



RANDOLPH ELEMENTARY SCHOOL FACULTY AND STAFF HANDBOOK

2011-2012

**RANDOLPH FIELD INDEPENDENT SCHOOL DISTRICT
P. O. Box 2217
Universal City, Texas 78148 – 1217
www.rfisd.net**

Nondiscrimination

Randolph Field ISD does not discriminate on the basis of race, religion, color, national origin, sex, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Mr. Billy Walker
Superintendent
210-357-2300

Allana Hemenway
Principal
210-357-2345

STAFF DAY: 7:45 am - 3:45 pm

STUDENT DAY grades K-5: 8:00 am - 3:15 pm

STUDENT DAY PRE-K:

AM Session: 8:00 am - 11:00 am

PM Session: 12:15 pm - 3:15 pm

Teachers should walk students to the cafeteria. Lunchroom monitors will work closely with the assistant principal to enforce the rules and to ensure appropriate behavior. Teachers will be notified of persistent problems with classes or with individual students.

Special Classes (Computer, Library, Art, Music, and Spanish) will be held daily on a five-day rotation schedule for grades kinder-5th. PE classes meet daily. Please refer to the Master Schedule for details.

ATTENDANCE (Students)

WHEN A CHILD IS ABSENT

Any child absent from school should bring an excuse from home the next day. Excuses should be brought to the office before the bell for an admit slip. Teachers should collect notes from kinder, pre-K, and first grade students and submit them to the office as soon as they receive them.

EXCUSED ABSENCE

Students may be absent from school because of: a) personal illness; b) emergency in the family; or c) official school business.

HABITUAL TARDINESS

Students who are habitually tardy should be reminded to discontinue the practice. Parents should be informed. When the problem persists, contact the Principal so that appropriate steps can be taken. Students who are tardy must be admitted through the office.

ARRIVAL AT SCHOOL

Students should report to school between 7:45 am and 7:55 am (NOTE: students who take advantage of our breakfast program may arrive at 7:30 am). Early morning duty will begin at 7:35 (refer to teacher's duty schedule). Students will be reminded to sit outside their classrooms. Please inform administrators if a student repeatedly arrives at school before 7:45. NOTE: In case of extremely cold or inclement weather (as determined by school administrators), students will **NOT** wait outside their classrooms.

RELEASE OF PUPILS FROM SCHOOL

Dismissal of students during the school day will be through the attendance office only. Students are allowed to go home for lunch with written consent of their parents.

DAILY RECORDS OF ATTENDANCE

Teachers must submit daily attendance of students at 9:30 am (1:15 pm for afternoon pre-K classes). Data will be gathered electronically.

For questions regarding attendance reporting, please contact the attendance secretary.

ATTENDANCE (Faculty and Staff)

DUTY HOURS

Regular duty hours are from 7:45 a.m. until 3:45 p.m. Teachers should open their rooms daily by 7:55 a.m. (During inclement weather the rooms are to be open at 7:45 a.m.).

WHEN YOU MUST BE ABSENT

If you know you will be absent in advance, please email both Allana Hemenway and William Woodland. Submit the absent times and dates through the AESOP on-line sub-finder system to arrange substitute coverage for your class. All absences must be put into the AESOP sub-finder system prior to 7 am on the day of the absence, after 7 am the system will no longer accept the absence and you will have to contact either the Principal or the Assistant Principal

to register the absence. For last minute illnesses and emergencies please input the information of your absence in the AESOP as soon as possible before 7 a.m. in order to find coverage for your class and call Will Woodland at 643-1365.

If you are scheduled for morning duty, please make arrangements to have the area covered, either by contacting a colleague or the principal at 357-2345/643-1365.

LEAVE POLICIES

This information may be reviewed in the District Policy Book located on our website at www.rfisd.net.

FACULTY/STAFF MEETINGS AND COLLABORATIVE TEAMS

All teachers will meet daily during teaming times for curriculum development and planning.

Mondays and Wednesdays after school are to be kept free for campus staff development and/or faculty meetings. Whenever possible, meetings will be scheduled in advance.

COMMUNICATION

Each teacher is assigned a mailbox in the office area for receiving messages and materials. Please check your box before school, during the lunch period and after school. In addition, check your e-mail and voice mail frequently (at least twice daily). Faculty and staff are encouraged to visit the district website at www.rfisd.net for information.

NOTE: Telephones must be turned off (forwarded to voice mail or the ringer turned off) whenever students are in the classrooms. Emergency calls will be handled through the main office (instruct family members to dial “0” for the office in case of an emergency).

Video announcements are made promptly at 8:00 am daily. Announcements must be written on the note pad by the PA system.

A weekly activity calendar, the “Weekly Bulletin”, is distributed to teachers electronically each Friday. This bulletin includes a calendar, activities, information and announcements for the week. Teachers should keep the bulletin for reference during the week.

U.S. and district mail service is available in the office. Messages and materials may be sent to any other RFISD school or administrative office through the school mail. Envelopes are available in the office for letter-size school communications.

All communications sent home to parents/guardians, except the day-to-day homework and notes concerning the student, must have the approval of the principal.

