

**Kohlberg Elementary School
2009-2010**

Principal	Mary Broderick-Vargas
Assistant Principal	Gail Stone
Counselor	Yvette Melendez
Diagnostician	Donna Sharp
Librarian	Lori Curry
Secretary to the Principal	Irene Alvarez
Computer Clerk	Yvonne Seibel
Nutrition Clerk	Priscilla Carreon
Liaison Clerk	Elvira Monzon
Nurse	Bernie Aguilar
Head Custodian	Tony Medrano
Lunchroom Manager	Patricia Marquez

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Roster of Faculty and Staff

Pre-K Dual Lang.	Joy Nevarez	Room 110
PK	Laura Piepenbrink	Room 109
PK/DRD	Alicia Barron	Room 106
K-Dual Lang.	Rachel Williams & JoAnne Barrett	Room 107 Room 105
K	Roxanna Boyer	Room 104
K-Collaborative	Sally Heredia & Lisa Wolff	Room 108
K	Marian Winkelman	Room 103
1	April May	Room 207
1-Dual Lang.	Nancy Maillet & Ana Rodriguez	Room 204 Room 210
1	Carrie Stice	Room 202
1	Georgia Lambrecht	Room 200
2	Susie Edwinson	Room 203
2-Dual Lang.	Leticia Segura & Norma Alfaro	Room 206 P691
2	Colleen Williford	P403
2	Rhonda Peters	Room 205
2	Leigh Ann Kies	P312
3	Melanie Strachen	P356
3	Meredith Gray	P 361
3-Dual Lang.	Mireya Mata & Terry Casper	P395 P256
3	Jane Dakolios	P272
3	Robin Vinson	P239
4	LouAnn Lane	606
4	Janet Sullivan	603
4A-Dual Lang.	Erica Johnson & New	605
4	Hazel Lundeen	601
4	David McMillan	502
4-Connections	Beth Stapleton	604
5	Teresa Yuen	302
5	Tammie Beltrand	P726
5-Bil	Simon Chandler	505
5	Edina Salazar	500

5-Connections	Jennifer Michaels	600
Literacy Leader	Bobbie Paulson	2061
Math Leader	Jocelyn Scott	501
Sp. Ed. Inst. Coach	Sariah Sills	2051
P.E.	Joseph Sullivan	P235
P.E.	Steve Bonscher	P235
P.E.	Michelle Roque	P326
Orchestra	Richard Garven	
Speech Therapy	Marilyn Guibeau	102
Speech Therapy	Susanne Rasmussen	102
PPCD/EPP	Patricia Fernandez	101
PPCD/EPP-Para	Maria Ortiz	101
EPP Para	Norma Mendoza	101
Special Ed Para	Lilia Saenz	108
PK PPCD	Susan Traylor	111
PK Para	JoAnne Epp	111
PK Para	Leticia Wilson	110
PK Para	Gina Ponce	110
Para Support	Maria Rodriguez	
Diagnostician	Donna Sharp	2050
Tutor	Geneva Williams	837
Tutor	Veronica Speer	504
Tutor	Lauren Bracken	837
Lunch Monitor	Vacant	
Lunch Monitor	Brenda Ruiz	

Absence From School (Employees)

Employees who find that they will be unable to work on any given day must notify Mr. Escareno at 491-6601 in the evening prior to the absence or **before** 6:00 a.m. on the day of the absence. If a teacher/teacher aide is unable to reach Mr. Escareno, s/he should call Mrs. Stone at 346-3271.

Employees must use the EASE Webcenter system and print the absence information (see Appendix) to register each absence. All classroom teachers and special education paraprofessionals should request substitutes for all days absent and should leave detailed instructions for the substitute regarding responsibilities and duty assignments.

Even though employees register with the EASE Webcenter on their own, they **MUST** also call Mr. Escareno or Mrs. Stone before 6:00 a.m. on the day of the absence so arrangements can be made to receive and assist substitutes.

It is the employees **RESPONSIBILITY** to notify the school by 2:00 p.m. on each day of absence regarding the following day. **If the employee fails to report in by 2:30 p.m., it will be assumed that s/he will be absent on the following day and the substitute will be retained.**

Half-day absences are to be called in to the EASE system in the following fashion: Morning absences - 8:00 a.m. until 12:00 noon, afternoon absences - 11:30 a.m. until 3:30 p.m. Please remember to use only half the box for your initials on the payroll sign-in sheets.

The ease Webcenter is directly connected to payroll. Mrs. Alvarez will not be contacting the EASE Webcenter for anyone. If you fail to report in or report your absence in to the system incorrectly it will be your responsibility to work with the district to make corrections. Repeated problems will be documented.

Any employee who plans to travel for any district-related business must complete a Trip Request and submit it to Principal for approval.

Absent/Membership Reports

On the first day of school, teachers will receive a class roster. This roster will be updated daily as new students enroll.

On the first few days of school, teachers should admit **ONLY** those students whose names appear on their class roster and those who have admittance pass from the Office Staff. If a student is in your classroom, but not on your roster, please send the student to the office for proper placement.

This year we will begin the use of the new TEAMS system for attendance

and grading.

Tardy students must be sent to the office. Tardy passes will be issued. (Appendix #11) The tardy slip will be the entrance to class. Teachers should document information regarding each absence and each tardy in the TEAMS system.

Student drops and transfers will be initiated by the office. If a student tells the teacher that s/he is moving, the teacher should notify the office so this may be verified and proper drop papers completed.

Administrative Regulations and School Board Policies

The volumes that comprise the School Board policies of the El Paso Independent School District contain many of the rules and regulations by which our school district is governed. These volumes are located in the principal's office and online. If there are questions concerning policies and/or regulations, teachers and staff are welcome to come to the office to refer to these books for the answers. These volumes are to be used in the office area only. All Board Policies are also available on-line at my.episd.org.

Announcements

Announcements will be made daily at 8:10 a.m. All teachers and students should listen to all announcements. Students are not to be in the halls during the morning announcements. Students and staff are to refrain from moving about or conversing during the announcements. Teachers are held responsible for information given during the morning announcements.

Assertive Discipline Plan

The El Paso Independent School District requires each teacher to write and use a classroom management plan. The model endorsed by our district is the assertive discipline plan. Teachers may use this model or may design a plan to fit their individual teaching style. A copy of the plan must be submitted to the assistant principal for approval before it is shared with the students and their parents.

Teachers must know, in observable terms, what behaviors they want their students to demonstrate. Teachers should communicate their expectations

both verbally and visually. Teachers will display a poster listing the behaviors they expect.

Assertive Discipline Guidelines

- *The plan should contain a **maximum** of five rules.
- *The plan **must** contain a **severe clause** in case the student severely disrupts. The student is sent to the office immediately.
- *A copy of the plan **must** be sent home to parents.
- *The plan applies to **all** students in the classroom.
- *Every student starts with a clean slate at the beginning of each day.

Effective positive reinforcement of appropriate behavior is KEY to dealing assertively with discipline problems.

Audio-Visual

Films and Videos - All films and videos must be approved by the principal or assistant principal before use in the classroom. Use the Classroom Use of Audio-Visual materials form (see Appendix).

Films and videos should only be used to enhance or reinforce planned regular classroom instruction. The name of the film, television show or video must be included in your lesson plans and should be appropriate to the subject and to the grade level.

If included in the approved classroom management plan, videos may be used as a reward for satisfactory behavior or completion of work. This requires approval by the principal.

Radio/Audio Tapes/Audio Compact Disks - Music can be used as an effective teaching aid. Teachers may play classical music during class time. Contemporary music requires strict screening and administrative approval. Teachers may not play the radio during student instructional times.

REMINDER

- * * * Only G rated movies may be shown. Due to copyright laws, for-home-use-only videos may not be shown.* * *

Check out of AV Equipment - Equipment will be checked out through the

assistant principal. Teachers should make a copy of their audiovisual inventory list. Any changes made throughout the year should be made on this inventory.

Care of AV Equipment - Teachers should check equipment to be sure that it functions properly and report problems with AV equipment to Technology Information Services, and to the assistant principal. Free repairs on all instructional AV and computer equipment are available through the department of Technology and Support. **The number to call is 887-6800.** You will need to report your name, school name, location of equipment and the type of malfunction. Make sure that AV equipment is covered and properly stored when not in use.

Cafeteria

Prices

Adult Paid Breakfast/Lunch	a la carte
Student Paid Breakfast	\$ 1.15
Student Reduced-Price Breakfast	\$.30
Student Paid Lunch	\$ 1.65
Student Reduced-Price Lunch	\$.40
Milk	\$.30

Borrowing Procedures - BEFORE students are excused from the classroom for lunch:

1. Teachers must check to see that each child has a lunch, meal card, or money.
2. In cases of emergency, students may borrow up to \$5.00 at the cash register. When a student has a negative balance of \$5.00, the school will provide a cheese sandwich.

Cafeteria Procedures - All teachers must escort the class to the cafeteria

and see that all students are in line. It is important that classes be **on time**. **Teachers must be on time to pick up their students from the blacktop.**

Teachers should discuss cafeteria manners with the class at least once during each grading period.

Student Meal Cards - Students should prepay for meals in the cafeteria from 7:15 until 7:55 each morning. Students are responsible for their own money. Meal cards will be placed in teachers' mailboxes at the end of each day and should be given to the students just before lunch. **STUDENTS MUST HAVE THESE CARDS BEFORE ENTERING THE CAFETERIA.** Please work with your students to learn their student ID numbers.

It is very difficult to process payments at the register during lunch. When a student has a negative balance, the Nutrition Clerk prints a notice at least twice a week for the student's parents. Teachers must send these notices home immediately upon receipt.

Calendar

The Kohlberg Elementary School Calendar is available on line. It is each employee's responsibility to access the calendar on a regular basis. The calendar contains important information about meetings (STAT, LPAC, ARD, GT, Grade level, Committee), school-wide events and upcoming activities. If you need something placed on the calendar, please provide the information to Irene in writing.

Campus Improvement Team

The Kohlberg Elementary School Campus Improvement Team members will be listed in the appendix of this notebook. Elections will be held early in the school year for this school year. The team meets regularly throughout the school year to address all instructional issues, communications, concerns and celebrations and to monitor the implementation of the Campus Improvement Plan. The meetings are usually held on Wednesdays at 3:30 in room 501. All meetings are open meetings. All members of the Kohlberg learning community are encouraged to attend. Agenda items may be submitted by anyone to the principal or the facilitator by Thursday of the preceding week.

