

REFUGIO HIGH SHOOOL  
2011-2012  
FACULTY HANDBOOK



REVIEWED BY THE REFUGIO ISD BOARD OF TRUSTEES  
JULY 28, 2011

## 2011-2012

Teachers should be certain to review and become familiar with not only the information in this handbook, but also the information contained in the Student Handbook and the Student Code of Conduct. Both of these documents contain information concerning the operating procedures for Refugio High School. References to Board Policy can be researched in the Board Policy Manual, located in the Superintendent's Office. If you are interested in reviewing the Board Policy on-line, it is available on our District Website: [www.refugioisd.net](http://www.refugioisd.net).

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## **INTRODUCTION**

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Todd Deaver, High School Principal.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed on line at [www.refugioisd.net](http://www.refugioisd.net).

## **ABSENCE PROCEDURE (STUDENT)**

As an example:

A student is absent from your class on Monday. He/she needs to get an admit slip from the office personnel. The students can obtain an admit from the office personnel before school, during the last ten minutes of their lunch and after school.

PLEASE NOTE: The grade for make-up work after an unexcused absence or suspension shall be reduced by 30 points. For an unexcused absence or suspension from school, the highest possible grade for make-up work is a 70. For more information regarding this policy, please refer to the online district policy under EIAB Local.

**TEACHERS SHOULD MAKE EVERY ATTEMPT TO MAKE CONTACT WITH THE PARENTS OF EVERY STUDENT IN THEIR CLASS. ALL PARENTAL CONTACT SHOULD BE DOCUMENTED. WHEN A STUDENT HAS BEEN ABSENT FROM YOUR CLASS FOR TWO CONSECUTIVE DAYS, YOU SHOULD NOTIFY THE PRINCIPAL AND THE ATTENDANCE CLERK.**

## **ACCIDENTS, REPORTING OF**

All work-related accidents or injuries should be reported immediately to a direct supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

## **ACTIVITIES - NIGHT**

Generally speaking, most school activities should conclude no later than 9:30 P.M. on a school night. Performances, games, etc. should conclude by 10:00 P.M. whether played at home or away, not including return travel time.

Any sponsor involved in an activity that lasts past 10:00 P.M. on a school night should discuss this with the Principal in advance.

## **ATTENDANCE REPORTING**

We will use Skyward for attendance purposes. It is imperative that attendance be completed each period within five minutes. If attendance is not completed, an office aide will come by your room and remind you to post attendance to Skyward.

All teachers will keep accurate attendance records in Skyward. Attendance must be submitted no later than the first five minutes of class, which provides an excellent opportunity for the bellringer or sponge activity, and will keep the students occupied.

NOTE: If a student is detained, the student must be given an admit slip to get him/her into his/her next class (unless that student is escorted back to class or the receiving teacher is notified via the intercom.) Please be courteous. If you need to take up more of a student's time and it will cut into another class period, send the student with a note asking the next period teacher if it is OK.

## **ATTENDANCE SLIPS**

If you are absent, your roll sheets should be left in your box for your substitute. If you have a pre-planned absence, be certain to leave your roll sheets in your box. If you have an unexpected absence, either come to school early that morning to put your roll sheet in your box or call another teacher and have them put your roll sheets in your box. All substitutes will be notified that roll sheets will be in the teacher's box on the day of an absence.

## **BORROWING STUDENTS**

Generally, students should not miss classes they are failing or on the borderline of failing. If you borrow a student, please check with the teacher that the student is assigned to.

## **MENTORS**

If you are new to our campus, you will be assigned a mentor. This will be an individual who a teacher new to the profession or the district can receive guidance or procedural advice. Please see the Principal for more information.

## **BUDGET AND ACTIVITY FUND PURCHASES**

See the Principal's Secretary for information regarding activity funds and to obtain Purchase Orders. See Wendy Pursell at the Superintendent's Office for budget information. **ALL PURCHASE ORDERS MUST BE SIGNED BY THE CAMPUS PRINCIPAL BEFORE SUBMISSION TO MRS. PURSELL. DO NOT ORDER PRODUCT WITHOUT A SIGNED PURCHASE ORDER. YOU COULD INCUR THE COST YOURSELF. THE PRINCIPAL'S SECRETARY WILL ACCEPT THOSE FORMS FOR SUBMISSION TO THE CAMPUS PRINCIPAL. FOR ACTIVITY FUND PURCHASES, SEE THE PRINCIPAL'S SECRETARY FOR MORE INFORMATION.**

## **CAFETERIA**

The purpose of the cafeteria is to serve well-balanced, nutritious meals to students for the least amount of money. Students and faculty may purchase meals by the day, weekly or monthly. The cafeteria will not charge meals. Students without lunch money are to be sent to the office with a note stating this so that parent contact can be made.

### **CEIC/CIT**

The Campus Education Improvement Committee (Campus Improvement Team) is the school's site-based improvement team. The CEIC/CIT is made up of faculty, staff, parents and community members. At least two teachers from the Leadership Team shall be on the CIT to ensure integration of benchmark data, presentation of task force recommendations, and MRSH principles into the CIP. The CEIC/CIT makes recommendations to the campus administration on a wide variety of school improvement related issues such as scheduling, campus planning, budget and instructional topics.

### **CHEATING, PLAGIARISM OR ACADEMIC DISHONESTY**

See online district policy under EIA Local

### **CHILD PROTECTIVE SERVICES**

Do **not** report to CPS until the incident has been brought to the attention of the high school principal. In accordance with State Law, school personnel are required to report any suspicion of child abuse and/or neglect to a local or state agency. The following numbers will assist you in making a report when necessary: Refugio Police Department - 526-4533, Refugio County Sheriff's Department – 526-2351, Child Protective Services – 526-5366 or 1-800-252-5400. **[SEE ALSO BOARD POLICY FFG (EXHIBIT).]**

### **CLASS/CLUB SPONSORSHIP**

One of the many ways to build relationships with not only the students in your class but with other students as well is assisting with class sponsorship. Each teacher is assigned to a particular grade level and will be called upon to assist with activities by the lead sponsors. All classes should raise money. Freshman and sophomore classes should attempt to raise at least \$1,000.00 each year. Juniors will need lots of money for prom and seniors will need money for extras at graduation and a gift to the school. Please assist in anyway you can.

### **CLASSIFICATION/PROMOTION**

See the section by the same title in the Student Handbook.

### **CLASS RULES**

Teachers should post their own class rules in a prominent place in the classroom by the first week of school. Class rules must be consistent with district and campus policies.

### **COFFEE CLUB**

All coffee drinking staff members are asked to bring a contribution once a semester to help finance their caffeine cravings. Acceptable contributions include 5 dollars, a can of coffee, or a container of creamer/sweetener.

### **COLLECTION OF FUNDS**

Sponsors have the responsibility to see that money collected gets turned into the office and that receipts are obtained. If you are responsible for collecting funds that will be deposited into the campus activity fund, you will need to have a receipt book. **DO NOT TURN OVER PRODUCT THAT YOU HAVE NOT COLLECTED FUNDS FOR.**

### **COMPUTER LAB/LEARNING LAB**

If you bring your entire class to a computer or learning lab, you **MUST REMAIN WITH YOUR CLASS** and supervise them for the duration of the class period. **THERE IS ABSOLUTELY NO FOOD OR DRINK ALLOWED IN THE COMPUTER LABS AT ANY TIME.**

### **CONDUCT GRADES – 7<sup>th</sup> & 8<sup>th</sup> Grade**

Students will be given conduct grades at the end of each six-week, semester, and end of the school year marking periods. The conduct grade will be computed with the academic grades to determine membership on the three honor roll awards. Grades given will be:

Satisfactory (S)

Needs Improvement (N)

Unsatisfactory (U)

\*\* A “U” in conduct will automatically remove a student from a six weeks honor roll.

### **CONTACT WITH STUDENTS FROM OUTSIDE PERSONS**

All contact with students from all outside persons will be through the Office of the Principal. Generally, only parents or legal guardians have access to their own children, and such access should be made through a Principal. All persons involved should make every effort to see that as little instructional time as possible is lost when contacts are made.

Occasionally, a problem between students will cause a parent to want to talk with a student other than his own child. **This is not permitted.**

Approved visitors to the campus will be escorted to their destination and will wear visitors' badges. All employees are asked to take notice of persons on the campus who are non-badged and/or unescorted by official personnel, and to offer to escort them to the office. Inform the Principal immediately of any unauthorized or suspicious persons on or near the school campus, and arrange to keep them in sight until assistance arrives.

