

RANDOLPH SECONDARY SCHOOL

GENERAL INFORMATION AND FACULTY HANDBOOK

It is the policy of Randolph Field Independent School District not to discriminate on the basis of age, race, religion, color, national origin, sex, marital or veteran status, disability or other legally protected status in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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FOREWARD

This faculty and staff handbook was developed to provide Randolph Middle and High School faculty and staff members with the policies and procedures pertaining to our campus. All faculty members are expected to read and become familiar with the contents of the teacher handbook prior to the first day of school.

The handbook has been organized in alphabetical order with all topics listed in the table of contents. Since we anticipate the addition of items throughout the year, a blank page follows the table so you may enter the additional items.

Please keep this handbook in a secure location. Any suggestions for improving this handbook should be addressed to me.

Have a tremendous year!

Cordially,

Bruce Cannon
Principal
Randolph Middle/High School

DUTIES OF THE TEACHER

1. To direct and evaluate the learning experience of the pupil in both curricular and extra curricular activities.
2. To provide guidance which promotes the welfare and the proper educational development of the student
3. To be responsible for pupil control and management at school and at school activities.
4. To maintain a liaison with the parent.
5. To administer the classroom program.
6. To provide for the care and protection of school property.
7. To participate in the business and activity of the faculty and the whole school.
8. To cooperate with and assist the curriculum director in improving the curriculum and the instructional program.
9. To take part in the in-service education program of the schools.
10. To cooperate with and participate in the planning and the evaluation of programs.
11. To maintain cordial and workable relationships with colleagues.
12. To maintain a professional attitude in all relationships.
13. To abide by the code of ethics of the teaching profession.
14. To participate as is appropriate in professional meetings believed to be of interest to the school.
15. To perform extra curricular duties inherent to the teacher's work.
16. To explain in writing how grades will be assessed.
17. To perform other duties assigned.

ABSENCE FROM SCHOOL

In case of illness or inability to be on duty, the teacher should:

- Channel substitute emergency occurring during the school day through Lisa Henderson. A “Sub Request” form will need to be completed.
- After school hours call Bruce Cannon at 201 479 5501 or 210 859 1924 if you know you will need a substitute. Mr. Cannon may be reached at the above numbers before school, 6:00-6:30 a.m., and in the evening until 9:00 p.m. If unavailable, please call Allana Hemenway 512 392 1137 or 210 859 1928.
- Contact the office by 2:30 p.m. on the day of the absence to let us know whether or not you plan to return to work the next day.
- Concerning personal days avoid Fridays, the last week of school, and days before and after holidays. Request for discretionary leave must be put in writing (form can be found in District Procedures Manual, teacher’s workroom and Lisa Henderson’s office) five days prior to date of leave requested and submitted to the principal for approval. A total of 5% of the staff may take personal leave at the same time.

ACCIDENTS

All accidents occurring at school, which result in injuries to students or employees, will be reported to the nurse or the office immediately. Office personnel will take any further action.

Any staff member who has a student injured under his/her supervision while at school or at an activity must complete an Accident Report. This report may be obtained from the school secretary or the nurse. Any staff member who happens upon an injured student on the school grounds should do likewise.

If any employee is injured in any manner cited above, an Accident Report must be completed.

ADMINISTRATION

If you need to contact an administrator after school hours with critical information that cannot wait until the next school day, please call:

Bruce Cannon	210 479 5501
Allana Hemenway	512 392 1137

ADMINISTRATIVE RESPONSIBILITIES

- Organization and administration of the school
- Curriculum
- Instruction
- Personnel
- Budget and activity fund accounting
- Accreditation
- Teacher observation and evaluation
- Organization and supervision of extra-curricular activities
- Develop schedule
- Staff development/professional growth
- Student/Parent Handbook
- Teacher Handbook
- Activity Calendar
- Community Activities
- Emergency safety procedures
- Subject Area Coordinator: Math, Science, Social Studies, English, Business, Fine Arts and Physical Education
- Testing
- Counseling Program
- Custodial Supervision
- Maintenance Supervision
- Building keys

ADVISORY

Review description in the Student-Parent Handbook.

During in-service, advisory of a grade level will meet and resolve the operation of the advisory at that grade level. Such resolution shall include management, orientation of students, provisions for meeting individual and group needs, and aiding in resolving student goals. Plans shall also be made for the advisories to communicate with one another periodically during the school year.

Students may be excused from advisory for pre-announced meetings, conferences, or other activities, provided the request is initiated by a teacher or sponsor with an announcement over the Public Address System or by email.

In order to facilitate the operation of the period in a manner, which provides the greatest value to each student the following criteria will be followed.

1. Require each student to report to advisory with suitable materials for study on days that there is not a program or need within the advisory period. See that an environment conducive to quiet and orderly study is maintained.
2. Read and explain bulletins and memos from the office pertaining to the students or their parents.
3. Sponsors are responsible for reporting attendance on students involved in conferences, pre-announced meetings or activities.
4. The sponsor will duplicate a membership list of his or her organization and give it to each teacher. Executive members of special groups within an organization who are subject to call will be so coded on the membership list. In the event a change in membership takes place, all teachers will be notified of the change.
5. If a group or individual is wanted by a teacher, that teacher will make arrangements in advance directly with the advisor(s), or will place a bulletin listing names of students involved in the advisory(s) mailbox or email the afternoon prior to time the meeting is to be held. In such cases, that teacher will report attendance. Note: On the days Student Council and the National Honor Society meet, all of the members will eat the last lunch period.
6. A maximum of four students at a time may be released from each advisory for personal needs (library, counselor) in addition to those with a pre-announced group. Do not send students to the library unless they have a pass from one of their teachers. Send only one student at a time to the restroom (emergencies only). Students are to realize that as soon as their needs are accomplished, they are to return to advisory in order that others may have the opportunity to be released. Care should be taken to see that it is not the same individuals who are excused from advisory day after day.
7. A grade card is not issued for advisory, but the advisor or sponsor if applicable, will assign detention hall and/or notify the parent if a student is not utilizing his time effectively and productively. Reasons should be specifically cited, e.g. attitude, conduct, lack of materials.
8. Each advisory, sponsor or teacher will adhere closely to this criterion in order to maintain consistency throughout the period.

