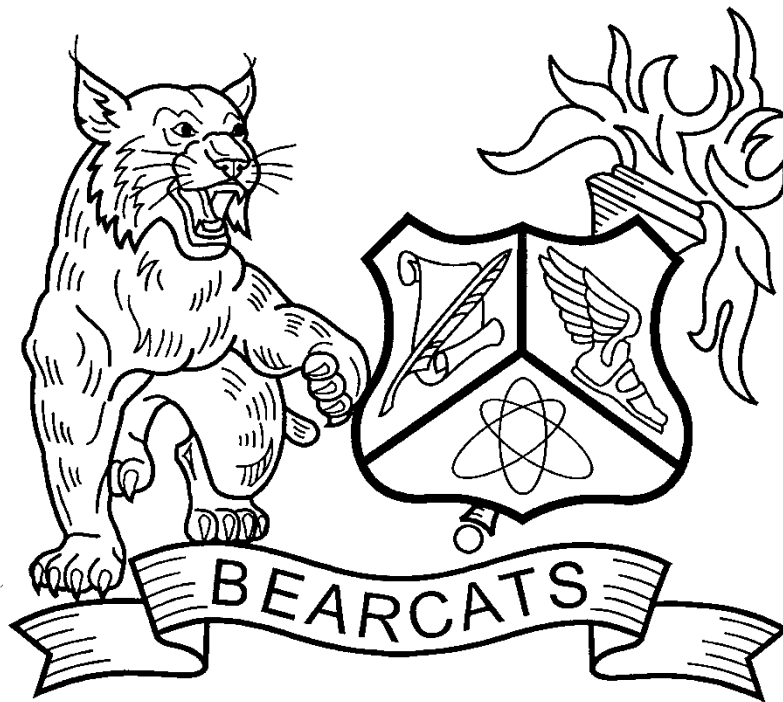


# ***PILOT POINT HIGH SCHOOL***



## ***Faculty Handbook 2011-2012***

<i>Attendance</i>	4
<i>Budget</i>	4
<i>Calendar and Events</i>	4
<i>Cell Phone Use During Class</i>	4
<i>Class and Club Meetings</i>	5
<i>Clubs and Organizations</i>	5
<i>Computer Use</i>	5
<i>Communication</i>	5
<i>Computer Lab Scheduling</i>	5
<i>Departmental Meetings</i>	6
<i>Distribution of Materials</i>	8
<i>Dress</i>	8
<i>Energy Use</i>	9
<i>Evaluation</i>	9
<i>Facility Use</i>	9
<i>Family Education Rights and Privacy ACT (FERPA) and Classroom Grades</i>	9
<i>Field Trips/UII Extracurricular Events</i>	10
<i>Fundraisers</i>	10
<i>Gifted and Talented Program</i>	10
<i>Grades</i>	11
<i>Grading Policy</i>	11
<i>Hall Passes</i>	12
<i>Homework</i>	12
<i>Instructional Time</i>	13
<i>Integrity of Class Time</i>	13
<i>Keys</i>	13
<i>Lesson Planning at Pilot Point High School</i>	13
<i>Makeup Work</i>	14
<i>Money</i>	14

<i>Professionalism</i>	15
<i>Safety Requirements</i>	15
<i>Section 504 of the Rehabilitation Act of 1973</i>	15
<i>Security</i>	15
<i>Semester Exams</i>	15
<i>Special Education</i>	16
<i>Staff Development</i>	16
<i>Stage and Cafetorium</i>	16
<i>Student Computer Use</i>	16
<i>Students Prohibited in Areas</i>	17
<i>Students on Teacher Errands</i>	17
<i>Student Support Team</i>	17
<i>Substitute Teacher System/Information for Substitutes</i>	17
<i>Supervision of Students in Library</i>	18
<i>Teachers Leaving Campus During the School Day</i>	18
<i>Teacher Workday Hours</i>	18
<i>Tobacco Use</i>	19
<i>Tutorials</i>	19
<i>UIL Participants, Extra-Curricular, and Grades</i>	19
<i>Video Policy</i>	20
<i>Visitors</i>	20
<i>Work Requests</i>	20
<i>Acknowledgement of Receipt and Understanding</i>	22

## **Attendance**

Attendance is taken each period on the TxEIS system. Once the attendance is submitted to the office, the teacher will not be able to change it. The teacher should e-mail Mrs. Kuhn to request a change in the system.

