permission to substitute for you.

Payroll

Payroll is calculated on a monthly basis, from the 21st to the 20th of every month. For example, August 21st to September 20th is one payroll month. On the 20th of every month, you must verify your Absence History in AESOP is correct and come to the AP Secretary's Office to sign the Employee Register.

If you believe there is an error or have any questions regarding your absence history, see the AP Secretary.

By signing the Employee Register, you are agreeing to the data in AESOP. Your paycheck is based on this data. Payroll will not be able to go back and make any corrections to your pay once you have signed the form. **Do not sign the employee register unless you are in full agreement with the data presented in AESOP.**

Failure to sign on time could result in complications with your pay that you will have to resolve with Personnel/Business Office.

Extra Duty Pay

The Extra Duty Time Sheets are due on the 20th of each month. Timesheets can be picked up in the Teacher Mailroom. They need to be filled out completely, signed, and then turned in to the Secretary immediately. A separate time sheet should be filled out for each type of extra duty work you are reporting (i.e. D-Hall, tutoring, etc.).

TIMESHEETS MUST BE TURNED IN EACH MONTH. If you do not turn it in, you will not get paid. If you need assistance filling out your Extra Duty Time Sheet, please see the Secretary.

Paraprofessional Timesheets

Paraprofessionals will record their time in True Time. Please make sure information is reported accurately. If you need assistance, please see the the Principal's Secretary. Comp time must be pre approved by the principal in advance. Failure to procure advance approval may result in the comp time being denied.

FMLA

What is the Family Medical Leave Act (FMLA)?

The Family Medical Leave Act entitles eligible employees to take up to 12 workweeks (duty days) of unpaid, job-protected leave in a 12-month period for specified family and medical reasons, or for any “qualifying exigency” arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The FMLA also allows an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a single 12-month period to care for the service member.

Who is eligible for FMLA?

Employees are eligible for leave if they have worked for their employer at least 12 months, and at least 1,250 hours over the past 12 months

What are qualifying events for taking FMLA?

for the birth and care of a newborn child of the employee;

for placement with the employee of a son or daughter for adoption or foster care;

to care for a spouse, son, daughter, or parent with a serious health condition;

to take medical leave when the employee is unable to work because of a serious health condition;

or for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

How does FMLA work if my spouse and I both work for the District?

Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 workweeks (or 26 workweeks if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

What is intermittent leave?

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer’s operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer’s approval.

How and where do I obtain the necessary FMLA paperwork?

As soon as you know you need to take leave, you must notify your campus about the leave. There is a contact person on each campus who will notify Michelle Fry in the Benefits Office of the need for FMLA. All necessary forms are sent out 30 days ahead of time for all foreseeable absences, or as soon as possible after notification. All FMLA paperwork and doctor’s notes must go to the Benefits Office. Once you’ve been released to return to work, you will take your doctor’s note to the Benefits Office and they will give you a release to take to your campus. It is the responsibility of the FMLA contact to make sure that a notification has been done. It is the responsibility of the employee to meet all deadlines for turning in any requested paperwork to insure qualification of FMLA and to secure a release from the doctor before any employee can return to work (unless an employee’s leave is to take care of a family member).

For more questions, please contact Michelle Fry at 817/299-6335 or by fax at 817-473-5330. The Benefits Office is located in the portable building at 605 E. Broad St. at the Administration Complex.

Dress Code

All faculty and staff members shall maintain a neat and professional appearance. All personnel will follow these standards:

- No shorts, walking shorts or skorts (a "*skort*" is defined as shorts in the back and skirt in the front). Pants are considered below the knee.
- Split skirts or divided skirts are acceptable with matching blazer, vest or coordinated set. (Split/divided skirt should have bigger legs resembling a skirt, not shorts.)
- No jeans or coveralls of any color are to be worn.
- Skirt length for women shall be no shorter than five inches above the knee.
- Halter tops, sleeveless tops with large armholes, tube tops, low cut front or back tops, or tops revealing the middle section of the body, are not permitted. Tops must cover the entire torso at all times, even in movement. Sleeveless shirts/tops must cover at least three inches of each shoulder without layering.
- No leggings and stirrup pants may be worn if sized appropriately.
- No sweats or wind-suits are to be worn except as designated by the principal.
- Men shall wear collared or banded shirts.
- No T-shirts
- Casual dress days will be determined by the administration (see below).
- Shoes must be worn at all times. No house shoes or flip-flops of any kind are allowed.
- The administration has the authority to determine any inappropriate dress of faculty and staff.

Casual dress days throughout the year may include:

- Pep Rally/Spirit Days (Worley shirt/Worley colors with jeans)
- College Shirt with jeans (**FIRST** Friday of the Month)
- Team Spirit Days (Dallas Cowboys, Texas Rangers, Dallas Mavericks)
- Other days as designated by Principal, or with Principal issued pass

Duty Day

The staff workday begins at 8:15 am and ends at 4:30 pm. You should be present in your room at the 8:15 am report time. Everyone is on duty in their classroom and should greet students each morning. This is not an appropriate time to be conferencing with another teacher in the hallway or making last minute copies in the workroom.

Leaving the building during your lunch or conference/planning period is allowed, but discouraged. If you must run an errand you are expected to get **administrator pre-approval** and sign out in the office before leaving and back in when you return so please plan accordingly. ***It is not acceptable to expect your team or department peers to cover your class if your errand takes longer than expected. See above for Short Term Leave information.***

Every attempt should be made to schedule doctor's appointments for after-school hours when possible. If you must arrive late or leave early for any reason, you must obtain prior approval by the Principal. The district may alter reporting times.

To ensure student safety, the sponsoring teacher/staff member must supervise all after-school activities until all students have left campus/event.

Assigned Duties

Morning Duty Responsibilities (8:15 am to 8:40 am):

Bus Drop-off

One person is assigned to the bus drop-off area. Monitor students and ensure that they are moving into the building through the front doors. Bus drivers are on a very tight schedule and need to unload the students at 8:15 or as soon as they arrive. They really appreciate our help so they can stay on schedule! Once all of our buses have arrived, please move to the cafeteria to assist with the students till the 8:35 a.m. bell sounds.

Gym

Two people are assigned to each gym to monitor the students that are sitting in the bleachers, waiting for the morning bell.

Cafeteria

Specific duty areas of the cafeteria will be assigned to cafeteria duty. If someone is not at their duty station, the person with the section closest to the unmanned station will monitor both sections. Alert an administrator when

possible if a station is unmanned. Students eating breakfast are to sit at the tables. Students are to remain seated at the tables, and talking and acting appropriately. When students are finished eating, they may leave the cafeteria and go to the gym or their class, depending on the time.

Back Drop-off

Two persons are assigned to the back car drop-off duty. Please greet the students getting out of the car. Our “good mornings” and smiles help them start their day off right! You will need to remind parents occasionally to move down to the beginning of the car “drop-off zone” to unload their student. Be visible to parents and students.

Main Hallway Area

Administrators will be stationed in the main hallway, in the bus area and in parent drop off zones to greet and monitor students.

Afternoon Duty Responsibilities (4:10 pm until 4:30 pm):

See campus duty roster. Be on time to your duty station. If you have 8th period off and are assigned a critical duty station, you must be there at 4:10. All other duty stations should be covered by the person assigned that duty at 4:13.

Bell Schedule

See Google Drive for Specifics

This bell schedule will be in effect every day EXCEPT on days when there is an assembly/test or pep rally scheduled to occur as determined by administration.

Passing Periods

Teachers are to be at their respective hallways anytime students are in transition (passing periods) to greet students and actively monitor hallway behavior. During this time, all faculty and staff are to ensure that students are walking, using appropriate voice and verbiage, and generally transitioning in a safe and appropriate manner. Students are to be reminded that pushing, shoving, acts of PDA, throwing items, running or yelling is not appropriate and may be addressed through teacher-assigned detentions or office referrals if deemed appropriate. Student entrance/exit to and from the restrooms should be monitored during transitions times. If movement in and out of a particular restroom catches your attention and causes concern, please have the nearest appropriate gender faculty or staff member provide additional attention and monitoring.

Students are not to go to the school clinic during passing period, unless it is an emergency. All students should be directed to their next teacher to obtain a pass to visit the clinic if necessary.

Students are required to get a tardy pass from the tardy machine. Teachers must accept the passes from the machine and confirm that the name on the pass matches the student presenting it. Teachers must collect passes and give them to the Attendance Clerk daily. Teachers must accept all passes written by a staff member at RWMS. If there is a question regarding the nature of the pass, the concern is to be brought to the staff member who wrote it, not expressed to the student.