The school calendar is kept in the principal’s office. When scheduling any activity, please check with the principal first to avoid schedule conflicts and to ensure the office staff has accurate information to address questions from parents and the community.

AUDIO & VIDEO TAPING

Staff is not permitted to audio or video tape conversations of meetings with other District employees, parents or students without first informing everyone of the taping. If anyone who will be involved in the conversation objects to being recorded, then you are not to record the conversation. Any failure to abide by this policy may result in disciplinary action.

OPENING EXERCISES

Each school day begins promptly at 8am with the morning announcements. Texas Education Code 25.082 requires recitation of pledges to the United States and Texas flags followed by one minute of silence each day. During this minute, students may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract other students. Teachers or other employees who are in charge of students during the minute of silence must “ensure” that each student remains silent and does not act in a “manner that is likely to

interfere with or distract another student.” School districts may excuse a student from the pledge of allegiance (but not from observing the moment of silence) if the student’s parent or guardian provides a written request.

CLASSROOM SECURITY & MAINTENANCE

SECURITY RESPONSIBILITY

Teachers are responsible for ensuring that windows and doors are locked when they leave the building regardless of whether or not a custodian has checked the room. In addition, rooms must be locked when they are vacant. Please remember that personal items are not covered by district insurance.

CARING FOR ROOM INTERIORS AND EQUIPMENT

1. The United States Flag should be placed in the flag holder on the left of the front blackboard and displayed there at all times.
2. Request repair and maintenance needs through the vice-principal via email.
3. All books and student articles should be stored in desks at the end of the day and all waste paper picked up from the floor.

COLLECTION OF MONEY IN SCHOOL

APPROVAL FOR MONEY COLLECTION

No collection of money, for any purpose, may be made in the school without the approval of the principal. All monies must be turned in to the office at the end of the day. No money is to be left in the classroom.

COMPUTER ACCESS - ACCEPTABLE USE AND CODE OF CONDUCT

Please sign and return to the school secretary the District Acceptable Use Form (found in the District Procedures Manual on our website) acknowledging your responsibilities and the consequences of violating the Acceptable Use Policy. Students and teachers should be aware that email using district computers is not private and may be monitored by District staff.

CONFERENCES WITH PARENTS

Before the 6th week an initial conference is required between the teacher and the parent(s) of each student. The purpose of this initial conference is to get acquainted with the parent(s) and gain or impart information which is beneficial for all. Conferences must be documented. Forms designed for this purpose have been developed and are available in the teacher workroom. For the calendar year, two early release days have been designated for parent conferences: **September 28 and 29, 2011.**

Additional conferences should be held at any time a student is having academic, behavioral or personal difficulties. This is particularly important during the first six weeks. At that time the teacher should attempt to contact the parent(s) in person. When impossible or impractical, the teacher should contact the parent(s) by telephone. If these methods fail, the communication should be made by letter. The teacher should document all attempts to schedule and/or conduct necessary conferences, and should discuss any serious problems about enlisting parent support with the administration and/or the school counselor.

For all incoming students, a conference should be held after the student has been in attendance from 3 to 5 weeks.

STUDENT’S RIGHT TO PRIVACY

No student is to be discussed by any person who is not directly responsible for that student’s education and welfare. Maintaining confidentiality is of utmost importance.

DISCIPLINE

Each student shall receive notification of the Student Code of Conduct on the first day he/she attends school each year. The student and parent shall provide signed documentation within one week of enrolling in school that they agree to the responsibilities outlined in the plan. Parents can request a hard copy from the front office.

Teachers are encouraged to be proactive about behavioral concerns, to communicate concerns with parents and to enlist the support and assistance of administrators and the counselor as indicated. Staffings must be requested through the counselor if there are behavioral concerns.

If a student leaves the area you are supervising without your permission, please contact the office immediately. If at all possible, keep sight of the student so that you can direct administrators to locate him/her. Do not touch the student or attempt to restrain him/her unless there is imminent danger (ex. running in front of a vehicle).

ACCIDENT REPORTS

Any staff member who has a student under his supervision who is injured while at school or at an activity must complete an Accident Report in the office. Any staff member who happens on a student injury on the school grounds should do likewise. If a student is injured in an incident not related to school that causes that student to lose school time, the injury should be reported to the Attendance Clerk.

If an employee is injured in any manner cited above, an accident report must be completed, according to the Texas Workers' Compensation Act.

FIRE DRILLS, LOCK DOWNS, AND INSTRUCTION

BUILDING EVACUATION

At the beginning of each school year building evacuation procedures are given to teachers by the assistant principal. A diagram of student traffic for evacuation must be posted on the main bulletin board in the classroom at all times during the school year. In addition, teachers should familiarize themselves with the Crisis Plan established by the campus and with the Emergency Procedures Manual under development for the district.

DRILL SIGNALS

Under the fire alarm system, the building will be evacuated at the onset of the alarm. Return to the building only after the all clear signal is given. The all clear signal will be two bells.

