



Hardwick Elementary

Teacher Handbook

Announcements

Announcements will be made promptly at **7:45** each morning.

- Expect students to listen to announcements,
- Expect them to stand straight and tall during the pledges and
- Expect them to remain quiet during the moment of silence.

Attendance – Staff

Keeping absences at a low level is a professional responsibility. When you require a substitute for your classroom, do the following:

- Go into TEAMS and report your absence. (The sooner you can get this done, the more likely of a chance a substitute will be able to pick up the job.)
- Call the school (219-5600) and leave a recorded message about your absence.

Also, please call and ask your team leader or someone you work with closely to welcome the substitute and go over plans to ensure a good day for all. Check with **Raegina** for a list of substitutes who are dependable and do a good job.

1. *Jury Duty*

Employees of L.I.S.D. are required to serve as jurors when selected. There is no deduction from regular pay for days missed for this reason. You may keep the check you receive for duty, but you must give **Raegina** copy of it so you will not be docked by payroll.

- If you are released from duty, ***you must report back to campus immediately*** and turn in the appropriate paperwork.

2. *Personal Leave/ Discretionary*

Personal leave for no more than 5 (3 consecutive) days and should be requested on a B18 Form. It must be submitted to the principal ***at least 3 days prior to your requested absence.*** Since personal leave can only be granted to 2 employees on any one day, it is essential that you get your forms in as early as possible. Of course we understand that there may be extenuating circumstances for personal leave, but these will be handled on an individual basis.

You still need to get approval from Central Office in the following circumstances:

- the day before or after a school holiday
- days scheduled for end of semester tests
- days scheduled for STAAR testing
- professional or staff development days

Raegina will supply you with a Form B18 for this purpose.

Attendance – Student

Attendance will be recognized in several ways:

- Perfect attendance for the previous day will be announced daily.
- The office will recognize perfect attendance at the end of each 6 weeks for those students who have earned it with no tardies.
- Teachers will keep a record of those days when every child in the room is present through the use of the perfect attendance pie charts. Teachers are asked to work with their students to determine motivating incentives to reward completion of each chart. Turn in completed pie charts to the principal so the class can be recognized on morning announcements.

Audio-Visual Equipment

Please take care of you're A/V equipment. Be sure that:

- Teachers, *not students*, are responsible for handling and moving equipment.
- When a piece of equipment needs to be repaired, write a note identifying the name of the equipment, model, serial number and brief description of the problem and bring it to the workroom. Be sure to sign your name so we'll know to whom to return the repaired equipment. Our workroom assistant will fill in the work order.
- ALL A-V **equipment must be turned off** when you leave the classroom and at the end of the day.

Brown Envelopes

Please go through brown envelopes to remove unnecessary information and ensure that essential information is organized, and easy to find.

These items should remain:

- Copy of birth certificate
- Home language survey
- Copy of social security card
- Orange GT card (if child has been tested for GT)
- Kindergarten and 1st grade report cards
- White enrollment forms and yellow withdrawal forms
- Test record cards
- Permanent record card
- Proof of Address

Cafeteria Procedures

Please follow these procedures so that our cafeteria can run smoothly:

- Escort your students to the cafeteria so that they arrive on their scheduled time
- ***Remain with your class*** until most of them have gone through the line in order to help prevent mishaps
- ***Pick up your class on time***
- Please do not send children with work to work on. There simply isn't enough room in the cafeteria for them to complete it appropriately.

If your class will be out of the building during lunch, please notify the cafeteria manager as soon as the field trip is scheduled.

- *If you need sack lunches for a particular day, let the cafeteria know at least **10 school days** in advance. Also, please let cafeteria assistants know when your class will not be in the cafeteria.*

- ***Plan on eating with your class during special occasions such as holiday lunches. The office will pay for your lunch on that day.***

Cancellation of School

Cancellation of school takes place only when circumstances such as severe weather produce significant safety risks. All practical means are used to notify parents and teachers of a cancellation, including radio, TV and newspapers. The media will be notified not later than 6:00 a.m. on any given morning.

