

TEACHER HANDBOOK

Revised July 2011

ASSEMBLY RULES

- A. Faculty members are to attend all assembly programs and sit in the areas designated with their class or other designated student group.
- B. Students are to be instructed concerning good behavior in our assembly programs.
- C. Fifth graders will sit on the bleachers. Sixth graders will sit on the folding chairs in front of the stage area.

ATTENDANCE/STUDENT

- A. Poor attendance will be checked through the office; however, always contact us if you have special information about a student.
- B. As a part of the PDAS, what teachers do to encourage attendance must be documented. Teachers are encouraged to make parent phone contacts to encourage attendance for all of their students that are missing school, especially any students from their team. Documentation should be kept of these contacts.
- C. PISD expects students to be in attendance 90% of the time. A student in attendance less than 90% will be denied credit unless the student buys back time as determined by the Attendance Review Committee. To "buy back" school time in order to receive credit for a course(s) a student must attend Saturday School (8:00 a.m. to 1:00 p.m.) There may be a fee charged for Saturday School.
- D. In the electronic attendance system, the teacher marks only the students who are absent. **Mark attendance during the first five minutes of the class period.** Students tardy to first period should be sent to the office. They will be given a tardy slip and you will still give consequences once they come to your class
- E. No more than 9 absences per semester will be allowed, without required Saturday School.

BOARD POLICY

All employees of the Paris I.S.D. are subject to the policies of the district. A copy of the Board Policy Manual can be found on the PISD Website.

CARE OF YOUR CLASSROOM

Teachers are encouraged to keep rooms neat, bright and organized. Decorated bulletin boards are encouraged. Secure student assistance to keep the floor and desks cleaned up. Keep the door locked and lights off when you plan to be out of the room for a period of time. Close the blinds and have them down when you leave for the day. Report

needs...ex: leaks, cleaning issues, etc..., to the office. An email message to the assistant principal is the preferred method. Encourage students to take pride in the care of the room and the building. Do not put things over the window beside your door that will block view into the classroom. Climate control is done through a computer located at the bus barn. Classrooms that have uncomfortable temperatures should be reported to one of the office secretaries or assistant principal. We will do what we can.

CELL PHONE & SMART PHONE USE/FACULTY

There should be no use of cell phones during instructional time. This includes social networking, texting, or receiving calls whether or not you are currently leading instruction. It is never appropriate to participate in personal social networking during school time. Your phone should be off and out of the sight of students while they are under your supervision for instruction.

CLASS SUPERVISION

Do not leave your classes without supervision. In emergencies, contact the office for help. Teachers are expected to monitor the hallways during team passing periods. Gym teachers will supervise movement through the gym and hall between gym and cafeteria. All student transitions will be managed by their teachers. When switching from team rooms or moving to electives or PE, all students will be escorted in a uniform and controlled manor (see Hall Monitoring). Unsupervised students and classrooms have a larger opportunity for problems. Keep your classroom locked when unattended.

COMPUTER USE

Each staff member is provided a computer workstation to do required work. Campus communication is also something that benefits everyone. Students should not be allowed unsupervised computer access where a staff member is logged on. District policy states that computers will at no time be used for games or social networking. This refers to staff and students. At the end of the day teachers must close out of grade book and attendance and shut down so that proper systems backup can be activated or achieved. Refer to the District's Electronic Communication System policy for complete computer use requirements located in the back of this handbook.

CONFERENCE PERIODS

This time of the school day should be used for preparation as well as conferences concerning student problems and needs. Leaving school during this time must be cleared by the principal or assistant principal, and all faculty must sign out through the office. Personal business should be conducted after school hours. All teachers are expected to get to their teaming period or next class on time.

DISCIPLINE

- A. Crockett Intermediate School has adopted a campus discipline management plan. Teachers should make students fully aware of the rules and also the reason for the plan and post it in your room.
- B. Corporal punishment may be used by teachers, but only when all other methods, including a phone call to the parent, have failed.
It should be used in the office with a professional staff member as a witness and a discipline notice sent to the parent .
- C. Detention is held during lunch and ISS if not completed. **It should not be assigned until at least one parent call has been made to attempt to correct the problem.**
One copy of the notice stays with the teacher (pink) and the other two (white and yellow) should be placed in the detention mailbox in the teachers' lounge. Don't forget to sign detention forms. The office will mail the white copy home.
- D. Most discipline problems occur as a result of idleness, no supervision, and lack of consistency or poor motivation. Do what you can to promote good behavior by keeping students actively engaged in all lessons.
- E. All employees must follow the District's Discipline Management Plan.
- F. Students referred to the office for discipline must be accompanied by a brief write-up on the triplicate form detailing what happened. In extreme instances call the office for a student escort.