PROCEDURES

When the signal to evacuate the building is given, students and teacher should leave the room immediately, close and lock the classroom door, and follow the route as shown on the evacuation diagram. Students should not talk but direct their attention to their teacher so that instructions from the teacher may be clearly understood by all. Students and teacher should move to the "Safe Zone", then turn around to face the building. Students should stay in line, do no talking, and wait for the "All Clear" signal before returning to the building.

LOCKDOWN

If you hear the words "Lock Down" over the intercom, you are to lock your door and move the students away from the door and windows.

SEVERE WEATHER

(General Procedure) This will be over the Randolph Base PA system.

Signal 1: One long bell preceded by the announcement: "Take cover in assigned areas." Return to class when announced.

Signal 2: "Immediate cover, Disaster Drill announcement: "Take cover!" Stay in your area and take cover under desks, tables, etc. This drill will be used when there is no time to move to a safer area. You must take cover where you are. When the signal is given, students and teachers should move quickly and quietly to an area away from glass and exit to inner supporting walls where possible and assume the "bunched position" "Bunched position" means, curled upon the floor with head down and hands folded behind the head for protection, facing away from doors and windows. No one shall remain in portable buildings, when possible. Students should be reminded that there is no talking during the drill.

INSTRUCTIONS TO PUPILS

It is the responsibility of each teacher to instruct students in fire prevention and safety. This instruction shall include fire drill procedure and pupil conduct during the fire drills.

INSTRUCTIONAL FIELD TRIPS

Student field trips may be taken for the purpose of extending, supplementing, enhancing, or culminating the accepted instructional program.

The campus principal shall carefully consider each request for a field trip and approve only those trips whose instructional value outweighs such negative considerations as loss of instructional time. Plans should be made well in advance of the trip. Because these trips are instructional in nature and intent, all students should participate. Any concerns or questions should be expressed to the principal.

Transportation for all field trips shall be provided, or arranged for, by the school district. Use of private cars shall not be permitted for any field trip unless permission is granted by the principal.

The following procedures will apply:

1. Complete the request for student trip no less than three weeks prior to the trip and submit it to the principal for approval. The request shall explain the instructional link to the curriculum and the value of the trip to the instructional program.
2. The principal and attendance secretary will arrange for transportation. Teachers are responsible to notify the office if an invalift bus is required for a student with special needs.
3. The contact teacher will make any reservations and confirm directions to the site.
4. Transportation and site plans shall be confirmed at least two days before the trip.

CLASSROOM PARTIES/Birthday Celebrations

Each class may plan a party prior to winter break, for Valentine’s Day, and at the end of the year. Grade levels should coordinate all plans, PTO Room Parents are involved, and details of the times and events must be placed on the school calendar.

If parents choose to acknowledge their child’s birthday at school, they may send cupcakes for the class to enjoy; however, cupcakes/sweets can NOT be distributed in the school cafeteria. Parents may make arrangements with the teacher to distribute them after lunchtime in the classrooms.

FACULTY/STAFF DRESS CODE

Your dress is a reflection of the quality of the school and your professionalism. Dresses should be of sufficient length to comply with prevailing styles in schools, churches and communities. Blue jeans are not considered to be professional attire; however, there are some class activities, special occasions, and “spirit days” that lend themselves to more casual attire. When situations warrant wearing blue jeans, teachers are requested to wear jeans that are more “dressy” than casual. The principal is the final authority concerning propriety of clothes. The Superintendent and School Board, in this order may rule on any grievance concerning a principal’s decision.

FLAG ETIQUETTE

The United States Flag is displayed in each classroom. As a part of the classroom opening exercises each morning, a designated pupil leads the students in the Pledge of Allegiance to the Flag.

FORMS AND PROCEDURES FOR USE

PARENT CONFERENCE REQUEST

Document a request for a conference in writing.

The form should serve two purposes:

1. To provide a record of your request for a conference.
2. To show the response of the parent to your request.

ABSENT FROM DUTY REPORT

All staff members must complete a copy of this form to document absence from school.

STAFF DEVELOPMENT REFLECTION FORM

Following attendance at a workshop or training session off campus, teachers must complete this form – keep one copy and turn in one to the principal.

CLINIC REFERRAL FORM

See detailed information about this form under the “Student Health Program” of this handbook.

GRADING PROCEDURES

The purpose of these guidelines is to ensure that grading practices are consistent along grade levels and subjects and that a fair and objective assessment of student performance occurs.

Students will be placed in the instructional program, earn credit, be promoted or retained based upon demonstrated performance. Minimum standards of performance will be required for promotion; however, it is our expectation student performance should exceed this minimum and that most students will excel in higher order thinking skills.

The curriculum of the Randolph Field ISD includes the *Texas Essential Knowledge and Skills* adopted by the State Board of Education. The curriculum at each grade level and each subject and course defines the required elements which must be mastered prior to promotion or placement at the next higher level.

For students in grades three through five to be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above. This average shall be derived by averaging the final numerical grade for language arts, mathematics, social studies, and science. In addition, a student shall attain an average of 70 or above in language arts and in mathematics.

The criteria used to determine grades and/or promotion and retention shall be based solely on academic achievement. Every effort will be made to identify areas of student non-mastery early in the school year through the use of diagnostic and placement techniques in order to place students in the appropriate learning setting.