### **CONSULTANTS/PRESENTERS OR VISITORS TO CLASSES OR TO SCHOOL**

All consultants, presenters or visitors to classes or school must be discussed with the Principal and approved prior to being invited to the school. The school is not responsible for consultant's pay, expenses, or meals, unless approved by the Principal in advance.

All consultants, presenters and visitors must check into the office, be cleared for visitation, obtain and wear identification badges, and check out when their visits are completed.

### **CONTROVERSIAL MATTERS**

Teachers should ensure that certain controversial items such as religion, sex, race, creed or politics are not discussed to the detriment of any student or anyone else during the course of instruction. Any discussion of these or any other such items must be in good taste and related directly to the subject being taught. In teaching controversial subjects, adhere to the subject matter as closely as possible.

Prior to teaching any subject matter which might be controversial, the teacher should discuss the matter with a Principal. For instance, often the use of a presenter or someone who is in an elected office will cause controversy unless other candidates are given equal time; utilize such persons only with permission of a Principal.

## **COUNSELING DEPARTMENT**

The school counselor provides individual and small group counseling as needed for students. Teachers, parents, or administrators may contact the counselor to complete a referral form for students needing counseling. Students may not be let out of class to schedule appointments with the counselor. The counselor will also provide classroom guidance sessions for each grade level.

The school counselor will serve as the campus coordinator for the following related services: ESL, GT, 504, Dyslexia, and initial referrals for special education.

**Do not release students to make an appointment with the counselor. Only release students who already have appointment, unless it is a dire emergency.**

## **CREDIT DENIAL FOR EXCESSIVE ABSENCES**

The attendance committee will meet periodically during the year to review the attendance record of those students with more than 10% absences in any class. The attendance committee will either excuse the absences due to extenuating circumstances, assign "seat time" to make up time missed in class or other forms of make-up to allow the student to regain their credit.

Parents shall be notified of the student's credit status by a letter from the attendance committee. If a student does not fulfill the requirements as outlined by the attendance committee, the committee will deny the credit. The parent/guardian/student shall have 10 days from the last day a class meets to file a formal appeal in writing to the campus administration. After 10 days, the committee reviews appeals and any other documentation sent by the parent/guardian/student and either denies credit, grants credit or grants credit with conditions.

## **CURRICULUM AND PLANNING**

The State of Texas mandates the Texas Essential Knowledge and Skills (TEKS) as the curriculum of choice. It is the duty of each teacher to ensure that the prescribed curriculum is taught. To ensure this, Refugio ISD uses C-Scope to maintain horizontal and vertical alignment of our standards. For each course that is taught, a syllabus should be developed which is correlated to the TEKS and to C-Scope.

How we teach - At the varying levels, "emphasizing the higher levels"

- with varied activities
- with adequate preparation
- with appropriate pacing and sequencing
- with expectations in place
- with improved student performance in mind
- with constructive feedback
- with enthusiasm
- AND... with understanding, empathy, and caring.

## **DEAD WEEK**

As a general rule, **THE WEEK OF** and, if at all possible, **THE WEEK PRIOR** to mid-term and final exams are DEAD weeks for all student activities. Activities may resume the evening following the last final exam. Any activities planned for dead week MUST receive Principal approval prior to scheduling. (SEE ALSO TAKS)

## **REIC**

The Refugio Education Improvement Committee is the district's site-based improvement team. The committee is made up of district and campus level administrators, faculty from each school, as well as parents, community members and business leaders. The REIC makes recommendations to the Superintendent regarding the educational improvement for the entire district.

## **DETENTION (TEACHER ASSIGNED AND ASD)**

Detention will be held during lunch once the student has received the fourth tardy. This is an administrative detention and will ONLY be assigned to students by an administrator. Teachers desiring to keep students after school IN THEIR OWN DETENTION should always be aware of the large number of students who travel on district transportation and use that as their only means of getting home in the afternoon. If a teacher wishes to keep a student after school, personal contact should always be made with a parent first and transportation arrangements should be verified.

## **DISCIPLINARY DON'TS**

DO NOT:       .....use corporal punishment.  
                  .....threaten a student with disciplinary measures you do not intend to carry out or which you are unable to carry out.  
                  .....issue ultimatums, such as, "You will never be allowed in this class again." (Too many times we speak too quickly and with more authority than we actually have.)  
                  ....."double" assignments or punishment. (You can double them beyond the student's ability and then be unable to carry through.)  
                  .....tell a student with whom you are having problems to leave your class without also specifying where he or she is to go. Students have been known to leave the campus under the guise of being told to leave an area by a teacher.  
                  .....argue with students.  
                  .....take student behavior personally or stoop to arguing with students at their level.  
                  .....handle belligerent students in front of others. Most students who assume such attitudes in front of their peers will be reasonable if the problem is discussed in private.  
                  .....embarrass or humiliate students unnecessarily or purposely.  
                  .....remove students from your class for minor infractions. If you do not handle minor problems yourself, students will assume you are a weak disciplinarian or will not respect your ability to control or teach the class.  
                  .....use rote assignments as a punishment. Making a student write "I will

not

- talk in class” 500 times only makes them hate writing.
- .....stand students out in the hall for extended periods of time. Send them out when they disturb the class, but deal with them immediately. If the student's attitude is such that s/he cannot return to your room within a reasonable length of time and you cannot handle the problem successfully, bring the student to the office. If their attitude is such that they cannot return to class within a reasonable length of time, other punitive arrangements will be made.
  - .....remove a student’s hope of passing weeks before the end of a semester. This only invites them to quit trying and to act up in class.

### **DISCIPLINE / SAFETY**

Occasionally a student may need to be dealt with by the office.

Start the school year by explaining your expectations to students.

Always be fair, firm, consistent, and professional.

A professional does not react, a professional responds.

**Philosophy regarding discipline** - Discipline and proper behavior is taught. We are teachers and it is our JOB to teach discipline and proper behavior. The caring educator does not desire retribution. Educators in the world today understand that children come to us deficient in social skills and some lacking knowledge of societal expectations.

Safety of students is the responsibility of ALL teachers, ALL of the time! Student discipline should be handled, whenever possible, at the classroom level by the teacher. When it becomes necessary to send a student to the office, the student should be sent with the discipline referral form. If that is not prudent, the teacher should send the child first and then send the referral at the end of the period. **Once a problem is sent to the office, it is out of the teacher’s hands. The administrator will make a decision regarding discipline and all must live by it.**

### **DOCUMENTATION**

Always document any incident pertaining to discipline, especially serious or habitual misbehavior.

### **DISCIPLINE PROBLEMS, ASSISTANCE WITH**

Most teachers are capable of handling everyday, run-of-the mill disciplinary problems. Excellent teachers can handle most disciplinary problems of any kind. Outstanding teachers often do not have any disciplinary problems. There are always situations and students that prove the exception.

### **DISCIPLINE REFERRAL OF STUDENTS**

All minor behaviors should be handled by the classroom teacher and referrals for such prepared and held by the teacher until and if the student obtains a more serious referral. **PARENT CONTACT IS MOST IMPORTANT AT THIS STAGE. CHANGES IN BEHAVIOR CAN MANY TIMES BE ACHIEVED BY PARENTAL CONTACT IN THE EARLY STAGES OF CLASSROOM DISCIPLINE PROBLEMS.** At such time, the accumulative and related minor referrals shall be attached to the more serious referral when sent to the Principal. **(Important: Recurring minor behavior problems may result in a referral for repeated misbehavior).**

Any time it is necessary to refer to the office a student who is agitated or cannot be depended upon to report to the office and/or behave properly in so doing, obtain adult supervision for your class and bring the student.....do not send them. If you are unable to secure supervision for your class to escort students in need of this type of intervention, call the office to send a principal to your room. Be certain the office has the full story of the matter, even if you must assign the student to a seat in the office and ask that an administrator see you for the particulars as soon as possible.

In an emergency, send for an administrator. Be certain the office personnel know you have an emergency.

### **DISCIPLINING STUDENTS**

Teachers should always establish an expectation level for appropriate behavior in their classroom. Established classroom rules will set the standard for appropriate classroom behavior.

Corporal punishment is not permitted at Refugio High School or the Refugio High School Annex by anyone other than the Principal or designee. Also, students should not be assigned physical activities by classroom teachers as punishment (laps, pushups or running bleachers) for misbehavior in classrooms. Repetitive writing assignments, such as writing "I will not talk in class" multiple times should never be used. Assignments of this nature only teach children to hate writing.