ANNOUNCEMENTS

If announcements are to be made, they must be submitted in writing or email, signed by the sponsor, and approved by the principal or his designated representative. Forms are available in the office and the teacher's workroom. In addition to announcements over the PA system, they will be made by email. The Pledge of Allegiance to the United States Flag, Pledge to the Texas Flag, and a minute of silence will be followed by any announcements at 8:10am.

ASSEMBLIES

Assemblies are held periodically in the gym or cafeteria. All assemblies must be approved by the principal and scheduled on the school activity calendar two weeks in advance. (This calendar is located in the principal's secretary's office.) Teachers are responsible for supervision during the assemblies. Please see that your students do not change seats after arrival at an assembly. Please sit with your students. We will dismiss the students by sections.

ATTENDANCE

The Minimum Foundation Program provides for the state support of local school programs based upon the current year's regular program average daily attendance (ADA). The ability of the school district to employ personnel is keyed directly to regular program ADA. This necessitates the greatest accuracy possible in the reporting and recording of school attendance by local teachers and other designated personnel. Each teacher is required to use the

absentee codes to record student absences in grade speed. This information will be provided by the office staff via student ADMITS TO CLASS SLIP OR GRADE SPEED.

Admission to class following absence or tardy:

During roll call each period, the teacher will check the previous day's record and require those students who were absent and have returned to show an admit slip or through **Grade Speed**. The teacher will check to see if the absence was excused or unexcused and grade accordingly. The teacher will initial and return to the student. Return completed slips to the office at the end of the day.

General Procedure

1. Attendance should be taken in a systematic manner within the first minutes of class.
2. Please refer to the weekly bulletin or students on field trips or athletic trips. The students should not be counted absent. (Highlight all the students in your class involved in special events for quick reference.)
3. Absentees and tardies are to be recorded in your grade book (Grade Speed). There are no tardies for official attendance records during second period. The student is present or absent.

Period Absentee

1. Please take attendance-using Grade Speed within the first few minutes of class.
2. At the time the official attendance is taken, a student is either "present" (in school) or "absent."
3. In the event that a student was counted absent in error please contact the attendance secretary with the correct information as soon as possible.

Period by period attendance and tardies will be maintained via the computer program. Tardies of fifteen minutes or more will be recorded as an absence.

Absentee Codes

A = absent	Medical/dental note provided by student
B = absent	Ill or approved note sent in by parent
C =	Unexcused or unexcused till note
X =	Extra-curricular activity or school function
T =	Tardy

Unexcused Absences

Students with unexcused absences will receive a maximum grade of 70 for each assignment or test missed if a grade is recorded on the date of the unexcused absence. In the event of extenuating circumstances, the principal shall have full authority of adjudication.

Unexcused Tardies

First tardy	Counsel with student on importance of being on time
Second tardy	Assign afternoon detention for the next school day (call parent) or suspension from one extra curricular activity
Third tardy	Assign two days of afternoon detention for the next school day and call parent or suspension from two extra curricular activities
Fourth Tardy	Send to office with dates that student was tardy. Student will be assigned to Saturday School or suspension from three extra curricular activities

Tardies do not start over with the spring semester.

ACTIVITIES FUND

Each group or activity handling money within the school will use the School Activity Fund as their accounting media. One person from the group or organization working in close association with the sponsor will be designated as Treasurer and will be the only person authorized to collect and deposit money into the Activity Fund or initiate purchases against the Activity Fund. Collected funds will be deposited with the office at the end of each school day. Funds will not remain in sponsor's room.

1. Purchasing: In initiating a purchase against the Activity Fund, the treasurer and sponsor will complete a Purchase Order and present it to the principal for approval.
2. Payments: On completion of an order and receipt of the invoice, payment will be made by check in the business office and mailed directly to the billing company.

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.

Audio-visual equipment is available through the library. Some equipment, such as listening stations and filmstrip projectors, can be checked out on a long-term basis where use is frequent. All equipment must be checked out through the library. It should all be returned promptly on the due dates so that others can use it. Equipment available includes the following:

- Computer projector
- Portable viewing screens
- Filmstrip viewers
- Carousel slide projectors
- Extension cords
- TV/VCR
- Cassette tape players
- CD Players

A-V software is available at school and through Region XX Education Service Center. Filmstrips, transparencies, records and tapes are available in the library. Most A-V software is ordered from Region XX. The order forms and catalogs are available in the library. Films come into the library and are returned there. Order early and observe due dates. Material can be previewed at Region XX. Educational TV equipment is available through the LRC. Check with the librarian to schedule a time for an in-service for the use of the recorders and other new equipment. This in-service will be necessary before the equipment can be checked out.

BELL SCHEDULE

High School		Middle School	
8:10-9:05	1 st Period	8:10	9:00
9:10-10:00	2 nd Period	9:05	9:55
10:05-10:55	3 rd Period	10:00	10:50
11:00-11:50	4 th Period	10:50	11:50
11:50-12:50	5 th Period	11:55	12:45
12:55-1:45	6 th Period	12:50	1:40
1:50-2:40	7 th Period	1:45	2:35
2:45-3:35	8 th Period	2:40	3:30

BUILDING OPENING AND CLOSING

The building will open each morning at 6:30am and will be locked at 4:00pm each afternoon. Teachers are responsible for locking and unlocking their assigned rooms during the day.

Students who arrive before 7:50 and who do not intend to eat breakfast, study, or attend tutorials will wait on the patio except in inclement weather.

