

# **TAYLOR CREEK ELEMENTARY CAMPUS HANDBOOK**

**2025-2026**



Mark Sheppard, Principal  
Dr. Jeanya Anglin, Assistant Principal  
Kasey Borland, Instructional Specialist  
Lynnette Jones, Counselor  
Tanja Blackwell, Principal Secretary  
Jessica Heintzman, PEIMS/Registrar

**Here We GrOw**

## PERSONNEL POLICIES AND PROCEDURES

Campus staff members are required to sign in daily.

Our school day will be from 7:40 to 3:55 daily unless you have a 7:25 morning duty then your school day will be from 7:25 to 3:40.

### ABSENCE FROM DUTY:

**Prior to a planned absence**, the employee must first, speak or email Mark Sheppard for approval. Please be proactive in planning your schedule absences. Upon approval, he will reply to you and cc Tanja Blackwell. At that time, you will need to see Tanja Blackwell to get the absence entered into Ready Sub and Skyward.

**In the event that** you must be away from campus for a portion of the day, you need to talk to the Principal at least one full day in advance. If it is approved, you must sign out and then sign back in at the office. This will be logged in the Absent from Duty (90 minute) notebook.

(If you will be out for "90 minutes", it is your responsibility to obtain coverage for your class and have approval in advance with the "90 minute request form."

Excessive use of this privilege will result in your request being denied.

**In the event of an unplanned absence**, you must enter the absence in Ready Sub as an **EMERGENCY** and call or text Mark Sheppard, 254-768-9398, & Tanja Blackwell, 254-289-0579, **by 6:00 am at the latest**. The electronic time off request must be completed upon your return to campus.

### ACCOUNTABILITY:

*"If we individually make the effort to ensure that each child is known in our system, our organization will be a caring learning community that knows and lifts each child."*

*Les Ometani*

At Taylor Creek, accountability is vital to our success as a campus. We will share the goal of student achievement among all of us. We expect all students to grow by 10% or 3 questions on all assessments this year which will close all achievement gaps. Failure is not an option; student success is the only option. Here, We GrOw

### AVERAGE DAILY ATTENDANCE:

Average daily attendance is crucial. Encourage good attendance. Notify Mark Sheppard and Jessica Heintzman if students are chronically absent or tardy. Early intervention is vital. You are required to **document parent communication** regarding poor attendance in your phone log. You are required to maintain documentation of parent communications.

It is very important on days of special activities (field trips, assemblies, and other special classroom activities) that you submit your attendance to the office **before you leave**.

Please electronically send your attendance information **@ 10:00 each day through Skyward**. The 6 week attendance reports that you sign are **legal documents**. You must be sure they are accurate before signing.

Students who show up after 7:55 AM must sign in in the office and will be marked tardy in the office by the PEIMS Secretary and will arrive to class with an admit slip.

Classroom Teachers are responsible for letting the Principals know when a student is continually tardy or absent.

**BOARD POLICY BOOK:** <https://www.lisdtx.org/District/Board-Policy/index.html>

The LISD policy book is located online at the district homepage. This book consists of all the policies which are the rules and regulations that govern the district. The administration, faculty, and staff of TCE will follow board policy in all areas with no exceptions.

**CAFETERIA**

Teachers are welcome to get ice in the cafeteria at their convenience beginning at 7:45 am. Students may NOT be sent for ice. Please do not ask the Cafeteria Manager or workers for additional portions; it is against Food Services policy. Opened, uneaten food is not to be taken out of the cafeteria by students, in support of cleaner classrooms and pest management. Exceptions apply only to students eating in the classroom with a Teacher for incentive purposes. It is extremely important that everyone adheres to the lunch time schedule. *Opportunities to use the restroom WILL be provided to students **before** coming for lunch*, to limit the number of students leaving the cafeteria and to allow for proper handwashing.

**CAFETERIA RULES:**

**MONITOR RULES:**

1. Walk up and down the aisle to ensure that the children understand cafeteria expectations. Reinforce desired behavior.
2. **Red cups** will be out on the tables when students first walk in the cafeteria for a period of silence for each student to eat their meal. Then **yellow cups** will be placed on the table for 5 minutes of quiet whispering. Next **green cups** will be placed which allows the student to visit and throw away their trays. After 20-25 minutes in the lunchroom, **red cups** will be placed on the tables to line up quietly for recess. Students will be taken quietly out to the playground. No talking until they cross the street.
3. For dismissal, trash cans and carts will be placed at the end of the table, where students will walk around the table to empty their trays and stack their plastic lunch trays and return to their seat. Open food should not leave the cafeteria with any students.
4. Students should never be allowed to return to an empty classroom. Please do not send students to the nurse during lunch except in urgent cases or for prescribed medication.
5. Students may raise their hand to go to the restroom and will use a cups system to monitor how many students are out (up to 3 boys-blue cups, up to 3 girls-pink cups). The student gets the cup, the cup goes in their spot, and the student returns the cup once they return from the restroom.
6. Pass behavior information along to Teachers when they collect students.  
Children with good manners should be recognized. Those who require consistent

reminders about appropriate cafeteria conduct should be reported to the Teacher as well.

7. Students who misbehave may be moved away from peers (not to exceed two consecutive lunch periods) or sat out from recess. Entire classes should not be penalized for the behavior of one or two students.