Teachers will notify parents at the mid-way point of any grading period regarding students having difficulty in any subject. Parents should expect to receive report cards home at the end of each grading period.

GRADE ONE:

E, S, N, and U are given in place of numerical grades. The grades are determined from students’ daily work and teacher observation.

GRADE TWO:

E, S, N, and U are given in place of numerical grades. The grades are determined from students’ daily work and teacher observation.

GRADE THREE:

All grades in each subject area will be of equal value and will include assessment of homework, class work, class participation, tests, and assigned special projects.

GRADE FOUR:

All grades in each subject area will be of equal value. Student assessment will be based on class participation, class assignments, homework, and chapter, unit, and/or weekly tests.

GRADE FIVE:

Grades will be weighted in a flexible manner, depending upon the nature of the assignment, test, or project. Students will be informed, in advance, of upcoming tests and projects.

NOTE: There is a notation on the report card marked “ * modified”. This designation will be made using the following criteria:

- as per student’s IEP, the curriculum is modified to such an extent that he/she is not held accountable for grade level course work.

- parents are aware that major modifications are being made (NOTE: for Special Ed and 504 identified students, the ARD will serve as notice)
- for students who are not eligible for special ed, major modifications may be appropriate. A staffing with the teacher, school counselor, and administrator will discuss the issue.
- it is possible for modifications to be made in only one content area (ex. student with severe deficit in mathematics)

SPECIAL DEPARTMENT REPORTING PLAN

The Physical Education Department is responsible for issuing a Grade Report for each classroom each six-week grading period.

RECORDING GRADES

Teachers will maintain an accurate record of grades for each subject taught. Mastery of the content will be documented through the use of the ELECTRONIC grade book.

For each subject, the Six Weeks Final Grade, Daily Average, and Test grade columns will be completed at the end of each six-weeks reporting period and the Yearly Average column will be completed according to instructions for determining the yearly average.

WITHDRAWAL OF STUDENT

Teachers will post the grades on the permanent record card and report card according to instructions above when student withdraws from school. Any pupil in attendance three weeks or more will receive grades. In the event of withdrawal during the last three weeks of school for OVERSEAS assignment, teacher may indicate promotion to the next grade level (if applicable) on the Report Card and the Permanent Record Card. If student withdraws for permanent change of station within the United States prior to the last three weeks of school, the teacher may recommend promotion on the Report Card (if applicable), but make no entry on the Permanent Record Card.

If a student withdraws any time after the last three weeks of school, the teacher may indicate promotion (if applicable) on Report Card and Permanent Record Card.

If a student leaves early (during the last week of school) and is not returning for the next school year, he/she should be withdrawn (regular withdrawal procedure). However, if student is returning for next school year, he/she will be counted absent.

If unsure, please ask questions before attempting PRC. Do not use liquid paper or erasures. Office personnel will assist in correcting errors.

HONOR ROLL GUIDELINES

These guidelines have been established for grades 3-5:

1. A student who earns a grade of at least 90 in every subject in which a numerical grade is given will receive an "All A" Honor Roll Ribbon called the "Thunderbird Award."
2. An end of year Achievement Certificate will be awarded to a student who earns "All A" for the entire school year. (NOTE: This will include transfer grades.)

In addition to the above, a student who is present every day during a 6 weeks grading period will be recognized for Perfect Attendance. An end of year Perfect Attendance Certificate will be awarded to a student who is present every day for the entire year. (NOTE: This will include transfer records.) Recognition for perfect attendance will be made to all elementary students, grades P-K through five.

STUDENT HEALTH PROGRAM

WHEN A STUDENT IS INJURED OR ILL

When a student sustains minor injury or becomes ill, allow the student to come to the clinic. Teachers must use

the referral slips (NCR forms provided by the Nurse) as this helps to expedite treatment in the clinic. The Nurse will record the treatment, and the child will return the form to the teacher for information. Forms will be sent home with students at the end of the day, and the original copy will be kept in the clinic for documentation. A student who is injured or becomes ill at school or at a school activity will be evaluated, and a concerted effort to notify the student's parent(s) will be made if appropriate.

The procedure for taking care of an individual who has been injured should consist of an assessment of the specific circumstances involved and using the employee's discretion in implementing the safest and most expedient actions to deal with the situation. The following guidelines may be considered when determining what actions should be taken in dealing with an injured individual:

- If the individual cannot be moved, or if there is any doubt whether the individual should be moved, the nurse or principal should be sent for immediately.
- If the individual is mobile and can be moved, he/she should be taken to the school clinic or the school office. The staff will provide first aid and/or contact medical professionals if needed.
- First aid will be provided by the nurse and by other staff members when the nurse is not available. All individuals providing first aid must use protection in dealing with bodily fluids.
- When the nurse or school staff determines parent notification is advised, the attempt will be made to notify parents at the phone numbers provided to the school.

NON-PARTICIPATION IN PHYSICAL EDUCATION/RECESS

Upon receipt of a parent request for a child to be excused from recess or physical education, the request will be honored. Refer questions to the school nurse.