When it is necessary to discipline a student, fit the punishment to the problem, but be certain not to overkill. Discipline must be firm, fair, consistent, and sufficient to discourage the misbehavior. Clarify the behavior you desire at the time of the correction.

Do not use unusual punishment unless you have first received approval from the Principal.

It is unwise to threaten students with discipline or any other action unless you intend to carry through and are able to do so. Be certain you are within your rights, the policy, and the law at all times.

### **DISCRETIONARY LEAVE**

Faculty are not allowed to take off on either the day before or the day after a holiday. Refer to Board Policy DEC Local.

### **DRESS CODE**

TEACHERS SHOULD ALWAYS BE AT THEIR DOOR BETWEEN CLASSES BUT ESPECIALLY DURING FIRST PERIOD SO ISSUES OF INAPPROPRIATE DRESS CAN BE DEALT WITH EARLY IN THE DAY. Faculty members should be aware of students in violation of the dress code and refer them to the Principal. Faculty members should watch out for bare midriff tops, tank tops, pierced jewelry in areas other than the ear (girls only), unnatural coloring of the hair, or anything else that they would deem distracting. **Please refer to the Student Handbook for complete information on the dress code; Section titled "DRESS CODE". ALWAYS BE CERTAIN THAT YOU HAVE READ THE POLICY AND ARE PREPARED TO DEAL WITH POLICY VIOLATIONS IMMEDIATELY ON THE FIRST DAY OF SCHOOL AND EVERY SCHOOL DAY THIS YEAR.**

**Teachers should be dressed professionally at all times. Male teachers must wear a collared/tucked in shirt at all times, even on spirit days. Hats are not to be worn in the building.**

**DRESSING OUT (PHYSICAL EDUCATION)**

Students who forget to bring the clothing necessary to dress out for physical education will be furnished shorts to wear to allow them to dress out and participate. If they forget their clothes and refuse to dress out, the following procedure will be followed:

**1ST TIME**

TEACHER WILL CALL HOME, DOCUMENT DATE OF NOT DRESSING OUT AND PARENT CONTACT.

**2ND TIME**

STUDENT WILL BE REFERRED TO THE OFFICE FOR A TWO DAY DETENTION ASSIGNMENT. TEACHER WILL DOCUMENT DATE OF NOT DRESSING OUT.

**3RD TIME**

STUDENT WILL BE REFERRED TO THE OFFICE FOR A FOUR DAY DETENTION ASSIGNMENT. TEACHER WILL DOCUMENT DATE OF NOT DRESSING OUT.

**4TH AND SUBSEQUENT TIMES**

STUDENT WILL BE REFERRED TO THE OFFICE FOR ASSIGNMENT TO SATURDAY SCHOOL.

THIS WILL BE FOR EACH SIX-WEEK PERIOD.

**DROPPING COURSES/SCHEDULE CHANGES**

See the section by the same title in the Student Handbook.

**DUTY – HIGH SCHOOL MAIN CAMPUS**

Please be aware that we are all "on duty," all the time. If you do have an assigned duty station, please make sure you are there. There is always a question about liability if you are assigned and not present. However, we do realize that, on occasion, there will be conflicts. If you have a conflict, please find another teacher to cover your duty for you and make sure they know to let a principal know that they are covering for you. The duty roster will be published at the beginning of the school year.

**DUTY INFORMATION**

Teachers and aides are expected to be on duty for eight hours. This also applies to substitute teachers.

Teachers are expected to be prompt when attending professional meetings and student assembly programs.

**EMERGENCIES**

The welfare of our students always comes first. Whenever you notice a student in physical or emotional distress or in need of medical attention, act upon it immediately. Send another student to the office to get help. Do not leave the student in distress alone.

Do not send a student in distress to the office alone. He/she can become disoriented and leave the campus without anyone knowing his/her whereabouts.

If a student comes to you with what looks like an allergic reaction to stings, bites, etc., either send another student for help or send the student with the problem with an escort to the office. There is an emergency response button in each classroom which, when struck, will bring campus administration and nurse support in quickly.

Our school nurse is Mrs. Bourland. Her office number is 525-5400, or at ext. 3013. Mrs. Bourland can be reached through the High School office. If you are in need of medical assistance after hours you can call the Sheriff's office at 526-2351 or you call 911.

### **EXTRACURRICULAR ACTIVITIES-PARTICIPATION**

See the section by the same title in the Student Handbook.

The faculty and staff of Refugio High School challenges every student to come to school every day, prepared to learn, prepared to participate and to actively be involved in what happens at OUR school. Every student should be involved in some activity, some club or some organization. Membership will give them ownership and ownership will make this school just as much THEIRS as anyone's. In order for us to foster this "belonging" and "ownership" attitude, the following should apply to student participation in school activities:

Any student is allowed to participate in any portion of the school's program, including athletics, for which he/she is fully qualified and capable, without fear of reprisal. Sponsors should encourage every student to be involved in as many activities as possible.

All faculty members, especially sponsors and coaches, are asked to remember at all times that any school program should exist only for the good of the students. Therefore, every effort should be made to involve each individual student in as many worthwhile activities as is possible and that the student desires, is capable of accepting, and can schedule. However, some positions would have conflicts that cannot be resolved and as a result, a student would be prohibited from holding those positions concurrently. As examples, cheerleader and drum major; drum major and football player.

Sponsors are requested to discuss conflicts with each other in order that they can be resolved in favor of the student and/or in favor of the student groups involved. Under no circumstances should students ever feel they are being pulled in one direction or the other nor should they ever feel they might be penalized for being, or wanting to be involved in more than one activity. Students will not be penalized for participating in more than one activity by requiring punitive actions, makeup of workouts or other activities missed because they participate in conflicting school activities. In all cases, conflicts will be resolved in favor of the student and/or their student group or groups.

In cases where a conflict arises as to the ability of the student to participate in two or more activities at the same time and an agreement cannot be reached among the student, the parents, and his/her sponsors, the matter should be submitted to the campus administration. A Principal will handle the matter, and his decision will be final.

### **EXTRACURRICULAR ACTIVITIES ABSENCES**

There is a form in faculty workroom titled "Refugio High School/Annex Trip List" that must be completed, initialed by a Principal and given to the attendance clerk no later than

24 hours prior to the absence. A copy of this form must also be placed in each teacher's mailbox by the same deadline. If for some reason, a student is listed on the form and does not leave campus for the trip, the attendance clerk must be notified that they are absent or remaining on campus prior to the departure of the group from the campus.

### **EXTRACURRICULAR ACTIVITIES/ELIGIBILITY**

See the section by the same title in the Student Handbook.

### **EXTRACURRICULAR ACTIVITIES - NO PASS, NO PLAY**

See the section titled “ACTIVITIES – Eligibility and Waivers (No Pass-No Play)” in the Student Handbook.

### **EXTRACURRICULAR ACTIVITIES (SCHEDULING OF ACTIVITIES/EVENTS)**

A school may not schedule an extracurricular activity or a public performance to occur on the day immediately preceding or evening immediately preceding the day on which the administration of the TAKS test is scheduled. (See also DEAD WEEK and TAKS)

### **FACILITY USAGE**

If any area of this campus, other than your classroom during normal school hours, is used for any purpose, a RISD Facility and Event Scheduling Sheet must be completed, given to the Principal’s Secretary and routed through the proper channels. (Blank forms are available from Wendy Pursell.) A MINIMUM OF FIVE (5) WORKING DAYS ADVANCE NOTICE IS REQUIRED or the event WILL NOT BE SCHEDULED. **There will be NO exceptions.**

Outside organizations (those not connected with the school), even if a staff member is responsible for opening and closing the facility, must also complete a Refugio Independent School District Application for Rental of School Facilities form, also available from Wendy Pursell.

### **FACULTY MEETINGS/BRIEFINGS**

Teachers and applicable staff are expected to be punctual to meetings. Usually, faculty meetings will be announced in advance. Meetings will usually not exceed 30 minutes. Unnecessary meetings will not be held. Briefings may be called at any time, but will be short and to the point.

TAKS/EOC test administrator meetings are announced in advance and staff members are required to attend. (The Counselors are the Campus Coordinators.)

### **FAILURE CONFERENCES**

The Refugio ISD Secondary Administration requires conferences with parents of students who do not maintain passing grades or who do not achieve the expected level of performance.

