



EMPLOYEE PROCEDURES
2019-2020

*Education is the most powerful weapon which you can
use to change the world. — Nelson Mandela*

SPRING CREEK FACULTY AND STAFF

2019-2020

Spring Creek ISD Staff by Name

Name	Position
Adame, Claudia	Cafeteria
Cross, April	Principal
Garlington, Dara	Paraprofessional
Hickman, Heather	Paraprofessional
Mann, Jane	Bus Driver
Poer, J.D.	Director, Maintenance & Transportation
Poer, Mandy	Superintendent
Smith, Jerry	Bus Driver
Urquides, Blanca	Cafeteria
Weatherford, Kaetlyn	Office Manager

Spring Creek ISD Faculty by Grade/Assignment

Grade	Teacher
Kindergarten	Howard, Kristi
1 st Grade	Marsh, Alina
2 nd Grade	Belveal, Jennifer
3 rd Grade Homeroom/3-4 ELA & Social Studies	Kenney, Dakota
4 th Grade Homeroom/3-4 Math & Science	Tindall, Mindy
5 th Grade Homeroom/5-8 Math	Maddox, Michaela
6 th Grade Homeroom/5-8 ELA	O'Gorman, Kelsey
7 th Grade Homeroom/5-8 Science	Cranfill, Jamie
8 th Grade Homeroom/5-8 Social Studies	Crawford, Danielle

Spring Creek ISD Faculty by Special Program

Grade	Teacher
Dyslexia/Reading Recovery	Weatherford, Heather
Special Education/RTI/Section 504 Services	O'Gorman, Kelsey
Gifted & Talented Program	Tindall, Mindy
TIME MATTERS Program	Garlington, Dara
UIL Academics, Elementary & Junior High	Marsh, Alina
UIL Athletics, Junior High	Crawford, Danielle

ABSENCE FROM DUTY

Should a faculty or staff member finds that he/she is unable to come to report to work due to an illness or emergency, **HE/SHE MUST CONTACT MRS. CROSS**. Faculty and staff members shall make every effort to contact Mrs. Cross before 6:00 a.m. Texting is acceptable; however, the faculty or staff member shall be aware that weak cellular signals or other technical difficulties could slow or prevent a text from reaching Mrs. Cross. Therefore, if the faculty or staff member does not receive a response text from Mrs. Cross confirming her receipt of your absence notification via text messaging within twenty (20) minutes of its transmission, then the faculty or staff member shall call Mrs. Cross directly.

April Cross: (806) 664-0305 (Cell)

***All planned absences require advanced approval. Approval must be requested at least THREE DAYS PRIOR to the date of absence. An **Absence From Duty** form **MUST** be submitted to Mrs. Cross for ALL planned absences; including both personal leave and professional development.**

Teachers are required to sign in and out every day. The sign-in sheet is located in the conference room. Should a question arise regarding a teacher's absence(s), it will be assumed that the teacher was not on campus if he/she did not sign in on the date in question, and he/she is not able to provide proof of attendance on that date.

It is the teacher's responsibility to leave the following on his/her desk for the substitute:

- Current class roster(s)
- Attendance sheet(s) – These are to be submitted by the substitute to the office manager at the end of the school day
- Detailed instructions for the substitute
- Detailed lesson plans complete with necessary worksheets, handouts, etc.

Because a substitute cannot do the job a teacher do on a daily basis, and because emergencies arise that prevent detailed planning, a substitute folder must be in place in the classroom as agreed upon by the principal. The folder must contain all of the above information and a generic lesson plan. In the event that an absence goes unfilled by a substitute, a teacher may be asked to cover a class during his/her conference period.

When requesting an absence from duty, employees must opt for one-half day or a full day. A half day absence must be designated as morning (a.m.) or afternoon (p.m.). Half day designations follow the time frames indicated below for staff and substitute purposes:

Half Day, Morning (A.M.)	7:45 a.m. – 11:50 a.m.
Half Day, Afternoon (P.M.)	11:50 a.m. – 4:00 p.m.

ACADEMIC TIME ON TASK

Numerous research projects have clearly demonstrated that no single variable affects academic achievement more than the amount of time teachers actually spend teaching and interacting with students. For this reason academic time on task will be the campus' major instructional focus. Teachers should plan adequately to teach ***bell to bell*** and keep students engaged. ***"Down-time" or "free time" is not allowed.*** Such teacher-student interactivity not only increases chances for success, but it will also diminish chances for disciplinary problems.

AIR CONDITIONERS/HEATERS

Teachers whose classrooms use the window units for cooling and heating shall:

- Turn off the air conditioner(s) at the conclusion of each day before leaving, and

During the winter months, it is suggested and highly recommended to keep one heater running overnight as warming classrooms takes more time than cooling.