DRESS CODE/FACULTY

Faculty members are expected to wear professional dress. It should be easy to distinguish staff from students. If the student code states that something is not permissible for the students, teachers are not allowed that option either. Professional employees must take care to dress and groom in ways which nurture student respect and good behavior.

No blue jeans except on Friday or on home game days and only when worn with a **spirit shirt**, unless otherwise designated.

No visible body art.

No visible underwear.

No overly tight clothing.

No inappropriate flip-flops. They do not fit the definition of professional.

Sleeveless garments should be at least three fingers width at the shoulder.

Shirts and blouses should cover midriff even when arms are extended overhead and cleavage covered as appropriate.

EXCUSED STUDENT LISTS

When groups of students have excuses to be absent from classes for school activities (such as a band or choir trips and field trips, etc...) please make list of such students. E-mail the list to all teachers and the office, or give a copy to Bridget and she will post it on the Intranet site. Do this a week in advance or earlier.

FIELD TRIPS

The principal must approve well in advance each and every field trip before it is made. Field trips must be properly supervised by teachers. A guide to follow is one chaperone per each 10 students and all students must have returned a signed permission slip in order to attend.

FIRE DRILL/STORM DRILL/AND OTHER EMERGENCY PROCEDURES

Each room should have the multicolored emergency procedures booklet and copies of your class rolls where they are easily accessible. **Class rolls should accompany the teacher while on emergency maneuver and practice procedures. Print updated rolls every six weeks and each time you have a substitute.** Students may need to be located during such activities.

GRADE BOOKS: Computer grade book will be used. The following should be considered as a backup.

- A. Keep a temporary record of classes and grades for the first two weeks. By that time our classes will be stabilized.
- B. Grade books with written records of student grades for use as a backup are strongly encouraged.

GRADE INFORMATION

Six Weeks Grades: The grade for first, second, fourth and fifth six weeks grading period are determined by averaging:

Homework and Class work = 75%

Tests = 25%

Six weeks grade = 100%

Semester Grades:

1st six weeks grade = 33.3%

4th six weeks grade = 33.3%

2nd six weeks grade = 33.3%

5th six weeks grade = 33.3%

3rd six weeks grade = 33.4%

6th six weeks grade = 33.4%

1st Semester grade = 100%

2nd Semester grade = 100%

Year End FINAL Grades: Calculated by adding the 1st, 2nd, 3rd six weeks, 4th, 5th, and 6th six weeks together and dividing that figure by six (6).

Promotion, Retention, Award of Credit

Students are promoted from grade to grade, or awarded credit for a course, based on their mastery of the knowledge and skills that will let them be successful at the next grade level. Students receive credit for a course when they have met all state and local requirements for that credit. In grades 5-6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level and grade-level standards (essential knowledge and skills) for all subject areas, a grade of 70 or above in language arts/literature, a grade of 70 or above in mathematics, and a grade of 70 or above in science or social studies.

Tell students at the beginning of the year how each of the above will count toward their grade. **A minimum of ten grades shall be taken during each six week period to determine the student averages.** The average will always be recorded as a whole number. All (1/2) fractions will be raised to the next whole number.

Student grades are a private issue. **Student grades in your class are to be kept private and students should not know what each other has as a grade on any paper or for the grading period.** Please make every effort to reduce mistakes on your part in order to cut down on extra work and misunderstandings. Deadlines for grade submission are made so that we may expedite report card distribution. Please be prompt about deadlines. Keep your grades up to date in the computer so that you can respond to deadlines for mid-term reports, validation sheets, and parent viewing from the parent portal. Teachers may be expected to attend training sessions to keep up to date with new procedures and methods of computer grading.

GUEST SPEAKERS

Guest Speakers are encouraged for these reasons:

- A. To share their expertise with the students
- B. To inform the students about a special program or event that is on the horizon
- C. Encourage school and community relationships. We want positive community relationships.
- D. Notify the principal in advance for approval of presentation. Provide an opportunity for pictures for your team newsletter, our PISD electronic news, and The Paris News. We should always promote the great things going on at CIS.

HALLS

- A. Students should be instructed not to run in the corridors and to walk in their class line.
- B. Students will be walked by team members to and from electives or PE and lunch.
- C. Teams should monitor lockers to insure that they are kept organized and used by only one person. **Teachers will help reinforce the rule that students not congregate at lockers.**

ILLNESS

When you are ill and must miss school, please call SADIE or log in to the SADIE system (1-877-354-6985 or <http://parisisd.eschoolsolutions.com>). This should be done as quickly as possible after you have made the decision that you are too ill to work. If you know in advance that you will miss work for school business (staff development, conventions, or other training) please line up your sub by either contacting a sub you know or the SADIE system. If your staff development, convention or training is canceled you must notify the sub and the system as soon as possible. Securing substitutes is difficult to manage, and we need the best for our students. Do not input personal illness when taking a personal day.