### ***Reporting Attendance***

For all periods with the *exception of 3<sup>rd</sup> period*, teachers will follow the campus policy that states that any students arriving to the classroom after 20 minutes shall be marked absent for that class period. If students arrived to class within 20 minutes, they shall be marked tardy. Three tardies will equal one absence for exam exemptions and loss of credit.

### ***Tardy Policy***

Students who report tardy to their class(es) need to report to the front office receptionist. The student will report back to class with a tardy pass. The student should report within five minutes from the time the tardy pass is printed. The teacher should check that the tardy pass reflects the correct date and time. If you marked the student absent, please email the attendance clerk to change the absence to a tardy.

### **Consequences:**

- First tardy: Student Warning
- Second tardy: Lunch Detention
- Third tardy: Extended Classroom Opportunity
- This procedure will start over each semester.

## **Budget**

The budgetary year begins July 1 and ends June 30. Teachers and staff should complete a purchase form or a payment authorization (PA) form with all of the completed information. Please see Angie Price or Rhonda Kruger if you need assistance. Mrs. Price will complete athletic purchases and Mrs. Kruger will complete instructional purchases. Please order your supplies and materials prior to March 1. Forms for purchases and check requests are available in the workroom.

## **Calendar and Events**

All school events must be posted on the Pilot Point High School website. See <http://pphs.pilotpointisd.com>. To reserve a building facility, click on Facilities Reservation on the bottom of the web page. Once you've submitted your request for an event or a facility reservation, it will be approved or denied.

## **Cell Phone Use During Class**

Teachers are not called out of the classroom to accept telephone calls except for emergencies. Messages are placed in your mailbox. It is expected that you return parent calls at the first available opportunity. Cell phones are not to be used when class is in session.

### **Class and Club Meetings**

Class meetings are held monthly on the second Tuesday. Club meetings will take place before and after school.

### **Clubs and Organizations**

Sponsors should ensure that calendars of events, proposed fundraisers, etc. are turned in to the principal two weeks prior to the start of the fundraiser. Sponsors should guide clubs and class organizations, but should allow the student officers to run the meetings. Good sponsors guide students to do the work and to do it well. Student activity funds must have a current charter and by-laws. Each student activity account is allowed only two, tax-free fundraisers each year per the guidelines of the Texas State Comptroller's Office.

### **Computer Use**

Students will use computers and other media for academic purposes only. Entertainment purposes are prohibited. Teachers should restrict use to professional purposes and very limited personal use. Teachers should be instructing or monitoring students during class time. Teacher use of the computer during instructional time should be used only for administrative tasks such as attendance, grade book, or any other school business.

### **Communication**

Teachers should check email, workroom mailboxes and voicemail daily. Parents should be notified in the event that a student is failing or near failing prior to the end of the six weeks or the end of the semester. Preferably, parents should be contacted in time to aid in the student's improvement in the course.

Teachers are encouraged to communicate regularly with parents. Teachers should send out a letter at the beginning of the year requesting permission from parents to contact them via email. Parental email addresses can be combined in "groups" in the mail software such that a single informational email can update parents for an entire class about homework, topics covered in class, major assignments, tests, etc. Use of individual emails to inform parents of individual student progress, or lack thereof, is also encouraged.

### **Computer Lab Scheduling**

Use of computers in the library should be scheduled through the librarian, Mrs. Schoenthal. Use of the computer labs when available should be scheduled through the computer teacher in that particular lab.

### **Confiscation of Student Property**

Property taken up from a student by a teacher becomes the responsibility of the teacher. Student property should not be searched by employees. If there is a reasonable cause for a search, please contact an administrator in the office.

### **Departmental Meetings**

Department meetings will be scheduled on an as needed basis and will occur before and/or after school. Teachers are grouped by departments during lunch whenever possible. If all teachers agree, the department may meet during lunch.

### **Discipline**

Teachers will be expected to follow the district/building management plan. Most discipline situations are handled by the classroom teacher in communication with the parent. Only students who persist in disruptive behavior or commit a serious infraction are referred to the office.

### **Tips for Good Discipline**

Teachers have two discipline responsibilities: First, to help pupils learn that they are responsible for their behavior; second, to provide a good learning situation. Neither of these can be taken lightly, because a teacher's success depends upon the effectiveness with which they are managed.

Methods designed to prevent undesirable behavior are more effective than those that correct mistakes.

Positive forces are generated where class activities are organized to keep pupils constructively busy with purposeful, enjoyable work during the class time.