Classrooms in the portable buildings have central heat and air conditioning. The thermostats in those classrooms are programmed for certain temperatures at different times of the day. Please do not adjust or change these programs. Any changes to the thermostat program settings must be approved by Mrs. Poer and adjusted or changed by the appropriate staff.

CELLULAR PHONE USE ON CAMPUS

The following shall apply to the use of cellular phones in school buildings during the instructional day.

- Teachers and staff may use cellular phones for business calls only during planning period and other off-duty times during the instructional day.
- Personal calls may not be made or received during class periods. Cellular phones shall remain silenced or powered off during instructional time.
- Faculty and staff members who are supervising students on the playground or elsewhere outside shall not call, text, or browse his/her cellular phone. Cellular phones shall be left in the classroom or kept in the teacher's pocket silenced or powered off. Teachers are highly encouraged to wear a watch in order to keep time when supervising students on the playground or elsewhere outside of the building and/or classroom.

CELLULAR PHONES FEDERAL LAWS

The following shall apply to the use of cellular phones or texting while driving in the conduct of district business:

- It is the intent of Spring Creek ISD to comply with all federal and state laws and regulations, as well as all executive orders issued that affect the conduct of the district's business.

- Executive Order 13513 prohibits employees traveling with federal funds from sending or receiving text messages or checking email while driving. The United States Department of Education has stressed that this rule applies to grantees and sub-grantees of federal funds.
- Since TEA and Spring Creek ISD are funded, in part, by federal funds, TEA or school district employees in any travel status while conducting state business must be in compliance with this executive order.
- Spring Creek ISD employees are encouraged to refrain from initiating or receiving cell phone calls while driving on district business.

CLASS PARTIES/SOCIAL EVENTS

Class parties **must be approved by Mrs. Cross at least two weeks in advance.** Class parties shall take place during the last thirty (30) minutes of the instructional day between 3:30 p.m. and 4:00 p.m. Class parties include student birthday celebrations. Kindergarten through fourth grade are pre-approved to schedule a Christmas party & Valentine's Day party, **but shall submit the details of each party to Mrs. Cross for approval prior to the class party scheduled date.**

CLASSROOM DOORS

All classroom doors are to be closed before, during, and after the instructional and/or teacher work day. Portable building classroom doors are to be locked at all times to ensure the safety of students and staff.

CLASSROOM RELOCATION

If a teacher's class meets somewhere other than the designated classroom, the teacher shall leave a note on his/her classroom door indicating his/her location as well as notify an administrator of the relocation. Additionally, when providing recess to students, teachers shall place a note on his/her classroom door indicating such.

CLEANLINESS OF BUILDING/CLASSROOMS/WORKSPACES

Keeping our school and classrooms clean is everyone's responsibility. It is expected that our custodial staff be respected as professionals and not as personal servants. Before each period's dismissal, have your students throw away trash and put things back in place. If a spill should happen that you cannot handle yourself, you should call the main office to request custodial assistance. The guidelines for classroom organization are to be followed throughout the school year.

In order to maintain cleanliness and prevent odor, we ask that all faculty and staff members keep all refrigerators on campus free from unwanted or spoiled food, especially the cafeteria refrigerator. Additionally, if food has been disposed in a teacher's classroom trash can(s) after the custodian has emptied the trash can(s), it is expected that the teacher will take the trash to the dumpster by the end of the teacher work day.

We also ask that all faculty and staff members dispose of unwanted mail in the staff mailboxes on a regular basis and discard all misprinted/unwanted copies from the copy machine.

COMPUTER SECURITY

Whenever a teacher leaves his/her classroom, he/she shall secure his/her gradebook and other computer files by either logging off or by locking your door so students cannot gain access.

RESPECT OTHERS' RIGHT TO PRIVACY

All employees shall respect the privacy of others. Teachers shall not invade the privacy of another by going through his/her cell phone, computer or any other personal property. Teachers shall immediately report any instance of invasion of privacy to the principal, so that it may be addressed.

CONFERENCE PERIODS

Teachers at Spring Creek School do not have an "off-period". Conference periods are provided for planning lessons, parent conferences, grading papers, collaborating with other staff members, etc. On those rare occasions it is necessary to leave campus during a conference period, each teacher is required to inform Mrs. Cross of the departure prior to leaving the campus.

COPY MACHINES

The copy machine for teacher use is located in the main office. **Students shall not be sent to the main office or principal's office to make copies. Making copies should be done during scheduled conference periods or before/after school.**

COPYRIGHT LAW

The following is a basic summary of copyright law. Teachers may view the copyright law in its entirety through Policy Online, EFE (Legal) and EFE (Local).