*It is the Teacher's responsibility to make certain that students are picked up on time from the playground. Lunchroom monitors' lunches begin promptly when the students are picked up, so make sure that you are on time to pick up your students.*

## **CALENDAR**

A campus master calendar is on the wall in the office. ALL school events, grading periods, etc... will be posted on this calendar. Friday Focus is sent out weekly, it is your responsibility to read it and keep up with our activities/schedule.

## **CAMPUS CARE AND CLEANLINESS:**

You are an important role model for your students. *If you spot trash when moving around the building, take a moment to pick it up and use this as a learning opportunity for your students.* Encourage your students to be neat. Have them keep their books, paper, pens, etc. in their properly assigned place. Consider assigning leadership roles in the classroom for supporting cleanliness at daily dismissal. Our school will be kept neat. Stacks of paper, etc. should not be left lying around on top of counters and file cabinets. Please keep these areas clean. Periodically take time to have students clean out their desks. Also remember that you must be the good role model in neatness! Classrooms should look neat and professional.

No items can be attached to lights or ceiling without Principal approval.

Walls: Do not hot glue to **any** school property

Vinyl Walls: You may use staples

Doors: No staples or hot glue

Floors: Only floor tape; Do NOT use expo markers or permanent markers

## **CELL PHONE USAGE**

Cell phones may be used when children are not in your care. The first time will result in a verbal warning, subsequent issues will result in a formal write up. Conference and duty-free lunch are the only exceptions.

## **CHILD-CENTERED TEAM PROCEDURES**

Teachers will monitor academic & behavior concerns and review with the CCT. CCT meetings will be held according to the published campus calendar, with ongoing progress monitoring documented by Teachers and facilitated by the RTI coordinator, Sarah Schoonover.

Consult Sarah Schoonover if you have a child that is at risk. Mrs.Schoonover will brainstorm possible classroom interventions with the Teacher and provide a referral form to fill out. All information must be filled out completely by Teachers. Pay special attention to requested items that should be brought to the meeting.

Referrals and progress monitoring are the responsibility of the Teacher. Keep samples of student work for conferencing for RTI purposes.

\*\*\*Requests for special education evaluation, made to any TCE employee must be sent to the Principal immediately for forwarding to DOSS.

\*\*\*The RTI process must be followed, do not skip this process...the first time will result in a verbal warning, subsequent issues will result in a formal write up.

## **CLASSROOM MANAGEMENT**

Resources and training will be made available for these important components of successful, well-managed classrooms:

- Classroom set up and organization
- Establishing classroom rules and procedures
- Following TCE school rules and procedures
- Creating classroom incentives and consequences

## **CONFERENCE PERIOD**

Conference periods are for lesson planning, grading, and communicating with stakeholders. Personal appointments should be outside of this time.

## **CUMULATIVE FOLDERS**

Cumulative folders contain vital information on students. Teachers have access to these files, but they must be accessed in the office. Cumulative folders should not be removed from the office without administrative approval. It is your responsibility at years-end to complete needed information.

## **DAILY SCHEDULE**

After you have established your daily instructional schedule that follows the master schedule, please turn it into the office. Update these as often as necessary. All classes must follow the master schedule.

## **DISCIPLINE**

We will follow the 3R's at TCE...Respect Yourself, Respect Others, & Respect the School. Please review and be familiar with the school-wide discipline and interventions and behavior flowchart. TCE will use a school wide discipline procedures and intervention plan. Discipline intervention should be progressive and developmentally appropriate—that has numerous research based strategies should be tried according to the school behavior management system **before** referring students to the office, except for severe behavior or aggressive physical contact. Our discipline efforts should at all times be individualized to student need and reflect commitment to learning.

Grade levels will have a shared set of Tier 1 strategies for addressing undesired behaviors. Each classroom should have a cooling off spot identified in their room, and students should understand Teacher expectations for removing themselves from the group for reflection. Teachers should give direction and model for students what is allowable in the cool off spot.

For Level 3/Tier 3 Misbehaviors, Taylor Creek may use In-School Suspensions (ISS) if necessary. **Placement will be made by a Principal** (by law and for PEIMS accounting purposes). ***Remember that any disciplinary action taken with a child is confidential information and not to be shared with other students, Teachers or parents.*** Disciplinary action or office referral information should only be shared on a need to know basis.

If there is a persistent behavior issue, parents should be notified in advance by the Teacher that an office referral is imminent unless progress is noted.

Students will not be placed in the hallway unattended. Per the school-wide behavior management procedures, Teachers should contact Jeanya Anglin, Lynnette Jones, or student's case (SPED) manager for suggestions/assistance with a student that will allow that student to reflect on desired behaviors and the impact their behavior choices have on others and themselves (see behavior management chart). A specific place should be set aside in the classroom for this student.

## **DISMISSAL**

The bell will ring at 3:25 to dismiss students. Teachers must escort their students to their appropriate destinations. Each team should have a plan for escorting students out of the building. **Remember that students may not change their way of getting home from the original plan without a written note or email from their parents.** This policy will be strictly enforced. **No changes will be allowed after 2:45 without Principal approval.**

Each day before dismissal, allow a few minutes to have your students pick up paper, pencils, notebooks, and other materials from the floor. All chairs must be stacked in groups of six and bagged trash should be placed just outside the classroom. This is necessary so custodians can clean effectively.