Students will not be allowed to roam the halls prior to 7:50 or after 3:40.

CAFETERIA GUIDELINES

In order to be consistent in our expectations for students' behavior in the cafeteria, the following guidelines are suggested:

Remind students that they are in a public school cafeteria and that they should behave as they would in any other public cafeteria or restaurant. When necessary, please reinforce the following:

- Walk
- Go to the end of any line
- Be seated while eating
- Clean up tables and put away trash

Cell Phone

Please place your cell phone on vibrate. Do not answer your phone during instructional time.

CAMPUS AND CLASSROOM RULES

The student will:

- Come to class with appropriate materials and equipment
- Follow directions the first time that they are given
- Not interfere with the instructional process
- Not abuse any property
- Not bring food or drink into the building

Consequences:

- 1st offense Warning – name on board, etc.
- 2nd offense Conference with teacher (student signs record book)
- 3rd offense Lunch (middle school only) and after school detention (student brings own assignment)
- 4th offense Two days after school detention
- 5th offense Referral to principal

This is based on a single class period time frame. Repeat offenders of classroom and campus rules and regulations who have been assigned to detention, as a disciplinary alternative will move to a more restrictive disciplinary alternative (Saturday School, In School Assignment, and Suspension.)

For Major Infractions such as:

- Cheating
- Fighting
- Theft
- Extreme or repeated disruptive behavior
- Verbal abuse
- Vandalism
- Intimidation
- Truancy
- Insubordination
- Possession of alcohol/drugs

Your action should be removal from class for these infractions:

- Immediate referral to the principal

The principal will determine -consequences

CONSEQUENCES: Saturday School, ISA, suspension, or termination of contract, based on facts of incident. (Drug/alcohol/weapon incidents will be referred to the principal who will notify the Security Police.)

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 the penal code. 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 the school nurse, the school counselor, the associate principal or the principal 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.

Allegations of abuse are to be reported to the Texas Department of Protective Services. To report suspected abuse or neglect you should call 1-800-252-5400 or on-line at <https://reportabuse.ws/> login ID: is educator and the password is: report1. Keep in mind this is for non-emergency situations.

CLASSROOM MANAGEMENT

Preventative – Every effort should be made to close off the opportunity for disruption within the class. The following guidelines should assist in deterring these incidents:

1. On the first day, outline the objectives, scope and activities of the course so students will understand what is expected of them and what responsibilities are involved.
2. State clearly and concisely what you expect from the student in the way of conduct and self-discipline. Stress the fact that conduct is an individual's responsibility.
3. As soon as possible after school opens, assign seating and have the students understand that this assignment is fixed unless the teacher makes revisions.
4. Meet each class well prepared, interested in the material, and interested in the student's mastery of the material.
5. Involve the student in the instructional process.
6. Show interest in the student as an individual.
7. In the event of misconduct, be logical and objective, but be firm.
8. Be consistent. Once rules are established, administer them consistently and equally.
9. Assume responsibility for correcting any behavior that may arise anywhere in the buildings or on the campus.

CLOSED CAMPUS

We have a closed campus, which means that no student may leave the campus without clearance from the office.

COMMUNICATION

Each teacher is assigned a mailbox in the workroom for receiving messages and materials. In addition, teachers have e-mail and voice mail. Please check each of these forms of communication before school, during the lunch period, after school and during your conference period.

Announcements are made over the P.A. system starting at 8:10am after the morning exercises. In addition, teachers should read the morning email announcements. Announcements should be given to the office on the appropriate form before 8:00 a.m. each morning.

A weekly activity calendar, the Weekly Bulletin, is distributed to teachers by Friday afternoon of each week by email. 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.

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) acknowledging your responsibilities and the consequences of violating the Acceptable Use Policy.

CURRICULUM GUIDES AND INSTRUCTIONAL PLAN SHEETS

Curriculum Guides have been developed and adopted for each instructional area. Each teacher will follow the prescribed content and sequence of instruction.

Instructional Plan Sheets will be kept current and up to date at all times. The due date for turning them in is the Monday of their effective date. The teacher will keep the original and turn in a copy to the office, (and content

mastery lab) please give it to Ms. Longmire. Teachers may use the template for lesson plans located on the school computer network and submit them electronically.

The completed Instructional Plan Sheet should incorporate the following and should be posted on your Web Page weekly.

1. The unit or topic should be a goal-oriented statement.
2. Each daily objective should be stated as an aim, objective, or purpose leading to the attainment of the goal in the unit or topic.
3. The materials, equipment, media section should refer specifically to materials and equipment to be used daily. If textbook content, exercises, or study questions are to be used, include page numbers. If supplemental exercises or worksheets are to be used, number or title should identify them.
4. The instruction method and activities section should give the sequence of activity and tell how the student will be involved in attaining the objective or goal. The theme, topic or purpose should be emphasized in the reteaching and extension activities stated.
5. Texas Essential Knowledge and Skills (TEKS).
6. Lesson plans for the next day(s) will be left in a substitute teacher folder on top of the desk each afternoon.

COUNSELING AND GUIDANCE

Counselors assist in facilitating effective communication between students, parents, teachers, and administration. The following activities help counselors achieve effective communication.

- Individual counseling
- Group counseling
- Parent/teacher conferences
- Scheduling & placement of students
- Acting as liaison between school and community services
- Classroom guidance
- Supporting in-service for teachers
- Maintenance of student records
- Responsibility of all standardized testing

At times, group counseling in the class and in advisory is advantageous, particularly as an incidental follow-up to an occurrence.

Individual counseling must start with the teacher. Many cases will arise because of unsatisfactory work. Conferences may be before or after school. Many times there is one person the child would prefer to talk with.

Students who wish to see the counselor may contact the office for an appointment. Appointments will be scheduled during the advisory period.