Fair Use

The fair use of a copyrighted work, including such use by reproduction of copies or by other means specified by 17 U.S.C. 106, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. The following factors shall be considered in determining fair use:

1. The purpose and character of the use, including whether the use is of commercial nature or for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Copying shall not substitute for the purchase of books, publishers' reprints, or periodicals; be directed by higher authority; or be repeated with respect to the same item by the same teacher from term to term.

To comply with copyright law, electronic media used in the classroom shall be for educational purposes only.

Single Copies for Teacher

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;

D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- A. The copying meets the tests of brevity and spontaneity.
- B. Meets the cumulative effect test; and,
- C. Each copy includes a notice of copyright.

CRISIS/EMERGENCY ACTION PLAN

In the event of a serious crisis, an administrator will announce the incident via tele-com.

React immediately by doing the following:

- 1. Precisely follow the Emergency Quick Reference Guide that has been provided.
- 2. Disregard all regular class passing bells.

DAILY PARENT/GUARDIAN EMAIL

Each regular classroom teacher shall send a daily parent/guardian email to the parents/guardians of his/her students who have a working email account. This daily email shall include a brief, informative reflection of the students' classroom lessons, associated activities and/or classwork along with dates of upcoming classroom or school events or activities.

All daily parent/guardian emails shall be sent by 4:30 p.m. each day. Each teacher shall send a blind carbon copy (bcc) of his/her daily parent/guardian email to all other faculty members, principal and superintendent.

All daily parent/guardian emails shall be proof read by another colleague prior to sending and utilize proper word choice, grammar, punctuation and tone.

DUTY ASSIGNMENTS

The performance of some non-teaching duties is essential to the overall operation and safety of the school. These duties are a recognized part of a teacher's job description, and the cheerful acceptance and performance of these duties will be most appreciated. Please be prompt and dependable in fulfilling any assigned duties. It is vital that all faculty and staff members be proactive in the administration of their duties, as their attention will help to maintain a safe and orderly learning environment. (Morning gym duty, recess duty, special program duty, etc.)

If for some reason a faculty or staff member cannot fulfill a duty assignment, it is that faculty or staff member's responsibility to enlist a colleague to cover his/her duty station and also to have the change approved by Mrs. Cross. Faculty and staff members are encouraged to choose their substitute carefully, as he/she will be held accountable if his/her chosen substitute does not fulfill the duty.

Morning Gym Duty

When assigned to morning duty in the gymnasium, an employee shall report to the gym for his/her duty no later than 7:30 a.m. and is responsible for actively monitoring all students until the first bell rings at 7:45 a.m. Teachers are assigned to gym duty on a rotating schedule. The length of each gym duty assignment is one calendar week.

Special Program Duty

All teachers are required to attend, as well as assist in the implementation and execution of, all school sponsored curricular and extra-curricular programs both within and/or after the scope of the typical workday (i.e., SCISD PTO Halloween Carnival, Christmas Program, NJHS Induction Ceremony, Kindergarten Graduation, 8th Grade Graduation, as well as other activities that may be deemed necessary.) If an emergency arises and a teacher or staff member is not able to attend a required special program, the employee will be required to forfeit a half or whole day of personal leave, depending on the length of the activity or program that was/will be missed.

ELECTRONIC MEDIA

Personal Use of Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for web links on the employee's page and for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes must observe the following:

- The employee will not set up or update his or her personal social network page(s) using the District's computers, network, or equipment
- The employee shall limit the use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee will not use the District's logo or other District copyrighted or trademarked material without expressed, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee will continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records; [see policy FL]

- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law; [see DH(EXHIBIT)]
- Confidentiality of District records, including educator evaluations and private e-mail addresses; [see policy GBA]
- Copyright law; and [see policy EFE]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system.

Use of Electronic Media with Students

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exemption based on social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol,
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and,
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions will apply for the use of electronic media with students:

- "Electronic media" includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, paging devices, cell phones, and web-based applications.
- "Communicate" means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. [See PERSONAL USE OF ELECTRONIC MEDIA, above] Unsolicited contact from a student through any form of electronic media means it is not a communication. Any unsolicited contact from any student through electronic media will be reported to the employee's immediate supervisor.
- "Certified or licensed employee" means a person employed in a position requiring State Board for Educator Certification (SBEC) certification or a professional license and whose job duties may require the employee to communicate electronically with students. The term includes classroom

teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students will observe the following:

- The **only** approved method of electronic communication with individual students is district email. The immediate supervisor and at least one of the student's parents or guardians shall receive a carbon copy (cc) of all district email correspondence between employee and student.
- Only a teacher, trainer, or other employee who has an extracurricular duty and approval from their immediate supervisor may use text messaging but only to communicate with students who participate in the extracurricular activity that the employee oversees. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message; and,
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; and,
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee will limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. All correspondence on the professional page shall be directed toward an entire class or group of students. Individual correspondence is not permitted through social media sites. The employee must enable the administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators [see DH(EXHIBIT)], including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records [see policies CPC and FL];
 - Copyright law [see policy CY]; and
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student [see policy DF and DHB].