Collection of Monies

Administrative Regulation #2330 states that teachers may collect money only for TEXTBOOK FINES, SCHOOL PICTURES and ADMISSION TO PROGRAMS.

Teachers may not collect money from students for ordering books, posters, etc. Teachers may not sell any item to students.

When teachers collect money, it is to be taken to the office daily to be placed in the vault. Teachers will use the appropriate Collection Log for any collections. The Secretary to the Principal will give the Collection Logs to each teacher with directions for their use. TEACHERS SHOULD NOT UNDER ANY CIRCUMSTANCE LEAVE MONEY IN A DESK, FILE CABINET OR ANY OTHER LOCATION IN THE CLASSROOM.

Fees - There is no supply fee. Please send home a conservative list of supplies you wish your students to furnish.

Computer Lab

Students in grades one through five will be scheduled to attend classes in the Computer Lab. The Computer Lab teacher will prepare lessons for the classes. This is not a free period for the classroom teacher. Teachers are expected to stay in the lab and assist with the lesson.

Conferences

Conferences between teachers, parents, and administrative staff are encouraged in order to promote good relations between home and school and to foster optimum pupil growth. Teachers must make personal contact with **all** of their students' parents during the first three weeks of school. Teachers are encouraged to share information regarding student progress and curricular goals verbally as well as in written form.

The clerks, who will notify the teacher in advance of the conference, will make appointments with parents. If the appointment cannot be met, it is

the responsibility of the teacher to call the parent to reschedule and to notify the clerks immediately. If the teacher makes the conference please mark the appointment in the conference book in the office. Conferences may be held during teacher's preparation period and before or after school. Teachers should document all conferences. (See Appendix) Administrators will attend conferences at the request of the teacher or parent. Conferences will not be scheduled on Tuesdays due to grade level meetings held during preparation periods. In addition, if you schedule a conference please be sure to write the information in the notebook. This will help us to not double book on any day. This includes all special education meetings as well.

Copy Machines/Copies

The one copy machine in the office is reserved for Administrative copies and making overhead transparencies. Teachers are to use the copy machine in the workroom for 19 copies or less. If you are making more than 20 copies you must use one of the risographs located in the workroom. If you do not know how to use either machine, please check with the office staff for assistance. It is important that the machines are used correctly to insure their longevity.

Courtesy Committee

A Courtesy Committee is established each year to act on behalf of the faculty, staff and support personnel to send cards and/or gifts, when appropriate, and to plan for special school-wide functions. A fund is established with employee donations. (\$25 certified employees, \$10 support personnel) Participation is voluntary. The committee will meet to establish the guidelines for expenditures.

Crisis Management

In the event of a crisis that warrants an evacuation, we will implement the following plan. Teachers will evacuate the students from the building and will follow the fire drill evacuation procedures. Office personnel will contact 911 and the District. Custodians will turn off electrical power. Students and teachers will wait outside for the all-clear signal.

If there is a crisis that requires a "lock down", the principal will communicate using the P.A. system. "Teachers please secure your

classrooms." Teachers must close and lock classroom doors. Students must remain inside the classroom until further notice.

Code Blue evacuations will exit as in a fire drill. Refer to your code Blue handout for details.

If a bomb threat is received on our campus, the coded message will be made. School personnel will make a visual check of their immediate working area. If any suspicious object is sighted, it should be reported to the Principal. However, students are NOT TO BE INFORMED OF THE SITUATION AND ARE TO REMAIN IN THE BUILDING.

Cumulative Folders

Cumulative record folders must be kept in the file in the office. THEY ARE NEVER TO BE TAKEN OFF CAMPUS. They may be checked out on a daily basis. Cum folders should be updated whenever new demographic information is received. Teachers should **return** all folders to the office before leaving campus **each day**. Teachers should not leave cum folders in the room overnight. Each student must have a cum folder. Folders of new students who have previously attended another El Paso school will be requested from Pupil Services. Cum Folders will be made for students new to the district. This will be done in the office.

A Student Demographic Data Form will be filled out for each pupil. For students who were here at the end of the 2008-2009 school year, information **must** be updated. A form will be sent home for parents to update. **Teachers should use the information on these forms to update all cumulative folders.** All cumulative folders should be updated by September 2, 2009.

*****REMINDER*****

DO NOT USE CORRECTION FLUID OR ERASE AN INKED ERROR. Only drawing one line through it and initialing can change an error. For instructions concerning completion of cum folders, see Appendix.

Curriculum/TEKS/TAKS Objectives

TEKS (Texas Essential Knowledge and Skills) are provided to all teachers by the EPISD to assist the classroom teacher in daily planning and to inform the teacher of the required exit outcomes by subject and grade level. While teaching for exit outcomes, all teachers should be familiar with the TAKS objectives and must prepare **all** students for this exam. Any teacher, who does not have the TEKS, should notify the administration immediately.

Teachers are also to use the District Adopted Curriculum Calendar in creating and presenting lessons. If you do not have a copy of the Curriculum Calendar please see Mrs. Stone and one will be obtained for you.

Custodial Staff

In an effort to ensure that every classroom in this campus is maintained equally and adequately, the following services can be expected:

1. Every day classrooms must be swept.
2. Every day the trash must be emptied.
3. One time per week the classroom must be dusted.
4. The carpets and doormats must be vacuumed every week.
5. One time every week the classroom floors must be wet-mopped.
6. Restrooms (adult's and children's) should never run out of hand towels or toilet tissue. Sinks and toilets must be cleaned daily.

Teachers and students should make every effort to keep the classrooms neat and clean. Desks should be cleaned and papers sent home at least once a week. All materials should be neatly put away at the end of the day and papers picked up and put in the trash. NOTHING should be left on the floor under or around the students' desks. When using art materials such as paint or glue, extra effort should be taken to leave all work areas clean.

Cleaning agents used in the classroom are extremely limited by EPISD policy and the City of El Paso Health Code. Please check with a member of the Admin Team or Mr. Medrano before using/storing any cleaning agents in your classroom.

Keep rooms free of food that may decompose, produce unpleasant odors or attract pests. All food must be kept in closed containers.

Discipline

Administrative Regulation #5330 states: "Employees of EPISD are on duty at all times while on school property and are responsible for the discipline of students. It is the employee's responsibility to take appropriate action regarding any misbehavior which occurs in his/her presence."

Discipline with Dignity - Kohlberg School Policies

1. NO blanket corporal punishment will be employed.
2. Students are NOT to be touched in any way to correct inappropriate behavior.
3. Students are NOT to be placed in the hall for disciplinary reasons.
4. Any form of verbal abuse (profanity, name calling, sarcasm, shouting, threatening, belittling, etc.) **will not be tolerated**.
5. It is the teacher's responsibility to notify the parents regarding a student's inappropriate behaviors. After the initial contact by the teacher, administrative assistance will be available.
6. If administrative assistance is necessary, teachers must complete the Student Discipline Referral form (Appendix) and send it to the office with a dependable student. Teachers need to be very specific and state exactly what occurred. Teachers should remember that after they have signed the form, it becomes PUBLIC RECORD. Therefore, teachers should choose their words wisely.
7. If a student is to be kept after school, it is the responsibility of the teacher to notify the parent PRIOR to the detention.
8. Employees are requested to step to the door or into the hall as classes enter, leave and change rooms. Students should be in an orderly line when entering and leaving the building, when passing from one class to the next, and when going to the cafeteria. Students must be supervised at all times.
9. Time out in the classroom should be used on a limited basis. In general, one minute in time per chronological age of the student is appropriate. (I.e. 6yrs old, 6 minutes)
10. All employees should treat students at all times, in all circumstances, as they would want someone they love to be treated.

Praise Publicly

Reprimand Privately

Dress Code

Although our school does not have a uniform policy, our students and staff must follow the district's dress code policies. The District prohibits any clothing or grooming that may cause disruption or interference with normal school operations. As stated in the Student Handbook, "The District

prohibits pictures, emblems or writing on clothing that have the following characteristics:

- * Are lewd, offensive, vulgar or obscene
- * Advertise or depict tobacco products, alcoholic beverages, drugs, any other substance prohibited under FNCF (Local)
- * Are evidence of membership or affiliation in any gang, unauthorized club, or organization under FMC (local)

Teachers must assist the administration to assure that all students are dressed appropriately. If in doubt, send the child to the office or contact an administrator. A limited amount of clothing is kept in the office to provide students with a change of clothes.

*Teachers and all staff are reminded that we are role models for the students. It is important that staff also dress appropriately for the professional job we are doing.

The following shall apply: (DH Regulation)

1. Cleanliness and neatness are expected of all staff at all times.
2. Clothing for classes such as physical education, agriculture, JROTC, health-related (to include school nurses), and auto mechanics shall be reasonable and appropriate for that class but shall be confined to class time only. This may also cover special outside class activities, such as field trips.
3. Blue jeans may be worn on Spirit Day and other special occasions and during on-campus in-service. Blue jeans are also permitted for employees such as custodians, maintenance workers, bus drivers and monitors, mechanics, warehouse and shop workers, employees who work with machinery, and professionals who teach courses in auto mechanics, welding, or other industrial arts. Any color of jeans other than blue may be worn at any time as long as they are in good condition, clean, and not torn, or ragged, or threadbare.
4. Employees' clothing should not be revealing, immodest, or inappropriate.

The following definitions shall apply:

Capris are pants.

Culottes are shorts.

Skorts are skirts in which there is a panel on the front and back of the skirt and the skort length is not shorter than three inches above the top of the kneecap.

INAPPROPRIATE CLOTHING

The following clothing may not be worn:

1. Any clothing that shows the midriff or lower back area at any time (this includes when reaching or bending);
2. Any shirts or tee-shirts with messaging other than a small commercial logo, or the name, logo, or mascot of the District, school, or department;
3. Dresses or skirts (includes skorts) shorter than three inches above the top of the kneecap;
4. Halter or bare midriff tops;
5. Leggings (tight knit pants);
6. Plunging necklines;
7. Ripped or tattered clothing;
8. Scrubs;
9. Sheer or revealing garments;
10. Shorts;
11. Shower shoes or flip-flops (rubber pool shoes);
12. Skin-tight clothing;
13. Strapless or spaghetti-strap tops and dresses;
14. Sweat suits;
15. Athletic tank tops or muscle shirts;
16. Warm-ups;
17. Wind suits;
18. Military fatigues, except as required for JROTC.