CREDIT UNION

School District employees are eligible to obtain a loan on their signature or to deposit money with the First Mark and Randolph – Brooks Field Credit Unions.

CUSTODIAL SERVICES

Requests for maintenance, additional cleaning of your area or other services should be submitted to the principal by email.

Custodians are responsible for the following in your classroom:

- Emptying the trash
- Cleaning chalkboards, chalk trays and erasers weekly
- Vacuuming carpet daily; sweeping and mopping the tile floors
- Repairing pencil sharpeners, furniture, and other classroom maintenance

DISCIPLINE REFERRAL

Teachers may assign students to lunch (middle school only) or afternoon detention for breaking a classroom rule. Use Discipline Referral Notice Forms to make the assignments. Give the student the pink copy (have them sign the copy); you need to contact the parents ASAP regarding the detention. If the student refuses to sign the pink slip please send them to the office. Send the yellow copy with the white copy still attached to the detention teacher (check the weekly bulletin for assignment). The detention teacher will return the yellow copy to you on completion of the detention. When completing the Discipline Referrals please take care that:

- Facts are correct
- Form is complete
- Spelling and punctuation are correct

Do not send a student to the office without a Discipline Referral.

DRESS CODE FOR TEACHERS

Behavior and attitude take precedence over clothing and hairstyle. Appearance or dress should not interfere with or detract from the day-to-day educational process. Your dress is a reflection of the quality of the school, professionalism, and your conduct. Therefore, the following guidelines concerning dress have been established.

- Teachers must not violate any expectations of the student dress code.
- Dresses should be of sufficient length to comply with prevailing styles in school, church, and the community.

Blue jeans, shorts, and t-shirts are not considered to be professional attire; however, there are some class activities, special occasions, and T-shirts days that lend them to more casual attire. When situation warrants 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 or hairstyles. The Superintendent and School Board, in this order may rule on any grievance concerning a principal’s decision.

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, or 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. This may include referral to drug and alcohol counseling rehabilitation programs, 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, 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, 1221e-3(a) (1) and 34 CFR 85.630); notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 (20U.S.C. 3224a and 34 CFR 86.201); and notice requirements imposed by the Texas Workers’ Compensation Rules at 28 TAC 169.2)

DUTY

It is very important to be on time. All morning duty starts at **7:45AM** and ends at **8:00AM**. Regular duty hours for all teachers are **7:45AM – 3:45PM** unless a campus or district meeting is scheduled for a longer period.

EMERGENCY PROCEDURES

Fire Drill Signals: the signal for the fire drill: an announcement over the intercommunication system. The signal to halt after exiting the building and return to the building is an announcement over the intercommunication system.

Each classroom has an evacuation route marked on the map posted in the classroom. Follow the directions of the arrows out of the building. Be sure to maintain order at all times in the drill. Students should walk rapidly until they are clear of the building. Teachers, do not assemble students under electrical power lines.

In Case of Smoke: In case of smoke in your area, you and your students should move to hands and knees position and remain close to the floor as you exit the building.

In Case of Obstructed Exit Route: In case of obstructed exit route, move students as quickly as possible to the nearest unobstructed exit.

Lock down: 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 Drill (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 up on the floor with head down and hands folded behind the head for protection, facing way 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.

Tornado Drill: An administrator gives the regular signal for a tornado drill over the intercommunication system. Students are to move quickly and orderly into the rooms and positions designed by the teacher and follow the posted procedures. All students shall remain in this position until the all-clear signal is given. If the intercommunication system is not working a verbal commend will be given.

Base Attack:

Alert: A steady blast three to five minutes duration: emergency situation

Attack: A wailing (raising & falling) tone of three to five minutes; attack is imminent.

All Clear: The all-clear signal will be given by phone to the shelters

Procedures: Upon implementation of the Randolph Air Force Base Disaster Plan, the following will apply:

- Students, teachers, and staff will follow the procedure prescribed on the posted tornado drill.
- All school employees and students in the Randolph Secondary Schools will take shelter in the school until the Wing Command Post instructs students to proceed to their homes.
- All employees will remain in their assigned area until the all clear is given.
- Students in buses in route to school or home will return or proceed to school or home based on the judgement of the driver.
- The classroom attendance will serve as a headcount.

IMPLEMENTATION: When a warning signal is received, the schedule will be frozen and the following statement will apply:

- Students and teachers will remain in the room or area, which they are in at the time until the ALL CLEAR sounds.
- Students, teachers and any employees outside when an alert occurs will move into the building and follow procedures prescribed on the posted Tornado Drill Plan.

EXAMINATIONS

Examinations may be given in all courses at the end of each six weeks period. A semester exam schedule will be posted when semester exams are to be administered. The principal will post the schedule and all exams must be given at the scheduled time unless other arrangements have been made through the office. Teachers may give other exams as needed.

EXCUSING STUDENTS DURING CLASS

If a student has a note from the office or home to be released at a certain time please release the student on time. Students may use the restroom as needed on a one-at-a-time basis. **Hall passes must be issued each time a student leaves your room.** Please use good professional judgement when allowing students to be excused during class time to go to their lockers, get drinks of water, etc. The number of students out of your class should be no more than one at a time. Again, hall passes must be issued each time a student leaves your room.

EXTRACURRICULAR ACTIVITIES

In order for the instructional program to function without disruption, the sponsor or coach of an activity will complete the following requirements:

- The date, time span will be posted to the activity calendar as far in advance as possible. The events on the calendar are distributed each Friday.
- Sponsors of events occurring during the school day will submit a list of participants (at least one week in advance) to the following – teachers, attendance staff, secretaries, and administration
- Sponsors of events occurring outside the school day or fundraiser held during advisory/lunch will submit the Student Activity Request Form at least two weeks in advance to the Principal for approval.
- Every effort will be made to keep from having more than one special event per week.
- Practice or rehearsal time will be taken from the regular assigned period for that purpose. Students will not be released from other classes for this purpose. If additional time is needed, it will be scheduled other than during the school day.