#### **Positive methods of control include:**

1. Careful planning of class work. Planning for and teaching a student at their own instructional level reduces frustration.
2. Establishing classroom procedures so students know expectations.
3. Expecting observance of school policies.
4. Consistently applying school and class rules.
5. Monitoring the classroom continually.
6. Keeping students on task.
7. Giving clear directions.
8. Giving specific instructions to students.
9. Using a variety of teaching strategies.
10. Speaking clearly and enthusiastically.
11. Reinforcing appropriate behavior.

#### **The general discipline procedure for minor classroom disruptions is:**

- 1<sup>st</sup> - Warning.....Document it
- 2<sup>nd</sup> - Teacher detention...Document it
- 3<sup>rd</sup> - Referral to office...Online office referral form

If a student is disrupting the class, send them to the office and push the call button alerting the office that the student is on his/her way. Complete a discipline referral online through the school website. If a student needs to be removed from your class, push the call button and request an administrator.

### **Teacher Detention**

A detention hall assignment is a disciplinary action to encourage good behavior. If you assign a detention hall, please document it through the online discipline manager system.

### **Lunch Detention**

For minor office referrals, a student may be assigned a lunch detention. Lunch detentions can only be assigned by the campus principal or assistant principal.

### **Extended Classroom Opportunity**

The ECO program is designed to address specific discipline concerns with consequences assigned to students outside the normal school day so instructional time is not interrupted. Since classroom time is not interrupted, there is no limit to the amount of days a student may be assigned to ECO during the school year.

ECO is held on designated weekdays after school hours from 3:45 p.m. to 6:45 p.m. ECO time can only be assigned by Pilot Point High School administration. On days when ECO is assigned, students may not participate in any manner with any extracurricular or UIL activities.

The first time a student is assigned an ECO, they may work on their school assignments. Repeat offenders to ECO will copy academic vocabulary words.

### **Out of School Suspension**

A student may be removed from the school for a period of time (generally 1-3 days) for serious offenses. The absence is excused and students are allowed opportunities to make up work missed work after the suspension is served. Teachers are not required to gather assignments prior to the suspension. The make-up work for a suspension is treated just as a regular absence. (See student handbook for make-up work policy)

### **In School Suspension**

Although we do not have a designated ISS program, ISS may be used prior to sending a student to DAEP. A substitute teacher will be employed to monitor ISS on an as needed basis.

### **Alternative Education Placement**

Pilot Point ISD coops with Sanger ISD for our alternative education program. Students will receive all of their coursework from employees at the Linda Tutt Alternative Education program. Conferences will be held by PPHS administrators to determine length of placement.

### **Parental Involvement Promotes Better Education/Discipline**

Parents are encouraged to be involved with their child's education. Good cooperation and communication between home and school will result in better education. Parents and teachers are, therefore, encouraged to make appointments as needed.

One of the best ways to get to know people and keep people informed is the parent-teacher conference.

The following suggestions should be helpful in planning parent-teacher conferences:

1. Review the pupil's records and make definite plans for the conference.
2. Schedule a specific time for the conference in a setting of privacy and confidence.
3. Have the pupil's records and samples of his work to show to the parents.
4. Ask questions of the parents concerning the pupil's interests.
5. Be objective in attitude when expressing the pupil's strengths and weaknesses.
6. Ask the parents for suggestions and give constructive suggestions of your own to help in the pupil's development.
7. BE AWARE OF THE IMPORTANCE OF THE PARENT LEAVING THE CONFERENCE WITH A POSITIVE ATTITUDE ABOUT HIS CHILD'S NEEDS AND HIS/HER DEVELOPMENT.

One or more conferences during each school year between a teacher and the parents is required if the student is not maintaining passing grades or achieving the expected level of performance or presents some other problem to the teacher or in any other case the teacher considers necessary.

If a student receives a failing grade in any class on any six-weeks report card, the parents will be notified of the need for a conference with the teacher who issued the failing grade. The parent must be given the option of two or more dates for the conference. All such conferences must be documented by the teacher.

### **Distribution of Materials**

All materials distributed on this campus are subject to prior review by the principal. Please submit any materials for distribution to the principal well in advance of the event in which they are needed. All use of the school facilities outside regular instructional use is subject to approval of the principal. PPISD policy also limits materials distributed by students including party and other announcements.

