

# Administrative Guidelines

CHILlicothe INDEPENDENT SCHOOL DISTRICT

2019-2020

Just as the Employee Handbook provides a summary of many of the policies affecting school employees, this Administrative Guidelines booklet provides a brief summary of professional expectations and requirements, important dates, and critical practices that were developed to provide direction and clarity for the staff.



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## STANDARD PROFESSIONAL EXPECTATIONS

The following are standard expectations for all CHILLICOTHE ISD teachers for the 2016-2017 school year. Because these things are the standard, they should already be in place. If they have not been your practice, you need to establish them quickly. These standards are the foundation upon which we must build.

1. Effective classroom teachers actively monitor students throughout the class period. *Active monitoring provides:*
  - accurate, on-going evaluation of student progress
  - enhanced student learning
  - encouragement for students to ask for help ( many children will not approach a teacher's desk for fear of "interrupting" the teacher's work)
  - prevention of off-task behavior.
2. Teachers should *welcome* each student into their classrooms by shaking his/her hand, making eye contact, and greeting him/her or using other means to establish a positive learning environment.
3. Teachers must monitor their passing-period station to actively work at getting students to class, to watch for and stop unsafe or unruly behavior, and to strive to provide a safe, orderly, and warm school environment for our students.
4. Engaging instructional learning activities should begin as soon as the teacher walks in the door. The first 22 minutes will be valued and protected. This is **PRIME LEARNING TIME!**
5. Class time should be used wisely and effectively and the entire class period should be used for instruction. *"Teach with a sense of urgency."* **A true sign of wasted time is students lined up at the door, ready to leave.**
6. Student writing should be a priority. Require students to write in complete sentences in *your class* and hold them accountable for producing quality work.
7. Vocabulary skills should be *actively* taught in every class (see IFD).
8. Good classroom management must be practiced on a **daily** basis with students being supervised at **all** times. **Never** leave a class unattended.
9. Strive to communicate in a timely and considerate manner with students, teachers, office staff, parents, counselors, and the principal. **Utilize e-mail daily** by opening your account every morning and checking it during your conference period and before leaving school each day.
10. **All instructional and clerical personnel's cell phones must be turned OFF during class and passing periods.**
11. Complete grading in a prompt manner (within 3 days) and provide feedback to the students. Parents monitor your gradebook through *Parent Portal*.
12. Communicate frequently with parents regarding their children's academic progress and behavior. Parents appreciate knowing when their children are doing well or poorly. If a student has a failing

grade at the end of a three or six week period, the parents should not be surprised. *Communicate academic concerns before the end of a grading period.*

13. Fulfill your role in enforcing the Student Code of Conduct by monitoring students' dress and behavior (TEC Chapter 37).

### **Teacher's School Day**

The school day for teachers will be from **7:30 a.m. to 3:45 p.m.** The teachers on morning duty should report at the assigned time on the duty roster. If you cannot be at your station, it is your responsibility to see that someone is in your place and to make the office aware of the change.

Teachers should be at their passing period stations when the morning admission bell sounds for students to report to their first period classes. Teachers are to remain in the building until 3:45 p.m. If you must leave early for professional reasons, please notify the office at least 24 hours in advance and provide proper documentation.

### **Leaving the Campus During the School Day**

The conference period is provided for the teacher to do the necessary paper work that accompanies the instructional program. More than this, it offers a time during the school day for parents, students, and other staff members to confer with a teacher without interrupting the regular class schedule. **Teachers should not leave the building during their conference period except on rare occasions.** If you do leave, it is required that you **sign out**, so that the office staff will know where you are in case of an emergency. School-related matters, such as departmental meetings, take precedence over all personal plans during the school day.

### **Necessary Absence**

It is the responsibility of the teachers to arrange for substitutes through the campus secretary, leave clear lesson plans and seating charts, and provide meaningful, adequate work for the students. Contact the campus secretary for assistance and turn in an absent from duty form. Since there are a limited number of substitutes, schedule substitutes as far in advance as possible.

### **School-Related Activities**

All teachers are subject to extracurricular assignments as needed. Teacher participation in school activities is desirable. **All activities must be scheduled in the Principal's office and must be placed on the district calendar by Mrs. Williams.** The sponsor, not the students, should be the one to schedule activities. All activities will be held under the supervision of faculty members.

### **Fund-Raising Projects**

A project to raise money through any school activity, class, club, or group must first be approved by the Principal. A brief summary of the project and proposed use of money raised must be submitted in duplicate. One copy is for the Superintendent and one copy for the Principal. **All organizations will be allowed only two fund-raisers per school year.**

### **Phones**

For all instructional staff, cellular phones may not be used during the instructional day and must be turned off.

### **Special Excuses/Hall Passes**

Special excuses are to be provided in those **rare** instances when a student must leave class. The teacher should be very careful to see that the student has this excuse properly and completely filled in by the excusing teacher. (Time is important). The student is not to write on any part of the hall pass.