All teachers are encouraged to attend as many extracurricular activities as possible.

FACULTY AND DEPARTMENT MEETINGS

Faculty and department meetings will be scheduled for Monday and Thursday after school. **All teachers are required to attend with the exception of those who have regularly scheduled school duties.** The principal will provide a summary of information to those not in attendance. It is the teacher's responsibility to obtain this summary within 2 business days of the meeting. In general, such meetings will be announced in advance to allow teachers pre-planning, but because an unforeseen need might arise, teachers will be expected to maintain Monday and Thursday after school available for meetings. Required district and campus meetings may also be scheduled at other times should the need arise.

FIELD TRIPS

Be sure that this type of activity is justified in view of the school's educational program.

- Plan all phases of the trip
- Request approval of the trip from the Principal
- Notify home in a written statement of the destination, (time departure and return), mode of transportation, and necessary expenditures.
- Secure permission slip or waiver form signed by parents. It is important to note that this form merely indicates that the teacher exercised reasonable prudence in notifying the parent of the trip and securing parent's permission to involve the student in this type of activity in no way insures the teacher against legal action.
- Make a personal pre-visit to inspect the facilities, if possible.
- Determine what adult-parent ratio would best provide adequate supervision and safety.

- Provide each student with a set of rules for safety and conduct and discuss thoroughly with students.
- Assign a partner to each student.
- Periodically check students at each boarding and departure during the trip. Each adult should be provided with a list of the students that they are responsible to monitor/supervise during trip.
- Carry a cell phone with you; be sure it is left on during the trip, so the school can reach you.
- Have personal liability insurance.

FILM/VIDEO PRE-SCREENING

Instructional staff members are responsible for previewing film/video prior to showing them to students. R-rated videos require Principal and parent approval.

FORMS

Forms used by teachers in their administrative functions such as Discipline Referrals, Counselor Referrals, Announcement Forms, Progress Forms, Substitute Forms, and Personal Leave Forms are located in the workroom.

FUNDRAISING ACTIVITIES AND SPECIAL ACCOUNTS

All fund raising activities must have the approval of the principal. The principal is responsible for the activity accounts. The accounts may be under one account or multiple accounts. A fund-raising activity may be defined as any activity involving participation of the student body or a school recognized student group undertaken for the purpose of earning funds for a school sponsored group.

Approvals Required

Approvals of all fundraisers need to come from the principal before being started.

Accounting for Fundraising Activities

All collections and disbursement associated with any fundraising activity coordinated by the school or a school – recognized group shall be transacted through the activity fund.

GATE HOURS

The high school gate will be open for special school activities only. It is not open on a regular basis. You may access the base through the following gates. West Gate opens from 6:00AM – 10PM Monday – Friday: South Gate 6am– 6pm Monday – Friday. Main Gate twenty-four hours a day. **Please note: always carry your Base issued Identification Card, Driver License, and proof of car insurance.**

GIFTED/TALENTED PROGRAM

Randolph Secondary School offers the G/T Program for gifted and talented students identified in the area of general intellectual ability. The G/T teacher in reading services sixth grade students. Seventh and eighth grade students are assisted within their English, math, and social studies classes. The program offers a thematically based interdisciplinary curriculum for these students.

GRADES AND GRADING SYSTEM

- The teacher will keep an accurate record of grades using the Grade Speed Program. These grades will follow the system prescribed in the student handbook.
- Teachers should have a minimum of two assessments per week for each student.
- The gradebook with a roster and attendance information (and other data desired by the teacher) should be kept as neat and clean as possible and turned in at the end of the year.
- Grades will be due by 8:00AM on the Monday following the end of the six weeks.

WEIGHTED COURSES

The following courses will be weighted on the student's official transcript. This weighing is not reflected on the student's report card.

- | | |
|-----------------------|----------------------------|
| • AP English III & IV | • AP Government/ Economics |
| • AP Calculus | • Precalculus |
| • AP Chemistry | • Physics AP |
| • AP Spanish | • AP U.S. History |

- AP Biology
- AP World History

End of Year Course Exams will be given at the end of the year for assessment purposes and count part the semester average.

Calculation of semester grade:

The semester exam counts 1/7 of the semester grade.

Example:

1 st six weeks	70x2=140
2 nd six weeks	80x2=160
3 rd six weeks	90x2=180
Semester exam	95
Total	575

Semester average 575 divided by 7 = 82

All classes grades 9 – 12 must give a semester exam at the time designed on the semester exam schedule.

GRADING PROCEDURE OF RANDOLPH SECONDARY SCHOOL

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 the student performance occurs. It is the belief of the Randolph Field Independent School District that all students can learn at a high level. With the necessary cooperation of both parents and students, the District will ensure that all students are successful.

Students will be placed in the instructional program, be awarded credit and be promoted or retained, based upon demonstrated performance. The curriculum of Randolph Field ISD includes the Texas Essential knowledge and Skills (TEKS). 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. In grades nine through twelve, students must maintain an average of 70 or above to receive credit for a course. A grade of 70 must be earned the second semester of a two-semester course in order to receive credit. In grades six through eight a student must pass three out of their four core courses; English, math, science, and history to be promoted to the next grade. The criteria used to determine grades and/or promotion and retention shall be based solely on academic achievement.

Parent will be notified of their child’s possible failure of a grade or course at the end of the third week of each grading period or as soon as it becomes apparent after that point.

Student report cards will be provided to parents of all students at the end of the six weeks. The Principal will maintain sufficient records and require teachers to maintain sufficient records so that promotion and retention and course credit decisions can be made on objective and well-documented evidence. Every effort should 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 appropriate learning situations.