## **DISTRICT PARENT & STUDENT HANDBOOK**

The campus handbook is specific to the needs of TCE students. Teachers and staff members are still required to read and comply with district and elementary policy and guidance, as outlined in the LISD Elementary Parent & Student Handbook and Board Policy.

## **DRESS**

Professional dress is expected. Clothing worn by staff should reflect or exceed the expectations set for the student dress code. Piercings should only be worn in the ears. Dress that may be considered inappropriate includes, but is not limited to, the following examples:

- Backless, strapless or revealing dresses or shirts
- Tights must have a shirt/dress that reaches mid-thigh and covers the bottom
- Dresses/skirts length...no more than 5 inches above the knee
- T-shirts with inappropriate or political logos
- Sweat pants, wind suits with the exception of PE Coaches, but these can't be tight-fitting.

- Denim jeans are appropriate on Mondays with Staff Shirt (No Exceptions) and Badger Blue Fridays. The Principal may designate exceptions. The first Monday of the Month is College Shirt Day.
- Jeans...No holes above the knees and all holes must not show exposed skin.
- No Shorts

### **EMERGENCY PROCEDURES – Fire, Tornado, Building Evacuation**

Go over the emergency procedures with your class and document it in your lesson plans. You may be advised in advance of the date and time of drills, but not always. We are required to have at least one fire drill per month. At times, your main route will be obstructed, so make sure that you have gone over both routes with your class/classes. CONDUCT: Absolute order is to be maintained during all drills. Students should walk from the room in an orderly, straight line, proceed quickly to the safe areas, turn around and face the building, and stand in an orderly line without talking. Administrators and other personnel will check rooms after the building is cleared.

All classrooms should have a folder with instructions and maps for fire drills and violent storm procedures. Please become familiar with all procedures. This should be kept posted by your classroom door at all times. if you are missing this folder, it is your responsibility to notify Mr. Sheppard so that one can be made and placed there for you.

Classroom doors remain locked during the instructional day. **Keep all outer doors closed at all times! Do not prop them open.**

### **EMPLOYEE CHILDREN ON CAMPUS**

Please follow the following procedures with your personal children:

1. Employees' children will not roam the building before school or after school is dismissed and will remain in their parent's classroom; ***if you are 'on the clock', your child is not permitted to be with you - this includes meetings.***
2. Employee's children must eat lunch in the lunchroom; they are not to eat in their parent's classroom. You may eat in the cafeteria with your child.
3. Employee's children should not go into the Teacher's lounge. If they need a snack, you should obtain it for them.
4. Campus parties are for **staff only**. Employee children may be invited for refreshments **after** the party.
5. Employee children that are ill or recuperating may not stay in the classroom during the school day.
6. No student other than those assigned to the classroom need to be in that classroom during instructional time (other than for academic purposes); if your child does not feel well; they need to visit the nurse, not your classroom.

## **ENERGY CONSERVATION**

You can help conserve energy in the classroom and other areas you frequent throughout the building by turning off lights each time you leave an empty room.

## **ENTERING THE BUILDING AFTER HOURS AND ON WEEKENDS**

If you enter the building after hours or on weekends, you must use the main entrance at the front of the school. Do not prop any doors open.

## **ENRICHMENT**

The enrichment block (Power Hour) is included in the master schedule to allow for targeted remediation of unmastered taught skills that are currently being taught in the classroom except for those students who are significantly behind or for challenges and project-based work to increase rigor when skills have been mastered. Small Group work and Teacher facilitated practice should be evident during this block of time. Power Hour activities should be on the lesson plans that are submitted.

Classroom Teachers and the Intervention Team are required to enter progress monitoring notes for Tier 2/Tier 3 students once per month (All Students who have not met approaches on any STAAR assessment). These notes will be due on the last day of each month.

## **EQUIPMENT**

Campus equipment costs a great deal of money. Do not allow children, including your own, to operate or carry this equipment. **An adult must push all carts with equipment.** If you are not sure how to operate a piece of equipment, please ask the office for assistance.

## **FACILITY USE**

Use of your classroom or the facility after school hours must be approved through a facility use request per board policy. Do not hold meetings after hours without prior approval. The use of a classroom for tutorials for personal gain must have prior approval by the campus Principal.

## **FACULTY MEETINGS**

Reserve the 1st Wednesday of a month for faculty meetings. As much notice will be given as possible if we are meeting; you are expected to attend.

## **FACULTY UPDATES**

Faculty updates will be sent to you through e-mail via Friday Focus.

Please read Friday Focus carefully and make a note of important events and action items. Effective communication is vital; Administration will work through Grade Level Leaders (GLLS), committee representatives, support staff, and individual Teachers to ensure all members are current on campus happenings. Check your email 3X each day: at arrival, during planning periods, and before dismissal for special instructions. Clear your mail box (in office) daily.

## FIELD TRIP GUIDELINES

All field trips must be scheduled **at least one month in advance**. Administration must approve all field trips. A field trip should be educational with definite student learning objectives. In order to prepare our students, discuss **well in advance** rules/expectations and practice, practice, practice.