If school has a delayed start time, students will be released to their classrooms between 8:30 and 9:00, so ***teachers need to be prepared to arrive at school as close to 7:45 as you possibly can.***

Cell Phones

Cell phones may not be used during the instructional day by either teachers or students.

Please do not text or read text messages during the time you are responsible for children.

Clinic

Thank you for using good judgment and common sense when determining if a student needs to be sent to the clinic and/or office for medical attention. A few suggestions follow:

- Please handle minor complaints yourself. You will be given a small pack of band-aids and other supplies to help students stay in the room if possible.
- ***Do not administer drugs or medicine*** (for your own protection). If a student brings medication to school, have him/her bring it to the clinic or office immediately.
- ***Students are required to have a note before they are sent to the clinic.*** If the nurse is unavailable, instruct the student to take the note to the office.

Communication

It is very important that you communicate with parents in a positive, professional and accurate manner. Do not let problems multiply before you contact parents. Consider using a weekly or monthly newsletter to keep parents informed of what is going on in your class. Be sure to have written communication checked by a colleague before it is sent home. I would appreciate your checking special notes with me before sending them out. I will try hard not to listen to parent complaints if they have not yet addressed the issue with you. I will let you know if I hear from a parent about something that has occurred

Computer/Technology

Computer is a class with TEKS that must be taught. Please make sure you have plans for your computer classes. Teachers should be monitoring students as they work on the computers. Please don't use this time to work on the computer of grade papers.

Conference Period

Each teacher has at least one 45-minute conference period per day for instructional preparation. Teachers may also have an additional conference period (except on computer days) to use for instructional purposes. These are scheduled in the master schedule. Teachers will be required to go with his/her class to computers to teach the required TEKS for this content area.

CPOC

The CPOC (Campus Performance Objectives Council) will meet to discuss and make decisions on various school items. Members are elected for two-year terms and may be re-elected for one additional consecutive term. We will meet at 3:30 in the teacher's lounge.

Meeting Dates -TBA

Crisis Management Plan/Emergency Safety Plan

The purpose of this plan is to maximize the safety of all students and employees in case a crisis or disaster situation occurs at Hardwick Elementary. This management plan is designed to ensure that organization and communication are effective in meeting the needs of various crisis situations. .

Discipline

We can reduce many discipline problems by proactively daily teaching the Hardwick PRIDE guidelines. Also using classroom meetings, PBS and other proactive strategies builds a common understanding of what is expected from students in the classroom and other school settings.

Begin the first day of school practicing the skills you discuss through Skill Academies. The purpose of an "academy" is to practice a skill or procedure repeatedly so that the child not only learns it, but over-learns it. Learning a procedure/ skill by repeatedly practicing it is a proactive strategy. Here's how to do an Academy:

- A. Break the behavior down to the smallest components.
 1. Example: Taking papers to the teacher's desk consists of:
 - a. getting out of chair quietly
 - b. pushing chair underneath the desk
 - c. walking in a straight line to teachers desk
 - d. place paper in "completed work tray"
 - e. turning around and walking back to desk
 - f. sitting down quietly

2. Then, have the student practice the appropriate behavior/ procedure.
 - a. Have student(s) practice each component at your signal until he/they have the entire procedure down and can do it without fault, for example have them do step 1, then step 1, 2 & 3; then start back with 1 & 2 if they make too much noise pushing in chairs.
 - b. Do these steps in sequence

The academy procedure will need to be repeated frequently during the first six weeks of school and again at the beginning of the second semester. It will need to be repeated whenever skills slip or new children move in.

Using CHAMPs poster or flip books will help students understand expectations for their behavior and will help prevent problems before they occur.