Conference/Lunch Periods

Teachers are given 450 minutes of conference/planning period every two weeks. The conference/planning period is a time set aside for teachers to meet with administrators and/or counselors, actively participate in IEP/ARD meetings, RtI meetings, meet with parents, complete and record grading, and prepare for instruction.

All Faculty and staff have a 30-minute duty-free lunch period. You may choose to leave the campus during this time. If you do, you are expected to sign out in the main office before leaving and back in when you return to campus. Please allow plenty of time to return and resume your duties in the time allotted.

Email Expectations

- Email must never be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face-to-face or over the phone.
- Email messages to parents should be consistent with professional practices for other forms of correspondence. This includes grammar, format, salutation and overall message tone.
- All emails that reside on the District servers may not be confidential. Use extreme caution when communicating confidential or sensitive information via email. ALL NETWORK ACTIVITIES ARE PUBLIC INFORMATION and therefore subject to OPEN RECORDS REQUEST by the public. Keep in mind that all messages sent become the property of the receiver. *A good rule is not to communicate anything in an email that you wouldn't feel comfortable being made in public.*
- Emails should be appropriately brief and directional in nature and only include facts.
- Care should be given when using student names. Refer to students by first name or "your son/daughter" depending on the content when communicating with parents. Do not discuss non-related students.
- When you need to use student names or need to send a list, only use names in an attachment. DO NOT use student names in the title of the email or the body. The use of initials is not good practice, so do not use them in lieu of student names.
- The District maintains email accounts for teachers to facilitate parent/teacher communication and internal staff communication. The District reserves the right to block or filter email messages that are not directly related to District business or to the District's educational mission.
- Emails do not replace personal contact. Remember if more than two sentences is necessary it should be a phone call or conference. More than two exchanges with a parent about the same topic warrants a phone call.
- When possible respond to emails on the same day. This is not always possible but a response should be sent on the next business day.

Phone Use

Personal Phone Calls

All personal phone calls should be made before school, during your conference period, lunch, or after school not during class or during a time when a meeting has been scheduled.

School-Related Phone Calls

There are telephones located in the Teacher's Lounge, Library, Team Room, and Student Services office. These phones may be used for outgoing school-related phone calls.

Phone Messages

Phone messages received during instructional time will be placed in your box or emailed to you. Urgent messages will be delivered to the classroom. If you are expecting an important or urgent call, please notify the Receptionist so the information can be relayed to you quickly.

Teacher Cell Phones

Personal cell phones must not interfere with either instruction or monitoring students during the instructional day unless you are making a parent phone call. When making a parent call, please make sure confidentiality is being maintained. Know who is around you and who can hear your call! Unless making a parent phone call, cell phones should not be out when you are supervising students.

Student Cell Phones

Teachers may allow students to come to the office to use the phone when necessary. Personal cell phone use is prohibited if it is not related to instruction.

Mailboxes

- Faculty and staff mailboxes are located in the mailroom. They are to be checked twice daily and **cleared**.
- Faculty and staff mailboxes are off-limits to students **at all times**.
- Out-going U.S. mail and inter-office mail should be brought to principal's office for pick-up.
- Only school related items should be placed in faculty mailboxes or in the mailroom unless prior approval has been given.

- Confidential information regarding students, such as IEPs, should never be placed in a box

Use of Building and/or Equipment

Audio/Visual Equipment

All audio-visual equipment will be secured from the librarian and maintained in the library. The librarian will establish rules and procedures for these purposes. All equipment will be processed through the library, stored there in the summer and checked out from the librarian.

Equipment in need of repair must be turned in and reported to the librarian. At no time should students be allowed to move or transport any piece of audio-visual equipment without supervision.

Borrowing School Equipment

School owned equipment may be used by or loaned to employees by special request for school or district use outside of the campus. The employee is responsible to cover the damage and/or loss of the requested equipment. Before being allowed to borrow equipment from the school the individual must have prior administration approval. Once approval is given, please stop by Principal Secretary's office to fill out a checkout slip. Approval will be carefully considered and on an extremely limited bases.

Classroom Supplies & Materials

Our campus maintains a generous assortment of common supplies in the supply room. These include staples, tape, paper clips, tissues, envelopes, etc. If there is an item that you need for your classroom, please email the Principal's Secretary.

Some supplies will need to be purchased, either from the MISD Warehouse or from an outside vendor. Any requests for additional supplies and/or materials must go through your Department Chair. How an item, manipulative or resource supports the TEKS must be considered before making a request. If the department budget allows for the purchase, the Department Chair will forward the requisition to the Principal's Secretary for the Principal's approval, and then enter a request for a Purchase Order to be approved.

All supplies and materials must be purchased from a [MISD Approved Vendor](#). This list is updated frequently. Please review the list before requesting to purchase

from a vendor. If you do not see the vendor on the list, you may email the Principal's Secretary to see if that vendor may be added. Remember that you will **not** be reimbursed for materials/supplies for any reason.

Food & Drink in Classroom

Food and drinks, for student consumption, are NOT allowed outside of the cafeteria. Food consumed must meet FMNV guidelines. New restrictions have been placed under the HHFKA. There are limited campus free days per state and federal regulation. Any food provided must be available to all students in the environment. Please see campus administration if you have any questions about FMNVs.

Laminating

The laminator is located in the teacher workroom. Please see the librarian for assistance.

Parking

All faculty and staff members must park in the designated faculty parking area next to the Band Hall. Office staff may park in the lot in the front of the building facing Pleasant Ridge. Only staff members with classrooms in the portables may park in the lot behind the parent drop off lane. This lot is available for other teachers to park until all but the front spaces fill up. These spaces are to be left for visitors. Otherwise that lot and the parking spaces along the pickup line are for parents only. On days where large numbers of visitors are expected, staff may be asked to park only in the lot by the Band Hall.

Student Lockers

Lockers are assigned through the Student Services office. You may refer any student to an AP or the AP Secretary if they have problems with their locker. Students are not permitted to share lockers.

Teacher's Lounge

Please clean up after yourself and help keep the lounge area clean. Tabletops and microwaves need to be wiped down after spills. The refrigerator will be cleaned out every six weeks. Please make sure to take out items you don't want thrown away. All refrigerators are to be cleaned out and unplugged before holidays associated with an energy shutdown. Anything left during an energy shut down will be thrown away without notice. Any equipment repeatedly not addressed appropriately during an energy shut down will have to be removed.

Use of Building

The building is open on school days from 7:30 am – 4:45 pm. The principal must approve any use of the building outside of the school day. All student groups must have a sponsor present and must stay in the area assigned. Sponsors will be responsible for securing the building when finished; making sure doors are not left open and turning out all lights that were being used.

If you wish to use the building outside of Worley activities, you must contact the Facilities Department. They are responsible for scheduling the use of facilities after school hours. Contact (817) 299-4340 to request the use of school facilities and to obtain information on the fees charged.

School-wide Publications/Letter to be Sent Home

Certain types of letters/publications that are to be sent home with students require the Principal's approval. These are as following:

1. Anything sent to the entire school
2. Anything that indicates a change in the normal schedule of the day
3. Anything that involves students coming in early, staying late or on a weekend
4. Field Trip letters
5. Anything that involves students bringing in money, fund-raisers or items for donations

Workrooms/Copiers

There are two copy machines in the building for teacher use: one in the C Hall Teacher Workroom and one in the D Hall Teacher Workroom. The copier in the Student Services office is strictly for **office use only**.

Teachers and staff members are required to use their employee ID number when making copies. The copiers have been programmed with copy limits for each employee.

Paper will be stored in both areas for teacher/staff use. You may notify the Principal Secretary or AP Secretary when paper needs to be replenished in the mailroom, and the Librarian when paper needs to be replenished in the library.

Please notify Principal Secretary when either copier needs toner or staples, or is need of repair.

Please be mindful and do not send large jobs to the copiers while you are teaching class. This can cause paper jams and/or overheating.

Each copy location is furnished with a paper cutter, hole punch, stapler, etc. These items are to remain in the work area and should never be removed.

No students/children are permitted to run copies or pick them up for teachers. Student aides are permitted only during their class block as an aide.

Work Orders

We want our building to stay clean and well maintained. If you have something that needs to be fixed or changed, please send Mr. Law an email and Cc the Principal's Secretary. In the email, please include the following information:

- ✓ Room number and/or closest identifying points (window, east wall, etc.)
- ✓ Nature of the problem
- ✓ Any other relevant information (pencil stuck in pencil sharpener, lock jiggles, etc.)
- ✓ Be very specific!

This information helps the maintenance department plan for the problem, allowing them to bring the necessary tools.