HOMEWORK POLICY

SCHOOL PHILOSOPHY

Homework is an assignment of extended practice or review of what has been explained or learned in the classroom to be done at home.

Work sent home should be checked or graded. If a student's work falls to a failing grade in certain or all areas, work should be sent home and returned with the parent's signature. Have the parents sign failing papers if the student is consistently doing poor work, and/or arrange for a conference with a parent.

Lesson Plans

Careful planning is essential if the teacher is to do an efficient job of managing the instructional program of the classroom. Keep plans concise and organized.

Curriculum standards and learning targets are developed by teachers and aligned with the state curriculum (Texas Essential Knowledge and Skills-TEKS). Each teacher will follow this guaranteed curriculum, utilizing formative assessments to determine students' mastery of the learning targets and curriculum standards. Curriculum standards, learning targets, assessments, and instructional plans shall be updated/refined regularly and uploaded to the district's database.

Instructional planning documents (unit plans, lesson plans, etc.) will be kept current and up to date at all times. All planning documents, regardless of the span of time covered, shall include the following elements:

1. What is it that students will learn? (power standard(s) and learning target(s) addressed)
2. How will you know that students have learned? (types of assessments utilized to determine mastery of learning)
3. What will you do for students who do not learn? (sequence of activities, intervention strategies, etc. to ensure learning for struggling students)
4. What will you do for students who have learned? (sequence of activities, strategies, etc. to ensure enrichment/extension opportunities for students)

Completed instructional planning documents shall be submitted *prior* to instruction. Lesson plans should be kept current so that from any given day plans are accurately outlined for a minimum of one week in advance. Weekly lesson plans must be turned in to the office (electronic submission is preferred) so that administrators and content

mastery teachers have them available for reference. Please submit them no later than 8:00 am each Monday (or on the first instructional day of each week).

PREPARATION FOR SUBSTITUTE TEACHERS

The regular teacher should have in readiness the following:

1. Complete lesson plans for the days of absence
2. Class lists in the front of plan book (include lists of all other groups taught in your classroom)
3. Daily schedule in the plan book
4. Teacher editions for each textbook in an accessible place
5. A list in plan book of any special duties, assignments, or activities and procedures for special classes/lunch
6. Attendance procedures/regulations memo in front of plan book
7. Location of student records, etc. kept in the desk/classroom
8. Folders of extra practice work or suggestions for extra practice in basic subjects
9. Seating charts for each class

LIBRARY POLICIES

GOAL OF THE LIBRARY

The goal of the library is to provide a wide variety of materials to allow children to develop the habit of reading and the skills required to access information. Toward this end, the library staff will offer extensive individual guidance and instruction. Additionally, the library serves as a resource center for the entire school community.

HOURS/CONTACT

The library is open daily from 7:30am until 3:45pm for teachers. Sharon Lawler, Librarian, and Mary Blancarte, Library Assistant, can be reached via email or at extension 2353.

ORGANIZATION OF MATERIALS

“Easy Books”, marked with an “E”, and have illustrations on every page. They are arranged alphabetically by the author’s last name. The easy books can range from 1st through 5th grade reading levels. FICTION titles are marked with an “F” and are usually chapter books that are not heavily illustrated. They are arranged in alphabetical order by the author’s last name and range from 1st to 10th grade reading level. Paperbacks are arranged in the same way as “Paperback Easy” and “Paperback Fiction”. All non-fiction titles are marked with appropriate Dewey Decimal classification numbers. Accelerated Reader books are indicated by red tape on the spine. The inside pocket is marked with reading level and point value. The librarian will supervise closely the selection of materials for students.

Teachers have three additional resources in the library. A “VC” in the card catalog indicates videos. Big Books are available in some Easy and non-fiction titles. The professional section includes teaching resources and is located behind the circulation desk.

CLASSROOM LIBRARY MATERIALS AND EQUIPMENT

Some library materials and equipment are placed in the classroom for the entire year. These materials are inventoried at the end of the school year. Each teacher will be given a listing of these materials and will be responsible for them during the year. Additional materials may be checked out from the library when needed by teachers for classroom instructions or special student projects. Arrangements for these special materials should be made with the librarian and the teacher will be responsible for their care and return. Students will be responsible for all books checked out in their name. Overdue notices are printed weekly and distributed by classroom teachers. A phone call home is made when a book is two weeks overdue. Letters to parents are mailed to report books which are over a month overdue.

TEACHER REQUESTS

Library staff will check out requested items from 7:30 until 9:15am. Since this time will not coincide with most teachers’ conference periods, teachers are welcomed to make requests via email, mailbox, or phone (processing of phone calls is the slowest method). Written requests are preferred to help us identify items needed to purchase. Teachers are always welcomed to stay to select materials during your class library time.

GRADE LEVEL UNITS

When your grade level is studying a particular topic, please send the books back to the library before they are sent to the next teacher so that materials are checked out to the appropriate staff member. For planning purposes, it would be helpful to know when your grade level will be studying certain subjects, enabling us to avoid duplicate requests that cannot be filled.