- Upon request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently enrolled students.
- Upon written request from a parent or student, the employee must discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

[See policy DH Legal and Local Regulation]

EMAIL

Email service is provided for easy communication between teachers within our school and with parents. Additionally, email is the only approved method of electronic communication with individual students. (See Communication with Students for more detail.) Much of our communication within the school will be with email. Teachers shall treat their email just as they would their regular school mailbox. ***Teachers shall make every effort to check/read their email at least three times per day so that they will receive important information in a timely manner.*** You may also check your school email from home.

All email correspondence is the property of Spring Creek ISD. All email is archived and is retained forever. Teachers shall proof read their emails for content, word choice, grammar and tone.

Communicating with Students

Teachers shall only communicate with students individually through school email. If one-to-one communication between and student and teacher is necessary, all correspondence from the teacher shall be carbon copied to the principal in order to protect both the teacher and student.

Teachers may create a social media site for the purpose of communicating with a group of students in regards to instructional matters (Notice of upcoming tests, homework reminders, etc.). Individualized messaging through any social media site is prohibited. Additionally, parents and administrators must be granted the right to join the group/page.

Teachers and coaches must seek approval in order to utilize a text messaging application.

[See Electronic Media]

RECORD KEEPING

It is expected that every teacher updates his/her parent call log weekly. Parent call logs shall be created in Google Docs and shall be shared with Mrs. Cross so that she may regularly verify that the data is accurate, up to date, and reflects each teacher's grade book. Additionally, each teacher's call log shall be updated by Sunday at 5:00 pm to reflect the calls made the previous week.

Your personal notes that include quotes and witnesses, as well as office referrals, will often prove invaluable whenever a dispute arises, especially with our chronic offenders. Such documentation is the

best defense. Take the time to protect yourself. Keeping a sign-in log for tutorials and a phone log of your parent contacts will also provide supportive evidence for you whenever grade disputes arise and parents claim to have been uninformed. When documenting failed or missing assignments, please specifically document the assignment title as it is posted in your electronic gradebook and the grade received.

Ex: Glitter Jones received a 55 on Making Predictions 1A

FIRE DRILLS/SAFETY PROCEDURES

Follow the Emergency Quick Reference Guide. Exit maps for each class designating the route out of the building in case of fire are to be posted by the door. If a classroom has no map, contact the office to obtain one.

An employee's safety and health are primarily the responsibility of the individual employee. Employees must carry out their daily job tasks in a manner attentive to their surroundings and working conditions. Any situation that creates an unsafe act, or an unsafe condition must be reported to the principal immediately for correction.

FUNDRAISING

Mrs. Poer must approve all fundraising projects before the fundraising can be conducted. Any time a faculty or staff member is selling items, please remember that the organization is allowed only two of these type fundraisers per year. Deposits for all organizations outside of athletics should be turned over to the office manager. Checks must include the school's activity number. A receipt will be given to the faculty or staff member in charge of the organization once the deposit is made. Statements can be printed for verification of balance.

GRADING PROCEDURES

Teachers are required to record at least 12 grades each nine weeks.

Teachers are required to grade and post student assignments within 48 hours of receiving the assignment, if not sooner. It is crucial for students to receive timely feedback in order for the teacher to provide appropriate reteach instruction and to maximize student success.

The registrar will set a deadline every nine weeks for grade submission. Teachers are expected to submit their students' grades by the deadline. No exceptions. It is important that teachers strictly adhere to the timelines for uploading grades and completing the grade verifications in order for report cards to go out in a timely manner. Prior to the issuance of report cards, each teacher will be asked to carefully review all grades and sign off on grade verification documents. By signing the grade verification documents, each teacher is attesting that he/she has checked all grades thoroughly and that they are correct. All teachers are required to submit a verification document per class; specifically the original verification document provided by the registrar. Teachers shall not be allowed to verbally verify grades or provide other methods of verification.

INTERNET USE

Students must have a completed and submitted Spring Creek ISD Acceptable User Policy form before they can use any computer or district issued mobile device. This form is found in the Student Handbook and must be signed and returned before any student can use the Internet. This includes computers in the

library. As the computer or mobile device is used in many assignments, it is imperative that these forms are completed in a timely manner.