If it is a technology issue, then please enter the work order in [Eduphoria](#) yourself. If you are unable to do so, you may email Mr. Jackson. In the email, please include the following information:

- ✓ Room number
- ✓ MISD Bar Code number
- ✓ Type of computer
- ✓ Serial Number
- ✓ Any trouble-shooting attempts you have made

Faculty Meetings/Department Meetings/Planning Meetings

When Faculty Meetings are held there will be two options for attendance, but attendance at one of the meetings is mandatory. These will be held when necessary approximately one per six weeks. Option one will be at 4:30 pm until approximately 5:10 pm. Option two will be at 7:45 am to 8:10 am. An attempt will be made to keep these are minimum with the majority of information delivered during learning meetings.

Department Learning Meetings and Team Learning Meetings will be held in the morning at 8:15 and the schedule is on Google. If they are canceled you will be notified by the principal.

Weekly Planning Sessions will be held each week on a day other than Thursday we determine by department. Once determined, notify the principal of the day selected.

Committees

Committee meetings will be scheduled throughout the year. Faculty members are asked to serve through the following committees:

Sunshine Committee
Site-Based Team
Crisis Management Team
AVID Committee

Committees and sub-committees will be formed as necessary to facilitate programs and activities for each of the core subject areas.

Extra-Curricular

There are several extra-curricular clubs/organizations on campus, which provide enrichment opportunities for our students. If you would like to volunteer to help in one (or more!) of these clubs, please contact the club sponsor. Please remember that if you are a club sponsor you are responsible for the students in the club until they are picked up after meetings club meetings may be held before school starting no earlier than 8:00 and after school ending no later than 5:30. Do not leave students unattended at any time either inside the building or outside the building. **A sponsor must stay with the students until all are picked up.** If a student is not picked up in a timely manner on a consistent basis, the sponsor may ask that student to no longer be a member if written guidelines were put into place and distributed to students and parents. A conversation must occur between the sponsor and parent before a student's last chance.

Staff Development/SDCE

- Targeted ongoing professional development is important to maintaining and improving campus instructional practices. Professional development activities should support District, campus, grade level, and personal goals. MISD requires a minimal number of staff development hours each year. Teachers need a minimum of 12 hours of training for SDCE credit. Staff development opportunities may include the MISD Curriculum Conference and other professional development activities and must be approved prior to the activity by the Principal.
- Paraprofessionals are required to participate in at least 6 hours of staff development.
- The receptionist must earn 7.5 hours of SDCE credit.

- The AP Secretary, Registrar and Attendance Clerk must earn 15 hours of SDCE credit.

Ms. Hasse will be tracking the hours for the campus and approved paperwork will be turned into her for monitoring purposes. All hours must be submitted in accordance with the district dates that are dispersed at the beginning of each school year. Failure to meet deadlines may result in your pay being affected in accordance with district regulations.

Request for Third Party Information

Any request from a parent or a 3rd party regarding student information needs to be directed to the Grade Level Counselor who will direct it to the appropriate administrator. Never write on original forms, make promises to students or parents, or give information directly to students.

Subpoenas

If you receive a work related subpoena, you are not required to sign for it. Immediately notify a campus administrator. If all administrators are off campus, immediately notify Holly Teague's office @ 6319.

Pets in the Workplace

- ❖ Pets such as therapy or service dogs are permitted in MISD buildings.

Per Board Policy GA (LEGAL):

“No person with a disability may be denied admittance to any public facility in the state because of the person's disability. Regulations relating to the use of public facilities by any designated class of persons from the general public may not prohibit the use of particular public facilities by persons with disabilities who, except for their disabilities or use of assistance animals or other devices for assistance in travel, would fall within the designated class.”
Human Resources Code 121.003(c)-(e)

- ❖ Staff should **not** bring personal pets to work. This includes after hours and on holidays and weekends.
- ❖ Guidelines should be consistently enforced throughout the District.
- ❖ Any employee requesting to bring a service animal to assist with work or a therapy animal to assist children must be cleared by the District.

- ❖ Owners/ handlers of service or therapy animals will be responsible for the animal at all times. The owner is required by the District's insurance carrier to provide liability insurance for the animal. Shelley Trammell in Risk Management shall retain current verification of insurance.
- ❖ Classroom animals that are part of the curriculum or utilized in a science project must be kept in containers/cages and are the responsibility of the teacher. Approval for classroom animals will be granted by the administrator based on an assessment of potential for disease, risk of harm (mental or physical), or risk of allergic reactions of all individuals in which the animal may come in contact within the building.

Textbooks & Copyrighted Materials

Textbooks

Teachers will be issued a class set plus ten for each subject taught.

Teachers are responsible for turning in books at the end of the school year.

Books are tracked through individual accession numbers.

No book leaves the classroom for any reason without documentation of who is taking it and the accession number of the book.

Teachers may issue books to students on a temporary basis.

Parents who want textbooks for the entire year will check them out through Kendall Hasse or the AP Secretary.

Teachers will conduct a textbook inventory at the end of **each** six weeks. This will be turned into Ms. Hasse.

Students will be charged for all lost books assigned.

There should not be any books issued without being assigned to a student. Departments will be charged for all lost books not assigned to a student, such as those loaned to students or used as a class copy.

Copyrighted Materials

Employees of the District shall comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Outside Employment

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

T-TESS

Appraisal Procedures

The recommended plan includes the following components:

- Once during the three-year period =a formal appraisal will occur for each eligible professional teacher. The schedule is based on the last digit in a teacher's social security number.

SS #s ending in:
0-1-2-3

Year appraised:
2017-18

- Exceptions to the three year rotation include:
 - ✓ Probationary teachers new to the profession (appraised for the first three years)
 - ✓ Probationary teachers new to the district (appraised for the year/years they are on probation)
 - ✓ Teachers scoring below expectations in any criterion and/or on any type of professional improvement plan
 - ✓ If there are documented deficiencies noted in teacher performance during the “waived” years a principal may return a teacher to “appraised” status if the teacher has been notified in writing of the deficiencies and notified in writing that they will be appraised
 - ✓ A request by the teacher to be appraised in any year in addition to the scheduled year
- Those teachers formally appraised in accordance with MISD rules and procedures will:
 - ✓ Have a 45 minute formal observation
 - ✓ Have a minimum of two documented walkthroughs; one each semester
 - ✓ Set goal/goals and have a goal setting conference with an administrator
 - ✓ Have pre and post conferences as designated by TTESS
 - ✓ Have a summative conference that can not be waived
- Those teachers not being formally appraised will:
 - ✓ Have a minimum of two documented walkthroughs; one each semester (If concerns exist, a professional improvement plan will be developed. At the discretion of the administrator the teacher may have a 45-minute observation documented on the T-TESS form.)
 - ✓ Set goal/goals and have a goal setting conference with an administrator
 - ✓ Have pre and post conferences as designated by TTESS
 - ✓ Have a summative conference that can not be waived

All other professional and paraprofessional staff not included in the above group will receive a yearly evaluation.

T TESS Questions

- Are pre-conferences required for support staff? **Pre-conference are required for T-TESS appraisals only not support staff.**
- Is there a state recognized certificate of completion we will provide the teachers? **No, each campus will create a course in eduphoria for the T-TESS training on your campus. Ask your teachers to register for the T-TESS training. All teachers will sign in and you will keep the sign in sheets and confirm attendance in eduphoria.**
- How many short term goals do teachers need to make annually? **This is a decision between the teacher and the appraiser. One to two is the recommendation.**
- Still a bit confused about walk through and formal. May just be semantics. **All teachers appraised or not appraised will have a minimum of two documented walk-throughs, one each semester. Formal appraisals will be done for those teachers who are required to be appraised. This is a 10 day window that is announced. The specific time and date of the observation will not be announced but will fall in the 10 day window provided to the teacher.**
- District expectations vs. expectations from T Tess admin training. **The expectations of MISD and T-TESS are very much the same. Dates were changed during year one to accommodate the new system in year one implementation.**
- Will teachers still do self-reports part I and II? **Teachers will not do any parts of PDAS. This includes the self-report part I and II. However, ALL teachers will complete the Goal setting document found in eduphoria.**
- On the T-TESS calendar, should the Oct 3rd date read formal observations instead of formal walkthroughs? **All goal-setting conferences must be held no later than September 30, 2016. Documented walk-throughs AND Formal appraisals can begin any time after the goal setting conference. October 3, 2016 reflects the date that ALL goal setting is complete and the process may begin.**
- Will we review the form for appraising Paras and support staff? **Not at this time.**
- TTESS calendar states summative scores must be shared with teachers within 2 working days AFTER EOY conference but then further down on calendar, it states the summative report must be in the hands of the teacher 5 days before the summative conference. Are these 2 separate reports? **The summative annual report must be in the hand of the teacher to review five working days before the summative conference. Then the summative conference is held. IF the teacher**

and the appraiser make changes to the document after the summative conference the changes MUST be shared with the teacher within 2 days after the EOY summative conference.