Never state prior to the last day of school that a student has actually failed. To do so removes any incentive for the student to achieve a higher grade or to even control his/her behavior during the last few days of school.

For your protection, we suggest that you keep a record of all contacts with parents, written or otherwise.

### **FAILURES - FRESHMEN, SOPHOMORES, JUNIORS**

The report card should NEVER be the first notification to the parents that a student is in academic difficulty. Additionally, teachers should make every attempt to have one-to-one contact with the parents of every student who is in danger of failing their course, and SHALL have one-to-one contact with the parent in those cases where a student does fail the class at the end of every six-week grading period. This contact should also be documented.

### **FAILURES - SENIORS**

A senior student who fails a subject, and who therefore will not graduate with his/her class, should be so informed in the privacy of the Principal's or Counselor's office by the teacher(s) whose class he/she fails. This must be done as soon as possible after the senior has completed his final exam and prior to graduation practice and commencement.

Furthermore, it is required that the teacher(s) offer a follow-up conference with the senior's parents prior to graduation exercises.

### **FIELD TRIPS**

Notify the principal's office of all planned class or group activities. Get them on the office calendar and the cafeteria calendar ASAP! Keep in mind that academic and UIL activities take precedence when conflicts arise on the calendar.

All students going on school sponsored trips must go and return with their sponsor on school provided transportation. Students may be released to their parents after away games only by signing a form, submitting it to the office in advance, and obtaining administrative approval.

### **FILMS/MOVIES/VIDEOS IN THE CLASSROOM**

Any films or videos shown in the classroom will be so noted in the teacher's lesson plans and shall have prior approval of the Principal. Educational videos are limited to two per six weeks. Movies in the classroom are limited to one per semester. Movies shown for entertainment (as a reward) are restricted to G rated movies (and PG movies only prior administrative approval.) No R rated movies are ever permissible. All Movies shown should be screened before being shown. No nudity, obscenity, or extreme violence should be viewed. Justification should be stated in the lesson plan book. EXAMPLES: TAKS reward, motivational tool, or class reward for outstanding performance.

### **FIRE DRILLS/TORNADO**

Evacuation routes/maps SHALL be posted in every classroom and teachers should review the posted procedure with their classes each six weeks.

### **FOOD AND DRINK IN THE CLASSROOM & HALLWAYS**

Unless authorized in advance by a Principal, eating and drinking in the classroom by students is prohibited (obviously, Homemaking/Food Science classes would be exempt from this standard). Special occasions, reward parties, cultural studies, etc. will be granted

on a case-by-case basis. Students are prohibited from being in possession of food or drinks in the hallway at all times.

### **FUND-RAISING**

Please see the Principal's Secretary for fund raising and activity fund related information. Booster clubs should adhere to District level guidelines, as well as the UIL Booster Club guidelines - regardless of their UIL or Non-UIL connection. For more information, refer to the section in the Student Handbook by the same title.

### **GANG RELATED BEHAVIOR**

See the section by the same title in the Student Handbook.

### **GRADES**

Teachers may not deduct points from those already earned or to be earned as well or otherwise lower grades as a punishment for misbehavior. This does not mean that a teacher must give a student points during misbehavior situations past points already earned.

Teachers should take and record a sufficient number of grades to offer in support of student's grades. Parents who question grades often feel justified if teachers have not recorded at least two grades a week for the student. Please consider 9 daily grades and 3 assessment grades as a guideline. See policy EIAB(Local) below:

**Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.**

**Students shall be permitted to take tests administered in any class missed because of absence. For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.**

**Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students. The District shall not impose a grade penalty for make-up work after an unexcused absence. The District shall not impose a grade penalty for make-up work after an absence because of suspension.**

### **GRADE SHEETS - COMPUTER GENERATED CLASS ROSTERS**

All incompletes will be replaced with a grade within ONE WEEK, (5 school days) after the end of the six week grading period. Any incomplete that is left over one week will be replaced with a grade of 50. Exceptions must be approved by a Principal.

### **GRADES, ASSIGNING EXTRA WORK FOR**

Once a grade has been reported to the registrar/counselor's office, it is final unless it is found to have been calculated in error or an error was made in transmitting a grade to the

registrar/counselor's office.

To change a grade recorded in error in the registrar/counselor's office, the teacher must submit a grade change to the Campus Principal and explain the error. The teacher must sign the explanation.

Teachers may not assign any student(s) extra work not allowed during a six weeks to all students in order to increase six-weeks grades. This is specific with regards to UIL and other eligibility, including No Pass-No Play.

No failing grade, once assigned, which renders a student ineligible can be raised to render the student eligible except in case of error in miscalculation or recording.

### **GRADES, CHANGING WHEN IN ERROR**

A grade that has been erroneously calculated, reported, or entered may be changed by the teacher who assigned the grade. A statement from the teacher explaining the error must be submitted to the Administrative Principal in a timely fashion.

If a student's grade on the report card is in error, the teacher may correct the error on the report card, initial the change, call the parent to explain the change, and inform the Administrative Principal and Counselor that he/she has done so, and report the errors to the registrar.

### **GRADES - CONFIDENTIALITY**

Grades are the business of the student, the parent, the teacher, and few others. They and other student information should not be posted or announced for all to see or hear, any more than teachers would want their evaluations or transcripts posted or announced.

Students should not be used to grade papers (except minor assignments when all in the class might exchange for a quick check for learning) and should not enter grades, make lists of grades, or otherwise work with or be aware of grades of other students. Teachers diminish their ability and opportunity to pick up on critical assessment related details and/or important student characteristics if they do not personally assess student work.

Please Note: Recent court cases would indicate that student grading of student work is open for litigation because of privacy issues.

### **GRADES, TEACHERS' DECISION**

The classroom teacher is the only person who knows enough about the student's work in the class to assign a grade. The teacher can be asked to explain, justify, or recalculate the grade. He/She may even be advised by the campus administration that the grade is in error and should be changed. However, only the teacher can change the grade. **IN ADDITION, it is now stated in Law that "Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or the teacher did not follow the District's grading policy. The Board's decision is not subject to appeal."**

## **GRADING POLICY**

The grading policy in this district states that daily work be given 40% weight and that test grades be given 60% weight. We will adhere to this policy. Homework will be counted as daily grades.

## **GRADING/PROGRESS REPORTS TO PARENTS – EIA (LOCAL)**

Be certain you read, review and become familiar with this policy.

## **GRADING PHILOSOPHY**

The assignment of any grade must be recognized to be a subjective process which reflects the individual teacher's experience, philosophy of education, expertise, and attitude towards students and him/herself as an educator.

Be certain that your students view grades as a measure of their achievement at a specific point in their development. If you fail to do this, some students may quit trying after the first grading period. Relate to students that improvement is their primary objective. Do not make it easy for them to quit.

Too often, tests are utilized only to obtain grades. Such teachers tend to test, determine the grades, review the test briefly, and then go on to the next material to be taught. This is not the best use of tests or grades. Rather, grades should be a product of on-going evaluation to determine what the student has learned, what should be re-taught, and when he/she will be ready to learn the next material you plan to present.

## **GUM - ANNEX**

Chewing gum will not be allowed either inside or outside on school grounds.

## **HALL MONITORING**

TEACHERS SHOULD ALWAYS BE AT THEIR DOOR BETWEEN CLASSES BUT ESPECIALLY DURING FIRST PERIOD SO ISSUES OF INAPPROPRIATE DRESS AND HALLWAY BEHAVIOR CAN BE DEALT WITH IMMEDIATELY. Your presence at your classroom door during the passing periods throughout the day is expected. It will facilitate orderly passing in the hall as well as allow for immediate observation and scrutiny of the students daily attire. It also helps you to set the tone for your classroom and allows you to remind them of needed materials as they arrive. "Meeting and greeting" at your door truly sets the tone for your classes.

## **HALL PASSES**

The color Corridor Passes are to be used for ALL student movement during instructional time. The only exceptions to these are students sent for by the office who will have an Early Release Note from the office or an Office Request pass. ***If it is important enough for a student to leave your class during instructional time, it is important enough for them to have a written pass.***

## **HALL SWEEP**

The "hall sweep", as we affectionately refer to it, is a tardy management system that has proven to be extremely effective in both preventing a large percentage of student tardies, as well as facilitating an effective and efficient detention process as a consequence for tardies.