LESSON PLANS

Every teacher shall prepare and submit copies of their lesson plans for the upcoming week electronically each Thursday by 5:00 p.m. via Planbook.

Core subject lesson plans shall include, but shall not be limited to, the following:

- Lesson objective
- Activity/Assignment
- Taxonomy level(s)
- Standards/TEKS addressed
- Detailed description(s) of differentiated instructional methods implemented to meet the varied learning needs of his/her students (i.e., gifted/talented, RtI, dyslexia, special education, Section 504, etc.)

Core subjects shall include English Language Arts, Mathematics, Science, and Social Studies.

Non-core subject lesson plans shall include, but shall not be limited to, the following:

- Lesson objective
- Activity and/or assignment
- Standards/TEKS addressed

Non-core subjects shall include Art, Technology Applications, Yearbook, P.E., Learning Lab, and other courses deemed as such by the principal or superintendent.

Failure to submit lesson plans on time by a teacher shall be reflected in the summative annual appraisal.

LIBRARY

Teachers are encouraged to use the school library to enhance learning and support projects during the school year. Teachers shall be expected to accompany their students to the library and remain with the students at all times and maintain proper behavior.

Should a teacher send a student to the library on an individual basis, the teacher shall call the library to ensure that a staff member is present to assist the student. Students shall never be permitted to go to the library without an expressed purpose.

LINE OF AUTHORITY

All teachers are under the guidance and supervision of the principal.

Certain professional employees and staff members are under the guidance and supervision of the superintendent. Staff members should seek clarification from the principal if they have questions concerning who their immediate supervisor is or their responsibilities.

MAILBOXES

Each teacher is provided with a mailbox in the conference room. This box must be checked each day. All of the material in a mailbox should be dealt with immediately.

For confidentiality purposes, students are not allowed to check a teacher's mailbox or retrieve items from a mailbox.

MAKEUP WORK

It is school policy to provide make-up work when a student has been absent. Having an established procedure for collection of make-up work will expedite matters. Students are generally afforded one day for make-up per one day of absence. If a teacher receives a request for student make-up work, he/she should send it promptly to the office. If there is no make-up work, e-mail or send a message to the office personnel stating such.

MEETINGS

All teachers and/or staff members are required to attend meeting called by the principal and superintendent. Every attempt will be made to schedule meetings on those Fridays that teachers are required to work during the school year.

MOMENT OF SILENCE/PLEDGES

State law mandates that a moment of silence and pledges to the United States flag and Texas flag be observed each school day. All students and teachers are required to stand during the pledges. Students who do not wish to recite either or both pledges are not to be forced; however, they are required to stand and remain silent until the end of the event. The moment of silence and pledge will be done each morning in the gym before the students are released to their classrooms.

OPEN DOOR POLICY

Mrs. Poer and Mrs. Cross will make every effort to make themselves available whenever you need to consult with them; however, they are not always able to meet with faculty or staff members at a moment's notice, and it could be necessary to set up an appointment to meet with them.

PARENT CONFERENCES

When a parent requests a parent conference with their child's teacher(s) through the administrator, the administrator will schedule the conference during the teacher's conference period within no less than 24 hours and notify the teacher of the scheduled conference immediately.

When a teacher requests a parent conference regarding a student, the teacher shall notify Mrs. Cross of the date, time, and place of the parent conference. Teachers are encouraged to meet in the conference room if a neutral ground is preferred or needed. Mrs. Cross is available to facilitate meetings if needed.

The following guidelines shall be followed in parent conference:

Role of Facilitator (Administrator):

- Ensure that parent and/or teacher concerns are adequately addressed
- Keep participants on task
- Summarize concerns and strategies
- Provide written documentation of the conference to all participants

Agenda:

1. Introduction of participants
 2. Statement of parent(s) concerns (if parent initiated) – uninterrupted by other participants
 3. Statement of teacher(s) concerns – uninterrupted by other participants
 4. Parent opportunity for clarification/provide additional information
 5. Facilitator summarizes concerns and leads discussion of possible intervention strategies (if needed).
 6. Facilitator summarizes intervention strategies to be implemented (if needed).
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PARENT CONTACTS

Obtaining email addresses from parents is critical. Teachers should use this communication tool to relay information to parents. Appropriate use of email will go a long way in creating a collaborative effort between parents and teachers.