RETURNING STUDENT BOOKS

Please help us maximize instructional time by sending books to the library for check-in at the beginning of the school day (note: send books in any day, not just on your designated library day). You may return books with students and/or you may place books in the box in the office.

REGION 20 EDUCATION SERVICE CENTER

Videos, discs, animals, plants, and other “living science” may be ordered by phone at 370-5691, on-line at www.esc20.net, or via written order forms through the Region 20 pony system. Videos are delivered once a week. Most living science is non-returnable, and requires you to be responsible for a cage or container. The Library provides each grade level with a catalog from Region 20.

LIST OF EQUIPMENT

The librarian will publish a list of audio-visual equipment and media materials currently on hand along with teacher lists of equipment assigned. Operations manuals are available in the library.

EQUIPMENT LOCATION

Equipment will be assigned to teachers and recorded in the inventory database. Equipment will be secured in locked closets during the summer. Broken equipment should be returned to the library for repair, replacement, or deletion. Globes, maps, record players, overhead projectors, cassette player/recorders, and other material aids will be stored in the classrooms. Please report to the library any equipment needing repair.

UTILIZATION

Films, videos, and other audio-visual materials will be shown only in support of the instructional program and in accordance with Federal Copyright Laws.

RECORDS KEPT BY TEACHER

1. Daily attendance record maintained electronically.
2. Grades maintained in Class Record Book/electronically.
3. Daily grades and major test grades will be recorded, and six weeks and year averages will be calculated.
4. It is suggested that a minimum of ten grades be recorded during a reporting period in the following subject areas: reading, mathematics, English, writing, and spelling. In all other subject areas, a minimum of six grades would be recorded during a reporting period.

PERMANENT RECORD CARD

All permanent record cards must be checked out through the secretary in the office. Permanent record cards are issued to the teacher and the instructions for completion are as follows:

1. Fill in each appropriate blank at the top of the permanent record card in ink. A PRC on each student must be on file by the end of the first six weeks. Obtain the information regarding the last school attended from the registration slip or parent.
2. All information in the “Achievement and Attendance Record” portion of the permanent record card is to be completed by the teacher except the attendance figures which are posted by the attendance clerk.
3. In the event a student is withdrawn prior to the end of the school year, the date of withdrawal to be shown on the permanent record card is the first school day of non-attendance.
4. If the pupil is retained in the present school, information from the Grade Placement Committee or documentation of a parent conference will be included in the records.

CUMULATIVE RECORD FOLDER DATA

All records on pupils must be kept in the Cumulative Record Folder in the main office, including the following:

1. Bilingual Information:
 - a. Home Language Survey
 - b. Testing data, if applicable
2. Standardized Test Results
3. Copy of end-of-year Report Cards
4. Special Program Reports, if applicable:
 - a. Zenith (Gifted & Talented)
 - b. Title I
 - c. Reading Program
5. Proof of Identity Forms
 - a. Birth Certificate
 - b. Social Security Card
6. Proof of residency
7. Copy of parent's driver's license
8. Health Records (when withdrawn)
9. Previous school records
10. Transfer data, if applicable
11. Student withdrawal
 - a. Withdrawal/Transfer Form
 - b. Withdrawal Clearance Sheet
 - c. Request for records from new school

NOTE: Upon receipt of records on new students, office staff will sort it into two categories: one will be data as listed above to be maintained in the office files; and the other information will be for teacher use. Teachers may keep the paperwork or send it home with the student.

TEXTBOOKS

CARE OF TEXTBOOKS

All textbooks are the property of the State of Texas. All textbooks in the possession of pupils should be covered. The use of these state-owned textbooks is the right of every child in Texas. This right carries with it the basic responsibility of proper use and care. Damaged or lost books must be paid for by the student. Identification of damages should be noted above the label in the textbook before issuing to students. The vice-principal will conduct periodic inventories for reporting purposes, so it is the responsibility of each teacher to maintain accurate records of the books assigned to his/her classroom.

CONSUMABLE BOOKS

Consumable books are Handwriting Grades 1 and 2, Mathematics Grades 1 and 2, and Language Grades 1 and 2. A pupil is entitled to only one book per subject per year. Workbooks may be given to pupils upon completion of all work in a book. Partially used copies are retained for late entries.

REQUISITION PLAN

It is essential that accurate records of all textbook transactions be kept. For this reason, teachers will be responsible for recording on their inventory sheet (kept in the classroom) all textbooks issued to them or returned to the book room by them. **TRANSFER OF BOOKS FROM ONE CLASSROOM TO ANOTHER SHOULD BE NOTED ON THE APPROPRIATE INVENTORY SHEETS.**

TEACHER MANUALS

Manuals and teacher editions to accompany basic textbooks are available for most books under current adoption. These may remain in the classroom.

MUSIC BOOKS

All music books and recordings for pre-k/ kindergarten and grades 1 through 5 are kept in the Music

Department and are the responsibility of the music teacher. Music materials for room use should be checked out from the music teacher.