Unsatisfactory Progress

When it becomes apparent that a student is encountering difficulty with schoolwork, it is the responsibility of the individual teacher to offer learning alternatives.

- Parent/Teacher conference
- Peer tutoring within the class
- Oral Tests
- Shorter or condensed assignments
- Work sent home for completion
- Student/Teacher Conference
- Grouping within the class
- Contact work
- Positive reinforcement
- Variety of teaching methods e.g. audio, visual, tactile, and multi-sensory

Teachers are required to keep written documentation listing the learning alternatives that they use for the individual student.

If a teacher recommends a student for referral to the special education process, RTI guidelines need to followed.

Parent/Teacher Conferences – Whenever a student has difficulty with schoolwork, a parent conference is necessary. Such conferences often reveal problems external to the school setting, which may impact the student. Make contact with the parent as soon as the problem is evident.

Discussions with the school counselor should also be held. If in the course of contact or conference with the parent a plan is developed, be sure to follow through with the plan.

Progress Reports – In addition to a parent conference, teachers will complete a progress report for each student in their classes. Progress reports will be mailed home the middle of the fourth week of the six-week grading period to all students.

Determining Student Grades

In preparing six weeks grades for students, the teacher should consider daily work, class participation, and written work, including notebooks and tests. All grades are recorded as numerical grades. The Randolph Field ISD encourages all students to succeed. Therefore, a six weeks grade below a 50 will be recorded as a 50 for the six weeks.

INVENTORY

Inventory refers to all equipment in the building that is not consumable. (Textbooks are not included) The District must audit inventory annually. This requires ongoing knowledge of where all building items are located. Items should not be moved without permission from the principal. Each piece of school inventory will have a bar code attached.

INTERVIEW GUIDELINES

Personnel responsible for interviews may ask questions relative to the specific job requirements. They may not ask questions relative to sex, race, color, national origin, religious creed, ethnic background, age, physical handicap, marital status, number or age of children, or any questions of a personal nature.

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 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 parents, the school will first try and 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 and distributed to the staff.
- If administration is alerted to an imminent abduction attempt, reasonable precautions will be taken to protect the child.
- If a kidnapping occurs:
 - (1) write down the description of the abductor
 - (2) attempt to get a description of the vehicle, including license plate numbers and state. Never try to physically interfere with a kidnapping.

LEAVE POLICY

All certified employees receive five days per year with pay as a State Sick Leave with no limit on accumulation, which shall be transferable between school districts. Sick leave will be claimed for:

- Illness of self
- Illness of a member of the immediate family

- Death in immediate family * (husband, wife, son, daughter, parents, brother, sister, grandparents, and grandchildren)

*In addition, leave may be granted for the death of any person, regardless of relationship who may be residing in the covered professional employee's household at the time of death.

LIABILITY OF TEACHERS

- The teacher may not change the designed meeting place of class without permission from the principal. This includes field trips, athletic, and extra curricular events. Plans for field trips must be made in advance so the principal may give approval.
- A teacher may be held liable if a student is injured on a personal errand. Students are not to be sent off campus.
- A teacher may be held liable for administering any punishment that is not approved by the principal.
- A teacher may be held liable for touching, grabbing, pushing, shaking, or physically intimidating a student.
- Teachers or other staff in charge of supervision of a classroom should never leave the classroom unattended.
- If an accident occurs in your supervised area, report it to the office at immediately.

LIBRARY

The library is the primary service unit to the instructional program and functions solely to supplement and enrich this program for both students and staff. The library is comprised of the library and the professional library. The library is a general-purpose study and source area for use of the student body in developing the normal research and background materials for reports, research and themes. The professional library functions out of the library workroom and is for staff usage only.

Regulations governing the use of the library are in the Student Handbook. The Librarian is assigned responsibility for the operation and management of the library. Procedural criteria will be developed as needed. The sole objective of such criteria will be to increase efficiency and broaden the scope of service to the student body either directly or through staff related activities.

LOCKERS

Students will be assigned a locker at the start of the school year. The purpose of the lockers is to have an area for students to store and protect books and personal items. Encourage students to keep their lockers neat and clean.

NOTICE REGARDING PESTICIDES

We are required by law to inform you of the following:

Pesticides are applied periodically at this school. If you have any questions or concerns please contact Mr. Bruce Cannon at 357-2400.

NOTICE REGARDING STEROIDS

Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid in any manner not allowed by state law. State law provides that bodybuilding, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid or human growth hormone is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Corrections.

NURSE

The school nurse is a registered nurse who is assigned to the Middle and High School.

The nurse's main responsibilities: 1. Identification and resolution of student health problems; 2. Emergency care of injured students or students who suddenly become ill; and, assistance with basic health instruction. Teachers should refer students who show symptoms of health problems to the nurse. Sudden illness or injury should be reported to the office for immediate action.

Reasons not to send students to the office

- Paper cuts
- Old scrapes
- Splinters (nurse can not remove)
- Aspirins (Medications may only be given with signed parent's permission)

- Students who are sleepy (we do not have facilities for students to sleep)
- Vague complaints
- Alcohol for pierced ears
- No more than one student from the room at a time unless an emergency situation arises

Reasons to send students to the nurse:

- Any rash
- Red eyes
- Itching scalp (possible lice)
- Specific complaints
- Flushed cheeks, warm skin (possible fever)
- Any fall that could have resulted in injury
- Bleeding cuts or open wounds that require a bandage
- Medication a child has brought from home

OPEN RECORDS AND RIGHT TO PRIVACY

If you have a need to submit names of students for recognition for a publication or to a news group check with the principal before doing this so we can check if the student or parents have requested that this information be withheld. The principal will submit all information to be published to the public relations department for processing.

No conversations should be held which discloses personally identifiable information about a student unless the person has a legitimate educational interest in the information.