· Formal observations say 45 minutes; I thought we had to observe from bell to bell (beginning to end). Clarification needed. The recommendation from T-TESS is that a full lesson cycle is observed. The minimum time frame is 45 minutes.

· I thought the pre-conference was specific to a certain lesson. Not sure how it will work within our guidelines. The pre-conference will not be specific to a lesson since you will not be giving a date and time. The pre-conference document on eduphoria allows the teacher to outline a unit of study with some guided questions.

· Do we have any deadline for walk-throughs to be complete on TTESS? Probationary teachers must have a walk-through by the end of the first six weeks. All other teachers must have one walk-through a semester. The second walk-through must be completed prior to the summative conference.

Itinerant and Program Specific Employees

- Employees hired by campus principals who are housed at the campus are appraised by principals with input from appropriate program director(s); the director's signature is not required on the appraisal form.
- Itinerant employees serving more than one campus may (a) be appraised by the appropriate program director or (b) be assigned to a specific campus for appraisal purposes. If assigned to one campus for appraisal purposes, the assigned campus principal will conduct the appraisal with input from other campus principals and the appropriate program director.
- Employees hired by program directors and housed centrally will be appraised by the appropriate director.

An important consideration regarding cumulative data follows:

- Any information to be utilized as documentation for an appraisal must be provided to the Primary Appraiser who must notify the employee of such documentation within ten (10) days of an event occurring and/or knowledge of the information. The Primary Appraiser is the person who must discuss the concern(s) with the employee/document with a follow-up memo. In order to use that information as the basis for scoring Below Expectations or Unacceptable, the information must be presented to the employee as cumulative data within the ten (10) day time frame.



Formal Appraisal Waiver Form

I agree to waive my formal TTESS appraisal for the 2017-2018 school year. I understand that the appraiser(s) will conduct a minimum of two walkthrough observations. If concerns are noted, a professional performance plan may be implemented. The appraiser may also complete a 45-minute formal observation documented on the TTESS form as part of the professional improvement plan.

I have received and understand the teacher appraisal procedures for the 2017-2018 school year.

Teacher Signature

Date

Section IV: Procedures for Teachers and Staff

Daily Procedures

Event Requests

Any event that is a Worley Event either for staff, students or parents requires administrative approval and the Event Request form completed and submitted through the Principal's Secretary. Only the principal has the authority to approve a school event. Any event in which an employee is acting in his or her official capacity or is chaperoning students as a function of an MISD event or sponsored organization is considered a school event. All events will be posted on the School Calendar on Outlook by the Principal's Secretary once Principal approval has been received on the Event Request Form.

Energy Shut Down/Personal Appliances

Before any extended holiday, all staff will follow the directives provided from the district in regards to unplugging devices, appliances, lamps, etc. The staff will close blinds, complete forms and display them by the time directed by campus administration. Department Leaders are responsible for closets, break rooms, hallways, etc. associated with their departments. This includes all science closets. Any small appliances such as microwaves, coffee pots, refrigerators, etc may be donated to the district and stored in a campus lounge or department lounge, with administrative approval. They may not be individually owned or stored in classrooms. Any appliances in said lounges that are not maintained or in compliance with energy shutdown may be removed by administration.

Confidential Information

Staff confidentiality is to be maintained at all times. Staff members cannot give out employment information, home address, social security numbers, medical information, etc about other staff members without his or her consent. Phone numbers given on the employee phone tree are an exception to this rule.

Campus Arrival/Departure

Students: 8:45-4:15

Duty Day

Staff: 8:15-4:30, this varies for coaching staff, club sponsors and on days where an extended hours are a requirement of the job such as faculty meetings, Open House, Meet the Teacher and other duties as assigned

Bell Schedule

See Google Drive

Announcements

Announcements are read daily, at the designated time of the school day as listed on the bell schedule. All announcements must be approved by Dr. McMains and should be submitted **before the end of the previous day**.

If you have an announcement, please type it exactly as you would like for it to be read and submit it by email to the Principal's Secretary **by 3:00 pm**.

Cafeteria

Teachers are to **walk their class to and from the cafeteria each day**. This transition should be handled in a safe and orderly manner with respect for the other teachers and students engaged in instruction during that time.

All students are responsible to help maintain our cafeteria. Before leaving the tables, students should check to make sure they have picked up all trash and food remnants and have thrown them in the trash.

Discipline

It is the purpose of Mansfield ISD and Worley Middle School to establish and maintain a safe and orderly environment in which students can learn and grow.

Establishing a positive environment requires consistent meaningful response to inappropriate behaviors, meanwhile recognizing the need to support the student in their social and behavioral growth. Behavior expectations for students in Mansfield ISD are defined through the [Student Code of Conduct](#). It is expected that effective and appropriate classroom management is in place at all times and is consistent with campus and district discipline policies and procedures to ensure that students are treated fairly and equitably.

Teachers are responsible for handling the conduct of students in their rooms, in the hallway, at the restrooms, in the cafeteria, and during special programs or activities. Administrators are available at all times to assist teachers in cases of unusual or prolonged student misconduct. Teachers should use appropriate behavior interventions and teacher-assigned consequences before referring a student to the office. For prolonged misconduct, contact with the parent by the teacher is required before referring the student to the office.

If a student needs to be removed from class, teachers should **use the call button** and an office staff member will come to the room to escort the student. Referrals should be sent via Skyward as quickly as possible. If no referral is sent, it is possible the student may be sent back to class.

Student Discipline Referral Forms are considered a legal document and require that you briefly state the facts of the misbehavior(s). When filling out a referral, be specific about the information, but refrain from stating opinions, suggestions for consequences or other students' names in the referral. Remember that when making parent phone calls or sending emails with regards to student conduct, continue to refrain from stating opinions, suggestions for consequences or other students' names in the referral.

Administrator-Assigned

When a student's behavior warrants an office referral, the [Student Discipline Referral Forms](#) in Skyward should be used. The referral form should be sent to the office with the student when possible. If a student refuses to leave the classroom or becomes too unruly, the teacher should use the intercom system to request assistance.

Mansfield ISD subscribes to a progressive discipline philosophy and campus administrators may assign consequences based on numerous variables including but not limited to the severity of the misbehavior, the number of documented discipline infractions, the student's attitude, and the amount of time since the last misbehavior.

Administrators will use the District Form for Documentation of all Detentions/ISS/OSS or BIC placements.

Administrative consequences generally progress through:

Warning 🗨 Administrator-Assigned Detention(s) 🗨 In-School Suspension Assignment(s) 🗨 Out-of-School Suspension Assignment(s) 🗨 Referral to the Behavior Intervention Campus (BIC)

Personal Electronic Devices

Without prior permission, the District prohibits the use of all telecommunications devices, including mobile phones at all schools during the instructional school day, from the morning entry bell to afternoon dismissal bell. For safety purposes, if the devices cause a safety concern, such as being so loud that directions cannot be heard in the hallway, the school may take up the item or asked that it be put away. Teachers will use the iTraffic system in their classrooms and are to set their classroom expectations regarding devices. The school will not be responsible for damaged, lost or stolen telecommunications devices (Mobile Phones). Exceptions to this are when the device relates to instruction or is used in accordance with the acceptable use policy and with the permission of teacher or administration.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device may be confiscated. The first time a telecommunications device is confiscated, it may be subject to a \$15.00 return fee. The second time a telecommunications device is confiscated, it is at the discretion of the Assistant Principal when the phone will be returned. It may be returned at the end of the school year, and then, only to a parent or guardian after paying a \$15.00 return fee.

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them into the Student Services office. Any item taken up from a student is to be given to an office staff member. The person who collects the item must sign it in on the sign in sheet. The office staff member who receives it must sign that it was received, write the date and the student name. Technology can be taken up if students are not using it appropriately, but it must be secured (locked in a file cabinet and/or locked room) and taken to the office as soon as possible as teachers are liable once they take it up. The grade level principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. These items also carry a \$15.00 return fee.

Handling Money

Fundraisers

Bona fide student organization may conduct two one-day, tax-free fundraisers per calendar year (January-December). In order for a fundraiser to be tax-free, a school organization must distribute the fundraiser items to customers within 24-hours of receiving them from the vendor. Sales tax must be paid by the student organization on any items that are not distributed within the 24-hour time period. A completed Check Request form must be submitted, along with a copy of the minutes from the meeting, approving the payment of the sales tax.

Organization sponsors must complete a Calendar Event Request form, Fundraiser Approval/Tax-free Sales form, and a Contract Approval form for the Principal's approval, and enter the fundraiser into Eduphoria. The Contract Approval form will be forwarded to the District level for the Superintendent's approval. Once these forms are approved, the sponsor may then enter a formal

contract with the fundraising company. A Fundraiser Reconciliation form (Fundraiser Profit Report) must be completed after a fundraiser is finished.