### **Sponsoring School Groups - Absences**

If you are taking a group of students to an athletic event, UIL contest, or other event, a list of those students must be provided to each staff member at least **2 days, preferably 1 week**, before the event. This should allow the students time for doing makeup work before they are absent.

### **Grading System for All Report Cards**

The following guidelines are taken from local policies EIA and EIB.

- A minimum of 2 grades must be recorded per week and 12 grades per six-weeks. It is best to record at least 15 grades since parents have access to their children's grades through the Parent Portal.
- Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.
- The District shall not impose a grade penalty for make-up work after an unexcused absence or suspension.
- Students shall be expected to make up assignments and tests after absences. For any class missed, the teacher may assign the student make-up work based upon the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner based upon the number of days absent, plus one (counted in nights).
- Students shall receive a zero for any assignment or test not made up within the allotted time.
- Students shall be permitted to take tests administered in any class missed because of absence.

### **Pep Rally/Assemblies**

All teachers must attend pep rallies and all other student body assemblies. Students are not permitted to stay in labs, classrooms, etc. Teachers will walk their students to the gym and directly monitor their students during all assemblies.

## **Classroom and Hall Conduct**

Teachers are directly responsible for proper discipline in the classroom and for the conduct of students anywhere on the school campus. If it becomes necessary to remove a student from the room, send the student, along with a Disciplinary Referral Form, to the office. Do not send a student to the office for a discipline problem without an **objective** explanation of the events that occurred. Teachers should have contacted parents concerning problematic behavior before sending a student to the office under most circumstances.

## **Teacher in the Classroom-----Important**

Teachers must not leave their classroom while students are under their supervision. **Teachers do so at their own risk.** If there are discipline cases that occur while you are out of your classroom the discipline can be addressed but you will also be addressed.

Teachers will not hold students after a class ends anytime other than the last period of the school day. If held after the last period, it is also the teacher's responsibility to have the student on the bus in a timely manner if they are a bus student. Also, a teacher should not request that students miss another teacher's class in order to make-up work in their subject or work on other activities.

## **Teacher Appearance**

Teachers are expected to dress as professionals and look neat and clean. Fridays, or the last day of the school week, are casual days when jeans and t-shirts may be worn. Leggings or other similar type wear must be worn with blouses or shirts that are no shorter than three inches above the knees. Blouses must have appropriate necklines. Tattoos must be covered at all times. Special circumstances and occasions may be approved by the campus principal.

## **Supplies**

Requests for supplies will be made through the activity directors or secretaries. Purchase requisitions must be approved before purchases are made. Be sure to plan at least one week in advance.

## **Students Transferring In**

Teachers will receive grades for students transferring from other school districts during the semester. These are to be accepted at face value in figuring the semester average unless informed otherwise. If you fail to receive the necessary grades within a reasonable time after the student enters your class (three weeks), you should contact the counselor.

## **Daily and Year-Round Duties**

Duties will be assigned as necessary to monitor and supervise our student body. Teachers will be assigned a duty and are responsible for having it covered, even when they are absent. Teachers are responsible for monitoring the area outside their classroom. Morning duty (7:20-7:45) areas to be covered are the gyms, cafetorium, and building entrances.

## **Items of Emphasis for All Staff Members**

In the presence of students, use Mr., Mrs., etc.

Teachers should not be late to class and they should not leave a class unattended. If you must leave your room, ask a colleague to cover for you and notify the office.

The receptionist will take messages and a note will be placed in your mailbox. You will not be called from class unless the call is an emergency.

Teachers should give constant attention to lighting, ventilation, heating and other factors that make for the comfort of everyone concerned. Before leaving for the day, turn off the lights and computers.

Do not leave money in your room at any time. All fees collected are to be turned in each day. Once a day only, please.

No purchase shall be made before the Principal approves a requisition. The Principal must approve all requisitions before they are sent to the Administration Office.

No surveys, letters, etc. can be implemented or distributed without approval from the Principal.

### **Six-Weeks Grades Due In the Office**

Grades will be exported on the last day of the six-weeks by a time designated by the Principal. It is required that teachers have their grades in on time.

### **Three-Week Progress Reports and Dates**

Three-week reports will be printed two working days following the last day of the three-week period. Please make sure your grades are up to date at this time so that failure reports and progress reports are accurate. **Three week reports are mailed for all students with a grade below 74 and handed out to all other students.**

### **Lesson Plans**

Lesson Plans need to be prepared and submitted before leaving on Friday afternoons. It is a good habit to be in personally but even more important in cases where you may have an unplanned absence early the next week. Contents of the plans are at the campus principal's discretion.

## **Grading Periods**

Grading periods will be listed for the district on the District adopted calendar.