1. All field trips must have the approval of the Principal.
2. The trip should be tied to grade level TEKS.
3. Eligibility for field trips:
  - All students will begin the school year eligible to attend field trips. Loss of field trip eligibility occurs only in collaboration with and approval from the Principal.
  - Each student must have a signed permission slip.
  - Students who have not returned written parent permission forms will not be allowed on the trip; verbal permission is not sufficient. Parents need to be informed of field trips so we will send home a notice each time there is a field trip.
  - Allow students to take protective gear on field trips (sunglasses, hats, sunscreen, etc.) when appropriate to the field trip destination.
  - Use the approved permission form from the office (back sheet of this handbook)

## FOOD IN CLASSROOMS

Please limit food consumption in classrooms to employee meals, the occasional incentive lunch with students, healthy snacks for PK and Kinder only, and scheduled holiday parties. Water is the only drink allowed for student consumption within the classroom, with the exception of incentive lunches under Teacher supervision and scheduled class parties. If you do have a spill in the classroom or hallway, please contact a custodian immediately. Staff food must be stored in air-tight containers. We cannot treat for bugs while children are in school. Teachers may purchase drinks and breakfast before students arrive in the classroom. Students are not to be sent to make food/drink purchases for Teachers. Staff members should not have meals in front of students unless students are eating with them. Students may not eat incentive lunches unattended in the classroom.

## FMNV (Foods of Minimal Nutritional Value) DAYS

Christmas, Valentine's Day, End of Year Celebration (variations may be approved by administration).

Birthday treats may be shared during the afternoon, any time after the class' scheduled lunch. Encourage parents to send individual portions (cupcakes, cookies, pre-sliced cake).

## GIFTED AND TALENTED

The Gifted & Talented program in LISD Elementary schools is a pull out during Power Hour one day a week. Students who are in the program ARE NOT required to make up assignments during that time.

## **GRADE LEVEL LEADERS (GLLs)**

Each grade level Pre K - 5 will have a GLL; this person will have at least one year experience at TCE and three years total teaching experience. This person will have the following responsibilities:

- Conduct grade level meetings weekly and share collaborative team planning minutes to all team members and administration
- Coordinate Student of the Week for your grade level with Mrs. Reynolds
- Monitor the development of instructional timelines, assessments and equitably delegate subject assignments for lesson planning
- Serve as primary communicator with the professionals and paraprofessionals within the grade level
- Be the team leader in grade level decisions
- Schedule, organize and coordinate with the office field trips & the requisition of buses
- Be responsible for having the Principal approve any notes sent home; notes must be sent home in English/Spanish for all ESL students and/or Spanish speaking parents...see Mrs. Zambrano
- Promote professionalism and positive attitudes at all times and include all members of the team—be intentional about inclusivity and positivity
- Notify all team members of meetings and keep the team informed of information given to you by the Principals
- Work closely with PTSO to assist in communication and organization of activities which benefit the grade level
- Coordinate with other grade chairs on campus events
- Communicate with the office/Principals for needs of the grade level this include supplies, materials, and any Teacher need
- Ensure that you check in with your team members throughout the week
- Meet with Administration when scheduled

## **PROFESSIONAL LEARNING COMMUNITIES (PLC)/GRADE LEVEL MEETINGS**

Each grade level will meet Mondays for PLCs and Tuesdays for Grade Level Planning. If a Teacher is present at school, attendance is expected. An Admin member will attend. GLLs or designee will keep the minutes. The GLL will email the minutes to everyone in that communication team within 24 hours of the completion. Please be punctual for these meetings. Each member is expected to actively participate in the planning process; resources and details should be discussed at Grade Level Meetings.

## 25-26 LISD ELEMENTARY RESOURCES LIST & PURPOSE

### Resources List and Location

**Grading Guidelines:** Grades will be checked each Monday by Dr. Anglin; 2 grades per week, per subject in the gradebook by 8am. Do not wait until the last week of the 9 weeks to take all of your assignments.

**Minimum number of recorded assignments per nine-week grading period:**

- **Math** – 15 grades
  - **ELAR** – 8 Reading grades, 7 ELA, and 3 Spelling grades
  - **Science** – 10 grades
  - **Social Studies** – 10 grades
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### **Weighted Grades**

ELAR averages will be weighted as follows:

- 60% Reading
- 30% ELA
- 10% Spelling

Test grades may be counted as two daily grades; however, a single test or assignment may not count more than 20% of the final 9-week average in any subject.

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### **Make-Up Policy**

Reteaching will be an integral part of regular classroom instruction whenever the teacher determines the student has not accomplished mastery of the TEKS. Teachers will follow the procedures below when a grade falls below 70% of mastery:

- **Daily Work/Quizzes:**  
Re-teach concepts as needed and then allow students to correct the

assignment. The new grade will be an average of the first grade and the redo grade with 70 being the highest score possible.

- **Tests/Projects:**

Re-teach concepts and then provide an alternate assignment (for projects) or allow the student to redo or correct, which will determine if concepts were mastered. The grade earned on the corrected assignment or the retest will replace the previous grade, with 70 as the highest grade that can be earned.

**NOTE:** Summative assessments are not eligible for make-up.

**Important:** In cases where assessment reflects a student's relative mastery of grade-level TEKS, the ability to reassess after reteaching is essential. The reassessment will be limited to 50% of the recorded assignments required during a 9-week grading period.