Instead of having teachers "count" tardies or spend an inordinate amount of instruction and class start up time dealing with tardy students, teachers will "sweep" the halls, so to speak, during the first FIVE minutes of their conference/planning periods. This trade off proves to be rewarding to the teacher due to the sweep's effect on hall passing, decreased tardiness and diminished class time interruption.

The hall sweep process is as follows:

- 1) Instead of counting tardies and keeping track of when a student needs to be sent down, etc. - students will be given a "grace" period for tardiness the first week of school. Teachers will still patrol the halls during this grace period, but will be giving verbal encouragement and/or warning that their tardiness will be counted as of Monday of the 2nd week.
- 2) Beginning on the 1st day of the 2nd week, teachers will close their classroom doors when the tardy bell rings. Being at the classroom door leading up to the bell will facilitate this. Being at the door each class period will also allow for dress code scrutiny and passing period monitoring for proper behavior, as previously mentioned.
- 3) When the tardy bell rings and doors are closed, the teachers involved in the sweep will look to see that each student still in the hallway has a proper hall pass.  
\*Being at your assigned monitoring position for the sweep a minute or two prior to the tardy bell will make for an effective coverage of all hallways.
- 4) All tardy students will be escorted to the office for a detention assignment.
- 5) After the student receives the detention assignment – if possible, the teacher will "WALK THE STUDENT TO THEIR CLASS". This, believe it or not, is a huge deterrent to high school students.
- 6) The student will enter their classroom and take their seat. If the classroom teacher chooses to verbally request proof of detention, that is their prerogative.  
**\*If students enter your class after the 5 minute sweep period, be certain that they have an admit or discipline referral from the office for the tardy. If not, refer them to the office for the proper documentation.** The vast majority of tardies take place in the first 5 minutes.
- 7) The person in charge of detention will be responsible for record keeping and sending students to the Administrative Principal's Office for missing the assigned detention or for reaching their detention tardy limit. Failure to serve their detention assignment will result in a Saturday School assignment.
- 8) Students found in the hall or restroom constantly will have all "out of class" privileges revoked, as per administrative discretion.

The hall sweep has proven to be a truly effective tardy preventative, as well as a hallway monitoring system that provides safety and security for our campus. The sweep will only be effective if all parties are in place and active, day in and day out. High school students look for inconsistency - like blood to sharks!

## **HOMEWORK**

See the section by the same title in the Student Handbook and the section titled “ABSENCES – Making Up Missed Work” for the make-up time frame.

## **HONOR ROLL**

A Six Weeks Honor Roll will be kept for each grading period. Each will be independent of the other. A Year end Honor Roll will also be kept. It will be determined at the end of the 5<sup>th</sup> 6 weeks marking period. The same criteria will be used to determine both 6 weeks And Year End Honor Rolls.

Honor Roll Criteria:

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**Distinguished Honor Roll- All A’s for the grading period.**

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**Honor Roll - All A’s and not more than two B’s for the grading period.**

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Conduct grades will also affect a student’s honor roll status.

Receiving a “U” in conduct WILL keep a student off of the 6 weeks honor roll and possibly the Year End Honor Roll.

Parents are invited and encouraged to attend Honor Roll Awards ceremonies after each 6 weeks. **Dates for these will be announced.**

## **I.D. - STUDENT**

All Refugio High School and Annex students will be furnished a RHS Student I.D. for the current school year.

## **KEEPING STUDENTS AFTER CLASS**

When a class period ends, students should be dismissed by the teacher, not the bell. Students should not be kept after class so as to make them tardy for their next class. If a student must be kept after class to complete an assignment or other task, permission should be obtained from their next period teacher first. **If a teacher must keep a student after class, a corridor pass will be required to allow the student to have adequate time for hall passing and next class preparation.**

## **KEYS**

To check out your keys, see the Administrative Principal or Principal’s Secretary. Building keys, property of the Refugio ISD, are issued to teachers for use during the school year. Keys are to be returned at the end of the academic year. Should your keys be lost or stolen, you must file a report with the Principal’s Office. The District may request reimbursement for lost keys and/or re-keying costs. Keys must be returned or re-checked at the end of each school year.

## **LAMINATING**

The laminator is located in the Principal’s Office or library. You may use it, providing you have been instructed on its use.

## **LEAVING CAMPUS DURING THE SCHOOL DAY (FACULTY)**

All faculty members are to sign out and sign back in the office should they need to leave

the campus during the school day, even during your conference or lunch period. This procedure is necessary to locate you in case of an emergency or for other reasons. It is very embarrassing to receive a call for you, place the call on hold while we search for you and to not even know you have left the campus. Teachers needing to leave during a time other than their conference period should always be certain their class is covered and that permission has been obtained from a Principal.

CONFERENCE PERIODS ARE JUST THAT, A TIME DURING THE DAY FOR PARENT/STUDENT CONTACT AND CONFERENCES AND A TIME FOR YOU TO PLAN. IT IS NOT A TIME FOR GROCERY SHOPPING, BEAUTY APPOINTMENTS, NAIL APPOINTMENTS, ETC. CONDUCTING THAT TYPE OF BUSINESS DURING THE SCHOOL DAY ONLY OPENS US UP TO CRITICISM FROM THE COMMUNITY. USE YOUR CONFERENCE TIME WISELY.

### **LEAVING CAMPUS DURING THE SCHOOL DAY (STUDENT)**

With the exception of students on the work program or those without a full schedule, all students leaving campus during the school day must sign out in the main office. Failure to do so is truancy and will be dealt with accordingly. **See also Student Handbook section titled “Leaving Campus”.**

### **LIBRARY**

Whenever you take your class to the library you are still in charge of your students. There is to be absolutely no eating or drinking in the library. Supervise your students while they are in the library. With Mrs. Garcia’s approval, students may have access to the computers in the library for class work.

### **LIBRARY, CLASS USAGE**

When you need to bring your classes to the library for research, book check out, etc., you will need to sign up on the library calendar. Please check with the Librarian when signing up your classes. The library can accommodate two classes each class period.

Students will not be admitted individually to the library unless they have a PASS from their classroom teacher. Be sure the student has a PASS that is signed by you and the time the student left the classroom. All students should place the pass on the library counter when entering. This pass should be signed and the time noted when the student leaves the library. If you want a student to remain in the library until the bell, please note on the pass.

### **LIBRARY, INTERNET USE POLICY**

A student must have a parent sign the Acceptable Use Policy. Students will not be allowed to access E-mail through Hot Mail, etc. using the school computers.

### **LIBRARY, LUNCH TIME**

The Library is closed at lunch unless special arrangements have been made with the Librarian.

### **LIBRARY MATERIALS, CHECKING OUT & RETURNING**

Books are checked out for a two (2) week period and can be rechecked for another two weeks. You may have 3 books checked out unless arrangements are made otherwise with

the Librarian.

All library materials must be checked out by faculty, staff, and students. Please do not take books, videos, magazines, etc. without checking them out and also properly checking them back in.

### **LIBRARY COPIER**

At the High School, there is a coin-operated copier for student use in the library. Copies are 10 cents per page. Students should plan to have change for copies.

### **LIBRARY FILMS**

Instructional films can be ordered through the library from Region III Service Center. Our delivery day is Tuesday. Library aides will deliver ordered items to your mailbox. Please see the Librarian for the forms for ordering materials or for instructions using Web Max. You will need to return films, etc. to the library on Monday afternoon, so they can be picked up for return.

Science teachers, don't forget the science center. However, the District does not subscribe to living materials.

You can book materials on-line with ESC III. The Librarian has your ID #. Add the site [www.esc3.net](http://www.esc3.net) to your favorites for easy access.

### **LIBRARY TAPING REQUESTS**

If you have a request for a TV program on instructional television to be taped, please submit the request in writing to the Librarian.

### **LIBRARY/A.V. EQUIPMENT**

You may check out A.V. equipment such as overheads and TV/VCR's in the library. Do not take any equipment unless you have signed for it.

If equipment needs repair, please bring it to the library with written information about the problem. You may secure lamps for overheads in the library. If you do not know how to change a lamp, the Librarian will be glad to help you.

### **MAIL**

Each faculty member has a mailbox in the faculty workroom. Non-urgent phone messages, memos, etc. will be placed in your box during the day. Your mailbox should be checked before school begins, during your conference period or lunch period and before departing the campus at the end of the day. **YOUR MAILBOX IS NOT A STORAGE BOX. PLEASE EMPTY YOUR MAILBOX AT LEAST ONCE A WEEK.**

### **MEDICINE FOR STUDENTS**

All student medications must be stored in the Principal's Office at the High School Main Campus and in the Nurse's Office at the Annex. Students should not have medications on their person or in their lockers while on campus. This includes not only prescription medications but over-the-counter medications as well. Violation of this rule should be reported to the Administrative Principal immediately. Refer to the Student Handbook for more information regarding students with diabetes.