OUTSIDE EMPLOYMENT

It is expected that each employee will consider the position with the district as his/her most important job and that he/she will accept no other employment if such employment detracts from their performance with the district. No employee of the District is permitted to use his/her position in promoting, soliciting, or selling any project, goods, or services within the boundaries of the District.

Employees will not recommend, endorse, or require the purchase of any product, material, or service in which they have a financial interest or which is sold by a company for whom they work. Neither will employees recommend or require purchase of a specific brand of student supplies if there are other brands, which are equal and suitable for the purpose intended.

In as much as the contracts of the employees stipulates that they are subject to the official rule, regulations, and policies of the Board of Trustees, any employee who ignores or deliberately disobeys this policy will be considered to be guilty of insubordination and in breach of contract. Employees will be subject to dismissal. (Board Policy DBD)

PAY FOR EXTRA DUTY

All employees hired to work at athletic events (i.e. ticket takers, etc.) will receive compensation through their regular paycheck. This pay will be shown in the space marked “supplemental salary” on the check stub. Since this pay is considered salary, according to Internal Revenue Service definition, it is necessary to handle the pay through the Payroll Department.

PERSONAL PROPERTY

The school is not responsible for valuables lost or stolen at school. Please be careful with your personal property. Do not leave personal property overnight. Report any stolen or removed items from your classroom to the principal as soon as possible.

SCHEDULING OF STUDENTS

Our computerized scheduling process uses a program, which anticipates and attempts to avoid possible conflicts when randomly assigning students to class sections. Low-conflict class times, students who move after schedules are entered, and heavy requests for particular courses are all factors which may cause class loads to be very unbalanced during the first few weeks of school. Please bear with us as we adjust the size of class sections.

Schedule Changes

Every attempt will be made to have class rosters finalized at the end of the second week of school. After that point we will abide by the following guideline, except in special circumstances.

- Changes will only be made to accommodate changes in academic level, to adjust class loads, or to resolve elective conflicts
- All changes must have counselor's approval.

Sexual Harassment

Sexual Harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonable construed as sexual in nature. However, romantic and other inappropriate and social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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 staff members must be vigilant in dealing with sexually oriented student misbehavior.

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.

Student 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 student and/or parent in a conference may present a complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member with the principal or designee or with the Title IX Coordinator. A person who is the same gender as the student ordinarily will hold the first conference with 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 10 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 10 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.

Steps in the Schedule Change Process

- Counselors complete the student schedule change form.
- The student reports to the sending teacher at his/her schedule time.
- The teacher should sign the student schedule change form.
- The last receiving teacher is responsible for returning the student's schedule to the counselor.

SCHOOL RELATED STUDENT ACTIVITIES AND TRIPS

Unless otherwise specified by U.I.L., no individual student, group, or team may participate in more than six invitational events per year in addition to district, area, regional, and state events. In selecting invitational events, preference will be given to those occurring closest to Randolph and in no case will travel be greater than 125 miles one-way.

All trips must be approved in advance and a faculty sponsor must accompany the student(s) on the trip. The district will provide the transportation and pay the cost of entry and lodging if applicable.

STUDENT PROHIBITED AREAS

Students are not to be in the teacher's workroom, faculty dining facility, or the mailroom for any reason.

STUDENT DETENTION

The School Board recognizes detention as a legitimate form of student discipline.

- Time in detention is planned as a learning experience.
- Any hardship for student and parent resulting from detention is to be considered.
- Appropriate supervision of the student(s) must be provided.

STUDENT DISCIPLINE & DISCIPLINE REFERRAL

Good discipline is usually positive, rather than negative in nature. It consists of keeping students interested and busy doing things that are constructive and worthwhile, rather than punishing students for doing things that are destructive and anti-social. Since all students do not respond to positive discipline, natural and logical consequences of some kind are required. Good discipline is always fair, dignified and in good temper. All staff members are responsible for enforcing school rules everywhere on campus. Students have choices. If they choose to misbehave, we must provide consequences. Teachers must inform students of the consequences. Please keep a written record of students' inappropriate behavior.

Student Code of Conduct

Students in RFISD are expected to conduct themselves as polite members of society. General standards of conduct include regular attendance, politeness, serious application to schoolwork, consideration of the rights of others, and pride in school building and grounds. This is a criterion, which all students in RFISD are expected to meet.

At all times, students shall conduct themselves in such a manner that no criticism will be brought upon themselves, the school, or community. Good sportsmanship will be displayed regardless of the outcome of the contest. Students shall be responsible for their conduct at all school sponsored activities and shall be subject to all regulations of the school, and will be governed accordingly. The following are guidelines for proper behavior in the classroom.

- Students should enter the classroom in an orderly manner and be in their seats before the bell rings.
- Students are responsible for bringing the required books, supplies, and assignments to all classes.
- Students are to show good manners, courtesy, and respect for everyone in the school.
- Students are to be attentive, good listeners, and to attempt all assignments.
- Students should raise their hand for recognition and permission to speak.
- Students are to know and obey the class standards as determined by each teacher.

Preventative Discipline

- Treat each student with respect.
- Be fair, firm, and consistent.
- Establish good working relationships with all students.
- Maintain control of your room. Students expect you to do so.
- Contact parents immediately to communicate problems that are best resolved between the teacher & parent.
- Be aware of the moods of students, if you notice or feel negative moods; change your plans and pace in an attempt to create a positive environment.
- Set aside time to talk with your class about problems, procedures, and your expectations.

“We teach each other by what we say, by what we are, and by what we do.”

Teachers are not required to refer students to the office for minor offenses. Administrative intervention is most appropriate when the teacher has exhausted all other alternatives available.

Please Note: Referral forms should be sent to the principal, rather than sending the student out of class. The principals will conference with the student as soon as possible. Please keep in mind that once you have turned a student in for administrative discipline that you have also relinquished some of your "power." The principal, in turn, must make a decision concerning consequences that he/she feels is appropriate and can define. Your support of that

decision is vital for the effective and consistent discipline management. If you send a student to the office for a discipline referral be sure to send a referral to the office.