INSTRUCTIONAL MEDIA

The use of Instructional media (videotapes, DVD, CD, Cable TV, etc...) in the classroom should be limited to those things related to, and in conjunction with, the goals and objectives of the course TEKS. They should not be used merely to fill time or as a substitute for learning activities during a teacher's absence. Attention should be paid to content, language and film ratings. Always preview materials prior to presenting to students. Use of educational video conferencing is highly encouraged. Missi Downs is the district instructional technology facilitator and will be available to you by contacting her at mdowns@parisisd.net.

LESSON PLANS

All teachers must do lesson plans on-line by Friday for the next week. As a general rule, lesson plans are merely concise statements by a teacher of how that teacher intends to carry out the district curriculum guide for a specified group of students within a specified period of time. The teacher, working with the principal, should determine the depth of planning necessary for an acceptable lesson plan. It is the principal's responsibility to ensure teachers plan and conduct good instruction and to provide training for teachers whose skills are less than adequate. Each teacher is also required to write a **syllabus** of their class that will outline what they will be doing during the year. **The syllabus and lesson plan template must be updated at the beginning of each school year.** On-line lesson plans will be used. There are also on-line forms for the syllabus and the teacher self-report. Printed copies of the teacher self-report will be turned in at appropriately designated times. **Current lesson plans are critical to our learning lab.** They will be **checked every Monday morning.** Web presence and access to on-line lesson plans must be implemented and kept current as this is also a means for current parent communication. Student materials and tests must be turned in to the Grand Central Station learning lab at least a week before the activity is to occur. This means 7 days in advance – not the Friday before the Monday to start the week.

NEWSLETTERS

ALL teams will create and send home a newsletter every Thursday of every week in a take-home folder. The letter should be informative to parents as to work that will be covered during the up-coming week, special projects, field trips, and parties. Calendar dates for special events should always be included.

PARENT INVOLVMENT

Each team – not each homeroom – should enlist the help of some designated parent volunteers as “Team Parents” who will help with activities of your choice and parties. Create a list of activities that you would like parent volunteers to do and solicit these volunteers during the beginning of year activities, such as meet-the-parent and open house events.

PARTIES

Party dates will be consistent across the campus and designated by the principal and SET committee. Parents want to be involved and should be during these special times.

STUDENT HANDBOOK

All staff members are to support and be familiar with the policies in the Student Handbook. During the first week of school each year, the team teachers will go over the handbook with their students. Student handbooks are online at <http://www.parisisd.net/cms/site/files/handbookstudent2007-08.pdf>.

STUDENTS LEAVING CLASS

Students may not leave class unless it is completely unavoidable. Our students must be taught that using the restroom needs to occur during one of the many opportunities that they have during the day, but should not be denied a pass to the restroom if needed.

Returning to lockers for anything should be limited and monitored by the team.

Students who leave class must have a hall pass. Students who are allowed to go the school nurse must have a nurse pass. The school nurse will provide duplicate copies to use.

TARDY PUPILS

Pupils tardy for first period **must** get a tardy slip from the office. Pupils tardy to other classes must have an excuse from the preceding teacher. Tardy excuses will not be given by the office between classes (unless the student was detained by office business). Each individual teacher should penalize any student that is chronically tardy and maintain a record of tardies in their on-line attendance submission. Persistent tardiness will result in disciplinary action.

TEACHER MAIL

Each teacher has a mailbox in the lounge. Check your mailbox **before** going to classrooms each morning and at the close of each day. This should not be a storage box for personal items if the mail cannot fit in the box.

TEXTBOOKS

- A. See that each student has a good textbook and that it **is covered at all times**
- B. Keep a record of identification numbers of all books in your grade book.
- C. Students will be expected to pay for lost or damaged books. Turn this information in to the office as it occurs.
- D. All credit for schoolwork will be withheld until the pupil's textbook and library records are clear.
- E. As you issue books make sure you put student's name in the designated spot and that your name is in the front cover.
- F. Textbooks shall be checked for damage and identification numbers at the end of each 6 weeks period. Students with damaged books should be sent to the office.

TOBACCO USE

The Board shall prohibit smoking or using tobacco products at school-related or school-sanctioned activities on or off school property. Tobacco use **of any kind** on the school campus, by either students or staff members, is prohibited.

TUTORIAL PROGRAM

Students who have grades for classwork of 70 or below should be referred for GCS Lab and WAM tutorials. Team members should be discussing this during teaming time and thumbs meetings so that counselors, GCS, and principals are also aware of the concerns.