### **MONEY COLLECTED**

Any and all monies collected by teachers for any purpose must be deposited with the office by 3:30 P.M., Monday through Friday. **There are no exceptions.**

### **MOVING OR RELOCATING YOUR CLASS**

If you take your class to any location other than the area assigned to you on the Master Schedule, leave a note on your door so we know where to find you and your class. It is very embarrassing to have parents waiting to sign students out and to have to tell them that we can't locate your class.

### **NOTICE OF CONCERN/PROGRESS**

At the end of the third week of each six week grading period, parents of students with a grade average below 70 (we recommend also for any student who has dropped one or more letter grades) will be given a NOTICE OF CONCERN. In addition, the teacher should contact the parents preferably by phone or by personal note (keep phone log and/or Xerox copy of note) to discuss the student's academic performance within one week of sending the Notice of Concern.

The Notice of Concern is required to be issued only to those students failing at the end of the third week of each six-week grading period. Even if a student is not failing, it is always best to communicate with parents concerning the progress of their child on a regular basis. **PARENTS WANT TO KNOW!**

For students whose grade average falls below 70 during any remaining week of the six week grading period, the teacher will contact that student's parents, preferably by phone or by personal note. **There must be NO GRADE SURPRISES to the parents.**

Each teacher will be responsible for completing Notices of Concern at the 3 weeks. See the Progress Report/Report Card issue dates in the Student Handbook. After completing the original Notice of Concern for each student, make one copy for your records and give the original to the Principal's Secretary. Notices of Concern are mailed to parents from the office.

### **OFFICE AIDES (STUDENT)**

Before the start of the semester, the Administrative Principal will be given a list of ALL students who have signed up for "Student Aide." The Principal will remove any students that do not meet the criteria for student aide. All aides will report to the Principal on the first day of the semester. Temporary assignments will be made that will last for approximately one week. At the start of the second week, all changes should have been made and the list should be complete. At that point, the Administrative Principal will make permanent "Student Aide" assignments which will be their assignments for the semester.

The counselor will then make schedule changes to reflect those permanent assignments so attendance can be kept by the person they report to for their aide period.

The Administrative Principal will take all personal requests into consideration so that offices may select aides they are familiar with but administrative office aide positions **MUST** be filled before other aides can be assigned anywhere. **NORMALLY, OFFICE**

## **AIDES WILL NOT BE ASSIGNED TO TEACHERS.**

A few select students with proficiency in maintenance and software application may be selected to act as TECH-AIDES to assist faculty with their current and newly acquired computers.

### **OFFICE HOURS**

Established office hours are 7:45 - 4:00 on regular school days. Normally, the phones will not be answered after 4:00 P.M.

### **PAGING DEVICES**

See the section by the same title in the Student Handbook. Students serving in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical service organization must receive approval from the Principal prior to possessing the device on school property.

### **PARKING (FACULTY) – MAIN CAMPUS**

Faculty parking is located in the designated areas in the front of the school and in the parking lot behind the Superintendent's Office. I promise that you will have your parking place if you arrive prior to the rush for parking places. I arrive between 7:00 am and 7:15 am every morning and have no problem finding a parking place.

### **PARTIES IN THE CLASSROOM**

Parties in the classroom are not permitted without prior administrative approval. Requests will only be considered with valid justification. EXAMPLES: TAKS reward, motivational tool, or class reward for outstanding performance.

### **PEP RALLIES/OTHER ASSEMBLIES**

Pep rallies are an important part of school spirit. All teachers will attend and assist with pep rallies and assemblies as required. For pep rallies, teachers should enter the gym with the students remaining in their 7<sup>th</sup> period class and sit with them in the bleachers. For assemblies, teachers should enter the auditorium with their class, seat them as a group and sit with them for the presentation. Any unnecessary or disruptive behavior should be dealt with immediately.

### **PHONES**

Cell phones are not allowed to be powered on. If turned on and being used for any purpose, they are to be picked up.

### **PLEDGES OF ALLEGIANCE AND MINUTE OF SILENCE**

Provisions of the Texas Education Code, Section 25.082 mandate that public school districts

- (1) require students to recite the pledge of allegiance to the United States and Texas flags during each school day at each school in the district; and
- (2) provide for the observance of one minute of silence at each school in the district following the recitation of the pledges during which 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." THIS IS STATE LAW!

In addition, school districts are authorized to excuse a student from the pledge of allegiance (but not from observing the minute of silence) if the student's parent or guardian provides a written request.

This procedure will take place every school day prior to announcements at the beginning of second period. As a teacher in charge of a second period class, it is your duty to ensure that the students in your room are in compliance with the law. THIS IS NOT OPTIONAL.....IT IS THE LAW. ALLOWING STUDENTS TO TALK, VISIT OR OTHERWISE DISRUPT THE PLEDGE TO THE UNITED STATES FLAG, PLEDGE TO THE TEXAS FLAG AND/OR MINUTE OF SILENCE WILL NOT BE TOLERATED. **Be sure to read the same titled section in the Student Handbook.**

Certainly, at some point, this law will be tested. However, let's not be a "test" case in Refugio and have a parent or student file a complaint that we are not in compliance with the law.

#### **POSTING ITEMS ON WALLS, ETC.**

If you need to hang items such as banners from the ceiling, do so only with plastic or metal hooks on the cross railings that support the ceiling tile. Never stick anything on or into the tile itself, or tape anything to the tile; the very delicate surface will be ruined.

DO NOT ATTACH ANY OF THE FOLLOWING TO WASHABLE PAINTED LATEX SURFACES: masking tape, electrical tape, two-sided tape, duck tape, cellophane or scotch. These tapes have adhesive and either stain the surface permanently or will pull the paint off when the tape is pulled off.

Do not use any items which will leave holes in or mar any walls such as staples, tacks or nails. A 3-M product called "3-M Long Mask" may be used or Plasti-tak adhesive putty so long as it is not colored. Never make significant "physical plant" type changes to your classroom without obtaining permission from the principal in advance.

DO NOT POST ANYTHING ON GLASS SURFACES, PARTICULARLY ON DOORS. (Reason: Limited custodial staff; it takes a long time to remove tape and/or tape residue but only a few seconds to post; safety of persons approaching the door.)

#### **PRIVATE TRANSPORTATION POLICY - RISD**

Whenever possible, district transportation (Van or School Bus) should be used to transport students. If at some time during the school year it will be necessary to have private transportation provided for your group to attend an activity, there are forms that must be completed and on file in the office prior to the activity. The forms can be obtained in the main office from Lynette Markert. **Please note that RISD Board Policy specifically states that "Except when the transportation of students is included in an individual's job description or except in a health emergency, no employee shall transport a student alone in a District-owned or personal vehicle. No employee shall allow a student to drive the employee's personal vehicle for any reason."** (See RISD Board

## **Policy CNA – Local).**

A "Request for Driving History" must be submitted to the DPS Office in Austin on form DR1. There is a fee associated with this service. The DPS may take 3-5 weeks to provide this information; therefore, you may want to apply for this document as soon as possible. This report can only be applied for in writing to the DPS Office in Austin. The form is available on their Website or from the local DPS Office.

See also the section in the Student Handbook titled, "TRAVEL – PRIVATE TRANSPORTATION".

FOR ADDITIONAL INFORMATION, SEE BOARD POLICY CNA (LOCAL)

### **PROFESSIONAL ATTIRE**

All faculty members are expected to dress in a professional manner appropriate to their specific assignment(s). The Principal reserves the right to speak with anyone on the staff individually if he has a concern regarding their appearance. The following are some key issues:

The Refugio ISD Board Policy on faculty dress and grooming states: "The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with additional standards established by their supervisors and approved by the Superintendent." To facilitate this policy, these administrative standards will serve as a guide for staff to dress so they reflect well on the profession.

Caveat: It is not possible, in any guide or rule, to cover all circumstances and conditions that may occur. Most questions on dress can be resolved by relying on common sense. Where there is a question, employees should consult a principal.