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## **Absences and Late Work**

If your child is absent, he/she will have the ability to make up work for each day absent (with no penalty), following district policy. For late work submitted past the due date, the following guidelines apply:

- 10 points will be deducted for each day the assignment is late.
- Work will be accepted for up to five school days after the due date.
- After five days, the assignment will receive a maximum grade of 50% even if completed, and 10 points will be deducted from the final grade for each day the assignment is late.

## **[TCE Grading Guidelines](#)**

## **[Grading Policy Late Work & Absent Work](#)**

### **Weighted Grades**

ELAR averages will be weighted as follows: 60% Reading, 30% ELA, 10% Spelling  
A single test may not count more than 20% of the final 9-week average in any subject.

For Kindergarten–grade 2, the District shall record a 50 for any average numerical grade that is lower than 50.

For grades 3–5, in the first grading period of each semester (1<sup>st</sup> and 3<sup>rd</sup> nine weeks), the District shall record a 50 for any average numerical grade that is lower than 50. For all other grading periods, the grade recorded shall be the actual grade earned.

Only three participation grades can be given but they are above and beyond your required grades per subject per 9 weeks.

Citizenship grades should be based on documented student behavior based on student notes homes, phone calls home and/or visits to the office.

### **Grade entries for all Teachers must be done weekly and posted to Family**

**Access.** Posted assignments should be named in the Gradebook in such a way that parents and students understand what the work was about (i.e. Math Facts/Decimals versus Handout).

#### **Re-Teach (Re-Do) Policy**

Re-teaching is an integral part of regular classroom instruction whenever the Teacher, parent or student determines the student has not achieved mastery of the TEKS. Re-teaching an assignment must be done within 1-3 days with opportunity to re-do the assignment. Teachers will follow the following procedures when a grade falls below 70%:

Daily Work/Quizzes: Re-teach concepts not mastered, and then allow students to correct or retest. The grade recorded will be an average of the first grade and the redo grade with 70 being the highest grade that can be earned.

Tests/Projects: Re-teach concepts not mastered, and then provide an alternate assessment (for projects allow the student to redo or correct) which will determine if concepts have been mastered. The grade will be an average of the first grade and the retest grade with 70 being the highest grade that can be earned. NOTE: Common Assessments are not eligible for re-do.

**\*\***In order to ensure grading reflects a student's relative mastery of grade level TEKS, the ability to make corrections on daily work and tests/projects will be limited to 50% of the recorded grades (per subject) during a 9-week grading period.

No zeros will be entered in the gradebook for homework assignments until parent contact has been made; late assignments can not score higher than a 70 and be no more than 1-2 days late. Parent contact can also be made through email/Remind, but make sure that you receive a response. If the parent continuously doesn't respond, see admin for a parent visit.

### **GRADE BOOKS/PROOF SHEETS/GRADING POLICY**

All Teachers who issue grades should maintain a hard copy of grades at all times. Report cards will go home on Thursday (the same as 6-12<sup>th</sup> grades). Grades will be pulled after the end of the nine weeks according to LISD timelines. Grades need to be

entered by 8:00 p.m. on Monday evening. Teachers will receive grade proof sheets the same afternoon. These proof sheets will need to be returned with Teacher initials by the next day. Report cards will be placed in Teacher mailboxes Wednesday and will go home Thursdays.

## HALLWAYS

The expectations for the hallways will be that all students will quietly walk in a single file line and on the right side at all times.

## HOMEWORK (Is NOT for a grade)

Homework is a component of each student's educational development. It establishes responsibility while enhancing grade level competencies and skills. It is a helpful tool for parents to reinforce work habits and student acquisition of skills.

A homework assignment is designed to be quality in nature and completed in an amount of time that is age appropriate. Parents are encouraged to provide assistance when needed. The homework experience is meant to be a valuable reinforcement of specific learning objectives. Teachers will determine when homework will be assigned. Homework will not be assigned during weekends unless a student is making up work for excused absences.

The following are examples of "Homework":

- Completion of work assigned in class
- Reading Logs
- Studying for tests
- Nightly practice (spelling words, math facts, reading, etc.)
- Projects
- Any other Teacher-assigned activity to be completed at home

The following describes specific time recommendations for work to be done at home. Any combination of homework tasks should not exceed the time total prescribed and teams should collaborate across content area assignments; **this time does not include actual read aloud, read to or read with time which should include at least 20 minutes a night:**

Kindergarten: 10 minutes

First Grade: 20 minutes

Second Grade: 20-30 minutes

Third Grade: 30-40 minutes

Fourth Grade: 30-40 minutes

Fifth Grade: 30-40 minutes

## LATE WORK

Late work will be allowed for all grade levels following these guidelines: the student will be given up to three days to complete any late work, late work grades are not subject to correction, and 10 points will be deducted from the final grade for each day the assignment is late

## LESSON PLANS

Weekly lesson plans will be submitted electronically in Eduphoria by 8am on Thursday for core Teachers and 8am on Monday morning for all special Teachers. Be sure to print these out for a sub and Ms. Blackwell along with detailed sub notes.

- Lesson plans submitted will be checked by Admin weekly
- All core subjects must include: learning Target with TEK number included (Word problems involving add/subtract/multiplication, TEK 4.4A, 4.4D)
- Power Hour Lesson & Foundations Lesson Plans must be written out in lesson plans

## LEAVING CAMPUS DURING THE DAY

**ALL** staff members who leave campus for **any** reason during school hours must sign in and out in the front office.

## LIABILITY

Protect yourself from liability! It has long been known that Teachers are immune from criminal prosecution involving accidents to students at school. However, civil prosecution is always possible.