STUDENT WITHDRAWAL

PROCEDURE FOR TEACHER TO FOLLOW

1. A clearance sheet will be placed in the teacher's box as soon as a withdrawal date is known.
2. On student's last day, process all requirements called for on the clearance sheet, following instructions carefully. As early as possible, turn sheet in to office WITH completed student PRC and report card.
3. Record the withdrawal date in your grade book (in the attendance section), on the permanent record card (in pencil), and attendance roster.
4. In the event of early withdrawal at the end of the school year, follow procedures outlined in GRADING POLICIES under "WITHDRAWAL OF STUDENT".

MATERIALS KEPT BY THE SCHOOL

The following items are school property and are not given to students withdrawing: textbooks, library books, and consumable workbooks (unless special permission is given by the Principal or the workbook has been completed by the student).

PLAYGROUND RULES

Teachers should review playground rules with students periodically:

BE RESPECTFUL:

- Keep blue rubber material on the ground – do not throw it.
- Take turns on ALL playground equipment.
- Keep hands and feet to yourself.
- Use your words to solve problems with others.
- Accept all students if they would like to play. Everyone is welcome to join in!

BE RESPONSIBLE:

- Swings are for only ONE person at a time.
- Keep your eyes open around the swing area. Do NOT stand behind or in front of swings when someone else is swinging.
- Swings only forward and backward, not side to side.
- Stay seated while on the swings and come to a full stop before getting off.
- Ask an adult on duty if you need to use the restroom or leave the playground for any reason.
(NOTE: you do NOT have to ask an adult if you want a drink from the outside blue water fountains).
- Do NOT hang upside down or do flips on any of the equipment.
- Do NOT go under the wooden play structure.
- Do NOT stand or climb on the rails or benches.
- Help keep our school clean by picking up litter.

BE READY TO LEARN:

- Learn and follow all the playground rules!
- Line up in an all star line as soon as you hear your class called.

NOTICE:

"Pesticides are applied periodically at this school and/or campus. Please contact the person in charge of the pesticide program at your school if you have questions." (357-2345)

**OPERATION PLAN FOR DISASTER CONTROL
RANDOLPH ELEMENTARY SCHOOL
RANDOLPH AIR FORCE BASE, TEXAS**

PURPOSE: To develop standardized procedures to be followed in the event of implementation of Randolph Air Force Base Disaster Preparedness Plan 355-1.

POLICY: It will be the responsibility of the school Principal to familiarize personnel under her supervision of the school organization disaster Control

Plan in support of the Randolph Air Force Base Disaster Preparedness Operation Plan 355-1.

RESPONSIBILITIES: It is the responsibility of each faculty member or employee to be familiar with procedures to be followed in the event of an alert.

GENERAL INFORMATION: Unit Command Post Information - The Wing Command Post will be the control center for all defense condition alerts and actions required under the Disaster Preparedness Operation Plan. The telephone number of the Wing Command Post is 652-5725. An alternate Randolph Command Post may be established in the west basement of building 100 if and when required.

SIGNALS - The Randolph Command Post will activate the Base siren.

1. **ATTACK WARNING** - a 3-5 minute wavering tone on the base siren or short blasts on horns or other devices repeated as necessary. This signal shall mean that an actual attack against this country has been detected and that everyone should take shelter immediately.

2. **ALERT SIGNAL** - a 3-5 minute steady tone on the base siren repeated as necessary. An actual emergency such as a tornado, flood, or any other emergency other than hostile attack, is imminent or expected shortly. Refer to radio, television, public address system, or Security Police sound vehicle for type of emergency and action required.

3. **PROCEDURE** - Upon receipt of recognition of Alert Warning or Attack Warning, all personnel who do not have a specific emergency assignment will proceed to assigned shelters.

4. **ALL CLEAR** - There is no siren signal for this condition. The ALL CLEAR announcement will be made by telephone, public address system, security police sound vehicle, runners, and/or local radio and television stations. Personnel are to remain sheltered until the ALL CLEAR is received.

Unit Command Post

Randolph Elementary School - Principal's Office
Phone 357-2345

Unit Disaster Control Officer

Allana Hemenway, Principal
Phone: Duty - 357-2345
Home – 385-5216/512-392-1137

PROCEDURES: Upon implementation of the Randolph Air Force Base Disaster Preparedness Operation Plan the following will apply:

- a. When the Alert or Attack Warning signal is sounded the Principal's Office will announce the alert on the public address system and give instructions as required to implement shelter procedures.
- b. All school officials and the children in the Randolph Elementary School will take shelter in the school until/unless the Wing Command Post specifically instructs the children to proceed to their homes.

- c. In event of an alert immediately following the dismissal of school, the children and teachers will return to their homeroom.
- d. The school attendance figures for the day will serve as a head count.

**RANDOLPH FIELD INDEPENDENT SCHOOL DISTRICT
TEACHER'S JOB DESCRIPTION**

GENERAL DESCRIPTION: Each teacher shall be under the general direction of the Superintendent of Schools and immediately responsible to the Principal for carrying out policies of the Board of Trustees as they relate to the functions of the schools, to the classroom and to immediate contact with pupils and parents.