Discipline - Key Concepts

- I. Remember: ***It is how you say it!*** This is 9/10th of the battle.
 - A. Use a calm voice tone. How you tell them is the key, otherwise it easily turns into a struggle between you and the child. Tell the child quietly and as non-confrontational as possible.
 - B. Explain to the student what his/her behavior is telling you about what they need. Don't mask it sound punishing. For example, when you say the following statement with sadness or no emotion, it sounds like a consequence and not a ***Gotcha!***

“Uh oh! What your behavior is telling me is that you need a “coming to class prepared academy”. We can arrange that later today.”
(Remember to start your sentence with, “What your behavior is telling me...”)

- II. Have them practice the desired behavior repeatedly (5- 8 times or more), until they have clearly mastered the procedure or skill. You may want to either have them simply practice the desired behavior or you may want to break down the desired behavior into its smallest components or “steps” to help them practice.
 - A. Practicing the desired behavior-- Always practice during a time when it is inconvenient for them, and convenient for you. The best time to get their attention and make learning more effective is during a time that the child would rather be doing something else. Determine which time you think will have the most impact on the child.

Keep in mind that there are some behavior problems that we are not going to solve, unless we change our definition of success. Some children come with IEP's and BIP's and some simply come with individual needs that will prevent them from being successful unless you help them out by modifying your expectations.

Dress Code – Staff

It is important that we consider the signal that our appearance sends to children, parents and the community. We are professionals and we expect to be treated like professionals; therefore, we must dress professionally.

- Jeans are only allowed on Fridays.
- Please use professional dress for in-service meetings and workshops away from our campus. The key is to use good judgment at all times.

Dress Code - Students

Elementary students come under the board-adopted dress code. Particularly pay attention to:

- Finger-length shorts/ skirts
- Bicycle shorts are not allowed
- Wheeled shoes (Heelys), flip-flops, bathroom slippers, house shoes are not acceptable. Shoes without straps on the heels are not allowed at Hardwick during P.E
- A bare midriff is unacceptable. Hair should be clean, well groomed, not covering the eyes and no longer than shoulder length for boys. Unusual patterns shaved into the head or extreme color variations will be handled in the office..
- Tank tops, muscle shirts and shirts altered to remove the sleeves are unacceptable.
- Male students may not wear braids, tails, etc.

If a student is not complying with the dress code, take them aside and talk to him/her privately. Call parents to inform them of the problem and ask for their help. If this isn't successful, refer them to the office. Keep in mind that any questionable dress code violations will be subject to the discretion of the building principal.

End of Day Procedures

End of day bell rings at 3:25 for all students. Please do not allow students to leave your room before the bell rings without a pass from the office.

Walk your children out the correct door and stay with them until 3:35. At that time, any child not picked up should be brought to the library.

- Pre K students will be dismissed in the cafeteria
- K and 1 students exit the west doors by the gym,
- 2nd and 3rd students exit through the north doors,
- 4th exits through the court yard making sure the gate is secured when teachers come back into the building,
- 5th grade students exit through the doors by the cafeteria,

Every teacher should go to their designated after school area each day to assist with student dismissal.

Thank you to the specialists and assistants who are on before/after school duty every day to help with dismissal.



End of the Year Procedures

1. Pull the Permanent Record Card (or make one if there isn't one) and do the following:
 - Record assignment for next year (assigned to ___ grade; reassigned to ___ grade pending completion of summer school and evaluation by next grade's teacher; or retained for failing grades, etc.)
 - Record SPED or GT assignments (speech, tested but DNQ, etc.)
 - Signature
2. Check for Test Record Card. You may need to make one for third graders, or for other children who have not been in our system. You will not do anything to this card, but the office staff will put on STAAR labels when they arrive in June.
3. Check the outside of the Brown Envelope, including:
 - Date entered (the first day the student was in attendance at Hardwick)
 - Do not show a drop date if you expect the student to be here until the end of school
 - Assignment to next year's grade

End of Year Procedures – Textbooks

Begin in late April conducting the final book check:

- Have students erase all pencil marks
- Call up students individually and go through books together
- Check numbers against the book cards
- Assign fines. The minimum is \$1.00 and the maximum is \$4.00. The state list price is to be paid if the book is lost or damaged to an extent that it can no longer be used. You can get this information from the Assistant Principal.
- Record the amount of fine, reason and date on inside front cover of book. Initial your name beside this.
- Send home a note of lost or damaged books.
- Issue a receipt for lost or damaged books and have student sign the correct tabulation of monies form.
- Check with **Ashley Vorndran** to see where she would like books to be stored.