INAPPROPRIATE ITEMS

Additional inappropriate items include:

1. Visible piercings other than earrings;
2. Caps or hats inside buildings, except as required by specific assignments, such as protective clothing or hard hats, or by a health code, such as head covering for employees working in kitchens.
3. Visible profane, sexually explicit, or obscene tattoos that violate conventional standards of decency and would be offensive to a

reasonable person.

Duty Hours

Grade PK and K teachers are on duty from **7:45 a.m. to 3:15 p.m.** 1-5 teachers are on duty from **8:00 a.m. to 3:15 p.m.** with a half hour duty free lunch period. All teachers should be **in their classrooms** with their students by **8:05 a.m.** Teachers may leave anytime after 3:15 p.m. when all instructional, housekeeping, and other duties are completed. **As professional educators, teachers are expected to be on time.**

In general, paraprofessionals are on duty from 7:30 a.m. - 4:00 p.m. The hours for paraprofessionals may be adjusted but will reflect an 8-hour workday. Hourly employees work 40 hours per week. Any overtime requires written approval from the principal before the overtime hours are worked.

TEACHERS AND SPEECH THERAPISTS DK (REGULATION)

Teachers and speech therapists (not clinically certified) of grades 1-12 must report for duty by 8:00 a.m., have a half-hour duty-free lunch period, and remain on duty after classes have been dismissed in the afternoon until all instructional, housekeeping, and other duties are completed.

Early Dismissal of Students

Teachers are not to send any child outside the confines of the campus for any reason. **THE ONLY PEOPLE AUTHORIZED TO SEND A CHILD HOME ARE THE NURSE, PRINCIPAL/ASSISTANT PRINCIPAL, OR THE SECRETARY TO THE PRINCIPAL (who acts for the principal).**

Teachers should not allow anyone who comes to the classroom to take a child from the room. Anyone who wants a child excused from school must go through the office. Each child who leaves the building during the day must be signed out in the office.

Field Trips

Parent permission slips are available in the office. It is the **responsibility** of the homeroom teacher to see that all parent permission slips have been signed by parents for all trips. For liability reasons, teachers must accompany their students on field trips. Substitute teachers do not have

the same level of liability coverage. Therefore, teachers should plan to be present on field trip days. **Planetarium, art museum and concert field trips are considered part of the curriculum, and students cannot be denied the privilege of attending due to disciplinary reasons.** Our PTA finances bus transportation for one additional field trip per grade level. The principal must approve these additional trips. Field trip request forms should be signed by all teachers in the grade level and submitted one month in advance of the trip. If your grade level will require sack lunches for the field trip, please notify the cafeteria manager at least two weeks before the trip to allow her time to order supplies.

All field trips to be underwritten by the PTA must be completed by May 01, 2010. Please use the Field Trip Checklist in the Appendix to plan and document all field trips.

If you are collecting money from students for a fieldtrip a Collection Log is to be used. Irene will provide the Log along with directions for its use. There is a sample in the Appendix.

Following this page is the information from the Campus Accounting Manual for your reference.

Fire Prevention

Fire Drills - Fire drills will be conducted once each month. AN EVACUATION PLAN MUST BE POSTED IN EACH ROOM. Teachers should know the quickest exit route from each room where they teach. Teachers should appoint one student to lead the class and one to make sure the room is clear and the door is closed. Students must stay in line and be quiet and orderly at all times. Classroom doors and outside doors must be closed. The alarm will signal a fire drill. Two bells will be rung when it is time to return to the building.

Fire Safety -Fire Drill instruction- Instruction in fire drill procedures is required each year. Documentation of this instruction is due in the office by May 1, 2010. Office will handle this.

Foods of Minimal Nutritional Value

ELEMENTARY SCHOOLS - No Foods of Minimal Nutritional Value (FMNV) or candy at any time during the school day. Teachers may not reward students with candy. No competitive foods at any time during the school day. All fruit and/or vegetable juices should contain 100 percent fruit and/or vegetable juices. Non-compliance may even result in monetary penalties depending on the longevity and severity of the violation. Three days have been designated as days when FMNVs can be served to the children. These days are the last day of each semester and Valentine's Day.

Grades

Grading - Evaluation of a student's achievement is an important part of a teacher's job. Sound assessment and accountability depend on an evaluation system that is credible, fair, thorough and confidential. Students should know where they stand academically and what grade they have in each class. Frequent evaluation of student work should be done on a regular basis. Teachers should never discard student work. All work should be returned to the student. Students should be discouraged from taking a zero. Zeros should not be given for failure to skip lines, for incorrect headings, or for other non-academic items. Teachers will be held accountable to defend grades recorded on report cards.

TEAMS will be the only way that grades are to be kept this school year for students in grades 2 - 5. We will receive training and support on the program. Grades should be inputted at least once a week. Administrative staff will be able to access grade books of all teachers. Parents will also have online access to view grades and progress of their student.

Grades will be based on student performance on examinations, essays, papers, portfolios, performance on projects, and/or other criteria appropriate to the subject and grade level. Grades should be taken on work done in class. Per Board Policy, grades will reflect academic achievement and will not be based on or adjusted for non-academic criteria such as discipline, tardies, etc. At least **two grades** must be given to each student in each subject weekly. The grading should record the curriculum objectives mastered and should reflect the need for reteaching and enrichment. Teachers must be able to justify the grades given.

Grade Level Meetings

Teachers will meet in Common Planning PLCs during the conference period on Tuesdays. Grade levels are also required meet in their grade level PLCs on a regular basis as well. The principal may suggest topics. Items for discussion shall include lesson planning, curriculum issues, TAKS objectives, special activities, areas of concern, etc. Minutes of the meeting shall be recorded on the Grade Level PLC Form and a copy given to the principal weekly. Special Education teachers will join the grade levels for planning purposes at the Tuesday meetings.

Homework

The EPISD and this school endorse the assignment of homework. The Kohlberg Elementary School Homework policies are located in the Appendix. Homework should be considered an extension of classwork and should be geared to the age and maturity of the students. Homework should reinforce what has been taught. New material should not be sent home as homework. No more than ten minutes times the grade level of homework should be assigned each evening. (Example: 50 minutes for fifth grade students) **Homework is not to be assigned as punishment. HOMEWORK IS NOT TO BE GIVEN AN ACADEMIC GRADE. FAILURE TO TURN IN HOMEWORK SHOULD BE REFLECTED IN THE EFFORT SECTION OF THE REPORT CARD.**

Inclement Weather

A copy of the district's inclement weather policy is available in the Appendix. During very bad weather, children will be kept inside in the cafeteria, community room or learning courts. Children may choose to come to the cafeteria whenever they are not prepared for the weather conditions.

If students are outside, coaches will bring the students inside as quickly and calmly as possible. If students are inside, they are to remain inside and await further instructions.

For severely inclement weather, the principal will communicate special instructions using the P.A. system.

Jury Duty

Employees who are absent for jury duty and who are released from jury duty or placed on standby before noon are to return to work regardless of whether a substitute has already been employed. Employees who are released or placed on standby after 11:30 a.m. should not return to work that day. Employees who are released or placed on standby before 11:30 a.m. and who do not return to their work assignments will be required to change the absence to personal business if personal business days are available or count it as a day absent with loss of pay if personal business days are not available.

Upon the employee's final release from jury duty, he or she shall provide to the principal appropriate documentation certifying the time served.

Keys

Teachers are responsible for the security of their room and keys during school hours. CHILDREN SHOULD NOT BE GIVEN ROOM KEYS AT ANY TIME. A teacher or administrator must accompany any child who needs to go into a room when the regular teacher is out of the room. Rooms should be locked whenever teachers leave the room. Board policy requires employees to leave all school keys in the mailbox at the end of each day.

Leaving the Building

Emergency leave from the campus during the school day is permitted only after being **cleared by the Principal**. Employees **must** sign out in the office and sign back in upon return to school. Documentation may be required by the Administrative staff for emergency leave. **If more than one hour of emergency leave is required or taken employees will be counted absent.**

Board Regulation DK states that the 45-minute preparation period is used for teacher preparation and parent conferences. Do not plan to run personal errands during this time. Unless there is an emergency, employees are expected to remain on campus during their duty hours.

Leaving the Classroom

When a class leaves the homeroom location to go to another part of the school (example: library, computer lab, etc.), the teacher must put a note on the door explaining the location of the class. This information is valuable to

our office when trying to locate a student or teacher. Teachers are to remain with their students during the library classes, counseling lessons and computer lab classes. Please also send a note to the office.

Lesson Plans

Teachers are required to write lesson plans at least one week in advance. Lesson plan books or cumulative computer generated plans are to be turned in to administration based a schedule given by the principal. Please check the weekly calendar to determine if it is your week to turn in plans. Grade level teachers teaching the same subjects are encouraged to work together and may turn in one lesson plan. Lesson plan books or copies should be readily accessible to appraisers and substitute teachers. They should be kept on the teacher's desk or in the upper right hand desk drawer. We will continue to use the EPISD lesson-planning template.

Library

The librarian schedules library classes. The regular classroom teacher should accompany the class and remain to assist the librarian. **This is not a free period for the teacher.** Teachers should set a good example for their students by paying attention to the library lesson. The library will be open daily from 7:45 a.m. until 3:45 p.m. (3:30 on Fridays).

Live Materials Center

The Live Materials Center provides services and materials as well as a resource center to support the instructional program in science. Teachers, students, and parents are encouraged to utilize these resources. The center is located at 5401 Olson Street; telephone number is 565-1931. Request forms used to order "critters" and/or supplies are available in the assistant principal's office. All employees of the EPISD must comply with directives set forth in the "Guide for the Utilization of the Live Materials Center.