All teachers are required to correspond with parents via telephone for ALL missing or failing grades within three days of the assignment being deemed missing or a failure (below 70). If a student fails an assignment or exam, the parent must be contacted within three days of the assignment, even when the student will be allowed to correct the assignment. If the parent is unable to be reached by phone but has a voice mail, teachers shall leave a message merely asking for the parent to return the call. Student information shall not be divulged in the message. Additionally, students shall not be required/allowed to call their parent concerning missing or failing grades during class, as doing so would violate student confidentiality. It is the teacher's responsibility to make parent contacts when appropriate.

PARKING LOT

Students are not allowed on any lot during the school day for any reason other than arriving or leaving campus; therefore, teachers shall not send students to the parking lot during class time. If a student is leaving early, they must sign out in the office.

PROGRESS REPORTS

At the midpoint of each grading period, each teacher is required to send a progress report home for every student in his/her class regardless of whether the student is passing or failing. Progress reports will be generated and provided to the appropriate teachers by the office manager the day before student distribution.

PURCHASING

Teacher and staff members shall not order or purchase supplies or equipment for instructional purposes on behalf of the district or campus. Requests for all items shall be made to the principal. Employees shall be personally responsible for unauthorized purchases.

RELIGION/RELIGIOUS MATTERS

Spring Creek ISD faculty/staff shall not initiate a religious exercise as part of the student curricular activities even if the religious exercise is denominationally neutral or its observance on the part of the students is voluntary. [EMI(Legal)].

The District's approach to teaching about religion shall be academic, not devotional. Emphasis on religious themes in the arts, literature, and history shall be only as extensive as necessary for a balanced and thorough study of these areas. Such studies shall not foster any particular religious tenet nor demean any religious beliefs, but shall attempt to develop mutual respect among students and advance their knowledge and appreciation of the role that religious heritage plays in the social, cultural, and historic development of civilization. [EMI(Local)]

Religious symbols may be displayed as a teaching aid. Their display shall be temporary and limited to specific teaching activities; such displays shall not be permitted for devotional purposes. [EMI(Local)]

A public school student has an absolute right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. A student shall not be required, encouraged, or coerced to engage in or refrain from such prayer or meditation during any school activity. [EMI(Local)]

SEVERE WEATHER PROCEDURES

Precisely follow the instructions in the Emergency Quick Reference Guide that has been provided to you. If you do not have this information, contact the main office.

STUDENT ATTENDANCE ACCOUNTING

Teachers shall record attendance at the following times:

K-4th grade: **No later than** 10:15 a.m. (3rd/ADA Period) and 1:45 p.m. (6th Period)

5th-12th grade: **Within the first ten (10) minutes of each period**, excluding acceleration.

Because our state funding is determined by attendance, it is **IMPERATIVE** that attendance reported be **ACCURATELY** marked. This task is a primary teacher duty and shall **NEVER** be delegated to a student. This is an auditable document, and the teacher's signature verifies accurate accounting.

Any teacher's chronic failure to submit attendance on time shall be reflected on his/her summative annual appraisal. Each teacher shall receive a verbal warning for the first failure to submit, followed by a written reprimand for subsequent occurrences.

STUDENT DRESS CODE ENFORCEMENT

Enforcement of dress code is not an optional duty. It must be enforced and must be consistent. Teachers shall take the time at the beginning of each class to check their students' dress and handle according to campus policy. Please refer to the Student Handbook for dress code guidelines.

SUBSTITUTE PLANS

Each teacher shall provide at least three (3) emergency lesson plans (complete with instructions, set of worksheets, and other necessities for the lesson) along with a seating chart for each class.

SUPERVISION

A teacher is required to be in attendance in his/her classroom **at all times** when students are present. If it should become necessary for a teacher to leave his/her room while students are present, the teacher shall secure another person ***who does not have a class that period*** to supervise his/her students.

Teachers who are to be supervising children on the playground shall NOT call, text, or browse on his/her cell phone. Cell phones shall be left in the classroom or kept in the teacher's pocket, as to not pose a distraction and help ensure the safety of our students. Teachers are highly encouraged to wear a watch, if possible, in order to keep time on the playground.

Failure to follow this directive shall be reflected on the summative annual appraisal. Each teacher shall receive a verbal warning for the first failure to abide by this procedure, followed by a written reprimand for the subsequent occurrences.

TEACHER DRESS CODE

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent [DH(Local)].

Staff members are to come to work each day dressed professionally.

TEACHERS LEAVING DURING THE DAY

Teachers shall not leave during the day unless it is a case of an emergency. All routine or regular appointments should be made outside of the normal school day or during school holidays. In case of an emergency during school hours, Mrs. Cross should be notified immediately. Any teacher leaving during the workday must sign out in the teachers' workroom prior to leaving. The teacher shall be charged for one-half day or a full day, according to his/her leave time.