Bona Fide Student Organizations

In order to be a Bona Fide Student Organization, a student club must have a staff person sponsor, have an election for officers, have bylaws on file with the Campus Principal's office, hold regular meetings, and take minutes. All expenditures must be approved by the students through a vote and that the vote must be recorded in minutes. Copies of these minutes should be submitted to the Principal's Secretary to keep on file. An example of these forms may be obtained from the MISD Business Services website or may be requested from the Principal's Secretary.

Collecting Money--All Employees

- ✓ A receipt should be issued for all money collected. All money collected must be deposited in the same form as it was received.
- ✓ There are several receipt forms that may be used. Select the form that is most appropriate and efficient.
 - ❖ Individual Receipts from a receipt book
 - ❖ Tabulation/Tally Receipt Form with student initials
 - ❖ Ticket Receipt Form (Drama presentations, STUCO dances, etc.)
 - ❖ Product Receipt Form (car washes, bake sales, etc.)
- ✓ **Cash collected may not be used to make purchases or payments of any kind!** All expenses should be documented by check requests.
- ✓ Do not co-mingle district and personal funds for any reason.
- ✓ Money should never be left in an unsecured classroom or taken home. Collections should be submitted for deposit to the Principal's Secretary on a daily basis. The deposit should be submitted by mid-morning as that is the time that the bank courier comes. Otherwise, the funds should be locked in the school vault in a sealed bag with the amount written on the bag, and the signatures of two people that have confirmed the amount. Money should NEVER be left in a classroom overnight. The Principal's secretary should receive money no later than 4:20 p.m. If the Principal's secretary is not available, see the Attendance Clerk or PEIMS Clerk for assistance. DO NOT leave money outside of the vault, and if no other help can be found contact an administrator.
- ✓ These directives are for all school organizations.
- ✓ School employees should never handle, store or collect booster club money.
- ✓ All employees are directed to follow the written instruction in the packet provided by the principal's secretary.
- ✓ All employees are directed to have **administrative approval prior to: collecting money from students, placing orders or entering in to any kind of agreement either verbal or written with a vendor.**

- ✓ All vendors selected must be approved MISD vendors. Any outside personnel that comes on to the school property or grounds must have the proper badge and insurance information. Badges must be worn at all times. Any machines, bounce houses, etc. must be approved vendors and therefore completed the necessary background checks and insurance requirements. This is true for all organizations, including student groups, PTA and booster clubs.
- ✓ Club Sponsors are responsible for verifying that vendors used by either themselves or parent group are approved vendors.
- ✓ Remember that you are responsible for money or an item that you collect, so keep it secure and turn all money in as soon as possible.

Turning in Money

All money should be counted with two people present and at least one of them being an adult; such as, two teachers, the sponsor and treasurer of a bona fide student organization, etc. Money and forms should be submitted to the Principal's Secretary in a sealed deposit bag when ready to make a deposit.

Check Requests/Reimbursements

- ✓ **Do NOT purchase items assuming you will be reimbursed!** MISD does **not** reimburse purchases.
- ✓ All check requests must be made 30 days in advance. If adequate time is not given to the Principal's Secretary, then the event, item, etc. may be canceled/denied. If that occurs, it will be the **sponsor/employee's** (not administration's) responsibility to notify students, parents and any other affected parties.
- ✓ Before a purchase can be made, a bona fide student organization must meet and vote to approve the expenditure, and it must be documented in the meeting minutes. Signatures should be obtained from all club officers present.
- ✓ Sponsors of bona fide student organizations must submit a **Check Request** for the Principal's approval. The check request must also be signed by the club treasurer, and a copy of the minutes that documents the members' approval of the purchase must be attached.
- ✓ The check is then cut and sent to Administration for approval.
- ✓ Once the check is received back from Administration, it can be used to make a purchase. The original receipt must be submitted to the Principal's Secretary to complete the process.
- ✓ Most purchases for the school are tax-exempt. Please see the Principal's Secretary for a Tax Exempt Form before making a purchase. You will not be reimbursed for any taxes that you pay.
- ✓ Please note that some vendors require a Purchase Order rather than a check.

Safety

Remember that all staff is responsible for following safety precautions and procedures. Staff is never to climb on furniture or fixtures of any kind. If you need to reach something that is above your reach, there are step ladders available on campus. Contact a custodian or the office if you need help locating a step ladder. If you see something that is unsafe, such as trip hazards or slip hazards it is your responsibility to report this to a janitor or the office. Never leave exterior doors open or open the doors for strangers. If you see someone in the building without a badge, it is your responsibility to direct them to the office for a badge. If you need assistance find the nearest call button and request assistance.

Emergency Procedures: See the MISD Flip chart that you will be issued

Fire Drills

Tornado Drills

Shelter In Place

Bomb Threat

Weather Advisory

School Delays/Closings

Crisis Management

Visitors in the Building

Emergency Procedures for Substitutes-all emergency maps and plans in folder that will also state location of GO KIT

GO KITS-each teacher will be issued a go kit

Rosters must be updated regularly: Each time there is a schedule change.

Section V: Academic Policies

Course Syllabus

All teachers must notify students and parents of class academic and behavior expectations at the beginning of the course in the form of a course syllabus. The course syllabus should contain your classroom rules/consequences, District grading policy, late work policy, and social expectations, as well as general classroom information and is to be distributed during the first week of the course. The course syllabus should be uniform for each common course on a given grade level except for teacher-specific information such as email, web site, conference period. A copy must be given to Dr. McMains and your grade level AP prior to the first day of instruction for approval.

All teachers should thoroughly review, discuss, and clarify the classroom rules/consequences, grading policy, late work policy, and social expectations for their class and classroom with each block of students during the first week of school. This will help to eliminate any misunderstandings, which may occur regarding classroom expectations.

Lesson Plans

- ✓ Lesson plans are a must and should be aligned with the TEKS, the district scope and sequence, and campus expectations and on the Worley Lesson Plan Template. Department Leaders will be responsible for monitoring Lesson Plans and electronic platforms (Google Classroom, Department Websites or online Newsletter) weekly for updated Lesson plans prior to administrative verification. Lesson plans are to be updated in Google with the link posted to the Department/Teacher website/online newsletter by 4:30 p.m. on the Friday before the lesson plan for the week begins. Department Leaders will send reminders to any teacher that has not completed this expectation prior to administrative review. Alert administration of any recurring problems. Administration will address concerns regarding departments that do not update lesson plans weekly.

Teacher Websites

Teacher websites can be developed through www.classjump.com or others and should contain information including, but not limited to:

- ✓ Teacher contact information
- ✓ Conference period days and time
- ✓ Announcements and reminders
- ✓ Course information

- ✓ **Current** lesson plans or link to Google Drive

Once developed, teachers should email website link to the Librarian or if not available the Assistant Principal Secretary so that it may be added to the Worley website.

A link on the department/grade level page or iTunesU account must be on the Worley Website. Individual Webpages are optional. Department webpages are required. Online Newsletters, such as a Smore, can be substituted for a webpage if the link is given to the Librarian/AP Secretary for posing to the Worley Website. All social media requirements listed below must be met.

Social Media

1. All student organizations, clubs and *staff/department* on your campus with a social media account will have to be **approved by the principal** via the **MISD Authorized Social Media Account Application**.

–Social media accounts that would need an authorization form include (but are not limited to): Facebook, Twitter, Instagram, teacher blogs/websites, and any other form of communication that is **being portrayed as being the official presence of a campus organization or classroom**.

(Remind 101 does NOT need a form completed as of now.)

–Note: Social media forms for **Fine Arts and Athletics programs** (band, choir, cheerleading, sports teams, etc.) will be managed by the Fine Arts Director and Athletics Director, respectively. Principals will not be responsible for those forms.

2. Accounts **must** be managed by an **MISD employee**.

3. All dormant MISD-authorized accounts will be **subject to removal**. (The Communications Department will work together with the organization to prevent that from happening, if possible.)

4. All employees will be held accountable for postings on their **personal accounts**. (Use common sense.)

5. To use the District logo, it **must be approved** by the Communications Department. (applies especially to personal pages, PTAs, and booster clubs.)

–It's a way to keep track of everyone who is using the MISD logo.

–

–MISD does not govern those accounts, but they need to fill out the **Use of Logo Approval Application**.

–

Use of Logo forms are then turned in to the Communications Department for approval.

Remember:

- Do not post anything that would **embarrass you or the district**, or would call your professional reputation into question.
- Before you post or share content, **ask yourself** if you would want to see that in the newspaper or news. If the answer is no, then the content is best not shared.
- Respect the privacy and rights** of colleagues and students. Confidential student or personnel information should not be posted online. (Don't violate FERPA)
Remember: once something is posted, you **cannot** take it back.