Lounge

The lounge is to be used as a relaxation area for staff and faculty. A refrigerator is provided for the convenience of all. Everyone is asked to respect the items placed in the refrigerator. Only remove items that belong to you. Children are not allowed in this area. Everyone's help is needed to keep the lounge neat and clean. The refrigerator will be cleaned out each Friday. Make sure to take home any items that you have left in the

refrigerator or they may be thrown out. Please help us keep the lounge tidy and inviting. Return your dishes to the cafeteria.

Mailbox

Each employee has a mailbox in the office. Employees should check for messages upon arriving at school, at lunch, during conference period and before leaving each day. ROOM KEYS ARE TO BE LEFT IN THE MAILBOX EACH DAY.

Nurse

Our school nurse, Bernie Aguilar, is here with us full-time. The nurse will be working with all students and employees this year on several aspects of health and wellness.

When a teacher needs to send a child to the nurse's office, a nurse's slip must be sent with the child. If the child does not return within half an hour, the teacher should check on the child. Teachers should screen all students carefully before sending them to the office. Do not send children to the Nurse's Office between 1:15-1:45 unless it is an emergency. The nurse will have her lunch during this time.

Teachers who would like our nurse to assist with health instruction should contact her directly.

The refrigerator in the Nurse's Office is strictly for medicines and nursing supplies. No one is to place any personal food items in this refrigerator.

Orchestra

Mr. Garven will serve as the Kohlberg Elementary School orchestra teacher. He will teach two classes daily. When the orchestra teacher is absent and no substitute is available, the orchestra students become the responsibility of the homeroom teacher.

Parking

All employees are to park in the staff parking lot.

Parties

ONLY two school parties may be held each year. Teachers and PTA room

parents will plan these parties together. One party will be held before the winter break for all students, and the other will be held at the end of the school year. The PTA room representative may collect money, on a voluntary basis, which by Board Policy may not exceed \$1 per student per semester. These are days that are not subject to the FMNV policy. However, we have decided with the PTA that party foods will be limited to cupcakes, drinks and another small treat. We want to be consistent across grade levels. No student may be restricted from participation in these parties without prior approval of the principal.

Parent/Teacher Association

Our Kohlberg PTA is very supportive of our instructional programs. Teachers are encouraged to show their support by joining PTA and attending meetings. Again this year we will strive for 100% faculty and staff membership so we can continue to be listed on the Superintendent's Honor Roll. Teachers are **required** to attend PTA Open House.

Personal Business on School Property

District employees are restricted from using District resources for personal use. Please refer to the copy of Bulletin 2 from the Audit Department in this handbook.

Physical Education

Teachers will walk their class to PE and wait until the PE teacher acknowledges them. Please be on time! At no time are the students to be unsupervised while waiting for PE or waiting to be picked up from PE. Children may be excused from PE for up to three days with a parent's note. To be excused for more than three days, the child must have a doctor's note. Teachers should send all notes to the school nurse and notify the PE teacher. Unless requested by the doctor or parent, students excused from PE activities will observe instruction with the class and remain under the supervision of the PE teacher. Teachers should never leave children unattended in the classroom. When a child is excused from PE, s/he should also stay in at lunch. **A teacher may not keep a child from PE to complete assignments or as a punishment for misbehavior.** (Students may not be kept from any class: PE, art, library, guidance, or computer lab without the prior permission of the receiving teacher and the administration.)

The PE schedule is very tight. It is imperative that teachers arrive on time to pick up their students after PE.

Progress Reports

Progress reports must be sent home at the end of the third and sixth week of each grading period **whenever a child has a D/F or N/U, or has dropped more than one letter grade from his previous average.** Effort and behavior are included. Parents should be informed of the child's difficulties before the report card goes home. **If a student who routinely accomplishes the Honor Roll fails to meet the requirements, notify parents immediately.** Progress Reports are also useful for reporting positive student behavior and academic achievement. Positive message postcards and postage are available in the office.

It is very important that Progress Reports be returned with parent's signature. If after two days a teacher has not received the signed Progress Report, s/he should contact the parent by telephone. To ensure that parents receive progress reports, teachers may also use the US Mail with postage provided by the school. **Teachers should submit progress reports to the principal/assistant principal for review prior to sending the progress reports home. Copies should be filed in the Report Card Folder that is given to the principal at the end of each grading period.**

Report Cards

Report cards become one part of a student's official record.

It is the teacher's responsibility to make sure that all students return their report card each grading period. Teachers should not wait until the end of the grading period to check that all report cards have been returned. If they have not been returned after two days, teachers should contact the parents.

For students who enter after the first 15 days of school, teachers should secure grades from the previous school and record them on the TEAMS system.

Room Care

Employees should turn off the lights and lock the door when leaving the classroom. If repairs are needed or maintenance is unsatisfactory,

employees should inform the principal in writing. Teachers should not cover the window on the classroom door. Students are not allowed to be in any room when a teacher is not present in the room. Teachers should instruct students to keep the room neat and free of clutter. Students should clean their desks weekly. Teachers' desks should be neat and free of clutter. Neatness, recycling and energy management are strongly encouraged.

Safety

In order to provide a safe and orderly environment for our school community, special emphasis will be placed on safety during the school year. Everyone is asked to carefully check work areas often and report any unsafe conditions to the principal immediately. Students are not allowed to bring baseball bats, hockey sticks, roller blades or any other item that could result in an injury at school. During the school year, information regarding fire prevention and safety, bicycle/pedestrian safety, pet safety, playground safety, stranger safety, sun safety and drug/alcohol prevention will be presented to the students. Visitors will be required to sign in, in the office. The outside doors in front of the school will be locked and/or monitored during school hours.

Accident in the Classroom- For any severe accident occurring in the classroom, the teacher will contact the school office immediately using the red stick. The office will contact the school nurse, 911 and the student's parents.

Asthma Attack- If a student is having an asthma attack, notify the school nurse. If necessary, the administration will call 911 and the student's parents.

Seizures- If a student is having a seizure, make sure furniture is moved away from the area to avoid physical injury. Contact the office immediately. Office personnel will contact the school nurse, 911 and the student's parents.

Secretarial Staff

We have, by far, the greatest secretarial staff in the District. Each one of these women is helpful and knowledgeable about the school and the District and is ready to serve our school community.

Sexual Harassment

Any employee who suspects that there has been an incident of sexual harassment, must report the incident immediately to the administration.

Employees who believe they have been sexually harassed are encouraged to come forward with complaints. District officials or their agents shall investigate promptly all allegations of work-related sexual harassment of employees. Officials shall take prompt and appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of employees.

Sexual harassment can be adult to adult, adult to students, student to adult and/or student to student.

Sick Leave and Personal Leave

The District provides employees with local district sick leave based on the number of days worked. At the beginning of the year, an employee is credited with the maximum number of leave hours that he/she may earn for the school year. Additionally, the State provides all eligible employees with forty hours of paid personal leave a year. There is no limit to on the accumulation of state personal leave or local sick leave. State personal leave can be transferred to other Texas school districts.

- **Non-discretionary** - Leave that is taken for personal or family illness, emergency, a death in the family, or active military service. This type of leave allows very little or no advance planning.
- **Discretionary** - Leave that is taken at the employee's discretion and that can be scheduled in advance. A request for discretionary leave must be submitted to the principal, in writing, at least one day (24 hours) in advance for each day of planned absence. Use of discretionary personal leave is considered granted unless the principal notifies the employee to the contrary. Discretionary leave will be granted on a first-come, first-serve basis. The effect of the employee's absence on the educational program, as well as the availability of substitutes will be considered by the principal.
 - Discretionary personal leave may not be taken for more than 40 consecutive hours per semester or 80 hours maximum per year

except in extenuating circumstances as determined by the Superintendent.

- Personal leave may not be allowed in the following circumstances:
 - The first day of instruction
 - The last day of instruction
 - The day before a school holiday
 - The day after a school holiday
 - Days scheduled for end of semester or end of year exams
 - Days scheduled for state-mandated assessments
 - Professional or staff development days

Special Education Referral

If a teacher has a student that s/he feels is having difficulties and might benefit from special services, the teacher should contact the administration for assistance. A pre-referral committee (Student Assistance Team) will meet on a regular basis to assist teachers with strategies and possible program alternatives. Information regarding Section 504 and special education is explained in the Special Education section of the handbook.

Student Recognition

All students will be recognized for their various accomplishments throughout the year. Students in grades 3, 4 and 5 will be eligible for the following categories:

A Honor Roll - A student must have 90 or above in all subjects and Outstanding or Satisfactory in Effort and Behavior.

A/B Honor Roll - A student must have 80 or above in all subjects and Outstanding or Satisfactory in Effort and Behavior.

At the end of the school year, an awards assembly will be held to honor students who are deserving of special recognition.

Substitutes

Students should treat substitutes with respect. Teachers should instruct the students to be helpful and courteous to all substitutes. **Teachers should not criticize a substitute in front of students.** If a teacher feels that a substitute is having difficulty and may need assistance, s/he should notify the administration.

For a substitute to have a successful teaching experience, lesson plans, class roll, seating charts, meal cards, and other pertinent information regarding

the room and extra curricular duties should be readily accessible. Therefore, these items should be in the UPPER RIGHT HAND DESK DRAWER or some other conspicuous place in the room. Keys to the room, closets and file cabinets must be left in the mailbox each afternoon. We are providing you with a special folder specifically for your substitute teacher. Please complete the information as completely as possible. You will also have a special form that you can leave for your substitute to be able to communicate with you. These additional resources will allow us to make the best use of the substitutes on our campus.

Supplies

All employees have access to an open supply room. For items not available in the supply room, employees should request these from the secretary using the appropriate form and allowing time for supplies to be ordered and received. The form is available in the workroom and a copy is in the Appendix of this handbook. If supplies are running low, please notify the office/assistant principal. Every effort will be made to maintain a well-stocked supply room. Employees are encouraged to take only the supplies needed. Teachers who wish to be reimbursed for supplies purchased from vendors must have the written approval of the principal on a Disbursement Voucher **before** the purchase is made. Payment for items purchased without prior approval will not be reimbursed.

Tardy Slips

Students who are late to class in the morning must be sent to the office for a tardy slip. Students who are late after a transition time, may be sent to the office for a tardy slip. Teachers are asked to keep a record of students' tardies. Students who are significantly late to class, may be referred to the counselor or the assistant principal for disciplinary intervention. Teachers are asked to accept the student and confer with the assistant principal at the teacher's convenience.