TEXTBOOKS

When necessary, textbooks will be distributed to teachers as a class set or to individual students.

TRANSPORTATION OF STUDENTS

Employees shall not transport students in their personal vehicles. In the event of an accident, the employee's private insurance will become the primary insurance to cover the student since the district liability insurance does not cover students being transported in private vehicles.

VIDEOS/MOVIES

Before using a movie/video in class, teachers shall obtain approval by Mrs. Cross.

A video/movie shall be used to enhance the learning of the TEKS, and clips or small portions of a video/movie shall be used for discussion purposes and improve understanding – very seldom should an entire movie be shown.

Teachers must attach a planned use of video form electronically with the relevant lesson plan for approval by Mrs. Cross. Teachers shall preview all videos/movies prior to seeking approval. Remember, there are laws that prohibit public showing of many videos, and teachers are not wholly exempt from this restriction. Movies as rewards or free time is a violation of the copyright laws, and teachers can be held personally liable. For copyright policies, see **COPYRIGHT LAW**.

WORKDAYS

The standard workday for faculty members is from 7:30 a.m. – 4:30 p.m., Monday through Thursday. On the Fridays on which faculty members are required to work, the workday hours shall be 7:30 a.m. – 4:30 p.m. Administration may adjust the hours based upon campus requirements.

Professional staff and other staff members' workday hours are predetermined by administration based on their job responsibilities. Professional staff may be expected to perform duties outside the normal duty hours. Paraprofessionals and other staff members are required to be scheduled eight (8) hours per day outside the non-paid lunch break.

Faculty and staff are expected to be on campus during working hours, including conference periods, unless involved in school district activities or given prior authorization by Mrs. Cross. All teachers are expected to be in their classroom on time.

Unless teachers have an assigned duty station, teachers shall be in the gymnasium by 7:40 a.m. for morning procedures (singing of the school song, recitations of the Pledge of Allegiance to the American flag and Texas flag, moment of silence and morning announcements). After morning ceremonies have concluded, each teacher shall accompany his/her students assigned to his/her first period classroom. Teachers are also expected to be at their classroom doors to greet students as they arrive to their remaining classes each day.

Teachers' personal children shall not be allowed to be on campus during teacher in-service days designated as student holidays on the district calendar.

SALARY/COMPENSATION

All employees are provided with a salary statement for upcoming school year prior to the first scheduled pay day of the school year. Employees are notified of the deadline to sign and return one copy of the salary statement to Mrs. Poer, while the other copy is to be kept by the employee for his/her records. By signing the salary statement, employees are confirming that they are aware of, and consent to, the compensation they will receive during the calendar year.

STUDENT DISCIPLINE MANAGEMENT

Acronyms and Definitions:

LD	Lunch Detention
ISS	In-School Suspension
OSS	Out of School Suspension

CLASSROOM MANAGEMENT

Teachers are expected to handle their own classroom discipline as much as possible before referring a student to the principal. Teachers should communicate with parents about minor discipline code violations before submitting a student discipline referral. However, major discipline code violations should be referred to the principal immediately.

Students should not be sent out of the classroom for discipline reasons to stand/sit outside the door.

Teachers should keep in mind that students, parents, and other school personnel will view a copy of the discipline referral. The teacher's opinion about the student's behavior should only be shared verbally with the principal, if necessary, and should not be included as a part of the written discipline referral document. Other students' names should not appear on a student discipline referral since this will become a part of a student's record of which parent(s) have access. When a student's behavior warrants a referral to the principal, the principal should be discreetly notified before the student is sent to the office. The principal will determine if the student should be directed to report to the office without an escort or if the principal will personally retrieve the student from the classroom.

STUDENT DISCIPLINE REFERRALS

Discipline referrals are to be directed to the Principal.

IN SCHOOL SUSPENSION (ISS)

Administration Responsibilities

- Students will be assigned to ISS for violations of the student code of conduct by the principal.
- The principal will notify the student's parent(s) of the ISS placement.
- The principal will notify the student's teachers, the ISS teacher and instructional aide, diagnostician (if applicable), via email of the student's ISS placement.
- The principal will address any teacher not sending assignments or enough assignments for the student placed in ISS.
- The principal will make random visits to the ISS room to check students and their progress.

Teacher Responsibilities

- The teacher shall promptly send to ISS the student's assignments.
- The teacher shall send enough assignments for the student(s) to keep the student(s) working for a 45-minute period. The work should be pertinent to the lesson that the teacher is teaching that day or lessons that the teacher has just completed as per review.