The following are some of the biggest liability issues:

1. FERPA, FERPA, FERPA. **Do NOT discuss students or even situations unless it is on a need to know basis.**
  2. Follow **all** modifications/accommodations given to you for special education, Section 504, and ESL students. Assurances are given at ARD's stating that modifications will be made without exception.
  3. **Never leave your class without supervision**...this will result in an immediate write up.
  4. Do not touch children when you are angry. Even a light touch when angry can be construed by a child to be threatening.
  5. **Keep your voice under control.** Parents and staff often react negatively to a raised voice. And remember to never call a student a name, even in jest.
  6. Always use the "buddy system" when sending a student to another classroom or to the office.
  7. Document EVERYTHING! If not properly documented, it didn't happen.
  8. If you see a hazard, inform the office immediately.
  9. Never transport students in your personal vehicle.
- Any of the above situations can and will affect your TTESS evaluation.

## LIBRARY

Teachers are to remain with their students during scheduled library visits to participate in shared reading and students' book selections plus AR.

## LOUNGE/WORK ROOM

Please refrain from discussing students in the lounge. We have many parents/volunteers who visit the lounge. Please keep the lounge neat and clean.

Students or Teachers' children are not allowed in the Teachers' lounge during the school day. After school, our children must have their parents present with them in the lounge; they can come to the vending machine and return to their parent's classroom without a parent.

## **MAILBOXES & EMAIL**

Each Teacher will have a mailbox labeled with his/her name. Each Teacher will have a mailbox labeled with his/her name. Please clear your mailbox and check your campus e-mail 3 times each day. Email sent to the entire staff should be for the benefit of the entire staff.

## **MONEY**

Please do not leave money, watches, rings, etc. in the classroom. **Money collected for various reasons must be placed in the office vault upon collection.** The school can assume no responsibility for money or valuables which have been misplaced/stolen. Strongly urge your students to keep money on their person rather than in or on top of their desks; lying around in the classroom. They should not bring large amounts of money or valuables to school. PTSO has a lock box in the office anytime you have funds for them.

## **PARENT CONTACT (PARENT/TEACHER RELATIONS)**

Teachers are required to maintain a phone log documenting parent communication. Maintain positivity and a solutions-oriented mindset when communicating with parents.

The Teacher of Record will call and document a call to a parent of an assigned student BEFORE Meet the Teacher (MTT) to introduce themselves and welcome them to MTT.

Each 9 weeks initial contact phone log will be turned into administration for documenting Title I: Value of the Contribution of Parents.

Parents of Tier 2/Tier 3 students should be contacted by the classroom Teacher once per nine weeks to discuss progress. Classroom Teachers will be provided an RTI Parent Contact Log. This log will be due to the RTI Coordinator on the last day of each grading period.

One of the most important things you will do as a Teacher is contact the parents of your students. The initial contact is the most critical. **The first contact/conference you have with a parent should not be about any negative issue or concern.** Instead, make the first conference a positive conference. Contact each parent should be contacted positively every nine weeks (**required documentation**). Additionally, if you have a persistent problem with a student, the parent should be contacted prior to an office referral. At the point at which a student fails a nine weeks grading period,

\*Send progress reports home between report cards; keep parents informed of their child's progress. [A parent should know well in advance of the final report

verbal contact must be made. Always request an interpreter with parents of limited English. Retention, or the possibility of retention, must be discussed, verbally, prior to the last 9 weeks.

Remember these things:

- \*Establish a sincere, friendly relationship with parents.
- \*Know the student well when talking to a parent about his/her child.
- \*Encourage parents to visit your classroom and their school. card that their student will be retained. This message should be reported through phone or in person at a conference. Never assume that the parent has inferred failure from low grades.]
- \***Be positive about the child.** Don't just profess doom and gloom (ie..."he never...." or "she always...")
- \*Develop a relationship on the philosophy that the success of the child depends on Teachers helping and cooperating with parents and vice versa.
- \*Keep samples of student work to share with parents.
- \*Conferences which are well planned and based on specific objectives are far more successful and time effective.
- \*Keep a log or journal of parent contacts and conferences. Indicate the topic discussed.
- \*Remember to be careful of the language you use on office referrals...no editorials such as, "horrible all day". Just list the facts with no others student's names listed.

## **PROGRESS REPORTS**

1<sup>st</sup> through 5<sup>th</sup> grade, progress reports will be printed to send home.

Kindergarten students making unsatisfactory grades in the middle of the nine weeks should receive a progress report. The report should be signed by a parent and returned to you.

## **PROMOTION/RETENTION**

Kindergarten Promotion to the next grade level will be based on social, developmental, and academic factors per Local Policy online. A skills-based report card will be utilized to help provide more detailed and ongoing feedback to students and Teachers.

Grades 1–8 In grades 1-5, promotion is based on an overall average of 70 on a scale of 100 based upon course-level, grade level standards (essential knowledge and skills) for all core subject areas, and a grade of 70 or above in both mathematics and language arts/reading, and either science or social studies [See policy EIE(LOCAL)].

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment.

Students served in ESL must have LPAC collaboration when considering retention, and documentation of instruction of the ELPS and appropriate linguistic accommodations will be reviewed.