PERSONAL AND PROFESSIONAL QUALITIES:

1. The teacher supports and carries out board policy, administrative regulations, rules, instructions of administrative personnel, and supports the general interests of the school district in all relations with staff, students, and community.
2. The teacher strives to maintain good relations with others in fulfilling professional responsibilities.
3. The teacher exhibits a positive attitude toward students, parents, teaching and non-teaching duties.
4. The teacher displays pleasantness, warmth, respect, and a sense of humor in professional relations with others.
5. The teacher is able to utilize materials and resource persons in order to enrich the educational experiences of students.
6. The teacher plans and utilizes his/her own ideas and abilities to infuse or adapt resourcefulness into an innovative program.
7. The teacher shows the ability to work within the district's philosophy of education and instructional goals as well as adapt his/her instructional style to function effectively in the physical facilities provided.
8. The teacher arrives and leaves at the appropriate time and is prompt to all meetings, implements daily schedule efficiently and turns in administrative reports and records promptly; demonstrates reliability in the performance of all assigned school duties.
9. The teacher exercises careful self-control over actions and words while dealing with students, parents and peers.
10. The teacher has current professional knowledge for his/her grade level or subject matter and devotes the time necessary to become familiar with the material before its presentation.
11. The teacher's lesson plans are clear, sufficient and readily available. There is evidence of planning for student needs through a variety of presentations, activities and methods that enhance learning at the appropriate level and make learning enjoyable.
12. The teacher develops and maintains a classroom environment conducive to learning and utilizes acceptable standards of behavior.
13. The teacher plans activities with differentiated assignments, groupings and a variety of materials to effectively deal with varying student abilities and needs.
14. The teacher demonstrates the ability to motivate, relate to and evaluate pupils well at their level.
15. The teacher demonstrates a willingness to devote extra non-classroom time as well as scheduled classroom time to provide extra help to students that need academic assistance.
16. The teacher strives to establish and maintain open communication with parents and shows a genuine interest in the well-being of the students.
17. The teacher attends faculty and inservice meetings; exhibits attitude of interest in professional growth while in attendance; and strives to maintain and improve instruction through professional growth.
18. The teacher accepts and performs those tasks that are necessary to achieve an overall school program.
19. The teacher accepts suggestions for improvement in a professional manner and strives for improvement.
20. The teacher has the physical and mental capability of fully discharging all assigned responsibilities.

CHILD ABUSE

Failure to report identified or suspected child abuse by any person with such knowledge is punishable by law as a misdemeanor offense under penal codes. Persons who report in good faith identified or suspected child abuse cases are provided immunity from civil or criminal liability.

If you suspect child abuse, notify either the school nurse or the school counselor immediately. They will provide you with a form listing all the information needed to complete the report. The person who notes the concern must make the contact with the proper channels. Telephone numbers and on-line reporting information are available from the school nurse or school counselor.

LIABILITY OF TEACHERS

These suggestions are made because of test cases that have come up in court and are for the teacher's protection:

1. A teacher may be held liable for administering any punishment that is not approved by the school.
2. A teacher may be held liable for touching, grabbing, pushing, shaking, or physically intimidating a student. **DO NOT TOUCH** students for disciplinary reasons.
3. Teachers or other staff members in charge of supervision of a classroom should never leave that classroom unattended.

A teacher may incur personal liability if an accident occurs. If an emergency situation arises, the office should be contacted in order that coverage be arranged.

SEXUAL HARASSMENT

The District believes that every student has the right to attend District schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, or the Superintendent, who serves as the District's Title IX Coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX Coordinator will coordinate an appropriate investigation, which ordinarily will be completed within ten days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within ten days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

DRUG-FREE SCHOOLS AND DRUG-FREE WORKPLACE REQUIREMENTS

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction. Within 30 calendar days of the Superintendent's receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee.

(This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (20 U.S.C. 3471, 1221 e-3(a)(1) and 34 CFR 85.630); notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201); and notice requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2)

DISCRIMINATION

Randolph Field ISD does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing educational services. Dr. Barbara Maddox has been designated to coordinate compliance with the non-discrimination requirements of Title IX and Section 504 of the Rehabilitation Act of 1973.

KIDNAP ALERT/STUDENT CUSTODY PROCEDURE

In general, no student will be allowed to leave school grounds alone. Any parent/guardian who wants to pick up his/her child during the school day must come to the attendance office to do so. The parent/guardian must sign out the student. We require identification from any adult we don't recognize who comes to pick up a child. We also reserve the right not to release the child to anyone other than the custodial parent. We phone the custodial parent to confirm that someone else has been authorized to pick up his/her child.

*If a dispute over custody occurs between divorced or separated parents, the school will first determine who has custody. A copy of a divorce decree or court order will be required.

*When a custodial parent advises us of a potential abduction, a photo and/or description of the potential abductor will be requested from the custodial parent and distributed to the administration, office staff, and the student's teachers. Professionals will be alerted so they may closely monitor the child's whereabouts throughout the school day.

*If the administration is alerted to an imminent abduction attempt, reasonable precautions will be taken to protect the child. NOTE: A successful abduction takes less than ninety seconds.

*If a kidnapping does occur: (1) write down a good description of the abductor; (2) attempt to get a description of the vehicle, including license plate number and state. Never try to physically interfere with a kidnapping.