Field Trips

Academic field trips should be related to TEKS objectives. Field trips for grades 1st- 5th are limited to **one per year by district policy and should not take more than 1 to 1 ½ hours (EMH Local Policy)**. A bus requisition must be filled out at least **10 days ahead of time**.

Raegina will assist you with this. Non-academic field trips cannot be taken (district policy), with the exception of the 5th grade end of year trip. ***Please let me know ahead of time when you are scheduling one of these trips.***

GOALS Conferences

Go for Academic Learning Success is a program which gives teachers and parents an opportunity to meet and discuss academic expectations for the year.

- Because we are a Title I campus, we are required to meet with ALL parents in an individual conference. You will need to set up 15 minute conferences with each parent for the assigned GOALS days.

GOALS Dates:

- *Wednesday, October 4 (12:30 -4:00)*
- *Tuesday October 10 (12:30 -4:00)*

Grading – Guidelines for Make Up Work

Make-up work is to be made available to students after any absence. For every day of absence, students should have an equivalent amount of time allotted for the completion of the make-up work. However, the student should be responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time. It is important to remember that they are children and parents should also be made aware of missing work that needs to be turned in. Do not forget that children who are sick at the end of the 6 weeks may receive an incomplete, allowing them time to complete assignments, and then receive their final grades when their work has been evaluated and all work averaged for a final grade. If a student misses more than 10% of the class days offered, we will require doctor's excuse notes in the office.

Grading – Guidelines for Late Work

Our discipline committee has agreed that a consistent policy on late work is needed. We will take off 5 points a day for every day work is late up to 5 days. If a paper is turned in after this, a 50 will be recorded

Hardwick Disciplinary Procedures

All grade levels will need to communicate to parents a weekly citizenship grade. This will allow parents to help students set goals for better behavior.

- CPOC has determined that children who make more than one I in citizenship on their report card may be ineligible for Buddy Fun Day and/or non-instructional field trips.

They may attend other events with parent accompaniment. It is important that you remind both parents and students of this every now and then.

- Sending home a note at the beginning of the year informing parents of this rule is a strong suggestion.

Do Not send a child to the office before parent contact has been made or without a RED 360 discipline referral. Parent contact needs to be:

- * a note home (not a short note in the Monday folder),
- * a conference at school, or
- * a phone call home.

If you mark continued misbehaviors over time, bring the child's behavior folder with documentation of parental contacts. If you just need to give the child a cooling off period, please send them to a buddy teacher's room, rather than the office or hallway.

Remember that every situation is different and the office will decide on how to handle it based on the child's age, the monitoring situation, and the degree to which parents are able to help us modify the child's behavior. The more information you can give me about what has happened, the more likely I will be able to make a good decision for everyone involved.

- Remember, there are a handful of students who require modifications in the curriculum and developing individualized discipline plans is a good way to help them be successful. I ask for your support in understanding this and modifying consistently when modifications are required.

Remember that district policy will not support lowering a child's citizenship grade as a penalty for late or missing work. This needs to be dealt with by deducting points off academic work or removing privileges (NOT recess). Please do not penalize children for cafeteria behavior in your classroom, as there is a separate system to deal with large group situations of this nature.

Housekeeping

Help students develop school pride.

- *Students should be expected to keep classrooms, hallways, restrooms, cafeteria, campus, etc. clean and free of litter at all times. This is a skill they learn when it is modeled by the adults around them.*

Have students clear their area of paper/ litter before leaving each day. Lockers should be left in order and nothing should be left on floors except tables and chairs.