### **Dress**

Professionals should look like professionals at all times. Fridays are jeans/spirit days. Jeans are acceptable on Friday's if they are neat and if wearing with school colors. On the third Wednesday of each month, employees may wear jeans and a college shirt. Athletic apparel is acceptable only in physical education and in athletics. Any variation to professional dress should be approved through the administration. (Please see the PPISD Employee Handbook for employee dress.)

## **Energy Program**

When a room is to be left unoccupied, please turn out the lights and lock the doors. If a room will be unoccupied for an extended period of time, please also turn off the HVAC system. Please make sure all computers, data projectors, and other presentation equipment is turned off when not in use. NOTE: During extremely cold weather, we will leave HVAC on to prevent freezing of pipes.

## **Energy Use**

Gas and electricity prices have seen a recent and significant increase. All staff must turn off the lights for any room or area left unoccupied. All staff scheduling activities outside the normal school day, including athletics, fine arts, parent meetings, concerts, and any others, must schedule HVAC service via the administration prior to the event.

## **Evaluation**

**See Board Policy on PDAS; See Appendix for PDAS Calendar**

## **Facility Use**

All school events **MUST** be posted on the Pilot Point High School website. See <http://pphs.pilotpointisd.com>. On the bottom of the Home page, click on Facilities Reservations. You can reserve a place (such as the cafeteria, gym, or library) while at the same time posting it on the general calendar. Once you've submitted your request for an event or a facility reservation, it will be approved by Susan Schoenthal, campus website coordinator or the administration.

## **Faculty Meetings**

In most cases, faculty meetings will be held on a Wednesday during lunch periods. A schedule will be established and provided to all staff during the first month of school. All professional staff are required to attend faculty meetings. Please reference these dates when making appointments. Anyone not wanting to attend during their duty-free lunch may request another time. Please keep Wednesday afternoons free from any conflicts or scheduling personal appointments per the PPISD Employee Handbook for district-wide called meetings. Please email the principal in advance if a meeting will be missed.

## **Family Education Rights and Privacy ACT (FERPA) and Classroom Grades**

Please do not allow students to see or hear each other's grades. Teachers or students may not call out grades verbally in front of the class. Students may not be allowed to view each other's grades. This is clearly a violation of student confidentiality and FERPA.

It may be acceptable for students to grade each other's minor grade work and then hand it in to the teacher, *but under no circumstances should students grade major tests, projects or essays* and *under no circumstances may we have students verbally call out grades in class.*

## **Field Trips/UIIL Extracurricular Events**

Coaches and sponsors of students participating in UIL activities and clubs taking groups on field trips must provide the faculty and attendance office with lists of students who are going to miss classes. The following guidelines apply:

1. Send an email with pertinent information to the principal for approval with a cc: to Rhonda Kruger and Stacy Kuhn. Include the date(s) and the periods students will miss and an alphabetized list of student names.
2. The principal will forward list to attendance office and staff.
3. Lists should be submitted 3 days prior to the absence. This will allow teachers and students to determine make-up work in advance.
4. An attendance roster must be submitted to the attendance office after the trip.

Students are not allowed to participate in school-sponsored UIL or club activities unless eligibility has been established.

Appropriate forms, permission slips, permission to treat forms, etc. must be approved and completed prior to any field trip. Parents must be notified on the permission form of the exact dates and classes the students will miss.

## **Fundraisers**

Please submit all requests for fundraising through the principal for approval. Please submit in writing and keep your written response for your records. When fundraiser is approved, please put the dates of the fundraiser on the high school calendar on the website.

## **Gifted and Talented Program**

The PPISD Gifted and Talented Program is a state legislated and funded program. All Texas school districts must adhere to TEA guidelines in order to be in compliance. For more information please refer to the PPISD Board Policy. A brief review of school board policy and handbook procedures is presented here.

### **A. Screening**

1. All policies and procedures meet state guidelines and are school board approved. All teachers as well as administrators must be able to describe the district's screening process and be able to articulate the provision of services for gifted students K-12.
2. Pilot Point's program is a subject-specific academic gifted and talented program. Students are screened in grades K-12.
3. Students screened for the program go through a six-step process: Nomination, Identification, Screening, Testing, Building Screening Committee, and Placement. The screening uses multiple criteria for placement. *Anyone may nominate a student for screening.*
4. Parents have the right to appeal a placement decision and the district policy describes the appeals process.
5. All identified G/T students must have a folder that includes a signed matrix and data to demonstrate criteria used in selection.