## RECESS

All students will have recess. The recess will be a part of the regular day as indicated on your schedule. Rainy day recess can be an in-class body break (GoNoodle, Brain Gym activity, Dance Party, etc).

*If a student has provided a written excuse from P.E. class, due to illness or injury, this note must apply to recess as well. If there appears to be an excessive number of excuses, please consult with the campus LVN so that she can follow up with the parent.*

**See PBIS Matrix and PBIS Campus Agreements for recess student expectations.**

### **General Guidance:**

- Model and practice recess expectations often. Reteach as necessary
- Teachers should be in an area where they can view all students under their care
- Be sure one Teacher has the radio during the time outside the building
- Have a uniform method of getting students' attention. For example: 1 whistle-freeze and look at the Teacher; 2 whistles-line up
- Students are to play away from the portable and the street
- No toys from home are allowed on the playground
- No throwing or tossing of rocks
- No physical contact – this includes wrestling, play fighting, pushing, shoving, tackling, or pulling on other's clothing
- No climbing or pulling on the trees

### **Slides:**

- One at a time
- Sit on bottom and slide feet first (not head first)
- No running up the slide or stopping on the slide
- No objects on the slide

### **Swings:**

- Bottom in the seat and each hand on the chain
- Swing back and forth, not sideways
- Do not jump off
- Do not push other students without Teacher permission
- If a student is not swinging, they need to move away from the swings

### **Monkey Bars:**

- Students are not to play UNDER the monkey bars
- Students should not be on top of the top bar
- Don't pull on students playing on the bars

### **Merry-Go-Round:**

- No more than 8 on at a time

### **Picnic Tables:**

- No climbing or jumping on the tables or seats. Sit on the seat on your bottom

### **GAGA Pit:**

- Make sure that you are supervising at all times and that students know the rules

### **Exiting the building:**

- Students will exit and cross the street in a calm, quiet and organized line
- Students should NOT leave the door open
- No student should exit the building alone, they should always have a buddy

**Entering the building:**

- Teacher should assign a student to make sure the door is securely closed
- Students will enter calmly and quietly in an organized line
- No student should enter the building alone, they should always have a buddy

**REPAIRS/REQUISITIONS**

Please notify Tanja Blackwell or the head custodian if any repairs are needed. They will fill out a work order and send it to maintenance. Keep a record of submitted repair requests for future reference/continued problems similar in nature.

**SCHOOL DAY WORK TIMES**

The established duty day for Teachers is 7:40 to 3:55 (the day may extend for a required meeting), and according to established duty schedules for paraprofessional/auxiliary staff 7:25 to 3:45. Lack of attention to start and end times will be reflected in appraisals. *Comp time for instructional paraprofessionals must be approved by a Principal.* Paraprofessionals start and end times will vary.

**SCHOOL DISTRICT PROPERTY**

Remember that anything purchased with school or PTSO money is the property of the school district. Clearly mark your personal materials with your name and school property with TCE. If you leave the campus, TCE materials will remain in the classroom in which they were purchased.

**SCHOOL MESSENGER – Cancellation/late start**

In most situations, staff will be notified by the mass notification system in the event of school closing or late start. An emergency list will be published with specific contact instructions.

**SCHOOL OUTREACH ACTIVITIES** (The expectation is that we will support the students and TCE. If you have a student performing, you are expected to attend.)

**By attending after-school functions you are saying, "I am interested in Taylor Creek Elementary School, the students, the parents, and the community."**

**Parents truly appreciate seeing you.** The proficient Teacher Actively participates in all school outreach activities. At Taylor Creek, School Outreach activities are established as such:

- Meet the Teacher Night x 1
- 9-weeks phone/email communication logs x 4
- Parent/Teacher Conference x 1
- Family Night x 2
- Fall Festival/Carnival X 1
- PTSO, SBDM, Actions, or Atmosphere Committee x 1
- Off-campus district event x 1

## **STUDENT ABSENCES - EXCUSED AND UNEXCUSED**

If a student is absent, he/she will have one day to make up work for each day absent (with no grading penalty).

Students with more than 18 absences will have to complete make up clock hours or be referred to CCT for retention. To reduce lost instructional time resulting from tardies and signing out early, the following parameters will be used for designating Perfect Attendance: students with more than 10 combined early outs and tardies are not eligible for perfect attendance.

**PLEASE REINFORCE THAT STUDENTS MUST BRING A NOTE WHEN RETURNING FROM AN ABSENCE.** A note must be given to the school within 3 days of returning to school after an absence. Notes are to be brought to the office before the school day begins. Students must be fever and diarrhea free for 24 hours without the assistance of medication in order to return to school.

## **TARDIES**

Tardies will be monitored by the office; if a student arrives without a tardy note please contact the office.

## **STUDENT DELIVERIES**

Students may not receive any personal deliveries at school. Balloons/flowers are not allowed on the bus so no students should take home balloons.

## **STUDENT ILLNESS**

If students are ill, they must be sent to the nurse. The Teacher is NOT to call parents. We need to have documentation of the nurse's call. The nurse will determine the legitimacy of the ailment. The nurse will monitor consistent unfounded complaints. Always send a student who has been injured at school to the nurse. The nurse will fill out an accident report and contact parents.

\*Students will not be accepted in the nurse's office without a pass unless it is an emergency.