- *If items are spilled on the carpet, please clean with water immediately or notify the custodian to do so. Please do not allow loose crayons, pens, pencils and markers on the carpet.*

Hours

LISD policy states that employees are on duty from 7:30 – until you have completed your work..

- *Staff members should arrive no later than **7:30** each day.*
- *When the 7:35 bell rings, please come to your doorway and greet your students.*
- *If you must leave early for a doctor's appointment or other engagement, please get permission from **Melissa or Ashley**, and then sign out in the office.*
- *Don't forget that you may leave as soon as the building clears out on Fridays and any other day when you must return to Hardwick for a night meeting.*

Jury Duty

Employees of L.I.S.D. are required to serve as jurors when selected. There is no deduction from regular pay for days missed for this reason. You may keep the check you receive for duty, but you must give **Raegina** a copy of it so you will not be docked by payroll.

- If you are released from duty, *you must report back to campus immediately*, turn in the appropriate paperwork, and finish the workday at school.

Lesson Plans

Teachers are expected to have lesson plans:

- submitted in Google Drive by ***Monday morning for the entire week***,
- on their desk to refer to during the instructional day,
- include all the required elements listed on Google Drive.

During a walkthrough, the principal or assistant principal may stop and look at your plans. Please have them ready ***and keep them on your desk where we can locate them without disturbing your class***. Make sure that you are following the scope and sequence designed by our district. Getting behind is not acceptable because catching up can be impossible.

Library

Grades K- 2 will be scheduled for a weekly visit to the library. **Ms Fuller** use this time to teach library and media skills. All grades may also schedule large blocks of time to work in the library. During these times, teachers are to remain with students during the entire time to assist them with learning activities and helping them with the selection of appropriate reading materials. Teachers may send students unsupervised to the library for independent studies and as long as:

- specific directions are given.
- they know their assignments,
- have needed supplies with them,
- and know when to return to class.

Remind them that it is their responsibility to replace moved furniture, clear their tables and pick up trash. Your classroom discipline plan applies to student behavior in the library. Students are expected to work and move in an orderly manner, listen and follow directions and return books on time. Be sure to return materials to the library as soon as you are finished with them so that they are available for others, and check to see that all books taken home by children have been checked out.

Lost and Found

Please help your students feel rewarded for honesty. When they find something in the halls or restrooms, encourage them to bring it to the office. We will label it with the finder's name and homeroom and hold it.

Lounge and Workroom ***(Please Keep the Door Closed)***

Let's take good care of our facilities. It is the responsibility of every person to keep it clean. Each grade level will be assigned lounge duty throughout the year. During your scheduled week you will need to do the following:

- Wipe down the tables, counters, and microwaves each afternoon
- Throw left over coffee away and wash out the containers
- Friday afternoon...clean out the refrigerator.

* See lounge duty schedule in the calendar section of your handbook

Students May NOT Go Into the Lounge! (This includes children who may have parents on staff at Hardwick.)

Mission Statement

Please make sure that you have a copy of the mission statement posted in your room. Copies are available in the master file.

“The mission of Hardwick Elementary School is to encourage and expect academic excellence from every child every day.”

Teacher Pledge: I believe that all children can learn at high levels. I will strive to meet every child’s needs academically, socially, and emotionally.

Student Pledge: “I believe in myself and my ability to achieve a goal that is set before me. I will strive to give 110% in everything I do.”

Monday Folders

Every Hardwick student should take home a weekly folder. These folders will include graded work, Newsletters, notes from PTA, etc. Papers requiring parent signatures should be returned the following day. **Work to ensure that these folders are returned signed.** All written home/school communication will be held until Monday each week so that it can be placed in this folder. In this way, we can set the expectation that parents will hear from the school on a regular basis.

Mustang of the Month

About the middle of each month, you will be asked to choose a Mustang of the Month for the coming month. Consider someone who exemplifies good character qualities. This is not the time to recognize someone who is just better than they used to be.