Deadline to turn in forms for all current authorized social media accounts and/or use of logo forms:

Tuesday, September 6, 2016 (preferably earlier)

Field Trips

Prior approval must be obtained for all potential field trips, no less than 30 days in advance of the selected dates. Non academic field trips/parties or events should not occur. The sponsor should complete the **Field Trip Request form** and submit it to Dr. McMains for consideration. If the request is approved, then the sponsor is to submit in Eduphoria if it meets the district guidelines for doing so. Once that approval is obtained, then formal planning and formal reservations may be made for the trip.

When a field trip is planned, a bus request through the transportation reservations system must be made **at least 30-days** in advance. All requests that require the approval of the Area Superintendent and the Principal and must be entered into Eduphoria. **ALL TRIPS MUST USE SCHOOL DISTRICT TRANSPORTATION UNLESS OTHERWISE APPROVED.** Transportation costs include the compensation to the driver, which is calculated at an hourly rate. The driver must also be provided with a pass/ticket to the activity or event. Field trip requests submitted within 30 days may be denied. It will be the responsibility of the sponsor to notify students, parents and all affected parties if the trip is denied.

Field trips may not be announced to students or parents prior to receiving administrative approval through eduphoria.

Once approved, the sponsor is to obtain the Field Trip Checklist from the Principal's Secretary. It is the sponsor's responsibility to notify all staff of the roster of students attending no less than **2 weeks** in advance to allow for adequate planning time.

The Field Trip Coordinator should notify the office staff, nurse, support staff, and lunchroom manager two (2) weeks in advance. Students on the free/reduced lunch program are eligible for sack lunches for the day of the trip. All other students may purchase a sack lunch if needed. The nurse should be contacted one (1) week in advance so that medicine can be organized. The **Field trip sponsor/coordinator** is responsible for sending an email alert to all staff that the trip will be occurring, what blocks students will be gone and attaching a list of students who will be participating **2 weeks** prior to the trip.

ALL STUDENTS PARTICIPATING IN A FIELD TRIP MUST HAVE **PARENT'S PERMISSION AND RELEASE FORM PRIOR** TO GOING ON THE FIELD TRIP. The Appropriate form must be used to account for any bodies of water that may be at the field trip location.

Before departing for the field trip, the Field Trip Info Form must be completed and left in the office. This form should include emergency numbers.

All parents attending as a chaperone MUST attend a parent orientation meeting in the cafeteria held by either an administrator or counselor prior to attending the trip. All parents participating in the Field Trip in **any** capacity must have completed the district background check and their name must be on the list in the front office. At no time is it allowable for parents to ride MISD buses.

It is the **Field Trip Sponsor/Coordinator's responsibility** to verify that all parents participating in the event have cleared the background check. Any sponsor that fails to do this is subject to disciplinary action, as student safety is the highest priority.

Guest Speakers

Guest speakers are a fun way to present information to students. Any guest speaker or resource person must be cleared with the principal before a definite time is scheduled. Please use the **Guest Speaker Approval** form. This form will (a) inform the Office Staff of a guest on campus, and (b) serve as a record of integration into your lessons.

If a student plans on securing a guest speaker as part of a class assignment or project, the teacher should screen and then clear the speaker with the principal. Any animals used as part of a presentation must also be cleared through the office. All guest speakers must follow MISD campus sign-in procedures at all times.

Videos

Classroom videos may be shown only if they correlate with instruction. All films/videos must be planned for in advance and must appear in your lesson plans. Videos or films may not exceed 45 minutes of viewing time per 2-week cycle. Full length movies are not to be shown during class for any reason. Movies shown during a special event day, must have prior principal approval. Be aware of the rating for the film or video. G or PG videos may be utilized during a special event when appropriate without parent approval. PG-13 videos require a letter to be sent home to obtain prior approval from the parent and require **Principal Approval PRIOR to the parent letter being distributed in any fashion**. An alternate assignment must be made available to any student whose parent has denied approval. R rated films or videos may not be shown at any time, parent approval or not.

Video streaming offers a wide variety of TEKS – based clips to integrate into your lesson. **Any film or video that is not part of our school library must be cleared in advance**. For approval, you will need to email your grade level AP at least two (2) days prior to viewing the title.

Homework

Homework and/or independent practice to be finished at home are acceptable methods to reinforce the concepts and skills currently being taught. Any work sent home must be relevant to the current instruction. There should not be any homework “for homework sake”. It should be a reinforcement of skills already learned in class. Homework does not have to be a recorded grade. **Homework due dates must be recorded in the minutes of team meetings and turned into the grade level AP.**

Projects

Projects are often assigned throughout the year. When you assign a project, you must give the students a rubric to follow so that the expectations are clear and concise. In order to make sure that students are not overwhelmed with projects, the **suggestion** is that each content area has been assigned a week in which to make the projects DUE:

- 3rd week of the six weeks - Science
- 4th week of the six weeks - ELA
- 5th week of the six weeks - Math
- 6th week of the six weeks - Social Studies

Remember these due dates are to be recorded on team meeting agenda and not more than two assignments of any combination are due each day.

Test Schedule on Next Page

Test Schedule

Homework, Test, Quizzes, and Major Project Schedule

Scheduling Time and Parameters are to be determined by the TEAM. Notes of each team meeting are to be turned into the grade level administrator each Friday afternoon by 4:30 by the Team Leader. The Team Leader must also maintain the Team Binder with a copy of the agenda with due dates archived for future reference. No more than two assignments are to be due on the same day for the Team. This includes any combination of Quiz, Tests, Major Project or Homework. Teams that share students with Resource teachers must coordinate with those teachers as well. Any time that there is a need for **more than two** assignments on a particular day, written approval is needed by the grade level administrator.

MISD GRADING SYSTEM FOR GRADES 7-8

The district middle schools use a weighted numerical grading system.* The following chart reflects the MISD grading system for grades 7-8:

A	90-100
B	80-89
C	70-79
F	Below 70

An “Incomplete” (I) reflects incomplete student work and is not considered an academic grade.

*See MISD Board Policy EIC (LOCAL).

GRADING PRACTICES

Six weeks grades shall be obtained by averaging student work as detailed below for middle school courses and courses taken for high school credit. Daily assignments may count more than once, but no more than twice. MISD Curriculum Based Assessments (CBAs) are calculated as part of the daily category.

MIDDLE SCHOOL COURSES - Six Week Grade Cycle

The following grading guidelines apply to all middle school courses except courses taken for high school credit. (See “Courses Taken For High School Credit” below.)

- 40% - Major Grades (tests, projects, lengthy assignments, etc.)
- 60% - Daily Work (classwork, labs, homework, quizzes, CBAs, etc.)

COURSES TAKEN FOR HIGH SCHOOL CREDIT - Six Week Grade Cycle

Per MISD EIC (LOCAL), all numerical grades earned in high school credit courses shall be used to compute a student’s high school grade point average (GPA). MISD high school grading guidelines apply to the following courses middle school students may take for high school credit.

Pre-AP Algebra 1

- 60% - Major Grades (tests, projects, lengthy assignments, etc.)
- 30% - Quiz
- 10% - Daily Work (classwork, labs, homework, Curriculum Based Assessments, etc.)

Spanish I, PAP Spanish, AP Spanish

- 40% - Tests/Major Grades
- 25% - Daily Work (classwork, labs, homework, Curriculum Based Assessments, etc.)
- 35% - Speaking/Listening

Electives (Gateway to Technology; Health; Keyboarding; Professional Communications)

- 40% - Major Grades (tests, projects, lengthy assignments, etc.)
- 60% - Daily Work

NUMBER OF GRADES EACH SIX WEEKS

- All Classes: 10 grades (minimum)
- All Classes: 2 grades (minimum) per each grading category

- Daily work category: 2 grades (minimum) in addition to the CBA grade

SEMESTER GRADES

Semester grades are computed for each course by averaging the numerical grades recorded for each of the three six week reporting periods and the course semester exam. Credit is awarded at the end of each course with a grade of 70 or better.

- **Middle school courses**

- **Each semester:**

- § Each six weeks = 30%

- § Semester Exam = 10%

- **Courses taken for high school credit**

- **Semesters One and Two:**

- § First and Fourth Six Weeks = 26% each

- § Second, Third, Fifth, and Sixth Six Weeks = 27% each

- § Semester Exam: 20%

SEMESTER EXAMS

Exams are given at the end of each semester. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a school designated time and date. A student is expected to contact the course teacher to schedule a make-up time for a first semester exam missed because of student absence. A student is expected to contact the school counseling department to schedule a make-up time for any second semester exam missed because of student absence.