## **STUDENTS LEAVING SCHOOL**

No child may leave school without first checking out through the office. The parent or guardian may pick up the child or send written permission for him/her to be picked up by an authorized adult. No child can check himself out of school and/or walk home due to illness.

Teachers should communicate early with a parent if there appears to be a pattern of early pickups emerging. If there is a student that is being picked up early on a regular basis, and the Teacher has addressed it with a parent with no improvement, then please notify an administrator. If parents ask to take the student early, emphasize that instructional time will be lost. Unless the Principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

## STUDENT TECHNOLOGY USE

Students may not use personal devices including cell phones while on campus and if brought these must remain off and in their backpack during the school day. Teachers are expected to teach digital citizenship expectations regarding use of school devices. Actively monitor - frequently ask students to lift hands and show their screen; implement a sign out system for school devices and frequently check history on each device.

## SUBSTITUTE TEACHERS - PREPARATION FOR A SUBSTITUTE

It is increasingly difficult to obtain substitutes for our classrooms. Therefore, to ensure our students' education is as successful as possible, we will limit the number of scheduled substitutes in the building.

**Please plan early for an absence with detailed sub plans.**

**After five substitutes are scheduled, no planned absences will be allowed.**

Emergency absences may be entered in Ready Sub between 9pm and 6:00am, to be picked up by the first available substitute plus you must call Ms. Blackwell to start looking for a sub in case Ready Sub doesn't pick up an available substitute and text Mr. Sheppard.

*If it is a planned absence, then you will need to submit a Ready Sub request at least 5 days in advance.*

LONG TERM LEAVE including maternity leave: you will be expected to create daily pertinent lesson plans and materials for the entire length of your leave.

(You must have enough materials/lessons that the students are productive all day long. Students should never fall behind during your leave). You are responsible for grading and grades during your leave.

Please make sure that you have an "emergency packet" on file with Tanja Blackwell in case you need a sub at the last minute; this file must be updated each three weeks at progress report time. Our emergency sub plans must contain current TEKS-based instructional material. All Teachers must leave a lesson plan for the substitute and a sub notebook. This must be kept in an easily observable place. Please have the following information in your notebook:

- Work and assignments that students can do successfully. Lesson plans may not be able to help a sub much, so this notebook needs enough "stand by" assignments for an entire academic day
- A copy of your daily schedule
- A copy of your class roster
- Copies of forms such as nurse passes, attendance, etc.
- A list of students that are helpful and reliable
- A list of special program students with schedules, medications, notes, and other important information (i.e. for help, see Mrs. \_\_\_\_\_)
- A copy of your class expectations/rules and our campus PBIS matrix
- Grade chair's name
- A seating chart
- Campus Emergency plans
- **Indicate any duties or special responsibilities you may have**

## TEXTBOOKS

Student books are all consumable or online. When a student moves, their book needs to stay at TCE for any new students who move in. Students who lose or destroy their textbooks will be responsible for purchasing a new one.

## VISITORS

Visitors are welcome at our Taylor Creek. Parents visiting classrooms may do so by contacting the Teacher and scheduling a time that will not conflict with classroom instruction. For security reasons, **ALL VISITORS MUST CHECK IN AT THE FRONT OFFICE and present a government issued photo ID.** If you see someone in the building that you do not recognize who is not wearing a school issued badge, cordially direct or offer to walk him/her to the front office to register. Visitors should also sign out before leaving.

Security is every individual's business. Take this responsibility very seriously. Regular parent volunteers/PTSO officers will also need to sign in. Volunteer hours are recorded. Make certain that your volunteer knows this as the system tracks their time.

## WORKER'S COMP:

In the event that you are injured at school, an injury packet must be completed. See the office staff to obtain the packet. If you need to see a doctor, make sure your doctor is an approved medical provider and you take the completed Notice to Medical Provider form with you. If you see a doctor, you must see Linda Clary at the Administrative Building with a release to work notice from the doctor before you may return to work.

Appendix I

**LAMPASAS INDEPENDENT SCHOOL DISTRICT**  
**TAYLOR CREEK ELEMENTARY SCHOOL**  
**RELEASE FORM FOR FIELD TRIP TRAVEL**

Date of Field Trip: \_\_\_\_\_

Name of Student: \_\_\_\_\_(print)

Destination: \_\_\_\_\_

Cost per student \_\_\_\_\_ Money due by: \_\_\_\_\_

Approximate Departure and return times: \_\_\_\_\_

I give the above named student permission to travel to school related activities under the direction of Lampasas ISD Administration and Faculty. In consideration for such participation, on behalf of anyone who represents the interests of the above student, I release and forever discharge LISD, its employees, officers, and agents, from any claim, demand, action, or suit for any bodily injury, death or property damage which results or may result from such participation.

If, in the judgment of any representative of Lampasas Independent School District, the above student should need immediate care and treatment as a result of any injury or sickness, I request the school to contact me at \_\_\_\_\_(phone number). However, if the school is unable to reach me, I hereby request, authorize, and consent to such care and treatment as may be given to said student by any physician, trainer, nurse, hospital, or school representative; and I do hereby agree to indemnify and save harmless the school and any school representative from any claim by any person whomsoever on account of such care and treatment of said student.

I affirm that I have carefully read this release, that I understand all the agreements stated in this release, and that I have signed the release of my own free will.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Printed Name of Parent/Guardian)