### **Women**

#### **Acceptable Attire and Grooming:**

Dresses (respectable length)  
Skirts and blouses (respectable length)  
Slacks and blouses  
Designer shorts sets worn with hosiery  
Clam diggers or Capris

#### **Unacceptable Attire and Grooming:**

Clothing that exposes undergarments, torsos, bare backs, or midriffs at any time  
Tank tops and tops with straps  
Athletic or walking shorts  
Pants or slacks that do not fit properly (not skin tight)  
Stretch pants  
Jeans (except on "Spirit Days" on which they must be pressed and not faded)  
Tattoos and Body Piercing – refer to student 6-12 dress code

### **Men**

#### **Acceptable Attire and Grooming:**

Collared sport shirts, knit polo-type or golf shirts should be tucked in.  
Dress shirts, with or without ties

Mexican wedding shirts (guayaberas)  
Slacks or neatly pressed Dockers or equivalent pants  
Belts must be worn on slacks or pants designed for belts.  
Facial hair must be neatly groomed and shaved.

**Unacceptable Attire and Grooming:**

Tee Shirts  
Jeans (except on “Spirit Days” on which they must be pressed and not faded)  
Athletic or walking shorts  
Backless flip-flop shoes or sandals  
Shaggy beards or mustaches are not acceptable  
Tattoos and Body Piercing – refer to student 6-12 dress code

AT REFUGIO HIGH SCHOOL FRIDAYS ARE MEANT FOR SCHOOL RELATED OR SPIRIT SUPPORT NOT MERELY TO "DRESS DOWN" AT THE WEEK'S END. REMEMBER, FRIDAY IS “DRESS DOWN”—NOT “TEACH DOWN”.

**PROFESSIONAL CONDUCT**

Every teacher is responsible for maintaining the highest quality of character and professional conduct both in the school and the community. Faculty members are not to use alcohol or tobacco while supervising students and/or while on school trips.

Teachers and staff are not to date students and must maintain at all times, even in their personal lives, clearly defined student-teacher relationships. For your own protection, please do not cover the door glass in your room or office door -- a somewhat unobstructed view from the outside will often prevent unfair and undeserved criticism.

Please remember that your statements are of keen interest to the local community and are frequently misunderstood and often misrepresented, intentionally or otherwise, when repeated from one person to another. Also, any statement to the detriment of another person might be considered unprofessional and/or unethical, and in some cases could subject you to a charge of slander or libel, even though it may only be a passing remark.

**Stay off of Facebook!! If you have an account, do not allow students to view your account or you theirs. Any conversation on Facebook is an open forum whether you like it or not.**

In particular there should be no comments to or actions toward faculty, staff, or students which can be construed as sexual harassment. Report any and all such incidents to any principal. **See Student Handbook section titled “Sexual Harassment/Sexual Abuse”.**

**PROGRESS REPORTS/REPORT CARDS**

See the section by the same title in the Student Handbook for specific dates and procedures.

**QUESTIONNAIRES, INFORMATION, SURVEYS**

All requests for information on students and school employees, or information about the school, including surveys, questionnaires, and related inquiries from outside persons, should be referred to the principal. No outside person or organization should be given any information on students or employees except by the principal or with his prior permission.

This includes address and telephone numbers. Exceptions: Directory information if a directory is provided and if the student/parent has not requested in writing following distribution of the Student Handbook after school begins that such information is not to be published.

### **RAFFLES**

Raffles are not approved fundraisers in Refugio I.S.D. or for schools or school organizations in the State of Texas.

### **REIMBURSEMENTS**

All reimbursements (travel, meals, purchases, etc.) must be submitted to Lynette Markert within 30 days of the expenditure or they will not be considered for reimbursement. RECEIPTS MUST BE ATTACHED TO THE REQUISITION FORM. ANY FORM SUBMITTED WITHOUT RECEIPTS WILL NOT BE CONSIDERED FOR REIMBURSEMENT. **Funds for travel MUST be encumbered by a pre-approved PO or you will NOT be reimbursed. There is no travel reimbursement for summer travel.**

### **RELEASING STUDENTS FROM CLASS OR SCHOOL TO OTHERS**

Release students in your room/area only to authorized school personnel. Under no circumstances should any student be released from a room or area to any non-school person without the approval of the principal. This includes non-office release to parents, guardians, members of the immediate family, and public officials.

Students will be picked up, and signed out in the Principals' office **ONLY**. Do not allow anyone to pick students up anywhere else.

### **RELIGIOUS BELIEFS**

The school will attempt to recognize and honor reasonable religious beliefs of students and staff which might be in conflict with school activities. Refer questions to the campus administration.

### **REPRESENTING RHS**

Any performance, production, printing, writing, speaking, or action of any other type by any **RHS** student at school or at any **RHS** function must be in good taste and must reflect dignity and pride upon the student(s), school and community.

Sponsors, students, teachers, and others are expected to keep in mind that at **RHS** certain matters of questionable taste such as certain types of mild profanity, other words, movements, music, statements, items or actions (covert or overt) which, although perhaps acceptable in some schools and on some media, are NOT acceptable at **RHS**.

The inclusion of any of the foregoing at **RHS** at any time, even in performances presented elsewhere and accepted in other schools, must be specifically approved with the campus administration in the initial planning stages and before being discussed with anyone else.

Whenever possible, feasible, and appropriate, situations with students at school should be considered in light of similar situations that do/will/should occur in the outside world or in adult life. Students should be made aware of the similarities and the need for rules and

appropriate behavior which can be carried into the community and adult life.

### **SCHOOL PROPERTY**

All materials and items purchased with school, district, club, or organization funds belong to the school and not to any person to whom they are assigned, unless it is a designated gift to that person approved in advance by the Administrative Principal.

All school-owned items are to be kept in the school at all times unless the Administrative Principal gives permission for them to be used away from the school. In approved cases, the property must be checked out and signed for through the school office. The borrower must have insurance to cover the borrowed property, and show the policy number on the check out sheet.

When returned, the property must be signed in through the school office.

Furniture is not to be moved from the areas where it is originally located, from the office, or from the classrooms without the permission of the campus administration. Items with bar codes are assigned to individual rooms for inventory purposes and will NOT be moved without an inventory transfer form. ONLY the Technology Coordinator is to move computers or give permission to move computers.

Each teacher, sponsor, coach, or other person responsible for an area, club, equipment, etc., will conduct an inventory at the beginning and end of each school year, showing all items with which the year is started, all that were added, and all that were on hand at the end of the year. Teachers will be contacted regarding inventories.

If items are missing, the person responsible for the items will submit a statement attesting to the reason the items are missing.

Teachers to whom items are issued or placed in their care are responsible if the items are lost through their own negligence, or ruined through negligence or permitted abuse. This includes textbooks.

ALL INCIDENTS OF THEFT, VANDALISM OR LOSS SHALL BE REPORTED TO THE OFFICE BY THE PERSON MAKING THE DISCOVERY ON A "BURGLARY/LOSS/VANDALISM REPORT" FORM AVAILABLE FROM LYNETTE MARKERT.

### **SECURITY**

Teachers should be certain their door(s) and windows are locked each time they leave their classroom and especially make a point to check the windows each Friday before leaving for the weekend. If you enter the campus during after school hours, ALWAYS, ALWAYS, ALWAYS, CHECK THE DOOR TO MAKE SURE IT LOCKS BEHIND YOU, COMING AND GOING. NO STUDENT IS TO ENTER A CLASSROOM AT ANY TIME UNLESS A TEACHER IS PRESENT. STUDENTS ON CAMPUS AFTER HOURS MUST BE UNDER THE DIRECT SUPERVISION OF A TEACHER OR OTHER ADULT.

Except for programs open to the public where one would normally expect non-school personnel to be in the buildings, only faculty members, Refugio High School students and employees participating in the afterhours work should be in the building.

Any teacher working after hours is responsible for having his/her students report at the entrance of the school or area to be used, be admitted, work together under the teacher's supervision, and then be dismissed at an appropriate time.

Students should all depart through the same exit so the teacher will not have to re-lock and check all doors as a precaution. Doors must not be left unlocked and unsupervised, and **must never be propped open**. However, the teacher is responsible for all doors in the building being locked when he/she leaves, and that the lights are turned off.

### **SECURITY OF STUDENTS' PROPERTY**

Teachers should secure any student property confiscated.

Teachers should be cautious in accepting for safekeeping or transfer any items belonging to any student. Please inform students who ask you to hold items, valuables, etc., for them that you have been advised not to do so. Should you accept such items and lose them, there is a question of whether or not you will be expected to pay for them. There should be little need for students to bring valuable items or large sums of money to school. Such items as radios, tape recorders, walk-mans, skateboards and stereos should not be brought to school. **See Student Handbook section titled "ITEMS NOT ALLOWED AT SCHOOL"**.