LATE WORK

Students may be assessed a penalty of no more than 15 points per day for up to three days before a zero may be given for work not turned in on time.

STUDENT WORK

The amount of time needed to complete assignments may vary with each student's study habits, academic skills and selected course load. This includes major projects such as research reports, book reports, major essays, and other assignments teachers designate as major projects.

POSTING STUDENT WORK

Student grades will be posted in Skyward parent portal within five business days for daily grades and major grades. Special consideration is given to major projects, including lengthy writing assignments.

TEST RETAKES

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- Students are encouraged to participate in tutoring opportunities before retaking a test.
- Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.
- All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

WEIGHTED CREDIT

- The District uses a weighted numerical grading system for eligible courses. At the middle school level, MISD courses eligible for weighted credit are Pre-AP Algebra I, Pre-AP Spanish, and Advanced Placement Spanish. All other courses shall not receive weighted points for completion.
- All numerical grades earned in high school credit courses, including high school credit courses taken in middle schools, shall be used to compute a student's high school GPA.
- In calculating the student's high school grade point average (GPA), ten points shall be added to the student's average for courses eligible for weighted credit. No weighted credit shall be added for grades lower than 70.
- Weighted grading shall be reflected in the student's high school GPA and not numerically per course on either the student's report card or transcript.
- See MISD Board Policy EIC (LOCAL).

UIL ELIGIBILITY (“No Pass/No Play”)

- Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods.
- Each six week grading period will stand alone for eligibility purposes.
 - A student who is declared academically ineligible after a six week grading period will be able to regain eligibility if all of the student’s subsequent three week grades are 70% or higher.
 - See MISD Board Policy FM (LOCAL) – exempt courses.

Skyward™

Grade records must be complete and accurate. Grades for assignments included in Skyward™ should correlate with the instruction outlined in your lesson plans.

All grades must be entered within **five days** of the due date. A minimum of ten grades should be updated per week six weeks grading period, with at least two grades in each category. A minimum of one grade should be taken and uploaded into Skyward each week. Maintaining up-to-date and accurate grades is essential for appropriate student and parent communication. Careful attention must be paid to the dates sent out by the PEIMS Clerk for posting grades. It is a campus directive that these deadlines be met each time. Not posting grades weekly and in accordance with these guidelines can result in disciplinary action. Any change of grade after the grade has been reported requires principal approval.

Progress Reports

Progress Reports are given out after the third week of each six-week grading period. In addition, teachers are encouraged to communicate with the parents of their students who are in danger of failing, as indicated by a third week average of below 75 or whose average has dropped more than 10 points, regarding concerns and possible solutions including tutorials for that class. A minimum of three grades should be posted for calculation into the progress report grade. It is recommended that five grades be posted.

NOTE: If a student who has been designated as special needs (SpEd, 504, ESL, Dyslexia Program) is in danger of failing, the **teacher for the class of concern** is required to inform the **case manager or program specialist** for that student and schedules a meeting to review any and all accommodations, modifications, as well as any other instructional supports that may increase the potential for

academic success for that student. You cannot give a special needs student a failing grade if his or her modifications are not being closely followed. In the case of a student receiving SpEd services, the case manager will determine based on the outcome of the review meeting if an IEP/ARD meeting is needed and appropriate

Report Cards

Report cards are given out to every student at the end of each six-week grading period. Six weeks failure meetings will be held by teams and led by counselor/administration to track students who are in danger of failing. **Parents of students who are in danger of failing a six weeks, must be notified with enough time for the parents' intervention to potentially change the outcome of the failing grade.** Simply calling to inform them that their student has failed is not sufficient. Leaving a message or sending an email to which there is no reply is not considered notification. In addition, 3 positive communications must be documented each six weeks. All parent communications related to failures, potential failures and positive communication are to be documented on the Parent Communication Log and turned in to administration each six weeks at the failure meeting or as otherwise directed.

Student Attendance Policy

Attendance Guidelines

- ✓ Attendance must be taken at the beginning of EVERY class period in Skyward™. It is imperative that teachers maintain accurate attendance records for the safety of our students. This is a campus directive. **The Attendance Clerk will report daily to the principal any teacher who has not taken attendance for one or more classes. This is very important and disciplinary action can be taken if attendance is not recorded.**
- ✓ Absences automatically default to unexcused. Once a parent has notified the school, the absence will be considered excused.
- ✓ Students in ISS should be marked absent from your class. Do not assume that the student is present and in ISS. The Attendance Clerk will make sure each student's attendance record is accurate.
- ✓ If you realize there is an error with your class's daily attendance, please notify [the](#) Attendance Clerk with any corrections via email with the student name and date needing the correction.
- ✓ All parent and doctor notes are to be sent to the Attendance Clerk immediately upon receipt. These notes will be kept on file in the office.

- ✓ Attendance rosters will be provided to substitutes in their sub folder. These rosters should be sent to the Student Services office so that the Attendance Clerk can enter the information into Skyward™ during your absence. Substitutes do not have access to computers and may not take attendance on Skyward™.

Tardy Policy

A student is considered tardy to class if he or she is not in the classroom by the time the tardy bell rings, unless excused by the teacher of that class, through some prior arrangement between teachers, or by a campus administrator.

Teachers are expected to be as consistent as reasonably possible in marking students tardy. If a student arrives to class tardy, the teacher is to record it in Skyward as a Tardy. Consequences will be distributed by administration.

Teachers are to review the tardy pass generated by the tardy machine to ensure the name on the pass matches the student presenting the pass. The passes are to be collected and given to the Attendance Clerk daily. Teachers are to accept all passes written by a staff member. If there is a question or concern that should be expressed to the staff member who wrote the pass at a later time and students should have no knowledge of the concern.

Tardies will be monitored and addressed as per MISD policy/RWMS Tardy Plan housed in Google Docs.

Section VI: Parent Involvement

PTA

- Teachers are encouraged to join the PTA and volunteer time during PTA sponsored events.
- Times & dates of the general PTA meetings will be posted on the campus calendar and the Worley website.

Parent Volunteers/Visitors

Visitors

ALL visitors are required to sign in through the Student Services office and wear a visitor sticker. Our district utilizes the Raptor™ system to monitor entry and access to district facilities. Visitors to our campus must present a government-issued driver's license or ID card. This requirement applies to any parents who escort their children to class at the beginning of the school day. Persons in the building without a visitor sticker should be escorted to the office, with NO exceptions.

Volunteers

Parents who wish to be Volunteer in any capacity must complete and pass the MISD background check. The list of approved volunteers is housed in the front office. The form can be completed and submitted online. It is the sponsor's responsibility to confirm that the Volunteer's name is on the list prior to allowing the parent to volunteer (this includes field trips, parties and all special events both on or off campus). ***Sponsors will be held responsible for failure to confirm completed background checks, which can result in disciplinary action as the safety of students is our highest priority.***

Note: Parent volunteers cannot work with one student in isolation and are not allowed to handle confidential information: STAAR scores, addresses, phone numbers, report cards, grades, teacher filing, etc.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-8520

Remember that grades are always confidential and cannot be shared regardless of how high or low the student's grade may be. Class averages may be posted, but never individual grades or any indication of student grades or grade ranges.

Confidentiality also extends to any form of communication, verbal, written or online. Using parents' or students' names or descriptors that identify them to others who do not have an educational need to know is a violation of FERPA. Discussing students' academic achievement, special needs or other sensitive issues with those other than those who have an academic need to know is also a FERPA violation.

Parent-Teacher Conferences

Parent-Teacher Conferences are one of the single most important methods of communication for teachers. Such conferences allow an opportunity to communicate expectations, share information about a student's progress, and address areas of concern. True communication is an ongoing process and is not limited to times when a student is having difficulty in class. Teachers may not refuse a parent-teacher conference. If there are concerns, see the grade level AP. Administrators or counselors can assist you. Team conferences are highly encouraged as they help open the lines of communication even further. Nevertheless, the parent does have the right to request a meeting with individual teachers and this request may not be denied.

Conferences may be scheduled during your conference/planning period, before school, or after school. It is never appropriate to conference with a parent during class time when students are present and instruction should be taking place. If a parent somehow makes their way to your classroom during a time other than a scheduled conference, please refer that parent to the office where the receptionist can get their contact information and help facilitate the scheduling of an appropriate parent-teacher conference.

Consider the following guidelines to help ensure the conference is a positive and productive experience:

- ✓ Be Prepared – Have a copy of the student's grades and work samples that demonstrate the student's abilities.
- ✓ Be Positive – Always begin the conference with positive information.
- ✓ Have Concrete Suggestions – Most parents will want to know how they can help their child. Be prepared to offer advice and possibly create a game plan with the parents on how to proceed.
- ✓ Avoid Educational Jargon – Seek to have clear communication with the parents. Remember that most educational jargon and terminology is unfamiliar to parents.
- ✓ Explain Expectations – Make sure that parents understand goals and what the student is expected to accomplish.
- ✓ Establish an Agenda
- ✓ Post-Conference Communication – Be sure to follow-up on any parent concerns shared during the conference.