Teacher Pledge

I am committed to creating a school that knows no limits to the academic success of each student. The following represents my personal commitment to the academic success of every student at Kohlberg Elementary:

1. Accept no limits on the learning potential of any child.
2. Meet the individual learning needs of each child.
3. Create serious learning environments.

4. Treat students, parents and colleagues with courtesy and respect.
5. Hold students, parents, and each other to the highest standards of performance.
6. Collaborate regularly with colleagues to seek and implement more effective strategies for helping each child to achieve his or her academic potential.
7. Do whatever it takes - go the extra mile - to ensure that every student achieves or exceeds grade level expectations based on state academic standards.

Telephone

A telephone is available in the teachers' lounge for everyone's convenience. 1-800 numbers can be dialed from these phones; however, long distance calls can only be made from the phone in the office. During times when employees are available to receive calls (conference period and lunch); they will be called to the telephone.

While employees are on duty, messages will be taken and placed in their mailboxes. In the event of an emergency call, the employee will be notified immediately. For the sake of courtesy to all employees, everyone is asked to limit all personal calls to three minutes.

Students are allowed to use the office phone at the teacher's request. The student must bring a note from the teacher with the reason for the call.

Teachers should inform students that they must make arrangements for changes from their regular routine before coming to school.

Employees must not receive phone calls on cellular telephones during the instructional time. Outgoing calls made from cellular telephones should be for school-related business only. Cellular phones and pagers must be turned off during faculty meetings and staff development sessions.

Employees may use their personal cell phones when not in public areas and/or with students. Cell phones should be off or on vibrate during class time, faculty meetings and all inservice sessions.

Textbooks

Mrs. Stone will issue textbooks. Careful accounting of textbooks is necessary. Each teacher will sign for all textbooks and teacher's editions. Teachers should check students' books periodically throughout the school year for losses **and** damages. Fines collected are to be collected

appropriately on a collection log obtained from Irene. It is very important that students are held accountable for their texts. See the beige section on Textbooks.

1. All State books must be covered at all times. Covers are available in the teacher's workroom. Teachers may fine students 10 cents for uncovered books.
2. The teacher should write the pupil's name, grade, current school year and condition of the book in INK on the inside front hard cover of the textbook. Textbook cards must be maintained for each student.
3. Teachers should NOT keep extra textbooks on an open shelf in the classroom or loan extra books to students without writing down textbook numbers.
4. Textbooks are not to be borrowed from or loaned to another teacher. If additional texts are needed, teachers should request them from the assistant principal.
5. Periodic book checks (at least twice yearly) will be made and fines levied at any time books are marked, damaged, or without covers. Lost or badly damaged books must be paid for at full price.
6. Fines for damages should be assessed and the reason and date written on the flyleaf of slightly damaged books. In addition, a collection log will be given to all teachers in April to allow for correct collection of textbook fines.
7. Fines should be paid to the assistant principal, and a receipt will be issued. See appendix for a list of minimum fine charges.

Visitors

Visitors are welcome at Kohlberg Elementary. Teachers are asked to inform the administration and office personnel of invited guests so they can be greeted and assisted professionally and politely.

It is a district policy that all visitors to the campus sign in at the office and

wear a visitor's pass before entering any classroom. It is the teacher's responsibility to make sure that all visitors have signed in before allowing them in the classroom. Teachers should politely ask the visitor to sign in at the office if they arrive at the classroom without a visitor's sticker. To provide for the safety of our school community, this policy will be strictly enforced.

Volunteers in Public Schools

One of the goals of our CIP is to expand the number of volunteers on our campus. Teachers are encouraged to use volunteer services as appropriate and to record and submit their own volunteer hours regularly. Teachers qualify for VIPs hours whenever they are working on school related activities during times other than regular duty hours either at school or at home. It would be great if we were able to be the number one elementary school in our district's VIPs program this year.

* * * IMPORTANT * * *

VOLUNTEERS MUST SIGN IN AT THE OFFICE BEFORE ENTERING THE CLASSROOM AND MUST WEAR THE VISITOR'S BADGE.

Weekly Bulletin

The weekly bulletin is sent via email each week. The weekly bulletin contains important information about meetings, inservices, school-wide events, and deadlines. It is every staff members' responsibility to read the bulletin and use it to plan the upcoming weeks.

Tips for Maintaining Order and Safety in the Classroom

- Be there to greet students (by name as soon as possible) when they enter your classroom.
- Make "Before Class Starts" activities available in the classroom to engage students in positive and productive interactions.
- Have a designated place within your view for students to turn in their homework assignments as they enter.
- Have a few basic rules in place and posted to help govern student behavior in the classroom.
- Involve your students in developing the classroom behavior rules.

- Develop and explain the consequences of breaking behavior rules. The consequences should be fair, workable and enforceable.
- Plan the arrangement of furniture, desks and supplies for ease of traffic flow, access and visibility.
- Schedule routine classroom procedures (taking attendance, tardiness, leaving the room, homework assignments, etc.) to create the least disruption possible

Classroom Use of Audio-Visual Material

Teacher _____ *Date* _____

Type of Material:

_____ Video

_____ Audio

_____ Other: _____

Title: _____

This material correlates to the following lesson _____

_____ by _____

_____.

Please attach a copy of the lesson plans leading up and or follow up to the use of this movie.

Approved by:

Disapproved by:

Civil Rights Compliance

Non-discrimination Statement:

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Vince Sheffield, at 779-4074; Section 504 inquiries regarding students may be referred to Cecilia Whiteman at 775-2109.

Grievance Statement:

The El Paso Independent School District, as part of its compliance with laws and procedures as enforced by the Office for Civil Rights and Texas Education Agency requirements, has provided for students, parents, or employees procedures that preserve the rights and responsibilities of those individuals who register concerns regarding school district procedures and actions. These procedures are outlined the District policies DGBA, FNG, and GF and are codified for the convenience of employees, students, applicants, and parents. District administrators are required to adhere to the requirements outlined in the aforementioned policies in order to provide timely, thorough, and complete resolution of concerns, complaints, and grievances identified by policy.

*Pupil Services
Cumulative Record Cards
Information*

PUPIL SERVICES DEPARTMENT (edited for Bond Elementary) Bulletin 6
ACADEMIC ACHIEVEMENT RECORD/CUMULATIVE RECORD
Please contact the director for pupil services at 779-4068 if additional information is needed.

ACADEMIC ACHIEVEMENT/CUMULATIVE RECORD An Academic Achievement Record (AAR)/Cumulative Record (CUM) shall be maintained for each student upon admission into District schools until withdrawal or graduation from the District. The AAR/CUM is the official and permanent record of a student's performance during high school, and in some cases, of high school courses completed in middle school or junior high school. [TEC 28.025(c)] The cumulative record is the permanent record of the student's performance during elementary and middle schools.

Entries on this document of actual courses taken, grades earned, credit awarded and codes denoting special explanations must be consistent with the teacher's records and the student's Individual Education Plan (IEP), when applicable. Failure to maintain the AAR/CUM accurately, or any attempt to alter the document with intent to use it for fraudulent purposes, is a misdemeanor. [TEC 25.001(h)]

This record moves with the student from school to school and is maintained at the school where currently enrolled until graduation or withdrawal (EPISD only). No permanent records may be destroyed without explicit permission from the superintendent. [See GBA.]

Only documents stated in this bulletin and/or approved by Pupil Services may be placed in the AAR/CUM record folder. This includes calendar cards, summer school registration cards, at-risk notations, and discipline files.

CUSTODIAN OF RECORDS The director for pupil services is the District's custodian of student records. The principal is the custodian of all records for currently enrolled students at the assigned school. Records of students who have withdrawn or graduated shall be maintained in the Pupil Services Department after three years.

SECURITY

1. AAR/CUM records are to be stored in a locked file or closet.

a. Under no circumstances are they to be taken from the school building by administrators, teachers, clerks, elementary computer clerk, or registrars.

b. Under no circumstances are middle and high school folders to be taken from the

registrar's office unless authorized by the principal.

c. Elementary CUM records must not be removed from the designated area without the principal's authorization. The campus shall develop a written campus policy during the 2007-08 school year in the teachers' handbook indicating how teachers' check out CUM records if classroom teachers are responsible for maintenance of the records. If the classroom teacher is not responsible for the completion of grades, attendance, and other information on the CUM records, the record may not be removed from the office unless the principal authorizes as stated above.

2. AAR/CUM records are confidential and should not be accessible to unauthorized persons or institutions. Refer to the Family Educational Rights and Privacy Act (FERPA).

3. Each campus shall develop a plan for restoring records in the event of fire, theft, or a lost AAR/CUM record. The plan shall include the following information:

a. Notification to Pupil Services and the appropriate schools' division

b. Notification statement to the parent or adult student

c. Reconstruction of the AAR/CUM record from the teachers' grade book and/or computer backup files

d. Request for new testing labels

e. Written statement placed in the folder to document that the original record was lost.

4. Each folder must be checked out by a written signature and date and upon return to the elementary computer clerk's/registrar's office.

5. Under no circumstances may documents be removed from the AAR/CUM record once it is removed from the elementary computer clerk's office or registrar's office.

6. The AAR/CUM record must be permanently maintained by the District. [19 TAC 74.14 (A)]

7. Documents containing the student's name, ID number, and Social Security number to be discarded shall be shredded by the District's Records Management Office. All shredding requests are to be directed to the records management coordinator at (915) 772-8487.

8. The AAR/CUM record must be returned to the office at the end of the school day when the removal is authorized by the principal.

REQUESTS FOR RECORDS/TRANSCRIPTS

Do not under any circumstances forward original AAR/CUM records to schools in other

districts. These records are the property of EPISD and remain at the campus level or Pupil Services until microfilmed.

When records are requested from other districts, copies of the following are to be forwarded to the requesting school within 10 days of the student's enrollment in that school:

1. A copy of the AAR/CUM record showing the student's personal data, schools, and grades.
2. Latest TAKS or TAAS test and/or back of folder with test labels.
3. Copy of health card/record.
4. Copies of LEP/home language forms.
5. Records from other districts.

OFFICIAL TRANSCRIPTS Official transcripts (copy of AAR/CUM) must have the official school seal, date, and signature of the registrar or elementary computer clerk. The computerized version of SASI may not be used.