Faculty should lock doors when leaving rooms for any period of time. **DO NOT** tell students their property left in your room will be safe - that is the time when someone will enter and steal - you will be responsible.

Students are responsible for security for their own personal belongings. Owners should put their names on their property.

Female teachers and students should be careful with their purses, should have them within reach at all times, and should not leave them in unguarded spots. Valuables should not be left in lockers. Mark your belongings with your name.

### **SEXUAL HARASSMENT/SEXUAL ABUSE**

See the section by the same title in the Student Handbook.

### **STUDENT'S PAPERS/TESTS MUST BE RETURNED**

All student papers, including tests, must be returned in a timely manner after checking or grading is completed.

Student papers turned in should be checked and/or graded, returned and reviewed with the students. If this is not done, students miss out on an important remedial opportunity; also, it is virtually impossible to support grades recorded without the student's reviewing of the papers.

### **SUBSTITUTES – HIGH SCHOOL – MAIN CAMPUS**

Substitutes are requested between the hours of 5:30 a.m. and 6:30 a.m. or the night before from 6:30 p.m. to 10:00 p.m. Requests for Personal Business Leave and School Business Leave must be approved in advance using district forms. More details on the procedures for obtaining substitutes will be distributed later.

Although emergencies do arise, please try to take care of getting a substitute before you are absent. If you know in advance that you will be absent tell either Mr. Deaver or Mr. Fox that same day so that a substitute can be requested. It is usually much easier to get a sub before 3:10 since subs check in with the office before leaving.

***Second Preference:*** Calling the evening before an absence if you anticipate being out the next day. (call before 8:30 P.M.)

***Third Preference:*** Calling the morning of an absence

**When calling the morning of an absence.... “PLEASE” call between 6:30 & 7:00 A.M. so we have a reasonable opportunity to get a sub for your class. No subs will be arranged AFTER 7:00 A.M. In emergencies, teachers will need to call an administrator.**

***Last Resort:*** Calling after 7:00 A.M. (Emergency only)  
Sub plans may also be faxed in to the office at (361) 526-1054

Teachers **WILL NOT** leave a movie or film for students when they are absent without Principal approval.

### **SUGGESTIONS FOR TEACHERS**

1. Be ready to teach. Have available in your room all of the materials you will need for the lesson. Do not be forced to leave your class to obtain materials or equipment or to delay a certain part of your lesson while this is obtained or set up to use.
2. **MEET AND GREET YOUR STUDENTS AT THE DOOR.** Let this be your customary station at the beginning of each class. Observe behavior in the hall and be responsible for maintaining order among all students in your area.
3. Have students go directly to their seats immediately upon entering your room, and/or sharpen pencils and obtain or prepare necessary materials needed for the class.
4. Prior to the class, put some instructions on the board. Students should begin work, and preparation, based on these instructions. **IMPORTANT:** Put your objective for the day on the board. Plan your work -- work your plan.
5. Take charge of the class immediately by doing something important. Emphasize the objective early in the lesson. **THE OBJECTIVE FOR THE DAY IS TO BE WRITTEN ON THE BOARD EVERY DAY!**
6. The bell does not dismiss your students...it is merely a reminder...**YOU** dismiss your

class. Insist that students wait until you dismiss them before they begin to prepare to leave your room. Remember, however, that most students turn the teacher off when the dismissal bell rings and that the odds of them learning anything important after that are low.

Also remember that if you keep students after the dismissal bell and this causes them to be late to the next class or to miss the bus, **YOU** must arrange to get them into class or to obtain transportation home.

7. Learn students' names as soon as possible. Use the names of the students when admonishing them. Never use names or terms that belittle or embarrass students.
8. Do not allow a student to leave your room except with your permission, carrying a written hall pass, and only then in emergencies. **UNDER NO CIRCUMSTANCES, WITH THE EXCEPTION OF EXTREME EMERGENCIES, SHOULD ANYONE BE SENT OUT OF ANY CLASS FOR THE FIRST 20 MINUTES OF EACH PERIOD. THIS IS CRITICAL INSTRUCTION TIME AND SHOULD BE TIME HELD "SACRED" BY TEACHERS.** Retrieve the pass when the student returns. Always write times on the pass and always review the times when they return.

Items off your desk (such as a stapler or eraser from your room) do not equate to a written hall pass. **If it is important enough for a student to be out of your room, it is important enough for him/her to carry a written hall pass.**

9. Be in a position at all times that you can observe all activity in your room.
10. Plan for a full period of teaching. If you finish ahead of time, do not have students just sit idly until the bell. (Invariably, this seems to be the time the Superintendent or Board members just walk in!) Review, study, teach....do something productive. Anybody passing by...and at **RHS**, such people as trustees, central office personnel, visiting dignitaries, and parents **OFTEN** go down our halls...should know at a glance that your students are actively involved in learning your subject.
12. Insist on good manners at all times since this is a vital part of young people's education. Use good manners and courtesy yourself to set the example.
13. Be fair and treat all students equally. In fact, treat them as you would want your own children treated in the same situation...just remember, they belong to someone else who probably doesn't know as much as you do about adolescent psychology.
14. Never leave your room or area unattended. If you must leave, ask another teacher to stay with your class or send to the office for help.
15. Keep in mind that many of our students have regular jobs after school and on weekends and holidays. Many of these students live and work quite a distance from the school, and must travel dangerous roads to attend practices and after-school functions. Therefore, in order not to work hardships on these students, faculty and staff are asked to limit after-school, weekend, and holiday meetings to only those

which are absolutely necessary.

If a practice or meeting is called and subsequently it becomes known that it is not necessary or feasible to hold it, students should be informed well in advance so they will not make the long trip into town. Every effort should be made to inform the students that the meeting will not be held.

Following after-hours meetings or after school, weekend or holiday, meetings, trips, practices, the sponsor must be certain students have departed safely -- see that all have rides home. **DO NOT LEAVE STUDENT(S) AT SCHOOL UNSUPERVISED.**

16. If you make group assignments, try to use a grading method that will permit students who do their work to receive appropriate credit and to penalize students who do not do their work.

### **TEXTBOOKS**

Textbooks are supplied to students via the state and at the expense of taxpayers. Students will be held accountable for the care of the issued textbook. Fines will be assessed for textbook damage and abuse and for total payment of lost books. The state requires the covering of all textbooks. Teachers will keep an accurate record of textbooks issued to students. We will have a textbook-check once every six weeks. Notify the textbook custodian if any student is missing the correct issued text. Teachers should see to it that each student's name and the current school year are listed on the inside front cover of the textbook.

### **TRIPS**

**ALL STUDENT TRIPS FROM RHS MUST HAVE AN ITINERARY ON FILE IN THE PRINCIPAL'S OFFICE BEFORE THE GROUP DEPARTS FOR THE TRIP.**

For additional information, see the section by the same title in the Student Handbook.

### **TUTORIALS**

See the section by the same title in the Student Handbook.

### **UNUSUAL EVENTS**

Any unusual event involving a Refugio High School student or employee should be reported to the principal as soon as possible.

### **VISITORS**

All visitors to the campus must check in at the office. Those authorized as visitors will be issued and required to wear dated visitor's badges. Generally, only students, Refugio High School campus personnel, Refugio I.S.D. employees, badged classroom consultants, or others specially approved and appropriately identified by the principal should be allowed on the campus or in the building.

Students should not have visitors unless they are approved through the principal; please tell students who ask to bring friends to your class that this is not allowed except with administrative approval.

Ex-students will not be allowed to visit former teachers' classrooms unless the teachers have given prior written permission to the office.

**IMPORTANT:** Never allow a non-school person to take a student out of your class, even if it is the child's parent. Be nice...but be firm that the individual must go to the office and the office will send for the child. **ONLY** the office staff can release a student who is departing the campus.

### **WORKING HOURS**

The general expectation is that teachers and other professional educators are not "time clock punchers." Nonetheless, there needs to be standards for entry and departure times for the school day. Our instructional day starts at 8:00 A.M. and ends at 4:00 P.M. Faculty members are expected to arrive fifteen minutes prior to the start time and leave no earlier than 4:30 P.M. Obviously, your time commitment day in and day out will pay greater dividends with regard to preparation, planning and instructional effectiveness.