6. No student may be placed into the program without the signed approval of the parent or guardian.
7. Once identified, the students must be coded for PEIMS. The identified G/T student is coded with a 1.
8. G/T students are coded and are reflected on the October PEIMS. October PEIMS data on G/T students are used to evaluate the district's G/T program. Such evaluation is reflected in the district's PAS report.
9. Removal of a student from the gifted and talented program may be made by the parent or by the building screening committee.
10. The demographics of the G/T program on our school campus should reflect our demographics.
11. The G.T. Program is committed to the acceptance of transfer students from other school district programs.
12. The G.T. Program provides furlough options for those G/T students who are in an emotional crisis such as a serious and life threatening illness.

## **B. Services**

1. Once identified, the student must be served.
2. The program provides a combination of acceleration, enrichment and curriculum differentiation of content, process, and product.
3. Teachers are required to have a minimum of 30 hours on gifted education specific topics in order to teach gifted and talented students. Teachers must obtain these hours prior to the beginning of school or, if in an emergency situation, must obtain hours within one semester. The principal must keep a plan on file for those teachers who need to complete the 30 hours of training.
4. Gifted education teachers must obtain a 6-hour update each year in order to keep the 30 hours current.

## **Grades**

Teachers will set up a grade template for grading percentages for each class. Teachers will receive a schedule for when grades are due and for when progress reports and report cards will be mailed out. Please work diligently to get your grades in on time with no errors. Verification sheets will be given to each teacher. Verify your grades. This means to check your grade book with the office's copy. You may use the alternate percent column in the computer grade book for grade adjustments. **Please see appendix for the PPISD grades due calendar.**

## **Grading Policy**

### **Student Grades**

1. All grades should be posted weekly on TxEIS by Monday at 5 p.m.
2. According to Board Policy EIA (LOCAL), in accordance with grading guidelines a student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.
3. There is no longer a minimum grade setting in the grading system. Report cards display the grade average in the teacher grade book.
4. The grades due deadlines is 12:01 p.m. Grades must be ready for the office at 8:00 a.m.

### **Returning students work**

All student work is to be returned within one week of the student handing in the assignment or test. Students are to receive tests, quizzes and other assignments back, for the student to keep, within a one week time frame. Teachers are to discuss these returned assignments and tests with their students, re-teach necessary material and allow retesting when appropriate.

### **Hall Passes**

Students may not be in the hallways without a pass from a teacher or administrator. Students in the hallway without passes will be escorted back to the class from which they originated. If the student was in the hall without permission, the student will be disciplined.

PPHS allows lengthy passing periods between all classes and 30 plus minutes during lunch which all personal business should be handled. Students should not be sent to lockers, the restroom, the telephone, etc. during class time.

Students do not need to report to the office to get admit slips for absences to your class. Students report to the office OUTSIDE CLASS TIME to deliver notes, etc. related to their absences. You may check your computer to see if the student was excused, etc. No admit slips will be required.

Expectation on the part of the instructor is the key. If the instructor has a high expectation that the student will be on time and ready to learn, and the class is engaging and relevant, students will meet the expectation.

### **Hall Supervision**

It is an important part of each teacher's responsibilities to help control the activities of students in the halls as well as in the classrooms. Teachers are expected to be in the hall near their classroom door during passing periods.

It is a best practice for teachers to greet the students at the classroom door, welcome them to class, and shake their hands.

### **Homework**

We believe that homework is an important part of the learning experience for all of our students. Research shows that students who do homework and then have meaningful response to it by their teachers learn better and retain more than their counterparts without homework. Homework will be assigned on a regular basis. The major purpose of homework is twofold: to help students become self-directed, independent learners and to help students to improve their achievement. Assignments will be monitored, properly evaluated, and considered in determining the student's overall grade.

Remember, homework is practicing the skills learned in class it is not to learn new skills. Homework should be on average 10-15 minutes in length. Homework should never be busy work but should aid students in subject mastery.

Late work is work that is not turned in on time but is not late due to an excused absence.

Papers prepared by the students and called for by the teacher should be carefully graded and returned to the students. It is better to require meaningful papers than too many papers to accurately and reflectively grade. All teachers should be aware of English and spelling. Grammatical errors and misspelled words should be noted by all teachers on all papers. Some students have been dismissed from the dyslexia program, but may still require assistance on grading. Many of the students do not need to be penalized for spelling errors.