Personal Leave/ Discretionary

Personal leave for no more than 5 (3 consecutive) days should be requested on a form B18 and submitted to principal **at least 3 days prior to your requested absence.** Since personal leave can only be granted to 2 employees on any one day, it is essential that you get your forms in as early as possible. You will still need to get approval from Larry Mullican in the following circumstances:

- the day before or after a school holiday
- days scheduled for end of semester tests
- days scheduled for STAAR testing
- professional or staff development days

Raegina will supply you with a Form B18 for this purpose. Of course there may be extenuating circumstances for personal leave, but these will be handled on an individual basis.

Positive Behavior Support

Remember, this only successful if it is taught and expected each and every day!

PBS Assembly Behavior

Display the guidelines for proper assembly behavior. Sit near your children at assemblies, not at the back, so that you can guide them to use these skills.

They should learn to:

- Enter quietly and sit in rows.
- Sit flat on their bottoms.
- Attend to the presentation and not talk or touch each other.
- Applaud to show thanks.
- Sit quietly until their teacher gives a cue to stand up and leave in an orderly way.

PBS Cafeteria Behavior

Please eat with your students the first two days of school to teach and practice these cafeteria rules. Sign by the register for a free lunch. Cafeteria guidelines are framed and easily seen in the cafeteria.. Students are expected to:

Waiting in line

- Follow instructions immediately
- Be courteous to others
- Wait patiently keeping hands, feet, and objects to self

While Eating

- Stay seated facing forward
- Use inside voices
- Raise your hand if you need something
- Clean up your area
- Throw away your trash
- Line up quietly on the blue line

PBS Hall Behavior

Please supervise your children carefully in the hall during class transitions. It is fine to walk in front of your children to lead the way, or it is fine to walk behind them so you can see them. If you walk in front, turn around so you can see what is happening behind you. If you walk behind, set up “check-points” where children must stop before they proceed. Please do not place children in the hall ever, or allow children to work “cooperatively” in the hall without your continuous supervision.

Hallway Expectations

- Walk silently facing forward
- Stay on the red line
- Keep hands, feet, and objects to self
- Stop at the “Mustang”



PBS Restroom Behavior

Children need to be closely monitored during restroom breaks. Please plan times of the day when all children are allowed to go to the restroom while you monitor. Select restroom monitors on a weekly basis to see that paper is picked up from the floor and that commodes and urinals remained flushed. There will be individual students who will need to go more frequently. Have a process for this and ensure that children are back in the room promptly. Children should be quick, clean and quiet.

Bathroom Expectations

- **Enter quietly**
- **Go**
- **Flush**
- **Wash you hands**
- **Throw away trash**
- **Return to class**

Please help to stop the graffiti and vandalism that is happening in our restrooms.

Progress Reports

Progress reports will be sent to all parents. These should be stapled in the Monday Folder on the date listed on the monthly calendar. Please make sure that all progress reports are returned to you signed. While we cannot afford to send all progress reports by mail, do not hesitate to have **Raegina** mail one if that is what is required to contact a parent.

PTA Meetings *(Start time is 6:00 this year.)*

Our PTA schedules several meetings/events per year. *All certified staff will need to attend these meetings and events.* Classified staff members are not required to attend, but are always welcome and appreciated. On PTA meeting days, you may leave when the campus is clear if you plan on attending the meeting that night.

The schedule is as follows:

August 24th– (**Open House 5:30 – 6:30**)

Sept. 21st (**4th grade program plus all Certified Staff introduced**) ***Book Fair Week**

Sept. 15th - **Family Movie Night**

Oct. 19th - **Math Night**

Dec. 7th – (**3rd grade musical**)

Feb. 1st - **Reading Night**

Feb. 15th – (**5th grade program**)

April 5th – (**Pre K program**)

May 3rd – (**Kindergarten Program plus voting for new PTA officers**) ***Book Fair**

Recess

Lubbock ISD elementary schools will develop schedules that provide at least 15 minutes of supervised recess time each day in grades Kindergarten through five. Recess will not replace physical education (PE). Recess will be unstructured playtime where children have choices, develop rules for play, and release energy and stress.