OTHER EMPLOYMENT POLICIES

Dissemination of Required Information

Spring Creek ISD is required to disseminate the following policies and resources to school district employees. These policies may be found by accessing the district website at:

www.springcreekisd.net> **District** tab> **School Board**> **School Board Policy Online**

FOR ALL EMPLOYEES

Discrimination, Harassment, and Retaliation

- DH, DIA, FB, FFH, FO

Bullying

- FFI (Local)

Child Abuse and Neglect

- BQ (Legal); DH (Local); DH (Exhibit); FFG (Legal); FFG (Local); FFG (Exhibit); GRA (Legal); GRA (Local)

Drug-Free Workplace

- DH (Local)
-

FOR TEACHERS AND ADMINISTRATORS

Student Discipline

- FN; FO
 - Texas Education Code: Chapter 37, sections 37.001 and 37.022
 - Student Code of Conduct
 - Student Handbook
-

FOR TERM CONTRACT EMPLOYEES

- DA; DBAA; DBD; DC; DCB; DEA; DEC; DF; DFA; DFB; DFD; DFE; DFF; DFFA; DFFB; DG; DGBA; DH; DHB; DHE; DI; DIA; DK; DN

ACKNOWLEDGMENT OF ELECTRONIC DISTRIBUTION OF POLICIES

I hereby acknowledge that I have been offered the option to receive a paper copy or to electronically access at **www.springcreekisd.net** the board policies regarding employment as required under Education Code 21.204(d) and the board policies regarding student discipline as required under Education Code 37.018.

Board policies regarding employment include (LEGAL) and (LOCAL) policies and exhibits found at the following codes in the local policy manual:

FOR ALL EMPLOYEES

Policy Code	Policy Title
DH	Employee Standards of Conduct
DIA	Employee Welfare – Freedom from Discrimination, Harassment and Retaliation
FB	Equal Educational Opportunity
FFH	Student Welfare – Freedom from Discrimination, Harassment and Retaliation
FO	Student Discipline
FFI	Student Welfare – Freedom from Bullying
BQ	Planning and Decision-Making Process
FFG	Student Welfare – Child Abuse and Neglect
GRA	Relations with Governmental Entities – State and local Governmental Authorities
DMA	Professional Development – Required Staff Development
Resource	Employee Handbook and Procedures Manual

Additional important board policies and related administrative procedures can be found at the following codes:

FOR TEACHERS AND ADMINISTRATORS

Policy Code	Topic
FN	Student Rights and Responsibilities
FO	Student Discipline
Resource	Student Code of Conduct
Resource	Student Handbook
Resource	Texas Education Code – Chapter 37, sections 37.001, 37.022

FOR TERM CONTRACT EMPLOYEES

Policy Code	Topic	Policy Code	Topic
DA	Equal Employment Opportunity, Genetic Nondiscrimination, Criteria for Personnel Decisions	DFF	Reduction in Force
DBAA	Criminal History and Credit Reports	DFFA	Reduction in Force Due to Financial Exigency
DBD	Conflict of Interest	DFFB	Reduction in Force Due to Program Change
DC	Employment Practices	DG	Employee Rights and Privileges
DCB	Term Contracts	DGBA	Employee Complaints/Grievances
DEA	Salaries and Wages; Incentives and Stipends	DH	Employee Standards of Conduct
DEC	Leaves and Absences	DHB	Reports to State Board for Educator Certification
DF	Termination of Employment	DHE	Searches and Alcohol/Drug Testing
DFA	Termination of, or Return to, Probationary Contracts	DI	Employee Welfare
DFB	Termination of Term Contracts	DIA	Freedom from Discrimination, Harassment and Retaliation
DFD	Hearings before Hearing Examiner	DK	Assignment and Schedules
DFE	Resignation	DN	Performance Appraisal

I have chosen to:

- ☐ Receive a paper copy of the policies
- ☐ Accept responsibility for accessing the policies through an accessible District computer and printer.

I have been instructed on how to access these policies from the District's web page and understand that if I have any questions regarding these policies, I should direct those questions to April Cross at (806) 273-6791 or april.cross@region16.net.

Employee Name: _____

Employee Signature: _____

Date: _____

Campus: Spring Creek ISD/Spring Creek School



2019-2020 Employee Procedures Manual

ACKNOWLEDGEMENT

I have chosen to:

- ☐ Receive a paper copy of the **2019-2020 Spring Creek ISD Employee Procedures Manual**.
- ☐ Accept responsibility for accessing **2019-2020 Spring Creek ISD Employee Procedures Manual** through an accessible District computer and printer through the District webpage at www.springcreekisd.net

I, _____, have read or will read the **2019-2020 Spring Creek ISD Employee Procedures Manual** and agree to abide by the provisions of the manual.

Employee Signature: _____

Date: _____

Employee Name: _____
(Please print)