- ✓ Team Conferences are appropriate and valuable. However, parents should never be denied the opportunity to meet with an individual teacher if that is their request.

Parent-Teacher Conferences and direct communications should be noted on the Communications Log (Call Log) and kept throughout the year. The Communications Log is turned in as part of your EOY checkout responsibilities. On-going parent communication is a District and Campus expectation. A parent should not be surprised to find out from the counselor or administrator that their child may be struggling in a given academic or behavioral area.

Guidelines for Classroom Observation

MISD and Worley Middle School encourage parents to visit their student's classroom. In order to maintain a safe, secure and educational atmosphere, we have set the following guidelines:

1. All classroom observations by parents should be scheduled through the principal's office.
2. Typically these visits should not exceed 20 minutes.
3. Observations can be scheduled as often as once a six weeks.
4. Parents should not interact with any student during the visit.
5. Food or drink should not be brought in the classroom.
6. Conversations with the students during class time are not appropriate.
7. The teacher should not share any information about students with parents.
8. Parents should sit in an area designated by the teacher so that the parent can observe the class and not attract the attention of the students.
9. Classroom observations are not appropriate times to have a conference. If specific information is needed from the teacher, parents should schedule a conference with the teacher. Discussion should not take place during instructional time that should be spent with students.

Section VII: Special Services

Counseling Services

The primary goal of the counseling department is to make a positive difference in the lives of all students through four primary areas:

- **Guidance Curriculum** – Academic support, social skills, career awareness, and substance abuse education will be addressed through the guidance curriculum.
- **Individual Student Planning** – The counselor will work to assist students with establishing and assessing short, intermediate, and long-term goals.
- **Responsive Services** – Individual and small-group counseling will be provided as prevention and/or intervention for students' immediate or future needs. The counselor will collaborate with teachers and parents to promote academic, social, and behavioral growth. A resource manual will be available for referral services. If a student is in need of counseling services, please complete a **Counseling Referral Form** (see appendix).
- **System Support** – Through professional development, current research, and consultation with teachers, parents, and counselor network, the counselor will actively work to enhance the school counseling program.
- **Tracking Failures**—Counselors will track failures and attend Team Failure Meetings
- **Rtl** Counselors will lead Rtl for their assigned grade level and Ms. Hasse will serve as the Campus Rtl Coordinator

Special Education Referrals

See your counselor for referral information. Do not proceed on your own. Always inform the counselor and work with the team when communicating about special education referrals to teachers, students, parents or district personnel.

Rtl

The develop Rtl committee will meet to implement, and monitor the RTI's of our struggling students so they will be successful throughout their academic experiences. Our levels of intervention are:

1. Tier 1: Classroom Based and regarding Grade Level Curriculum
2. Tier 2: S4S with a general education teacher for Below Grade Level Instruction

3. Tier 3: S4S with a specialist for Below Grade Level Instruction with increased intensity

These meetings will be scheduled by administration and you will be alerted if your attendance will be needed. Teachers are responsible for monitoring student progress and recommending students to the committee if the students need to be monitored by the Rtl committee. Students who are at risk of failing a class for the semester/year, show that his/her reading or math levels are well below grade-level or CBA/Benchmarks show that students are at risk for not passing STAAR MUST be recommended to the Rtl committee. **Teachers are responsible for informing parents that there has been an Rtl meeting and for documenting these contacts. Leaving a message is not sufficient contact.**

Teachers are responsible for completing paperwork, tracking progress and collecting work samples as deemed necessary by Rtl committee. Note that Tier 1 and Tier 2 interventions are the responsibility of the teacher and documentation of intervention and of student progress/lack of progress is required.

IEP Meetings/Special Educatoin

A general education teacher is a required member of the IEP committee. The classroom teacher is the appropriate gen-ed committee member. For an IEP meeting to be productive and run smoothly it is important for the student's teacher to be prepared and bring appropriate documentation to the meeting.

- ❖ Know approximately where the student is functioning (reading and/or math levels).
- ❖ Have strengths identified. Be prepared to share during the IEP Meeting.
- ❖ Bring behavior and academic documentation including work samples, current grade averages, weekly behavior reports, etc.
- ❖ Bring documentation of classroom modifications including how often attempted and approximate times.
- ❖ BE ON TIME!!!
- ❖ If you are scheduled for an IEP Meeting and you going to be absent, it is your responsibility to find a teacher to replace you. Alert administration to problems.
- ❖ During the IEP Meeting remember the following points...
 - ✓ Make positive comments before expressing your concerns (student is friendly, works hard, stays on task...)

- ✓ Do not make a diagnosis of students. Only licensed medical or behavioral professionals are qualified to make physical, medical, or emotional diagnosis based on observations. However, it can be helpful to let parents know of specific classroom observations through comments such as “she seems increasingly frustrated”, or “he seems more distracted”. Also ask parents if they have observed any similar signs or behaviors.
- ✓ Do not recommend evaluations, placements, and treatment programs that you have not previously been authorized to suggest or offer. (Authorizations for such a recommendation need to come from Special Services office). **In an IEP Meeting, any recommendation or suggestion that the school district or their representative makes is subject to being paid for by the district.** Make suggestions carefully, delicately, and with a lot of forethought.
- ✓ Be aware of confidentiality policy.
- ✓ Only the student for whom the IEP Meeting is being conducted should be named during the meeting. No other student should ever be named during an IEP Meeting.
- ✓ If you have ideas or suggestions regarding placement of a student, discuss this with the case manager, counselor and administrator prior to the meeting to the maximum extent possible. All decisions are made DURING the ARD/IEP Meeting!

Case Managers are responsible for distributing IEP information to all parties with an educational need to know, teacher who have the student, counselors and administrators within **three days of finalization**. Signatures must be obtained on the signature page for every person who obtains a copy, or views an IEP.

Case Managers are responsible for Sped Report Cards, monitoring student progress through: grades, CBA, Universal Screeners, Progress monitoring, teacher comments, BIPs/Point Sheets or any other types of data points. Case managers MUST report to department heads/call an ARD when a student has failed more than two six weeks or is in danger of failing for the year. Case Manager are responsible for reporting/calling an IEP meeting if the student’s current plan is not working to make the student successful according to said data points. Case Managers/Special Education teachers are responsible for maintaining logs of services, ensuring that IEPs/BIPs are being followed, disciplinary action (out of service) does not exceed 10 days and that all records are maintained in a clear orderly fashion where another professional could access and understand if the need arose. All records are to be current and locked in a locking file cabinet behind a locked door at **all** times. There is no exception to the this rule, and disciplinary action can result from failure to follow the guidelines.

Child Abuse Fact Sheet

Types of Abuse

- Physical – any physical injury to a child including bruising, fractures, or burns
- Sexual – fondling, rape, indecent exposure, or exposure to pornographic material
- Emotional – extreme forms of ridicule and inappropriate forms of punishment, such as locking in a dark closet
- Neglect – failure to provide a child with food, clothing, shelter, medical care, or leaving a child in a situation where the child is at risk of harm

Possible Signs of Abuse

- Low self-esteem, anxiety, or depression
- Lack of cleanliness
- Fear of going home or being alone with adults
- Baggy or unseasonable clothing
- Frequent injuries
- Difficulty sitting or walking
- Enuresis

MISD Reporting Procedures

1. Make report via hotline 1-800-252-5400 or online reporting website <https://reportabuse.ws>.

User Name: **professional** Password: **report1**

- A professional may not delegate or rely on another person to make the report. The report should be made within 48 hours of suspected abuse. Failure to report is a Class B misdemeanor.
 - When you make a report, be prepared to know specific information about the child including address, age, siblings, and guardians. You will also need to know detailed information about the injury or incident such as location, date, and time. Be ready to comment on medical problems and behavioral problems.
 - The Open Records Act allows your identity to be kept confidential.
2. Document the CPS case number.
 3. Notify the counselor or an administrator of the CPS report.

****Reporting suspected abuse is not just good practice, it is the law. Failure to report can result in disciplinary action at the campus level and beyond.**

Counselors and administrators are available to assist you if you ever have questions or concerns.

TOBACCO USE POLICY

The Board prohibits smoking or using tobacco products, including e-cigarettes or personal vaporizers, on all District property at all times. This includes staff members. Students are prohibited from possessing tobacco products, including e-cigarettes or personal vaporizers, at a school-related or school-sanctioned activity on or off school property. School personnel shall enforce these policies on school property. *Education Code 38.006*