Recess will not be viewed as a reward, but a necessary educational support component for all children. ***Recess time will not be taken away for punitive measure unless the student has become a danger to themselves or others. In addition, recess will not be used as a behavior management tool, for tutoring or RTI, or other competing activities.*** Lubbock ISD will provide the facilities, equipment, and supervision necessary to ensure the recess experience is beneficial, safe, and fun for all students.

When possible, recess will be held outside. In the case of inclement weather or unsafe factors, each school will develop an alternative plan for recess. To protect the health and safety of Lubbock ISD students, guidelines for cold weather have been created and are listed below:

Guidelines for Cold Weather

- Students should not play outside when the wind chill is below 32 degrees.
- On days when the temperature is unseasonably cold, outside time should be restricted to no more than 15 minutes.
- Students who are inappropriately dressed for the cold weather should remain indoors under adult supervision.
- If a student's medical condition requires further consideration due to weather conditions, student should remain indoors or be monitored closely while outside.

Record Keeping

Record keeping is one of the most important aspects of our jobs as professionals. It is also one of the most frustrating and demanding. T.E.A. provides us with no margin of error, nor are they forgiving when they audit our records and find mistakes. Errors in record keeping can cost our campus and district large sums of money. We want to be #1 in our record keeping, as we plan to be in all other things. All attendance will be done electronically.

Make sure you submit attendance at the proper time each day. If you are on a field trip or do not get attendance in for extenuating circumstances then follow procedures below:

Form 106

- List absent students in alphabetical order. If there are no absences, write "none" on the page.
- Do not record tardies on this form.
- Do not mark through names. If there is a mistake, make a new form.
- Sign in black ink.
- Please send your form to the office and the lunch count to the cafeteria by 10:00.

Reimbursement for School Expense

Instructional purchases for which you will request reimbursement from general funds must be cleared in advance with the principal. Instructional purchases from team accounts should be cleared with your team. A receipt will be required in either instance. Since LISD does not reimburse sales tax, it is important that you use our tax number (see **Raegina**). I am allowed to reimburse for expenses up to \$25 immediately, while expenses over \$25 will require a week or so, as they must be submitted to Central Office for payment. Amounts over \$100 will not be reimbursed at all. ***Raegina will explain at staff meeting.***

School Parties

According to district policy, school parties are limited to 3 per year, and should be held the last 40-minute period of the day (see “Guidelines for school parties). These three parties are Christmas, Valentines, and End-Of-School parties. Birthdays may be celebrated at the end of the day. At Hardwick, all parties will be held on the same day. Christmas and Valentine parties will begin at 2:45. The end of school parties will be held on the last day of school this year.

Staff Development Days

The district and campus work together to plan staff development days. Personnel should not take off or miss faculty training on these days. (Should an emergency situation arise and a staff member is absent, he/she will be asked to attend make up sessions at available times. Please do not bring your children on work days or staff development days.

Stars of the Week

Each Friday please draw the name of one child (citizenship is not a factor) and send home a note encouraging students to bring a personalized poster with interesting family pictures, comments and misc. items they would like to share with their classmates. Prepare a small bulletin board in your classroom to place this information. This will allow *all* students to be a “star” during the school year.

Student Support Team

The Student Support Team meets frequently to discuss student needs and to screen students for Special Education testing. To refer a student, see Alina Sims.

Sub Folders

If you prepare in advance for the possibility of having a substitute, you will not have to worry about your class and you can concentrate on getting well. Please prepare a sub folder including the following items:

- Introductory letter or statement to the substitute
- List of team members
- A copy of your schedule
- A copy of your discipline plan
- List of names of students in each group you teach and the times they are with you
- List of all emergency procedures (a copy of building map)
- A lunch count form
- Several signed absentee forms
- A note that children are not to be discussed negatively
- Information about special classes, situations, responsible student leaders and special needs of students.