TRANSCRIPT FEES AND COPIES OF AAR/CUM RECORD

Students or parents are charged \$1 for a transcript plus applicable postage. Ten cents a page is charged for all other AAR/CUM record documents.

Elementary

A copy of the report card shall be attached to all elementary transcripts when school is in progress.

For grades 2 - 12, the letter grade conversion chart approved by the Board must be used. (EIA LOCAL)

MEXICO RECORDS Transcripts and/or report cards must have a seal in order to be official.

Faxes Faxes must contain the name of the sending school, the appropriate signature with title, date, grading for middle/high school and official transcript indicated.

PREPARATION AND MAINTENANCE

The principal and the registrar or elementary computer clerk are responsible for the preparation and maintenance of the AAR/CUM for students. These records must be complete and accurate.

Guidelines for Teachers, Clerks, Registrars

The following guidelines are to be given to teachers, clerks, and registrars to ensure that records are maintained uniformly and correctly.

Initial Preparation and Maintenance

The initial AAR/CUM must be filled out completely using information on the Student Enrollment Form (Stock 129000), which has been verified by and original birth certificate and other official identifying documents as noted in the student accounting handbook.

The information described below shall be completed in black ink, printed or typewritten, and must be legible.

DEMOGRAPHIC INFORMATION

Student's Name

1. Write exactly as it appears on the birth record. Make certain that the name is correctly spelled. No nicknames or assumed names are to be used. If there is no middle name, leave blank - do not write "NMN" or "none." If a child's name has been legally changed, note at top of the folder the number and date of the legal document and the court granting the name change. Place a copy of the documentation in the folder. If the last name is hyphenated, enter as shown. If the name is not hyphenated, drop family name.

Sex of Student

2. Enter "F" or "M."

Birth Record Information

3. Use the key at the bottom of the card for birth authority. Verify that the date of birth is correct and place of birth is complete, i.e., city, state, and country if other than U.S.

Student's First Address

4. If the student's address is the same as in the previous year, it should remain as the first address. If a student transfers within the District, the AAR/CUM record is to be updated by the receiving school. The receiving school enters the new address in the next address space. The address must appear as listed in the *Street Boundary Guide* from Research and Evaluation.

Father and Mother Names

5. Fill in completely and exactly as listed on the birth certificate; include the mother's maiden name. If unknown, write "Unknown" in pencil. If no name is listed for father or mother, write "no name on BIC (birth certificate)." If deceased write "Deceased" on address section and date of death (if available).

Social Security Number or Texas Education Agency Number (PEIMS)

6. Enter the SSN or TEA number on the designated space. Contact Pupil Services for PEIMS numbers.

ETHNICITY

Enter the student's ethnicity using the ethnicity codes and descriptions indicated in the PEIMS Student Attendance Handbook (beginning with 2006 - 2007) new students.

Current School Year, Date of Original Entry, Grade Level

7. Write the date the student entered EPISD. If the student came from another EPISD school, the date is posted. Enter the student's grade level in the appropriate column: first column for prekindergarten, second column for kindergarten, third column for Grade 1, and so on.

Student ID Number

8. Affix the ID number label at the upper left-hand corner above the student's name. Student ID numbers are distributed only by office personnel. The cumulative folder must have a student's ID number. Contact Pupil Services for additional numbers.

The information described below shall be completed in pencil.

a. Guardian's Name

b. Father's, Mother's, or Guardian's Address and Place of Employment: enter the street address per the "Street Boundary Guide," the employer's name, and "Unemployed" if the person is not working. Write "Unknown" if the place of employment is not revealed. If the person is self-employed, input the type of business, i.e., attorney, physician.

c. Last School Attended If Other Than an EPISD School: enter the name of the school, city, and state (abbreviation) that the student previously attended.

d. Home Telephone Number: enter the student's home telephone number. Write "None" if no telephone exists.

e. Name of School

END OF SCHOOL YEAR The following items are to be completed in black ink.

1. Name of school

2. Subject grade averages for the year or affix grade label when applicable

3. Days present and absent

4. Passed, retained, placed, retained conditional (abbreviate RT) in order to post after summer school if the student passed or was retained or retained TAKS

5. Name of record keeping teacher, clerk, or registrar

PREKINDERGARTEN - GRADE 1 The reporting document/continuum shall be placed in the AAR/CUM record.

CUMULATIVE FOLDER INSERTIONS

Birth Certificate and Social Security Card

1. Copy on 8 $\frac{1}{2}$ " by 11" paper. Do not duplicate these forms. This information is for EPISD use only. Card with School Picture(s)
2. At the end of grades 5 or 6, or if the student drops (early childhood through grade 6), paste the latest picture in the elementary school box. Do the same for grades 6, 8, and 12, placing a picture in the appropriate grade level box on the front of the folder. All other pictures should be placed on card stock and kept inside the folder.

Enrollment Demographic Forms

3. Insert a Student Enrollment Form (Stock 129000) upon enrollment each school year. Keep all enrollment demographic forms. Ensure that the enrollment date and all information are complete. A current student profile/EPISD report STU150 shall be placed in the CUM folder by October 30 of each school year and when PEIMS codes are changed. Home Language Survey (HLS) and Bilingual Education Information

4. The original home language must be maintained in the AAR/CUM record. If the student is a current EPISD student, the denial letters are stapled to the back of the original HLS and placed inside the LEP folder.

LIMITED ENGLISH PROFICIENCY (LEP) FOLDER The LEP folder must contain the following information:

- Home Language Survey
- Annual End-of-Year Review Form
- Residency
- School Attendance Verification Form
- Monitoring of Exited Student Form
- Initial Review Form

Advanced Academic Services Individual Screening Record (Gifted and Talented)

5. Place the yellow copy (#2) in the AAR/CUM folder, when applicable.
6. Distinguished achievement program verification of course completion and advanced measures (for DAP candidates).
7. Responsible Person Verification Form.
8. Texas Academic Achievement Record (high schools).

9. Copy of prekindergarten continuum/kindergarten-grade 1 reporting document.

10. Any legal papers, such as protective orders, divorce decrees, adoption papers, restraining orders, records release.

STUDENT SUCCESS INITIATIVE (SSI) The SSI documentation folder is to be permanently maintained in the student's AAR/CUM record. The following items must be placed inside the folder:

- Copy of the parent notification form;
- Grade Placement Committee minutes;
- Parental waiver; and
- Original copy of the accelerated instruction plan.

Migrant Education Program - Certificate of Eligibility (COE)

11. Due to an updated requirement by PEIMS with regard to flagging migrant students (EO984 migrant indicator code) schools will receive a pink copy of the certificate of eligibility. The migrant New Generation System (NGS) specialist provides the Certificate of Eligibility (COE). To comply with the Family Educational Rights and Privacy Act (FERPA) the migrant student information will no longer be faxed but will be sent to the schools via the internal mailing system.

The COE is to be kept on file with the migrant student's records. When a migrant student makes a qualifying move, you will receive a new COE to replace the old one. After you receive an updated COE, please dispose of the replaced COE through the records management coordinator.

To ensure that migrant students are properly coded, it is vital that both PEIMS data and the COE data match. If any discrepancies are noted, the NGS specialist representative is to be notified. For contact information, call Julie Ortiz, Region XIX migrant services coordination leader at 780-5332.

12. Home schooling notification and grade verification forms, if applicable.

MANDATORY FOR TEA AUDIT

Texas Primary Reading Inventory (TPRI/TEJASLEE)

1. The summary sheet shall be placed in the AAR/CUM record and must be sent to the requesting school if the student transfers anywhere in Texas.

Forms/Letters Pertaining to Retention

2. Any forms or letters (including appeals) pertaining to retention, promotion, denial of credit, and special programs must be retained.

Proof of Residency

3. When a student moves within the District, discard old proof of residency (utility bill, lease, etc.) and replace with a new copy. A Texas driver's license is not accepted as proof of residency.

Test Labels for Elementary and Middle Schools

4. Affix labels on the cumulative folder insert from left to right.

Test Labels for High Schools TAKS/SDAA

5. Affix labels on the back of the AAR/CUM record.

Do not staple any documents on the folder except the Guardianship/Tuition Exemption card. The tuition exemption card is stapled to the left-hand corner of the inside flap. Do not fold any documents.

PERMANENT RECORD

Name: Date of Birth: ID Number: Cumulative Record Card Insert

Feeder schools are responsible for filing all test scores and placing labels on AAR/CUMs prior to the transfer of cumulative folders to the receiving school.

NOTE: AAR/CUM begun prior to 06-07. When academic achievement records or cumulative records are completely filled with test scores and additional space is needed, the test score labels may be affixed to 8 1/2" x 11" card stock and labeled "Cumulative Record Card Insert."

This insertion becomes part of the permanent record.

PSAT/SAT/ACT SCORES ACTIVITIES/HONORS

Student honors and activities shall not be indicated on the cum folder (i.e., writing awards, National Honor Society). A listing of the awards may be maintained in the counselor's office.

Withdrawn/ Reentered

Students/Transfers "Withdrawn" and "Re-Entered" columns are to be completed in black ink. Enter withdrawal information in the designated space. Fill in the name of school, date withdrawn, transfer code, and the "TO" column (if other than EPISD write city and state). If destination is not known, write "Unknown" in "TO" column.

Note: A pupil is withdrawn by the sending school the day after the last day of membership.

Transfer Within the District During Current School Year

Complete the name of the sending school and total days present and absent in pencil only if the student is transferring within the District during the school year.

WHAT MUST BE FILED

The following data (as appropriate to grade level) is to be filed in the AAR/CUM folder upon withdrawal. Permission from Pupil Services must be obtained if filing other forms.

1. Student Withdrawal Form

2. Period Attendance Profile or Daily Attendance Profile

3. Student Profile

4. All data listed on pages 8-10 under AAR/Cumulative Folder Insertions.

5. Copy of Health Card for intradistrict transfers. The original card/records are sent from the sending nurse to the receiving nurse. High school nurses retain the health card for three years after the student has withdrawn or graduated before these records are sent to Health Services. Elementary and middle school nurses are to place a copy of the cumulative health record in the El Paso Independent School District cumulative folder and forward all health records to Health Services when a student withdraws or fails to return to the campus.