WORK DAY

Teacher hours are **7:45 a.m. - 3:45 p.m.**

Beginning: The teachers working in breakfast in the cafeteria will dismiss students one table at a time for students to enter the classroom area beginning at **7:45**. There will be a three-minute warning bell and every homeroom is expected to be covered with a teacher at that time. All other teachers will have a designated area to monitor to make sure students move on to class. It is vital that every person be on time to work and at their door at the beginning of school to monitor student behavior and to head-off potential problems.

Ending: **Do not leave the building to end your day before 3:45. The bell rings at 3:35 and you should attend to your assigned after-school duty. All teachers will**

help monitor students either getting on buses or into cars in the front of the building. Your help is needed to monitor and manage students at this age.

Paris Independent School District does not discriminate on the basis of race, color, national origin, sex, handicapping condition, or age in its employment practices.

Paris ISD
139909

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ
(LOCAL)

	The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.
AVAILABILITY OF ACCESS	<p>Access to the District's electronic communication systems, including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.</p> <p>All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.</p>
ACCEPTABLE USE	The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. [See EFE]
MONITORED USE	Electronic mail transmissions and other use of the electronic communication system by students and employees shall not be considered confidential and shall be monitored by designated District staff to ensure appropriate use for educational or administrative purposes. The District will act as the parent concerning any disclosures of personal information of students which may be required for instructional purposes in compliance with Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) regulations.
INTELLECTUAL PROPERTY RIGHTS	<p>Students shall retain all rights to work they create using the District's electronic communications system.</p> <p>As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.</p>

DISCLAIMER OF LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

Paris ISD
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ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ

(REGULATION)

The Superintendent or designee will oversee the District's electronic communication system.

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright or compliance with fair use guidelines. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.

SYSTEM ACCESS

Access to the District's electronic communication system will be governed as follows:

1. With the approval of the immediate supervisor, District employees will be granted access to the District's system.
2. The District will observe the following requirements for student passwords:
 - a. In elementary grades, K-7, a password is optional at campus discretion.
 - b. In grades 8-12, a password is required.
3. A teacher may apply for a class account and in doing so will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
4. Students completing required coursework on the system will have first priority for use of District equipment during extended hours.
5. The Discipline Management Plan and Student Code of Conduct will be enforced with any system user identified as a security risk or having violated District and/or campus computer-use guidelines.

SYSTEM SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Any user who can identify a security problem on the Internet or on the District's system must notify a system administrator. A staff member shall not allow students to access the system through his or her account.

CAMPUS-LEVEL COORDINATOR RESPONSIBILITIES

As the campus-level coordinator for the electronic communication system, the principal or designee will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the campus level.
2. Ensure that all users of the District's system complete and sign an agreement annually to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource and Internet safety.
4. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
5. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
6. Set limits for disk utilization on the system, as needed.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's electronic information/communication systems:

ON-LINE CONDUCT

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.

2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. System users may not use another person's system account without permission from the campus administrator or District coordinator, as appropriate.
4. System users must purge electronic mail in accordance with established retention guidelines.
5. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
6. Only the network administrator may upload public domain programs to the system. System users may download public domain programs for their own use. System users are responsible for determining whether a program is in the public domain.
7. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
8. Students should never make appointments to meet people whom they meet on-line and should report to a teacher or administrator if they receive any request for such a meeting.

VANDALISM PROHIBITED Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses, hacking, or any other unlawful activity.

Vandalism as defined above will result in the suspension of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

FORGERY PROHIBITED Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

INFORMATION CONTENT / THIRD-PARTY SUPPLIED INFORMATION System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

NETWORK ETIQUETTE System users are expected to observe the following network etiquette:

1. Be polite: messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Student disclosure of personal data is prohibited unless permission is obtained from the teacher.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

System users are prohibited from:

1. Using the system for any illegal purpose.
2. Borrowing someone's account without permission.
3. Downloading or using copyrighted information without permission from the copyright holder.
4. Downloading or installing any software without principal's permission.
5. Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
6. Wasting school resources through improper use of the computer system.
7. Gaining unauthorized access to restricted information or resources.
8. Participating in chat rooms and email unless under strict teacher supervision.
9. Any non-instructional use during instructional periods.

10. Accessing, installing, downloading, or using non-educational games.

INTERNET SAFETY

The District will train students in appropriate use of the Internet and will take reasonable steps to preclude access to inappropriate material through filtering software and monitored use of the Internet.

TERMINATION /
REVOCATION OF SYSTEM
USER ACCOUNT

The District may suspend a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of employee separation or student withdrawal or of suspension of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system.

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Paris ISD
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ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ
(EXHIBIT)

EXHIBIT D

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC
COMMUNICATION SYSTEM

The employee agreement must be renewed annually.

I have read the District's electronic communication system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communication system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

I will monitor/supervise responsible use of the District's electronic communication system and Internet in any areas where I am responsible for student behavior.

Signature_____

Print name_____

Date_____