Tips for Handing Discipline Situations

- Do not over reach and escalate a minor situation into a major one.
- Keep class rules to five, rules should be stated in a positive manner.
- Post rules and refer to them periodically.
- Praise students when they follow the rules.
- Do not ask rhetorical questions such as, “Do you want to go home?” An unexpected answer of “yes” can leave the teacher in an embarrassing situation.

When verbally reprimanding, express displeasure with the behavior and not the student as a person.

REFERRAL

Teachers may assign students to lunch detention (middle school only) or after school detention for breaking a class rule. Use the discipline referral form to make the assignment. Give the student the pink copy and have the student sign it. Send the yellow copy with the white copy attached to the detention teacher (check the weekly bulletin). The detention teacher will return the slip to you on completion of the assignment. If the student does not serve the detention the student will receive an additional day of detention assigned by the principal. Teachers, contact the parent regarding the detention assignment by phone or email.

One copy of the discipline referral form is sent home to the parents, so use care in completing it.

- Facts are correct
- Statement is complete
- Spelling and punctuation are correct

SUSPENSION

The district will impose a grade adjustment on makeup work after a suspension.

- The student is responsible for obtaining makeup work after returning from suspension
- The student is allowed one makeup day for each day of suspension to complete work.
- A grade of 70 will be given for passing work.
- If work is not made up, a grade of zero will be recorded.

SUBSTITUTE INFORMATION

You should have a packet in your classroom for your substitute. The packet is to be kept for a substitute that may need to instruct your class. Include the following:

- Location of lesson plan & gradebook
- Class roster
- Seating chart
- Classroom procedures
- Daily schedule
- Copy of bell schedule
- Teacher duties
- Conference period
- Notification of special students, problems, or concerns
- Location of emergency procedures

If you must be absent unexpectedly, please call Allana Hemenway @ 512 392 1137 or Bruce Cannon @ 210- 479 5501. In cases where the teacher is to be absent and knows in advance please set that up ASAP. Arrangements must be made by the teacher to have their duty assignments covered by another teacher.

SUPPLEMENTARY MATERIALS

The review of supplementary materials is the responsibility of the department staff to which it applies.

SUPPLIES AND EQUIPMENT

The department head will requisition in the following manner, when supplies or equipment are needed.

- Please refer to **RFISD P.O. System** instruction booklet.

- *Please note - a P.O. is required for all purchases. Reimbursement is not provided for other types of purchases; phone orders or those made without a P.O.*
- Exercise good judgement relative to price and quality. Be ready to substantiate purchasing decisions.
- Be fair and impartial in purchasing decisions.

TEACHER ADDRESSES

Give your home address and phone number to the secretary as soon as possible. If any changes occur during the year please report it to the office (principal and District office Mrs. Blount) ASAP.

TEACHER OBLIGATIONS

All staff members are obligated to have a functional knowledge and awareness of the contents of the Faculty Handbook, Student-Parent Handbook, Student Code of Conduct, and the school district policies. Questions regarding any of the above mentioned materials please see the principal.

TEXTBOOKS

- Textbooks will be issued through the office
- Textbooks will be collected through the office at the end of the school year

Lost Textbooks

Students with a lost textbook should be referred to the office for payment of the book.

USE OF THE BUILDING AND RELATED RESPONSIBILITIES

School groups or organizations may not meet without the approval of the principal. The teacher responsible for the group or organization must be present for such meetings. Keys will not be given to students to open or close buildings, or areas within the building. It is the responsibility of the teacher to open and close buildings.

The teacher will not give the student permission to remain late unless the teacher is present. When staying late, the teacher will be the last person out of the building, and will check to see that all doors and windows are locked and all lights are out except the night control lights.

VISITORS

Visitors must have a pass or badge to enter the building. If visitors do not have a pass please ask them to report to the office for a pass.

WORKDAY AND RESPONSIBILITIES

- Work hours from **7:45AM until 3:45PM** each school day, Monday – Friday.
- Teachers will remain at their teaching station from the dismissal bell until 3:45 to supervise halls and restrooms.
- Teachers will remain with the group for which they are responsible, whether in class activity or in the library.
- Between class changes teachers will be in the hallways monitoring students.
- A teacher will not keep a student after class.

If an emergency arises that will cause a teacher or student to be late to class please contact the office.

If a staff member finds it necessary to leave the building please notify the principal before leaving.

UTILIZATION OF INSTRUCTIONAL TIME

Instruction should be organized so that maximum student involvement and participation is attained. There is no circumstance where a class or advisory has nothing to do. Parties or social activities during class periods, except where it is an integral educational experience are inappropriate and will not be allowed.

XEROX MACHINE

Unless specially authorized by the principal, students will not be permitted to operate the XEROX machine. The librarian is responsible for the maintenance of the machine. The teachers may add paper.

Please note: Teachers and other authorized users will become familiar with clearing the machine of error codes, and adding paper.

Employee handbook receipt

Name _____

I hereby acknowledge receipt of my personal copy of the RANDOLPH SECONDARY SCHOOL GENERAL INFORMATION AND FACULTY HANDBOOK for 2008-2009. I agree to read the handbook and abide by standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. The handbook is posted on the Randolph Field ISD website at www.rfisd.net.

Please indicate your choice by checking the appropriate line below:

I choose to receive the employee handbook in electronic format and accept responsibility for accessing the document according to instructions provided.

I choose to receive a hard copy of the employee handbook

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this handbook intends no modifications to contractual relationships or altercations of at-will employment relationships.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone numbers, address, etc. I also accept responsibility for contacting my supervisor or campus principal if I have questions or concerns or need further explanation.

Signature

Date

Note: Please sign and date and forward it to your campus principal