PREKINDERGARTEN/ KINDERGARTEN/GRADE 1

6. Grades must be recorded in stages or levels.

GRADES 2 - 5

7. Grades 2 - 5 must use numerical grades. A copy of the report card shall be placed in the AAR/CUM record. If 15 school days have elapsed since the last reporting date, grades are given for the current period.

Do not leave consumable workbooks issued by EPISD in a cumulative folder when sending the folder to Pupil Services.

STUDENT LEAVING DISTRICT PERMANENTLY

The following is to be completed in black ink:

Prekindergarten/ Kindergarten/ Grade 1

1. Post subject stages/reporting document as previously stated when a student transfers to a campus in EPISD.

2. The original copy of the continuum/reporting document shall be placed in the AAR/CUM record.

3. Post days present, absent, and homeroom teacher's name.

Grades 2-8

1. Post subject grade averages on the left side of current year's column. Draw a line down the middle of the column. If the student returns to any EPISD school during the same year, final grades are entered on the right side of the column.

2. Post days present and absent on the left side of the column.

3. Withdrawal Information. In the designated space, fill in the name of school, city, state abbreviation, drop date (the next school day), the withdrawal code, and the "To" column. If

a student reenters El Paso Independent School District any EPISD school during the same school year or during any subsequent school year, this information is to be placed under "Re-Entered." Include Enrollment Form 150 (or similar form).

4. Name of school.

5. Name of record keeping teacher or registrar.

FOLDERS Folders for early childhood-grade 8 remain at the campus of last enrollment for three years or until another EPISD school requests the folder or until requested by Pupil Services.

Pupil Services sets an appointment with each school's designee to submit No-Shows/Withdrawals for that year. Only the registrar or elementary computer clerk may deliver AAR/CUM records.

Do not send the AAR/CUM records for students who have officially signed a withdrawal form for the next school year.

File inside the folder (as appropriate to level)

Student Withdrawal

Attendance Profile

Student Profile

and a copy of the Health Card.

Home school notification form (if applicable).

SUMMER SCHOOL Grades for summer school are to be recorded on the AAR/CUM record and the summer school card filed in the AAR/CUM.

The home school retains the AAR/CUM record of a student being retained conditional, posts the summer school grades, and schedules a meeting with the receiving school to transfer the record(s).

Elementary Schools In black ink draw a diagonal line through the grade, and to the right side, enter the new grade for each summer school subject and initial. (Example: 50 80 GB) Indicate in the corresponding column whether the student passed, was placed, or retained.

ACCESS

1. The student or parent has a right to access the AAR/CUM record.

Copies provided to parents must not be stamped unofficial. Parents or student must be charged as indicated in Pupil Services Bulletin 5.

2. Universities or other entities requesting an official transcript must provide a release from the student or parent (if the student is less than 18 years of age).

3. Upon the student's 18th birthday, all transcript requests initiated by the parent must have the student's permission unless the parent shows that he or she claims the student for income tax purposes.

4. The transcript may be withheld from a university or nonpublic school entity (i.e., employer) if a student owes textbook fines. Transcripts may not be withheld from other school districts, charters, or private schools.

REQUEST PROCEDURES

The AAR/CUM record shall be made available to the parent or responsible person. Records may be reviewed during regular school hours upon written request to the custodian of records. The custodian of records or designee shall be present to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use.

SPECIAL NOTES AND INSTRUCTIONS

Comments

1. No subjective comments are to be written on the AAR/CUM record card or maintained inside the record.

School Requesting Cumulative Folder

2. When a school requests a cumulative folder for a former student enrolling at that school and a microfilmed transcript is sent from Pupil Services, the information on the transcript is to be transferred to the new cumulative folder. Place microfilmed transcript in folder. All other information is to be updated and corrected. AAR/CUM records sent to Pupil Services without the information transferred to the new folder will be returned. When other records are received from out of the District, these are to be placed in the folder. Do not paste on cumulative folder.

Health Record

3. All information pertaining to immunizations, screening, and physical data is to be completed by the school nurse. The health cards must be sent to Health Services by the school nurse and a copy given to the registrar to insert in the cumulative folder.

Corrections

4. If an error needs to be corrected or a change made on the AAR/CUM folder, do not use correction fluid. Draw a line through the existing item and write the new information above it. Initial any changes. All corrections must clearly convey the correct data and be made cleanly and carefully. Documentation must be maintained in the AAR/CUM record to indicate the reason for the correction, do not erase data entered on the AAR/CUM record and attempt to reenter except for temporary pencil entries. Backup computer records and an explanation of the reason for the correction, including a description of what was recorded on the original label must accompany an overlaying of labels.

END OF SCHOOL YEAR

A list of retained grades 5 and 8 students is to be sent to the feeder schools by the end of the first week in June.

END OF SUMMER SCHOOL

The schools are to forward to the feeder schools a list of all students who passed summer school by the last week of July.

Policy References: GBA, EIA (LOCAL)

Other References: Family Educational Rights and Privacy Act (FERPA), Texas Administrative Code, Texas Education Code

APPROVED: Superintendent's Cabinet/August 27, 2007

Name: _____ Department/ Location: _____

Date of Incident: _____ Time of Incident: _____

Action to be Taken: Written Warning Suspension
Termination

This report is to be made part of the official record of the above-mentioned employee.

Nature of Incident:

- | | | |
|---|--|--|
| <input type="checkbox"/> Unexcused/ excessive absence | <input type="checkbox"/> Disorderly Conduct | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Leaving without permission | <input type="checkbox"/> Substandard work | <input type="checkbox"/> Carelessness |
| <input type="checkbox"/> Lack of cooperation/ teamwork | <input type="checkbox"/> Violation of safety rules | <input type="checkbox"/> Tardiness |
| <input type="checkbox"/> Threatening/engaging in violence | <input type="checkbox"/> Workstation cleanliness | <input type="checkbox"/> Dress Code |
| <input type="checkbox"/> Violation of policies/procedures | <input type="checkbox"/> Profane/abusive language | <input type="checkbox"/> Harassment |
| <input type="checkbox"/> Failure to follow instruction | <input type="checkbox"/> Discourteous toward public | <input type="checkbox"/> Disobeyed directive |
| <input type="checkbox"/> Destruction of District property | <input type="checkbox"/> Use of drugs/alcohol/tobacco | <input type="checkbox"/> Improper conduct |
| <input type="checkbox"/> Failure to work assigned shift | <input type="checkbox"/> Sleeping during working hours | <input type="checkbox"/> Other |

Facts of the Incident:

Witnesses to Incident: _____

Employee's Comments:

Expected Outcome:

Consequences of failure to improve:

Discipline up to and Including Termination
Recommendation for Suspension
Recommendation for Termination

I have read this report. I understand that my signature does not necessarily indicate that I agree with its content.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

HR Signature: _____

Date: _____

Field Trip Checklist

Directions: PLEASE COMPLETE EACH STEP. IF NOT APPLICABLE TO YOUR TRIP, WRITE N/A. All field trips must be completed by May 1, 2010.

Grade level: _____ *Teacher Contact:* _____

Date of Trip: _____ *Time:* _____

Destination: _____

_____ *Obtain approval from Principal*

_____ *Check date on master calendar to avoid conflicts with previously planned events. Write field trip on master calendar.*

_____ *Fill out the following forms:*

_____ *Student Travel/Field Trip Request*

_____ *School Transportation Bus Requisition*

_____ *Parent permission for Student Travel (one per student) must be saved, taken on trip and returned to Principal.*

_____ *Will money be collected from students to pay for entrance fees? If yes, please follow these guidelines.*

_____ *Fill out disbursement voucher and return to Irene.*

_____ *Collect money using Collection Log given to you by Irene.*

_____ *Submit money and Collection Logs to Sr. Clerk for deposit. She will then issue a check for all entrance fees to the vendor.*

_____ *Obtain a receipt for check amount from vendor. Sign and date the receipt (teacher responsible for trip) and give the signed receipt to Irene upon return to campus.*

Inclement Weather Policy

It is important that we have procedures governing bad weather situations or other emergencies that may cause a delayed opening of schools, closing of schools, or opening schools under conditions other than ideal. These procedures must be clearly understood and properly carried out by all concerned unless the safety of children or staff dictates other appropriate action.

A decision is made before 5:00 a.m. to keep schools open, delay the opening, or close schools when there is a district wide emergency, such as bad weather, making travel to and from school hazardous for students, parents, and staff. This information is released by the superintendent through the Public Relations Department.

WHEN SCHOOLS REMAIN OPEN

1. Personnel are notified by media sources as weather permits or with other specific weather-related information.
2. Bus drivers are to contact their foreman as soon as possible by radio or telephone to receive instructions regarding delayed schedules.
3. Permission for students to call home and request permission to leave school except in emergency situations is to be approved by the principal. The safest place for students, other than with their parents, is in the school.
4. Once opened, schools are not to be closed unless the principal receives a directive from the appropriate associate superintendent for schools or designee, or from the Superintendent's Office or designee. This directive is made personally, by telephone, fax, or e-mail. Schools may receive closure information via a news media report from District officials.

DELAYED OPENING

1. A delayed opening is announced through the news media by 6:00 a.m.
2. A delayed opening alters all reporting times, bus schedules, etc., to a more appropriate time.
3. Personnel are to report to their regular assignment, if possible.
4. Bus drivers are to contact their foreman as soon as possible by radio or by telephone to receive information regarding a delayed opening.
5. Students who report to school are not to be released, sent home, or taken home unless a parent-initiated request is received by the school. Students must get permission from the administration to call home and request permission to leave school. The safest place for students, other than with their parents, is in the school.

6. Once opened, schools are not to be closed unless the principal receives a directive from the appropriate associate superintendent for schools or designee, or from the Superintendent's Office or designee.

WHEN SCHOOLS ARE CLOSED

When schools are closed, the entire District is closed and all offices and staff employees make up the day(s) lost in the same manner as classroom teachers. In order to make up any lost instructional days, holidays, nonduty days, teacher workdays, inservice days or an extension of instructional days may be used in order to meet the maximum number of days of instruction as required by TEA.

MESSAGES TO BE USED BY CENTRAL OFFICE PERSONNEL

1. District schools will open at the regular time. All buses are operating on schedule, if possible. If conditions in a particular area of the District are considered to be too hazardous for students to proceed to school, parents may keep students at home and the absence is an excused absence.