These may be checked around throughout the year, but won't start until mid-October. Hopefully, this will give you plenty of time to get them ready.

Tardies

If a child comes to your room after 7:45, please send him/her to the office for a tardy slip. *It is important that you keep these.* Tell the office if this is happening too often. First, the teacher will need to schedule a conference with the parent. Next, the attendance clerk will make contact with the parents, and then if the problem continues, the Mrs. Portwood will schedule a documented attendance conference. The final step is requiring an attendance conference or a court hearing, but this is a problem we can fix.

Team Meetings – *Required EVERY Tuesday*

Complex work problems cannot be solved in isolation. Please plan to have an “official” team meeting each week during your conference time. Use this time to discuss common problems, give input to your CPOC representative, and go over weekly lesson plans to make sure we are doing the things our Campus Improvement Plan says we will do.

Notes should be taken during your meetings and recorded in Google Drive.

Telephones

Students must have a note from their teacher to use the telephone. Please do not give students a phone pass if calling will reinforce irresponsibility. For example, if a child forgets to bring his/her homework it is more appropriate for the child to suffer the natural consequence than to call home to get homework delivered to school. Use good judgment. If a child is ill, give them a Clinic Pass rather than a phone pass. Only office personnel will call student’s parents in case of an emergency.

If a child is being required to call home because of discipline reasons, please escort that student to the office and initiate the conversation with parents yourself.

* Telephone messages for staff members, other than emergencies, will be placed in mail boxes.

Textbooks and Trade Books

You are responsible for all books checked out under your name. Be sure all books are either checked out to children using green textbook cards, or that you keep your books locked in cabinets. If you check out books and leave them in your room without assigning them to students, they will disappear and your team will need to replace them out of your supply budget.

Conduct a book check every 6 weeks. As soon as you know that a student has damaged or lost a book, start requiring that the fine be paid, do not wait until the end of the year. Use the same procedures as stated in the end of year textbook guidelines.

Videos * *Guidelines from Central Office* (See attached Video Permission Form)

Careful planning should go into the utilization of films. Do not show a movie in its entirety. This includes movies that are used for reward purposes or for giving the class a break at the end of the six weeks or semester. This is a copyright violation. Showing a 10-15 minute clip is okay. If movie clips are shown, they must follow the following criteria:

- *Are correlated with your instructional program and are directly related to the TEKS*
- *Are written into your lesson plans*
- *Are shown on the appropriate dates and returned promptly to the library.*
- *Teacher has turned in a "Video Permission Request" form and given approval*

Remember, we are here for instruction.

Writing will be Required in all grade levels this year

Writing should be done on a daily basis in all grades. The number one thing we can do to produce fluent readers and writers, is to give students time to practice these skills. Please ensure that your students spend 10 to 15 minutes daily in journal writing, and that this time is reflected in your lesson plans.

LISD will begin using a writing folder that will follow that child through 5th grade. Each grade level will be responsible for specific writing samples that will be signed off by the teacher and placed in the student's writing portfolio folder.

Withdrawals

Withdrawals should be initiated in the office by a student's parents. Be sure to let the office know if a student says they will be withdrawing. Allow students to take only their personal property when they leave. Write withdrawal date on the front of the brown envelope, and then send it to the office (never give it to a parent). The records will be sent to other campuses in the school mail, or stored until requested by another district. ***Please make sure that all textbooks and library books are turned in before the student/parent leaves.***



United We Learn

Hardwick Elementary



Video Viewing Request Form

<i>Teacher:</i>	
<i>Date of request:</i>	
<i>Title of movie:</i>	
<i>Viewing date:</i>	
<i>Length of movie:</i>	

Purpose: _____

TEKS documentation to show justification:

Request approved

Request not approved

Administrator signature

*This form should be turned in to **Raegina** one week before the movie is to be shown. It may only be shown if the request is approved by Mrs. Portwood.*