2. The District is delaying the opening of school by one and one-half hours. All reporting times for school employees and students as well as bus schedules will be one and one-half hours later than normal. Prekindergarten and kindergarten morning classes will not meet. If conditions in a particular area of the District are considered to be too hazardous for students to proceed to school, parents may keep students at home and the absence is an excused absence.

3. District schools are closed today. All school District offices and schools are closed and employees are not required to report to work.

4. All schools are open and will remain open throughout the school day. Students who are able to report for school will remain in attendance for the entire school day. Parent-initiated requests for students to be released are to be honored. Students or school employees are not to contact parents in order for students to be released, unless there is an emergency concerning the individual student.

TELEPHONE MESSAGES

All telephone messages to schools are to be in writing, prior to release. Individuals relaying this written information are not to interpret the meaning. If the person receiving the information does not understand the directive, he or she is to contact his or her immediate supervisor for clarification.

USE OF TELEPHONES

Use of telephones during bad weather situations should be limited to calls of immediate importance. The last directive is to remain in effect for each school and office until a new directive is received. No requests should be made for early release or other direction for

an individual school unless an emergency exists (gas leak, flooding, etc.). By limiting the use of the phone system, those calls that need to be completed have a better chance of being timely placed and received.

When one school receives a directive, that directive is not to be relayed to another school, unless directed to do so. The directives are issued by the designated personnel.

District personnel may identify themselves and ride school buses to their regular destination during inclement weather.

APPROVED: Superintendent's Cabinet/September 11, 2006

PERSONAL BUSINESS ON DISTRICT PROPERTY

Please contact the director for internal audit at 887-5809 if additional information is needed.

DISTRICT RESOURCES

District employees are restricted from using District resources for personal use. District resources include but are not limited to:

1. The District's mail system is to be used in a manner consistent with the Mail Services Bulletin 3, *USE OF EPISD INTERCAMPUS MAIL SYSTEM (ICMS)*.
2. Warehouse Services is the central receiving and distribution point for schools and departments. District employees cannot use the warehouse as a receiving, distribution, or storage center for any personal business.
3. Other District sites such as schools, area offices, transportation centers, etc. are not to be used by employees for any personal business. Please note that use of District buildings, other than for the approved instructional program(s), requires administrative approval. Please refer to Policy GKD (LOCAL).
4. Employees may not use District vehicles for personal business.
5. Employees may not use District property for personal business. Specific allowable and unallowable examples include but are but limited to:

Unallowable Examples

- Consumable maintenance, food service, custodial, instructional, and office materials and supplies;
- District assets such as folding chairs, cafeteria tables, copiers, laminators, etc.;

Allowable Examples

- Portable computers assigned to employees may be used by the employee for personal use on their own time.
- Workstation computers assigned to employees may be used by the employee for personal use on their own time.

DISTRICT REPRESENTATION

Employees may not represent themselves as a District representative or agent unless authorized to do so and only on official business.

DISPOSAL OF DISTRICT PROPERTY

Employees are not authorized to dispose of any District property that still has some utility. Surplus property is identified by the respective budget authority and collected at the District's central receiving location. (Refer to Finance Bulletin 17.)

EMPLOYEES TIME ON DUTY

The employee's time during work is also considered a District resource. Therefore, employees are restricted from conducting any personal business on District property during the normal work day. The normal work day does not include lunch breaks.

VENDORS AND EMPLOYEES

Vendors and employees are restricted from selling goods, food, or services on District property. This restriction applies to the normal work day, lunch, and break periods. Examples include but are not limited to: Avon, Amway, Mary Kay, fundraising products, sport pool slots, raffle tickets, etc.

GAMBLING

Gambling, to include participating or managing sports pools, on District property is prohibited.

EARNING COMPENSATION

Earning compensation (paid by an outside organization or the District) for other services performed while on duty is prohibited.

SURVEYS OR QUESTIONNAIRES

Providing District data on surveys or questionnaires (Internet or mail-in) is prohibited unless authorized to do so. Any money received for completing the survey is to be remitted to the District's Business Office for deposit. These restrictions are based on the following authoritative policies.

Authoritative Policies CE (LEGAL), Annual Operating Budget: Authorized Expenditures states that "The District shall not lend its credit or gratuitously grant public money or things of value in aid of any individual, association, or corporation." CHA (LOCAL), Purchasing and Acquisition: Purchasing Authority.

PERSONAL PURCHASES states that "District employees shall not be permitted to purchase supplies or equipment for personal use through the District's Business Office."

INTERNAL AUDIT DEPARTMENT CHD (REGULATION), Purchasing and Acquisition: Purchasing Procedures, states that "Purchases by employees in the name of the District are prohibited." CHE (REGULATION), Purchasing and Acquisition: Vendor Relations, states that "Only school personnel and/or authorized salespersons may conduct any sales on school campuses."

CPAB (REGULATION), Office Communications: Mail and Delivery, states that "Employee mailboxes may be used for distributing approved interschool, intraschool, and Education Center bulletins, communiqués, and materials." Use of the District's mail system to send or forward chain letters is prohibited.

DBD (LOCAL), Employment Requirements and Restrictions: Conflict of Interest, states that "An employee shall not have a personal financial interest, a business interest, or any other obligation that in any way creates a substantial conflict with the proper discharge of assigned duties and responsibilities or that creates a conflict with the best interest of the

District." "Employees shall not use their positions with the District to gain entrance to a home within the District or to obtain an audience with any District resident for the purpose of attempting to sell products or services."

DGA (REGULATION), Employee Rights and Privileges: Freedom of Association. Telephone Use states that "Any repeated violation of the privilege of using the building telephone by faculty representatives for organization business will be cause for revoking the privilege by the superintendent."

DH (EXHIBIT), Employee Standards of Conduct, Item 4 states that "The educator shall not use institutional or professional privileges for personal or partisan advantage."

The State's Penal Code, Chapter 47, Gambling, defines and explains gambling prohibitions in Texas.

The State's Constitution, Article 3, Section 52 (a) restricts "subdivisions of the State to lend its credit or to grant public money or thing of value in aid of, or to any individual, association or corporation whatsoever." The District's director for employee relations should be contacted if an employee has a specific question.

Administration considers improper utilization of District resources a serious concern. As such, infractions may result in the employee's termination.

Policy References: CE (LEGAL), CHA (LOCAL), CHD (REGULATION), CHE (REGULATION), CPAB (REGULATION), DBD (LOCAL), DGA (REGULATION), DH (EXHIBIT)

Other References: Texas State Constitution, Texas State Penal Code

APPROVED: Superintendent's Cabinet/June 6, 2005

REQUEST FOR PROGRAM SET-UP FOR CUSTODIAN

Requested by: _____

Given to: _____

Program title: _____

Location: _____

Date: _____ Time: _____

Description of furniture needed: _____

Description of AV Equipment needed: _____

Use the space below to draw a diagram of the room arrangement and give any additional instructions.

Approved: _____

Request for Supplies

Description:

QTY:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you are requesting supplies from an outside vendor, please give the catalog to Irene along with this form.

Name/Section: _____

Today's Date: _____ Date needed: _____

Principal approval: _____ Date: _____

Technology Repairs

887-6800

All repairs for classroom computers need to be requested through TIS

779-4439

Repairs for all other audio-visual equipment needs to be called in by the teacher. Make sure that you have all pertinent information to be given to the person scheduling the work request.

Textbooks

The Assistant Principal issues textbooks. Careful accounting of textbooks is necessary. There will be a full audit of textbooks and teacher's guides in December and at the end of the school year. Each teacher will receive an inventory of textbooks, which have been issued. This inventory must be kept in the faculty notebook. When new textbooks are issued, the teacher must make the additions to the inventory. Any change should be made so that the inventory reflects the true textbook count throughout the year.

Textbook Fines

Listed below are the minimum fines to be charged when a textbook has been damaged. These fines should be collected at any time of the year that the damage occurs. Fines and charges for lost books are to be remitted to the assistant principal.

All schools use this schedule of fines. When damage is excessive or malicious, fines in excess of the amounts listed may be assessed.

MINIMUM SCHEDULE OF FINES

Torn Page.....	\$0.25
Marked, dirty, wrinkled, water-damaged	\$1.00
Broken spine	\$2.00
Damaged, as to be unfit for use or reissue	Full price

All state textbooks should be covered at all times. Covers are available through the assistant principal. Teachers may fine students \$0.10 for uncovered books.

The teacher should write the pupil's name, grade, current school year and condition of the textbook IN INK on the inside front hard cover of the textbook.

Textbook cards must be maintained for each student. **DO NOT** keep extra textbooks on an open shelf in the classroom. Do not loan extra books to students without checking out the textbook using written documentation.

Textbooks are not to be borrowed from or lent to another teacher. If you need additional texts please request them from the assistant principal.

Periodic book checks should be made and fines levied when appropriate. Payment for lost books must be made before a student receives another book.

Fines for damages should be noted on the flyleaf with a description of the damage and the date to avoid assessing the fines more than once for the same damage.

Teacher Responsibilities:

- Keeping accurate records of all textbooks received and issued to students.
- Keeping a written record of all textbook numbers by student (CMD Legal).
- Conducting periodic textbook inspections or upon request, inspections for damaged and lost textbooks and documenting each inspection.
- Notifying the principal or her/his designee when the teacher first becomes aware that a textbook is lost or damaged.
- Ensuring that all student names are in the textbooks.
- Ensuring that all textbooks are covered at all times (CMD Legal).
- Returning all surplus textbooks to the assistant principal.
- Checking the number and condition of textbooks as the student turns them in.
- Returning all textbooks (not covered) at the end of the year.
- All textbooks not issued to students but held in a classroom.
- All state adopted teacher materials.

Please make sure you keep a record of your textbook inventory.

VERBAL WARNING

EMPLOYEE: _____ DATE: _____

TITLE: _____ CAMPUS/DEPARTMENT: _____

Allegations and Findings of Incident:

Specific directives and Performance Expectations:

Explanation by employee or other significant information:

Employee signature below does not indicate that the employee agrees or disagrees with the documented information; the signature below indicates receipt of copy of this document.

Employee's Signature

Date

Supervisor's Signature