*Be sure that all assignments are posted on your webpage.*

### **Instructional Time**

Class time should be devoted exclusively to engaging, relevant, and productive learning activities as much as possible. Administrative duties like attendance should be accomplished quickly and efficiently so as to devote more time to learning.

Classes will not be interrupted by the public address system except for emergencies.

### **Integrity of Class Time**

Students must attend their assigned classes. No instructor or employee has the right to detain a student from attending a scheduled class without permission from the principal or assistant principal.

### **Keys**

All keys given to employees by the district remain the property of the district and may not be copied. Keys should not be given to students at any time. Lost keys should be promptly reported to the administration. Employees may be held responsible for the cost of changing the locks if they lost their keys.

### **Leave**

Leave should be approved prior to an absence. The principal's prior approval is required for all absences on contractual days with the exception of emergencies; per PPISD policy, personal leave days must be requested five days in advance. Teachers are encouraged not to be absent during staff development, before a holiday, and before the end of each semester.

Leave and requests for substitutes should be made as soon as one knows he/she will need to be absent from school. For advanced leave approval, please send the principal an email and copy the secretary.

### **Lesson Planning at Pilot Point High School**

**Q: Why do I have to do lesson plans?**

**A:** Lesson planning is an important aspect of your professional responsibility as a teacher. It is a criteria item on our evaluation model, and all teachers are expected to effectively plan for instruction. Few teachers plan to fail but failing to plan is one of the biggest reasons for failure to effectively teach. Lesson plans are also documentation should you be questioned on accommodations and modifications for English Language Learners and other special program students.

**Q: What kind of planning must I do?**

**A: There are two types of planning you should do.**

The first instrument is a year overview of your class. The syllabus is an overview of what you will be doing in your class for the term. You should have this syllabus in place before the first day of class and posting a copy on your course website.

The second instrument is more personalized to you. If the syllabus is an overview, then you may look at your lesson plans as a detailed (to what degree is up to you) description of daily plans. However, your plans must cover at least five components: **objectives** (what you plan to accomplish by your lesson), **procedures or activities** (briefly explain how you plan to accomplish your objectives within the context of actual classroom instruction), **evaluation** (how you will know the students have mastered what you have taught) and **homework** (this should be posted on your calendar)

The fifth component is the **correlation** between the TEKS objective and your curriculum. This is essential if students are to be successful.

**Q: Do I have to make copies of my plans to turn in?**

**A:** Each teacher is responsible to post important academic information to their class calendar on their website. Teachers using the CSCAPE lesson plans can copy and paste a copy of the Lesson into the online system. Please put due dates of assignments on your class calendar. Lesson plans are due on Friday's by noon to ensure planning for special program specialists. Your PDAS appraiser is responsible for monitoring the lesson plan. Please email the appropriate administrator if lesson plans will be turned in past the deadline.

### **Makeup Work**

School district policy requires full credit for work submitted within the allowed time after ANY absence. Students are allowed one day for each day absent plus one additional day to get makeup work turned in after an absence. For example, if a student were absent three days, the makeup work must be in by the end of the fourth day back from that absence.

### **Money**

Any teacher who receives money for any reason must write a receipt and complete the money form in the office. Money must be turned in on a daily basis or given to the office staff to put in the safe. Money cannot be kept in classrooms or offices.

## **Professionalism**

Punctuality, preparedness, and professional demeanor and communication are requirements for all staff members. All staff must be on time for class, greeting students at the door as they enter. Staff members must be prepared for class before it starts. Staff members must communicate clearly and respectfully with colleagues and students at all times, even if the other party is not doing so. Problems should be resolved in a calm and productive manner. Administrative tasks, reports, etc. should be kept to a minimum, however due dates and times must be strictly observed. All staff should be familiar with campus, district, and state policies and laws regarding the practice of teaching.

## **Response to Intervention**

### **Safety Requirements**

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to a campus administrator.

### **Section 504 of the Rehabilitation Act of 1973**

*No otherwise qualified individual with handicaps in the U.S. shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

THE PPHS 504 program serves students, generally, in the regular classroom. Modifications for individual students will be sent to regular education teachers. It is required that each teacher employ the modifications listed for each child. Teachers are individually liable for having followed the plan and modifications for any student served under section 504. Referrals for services under section 504 are made through the Student Support Team process.

### **Security**

All doors to unoccupied rooms or areas must be locked by the last staff member to leave. All staff must report lost keys, broken doors or locks, or other security concerns immediately to the principal. Refer to the campus plan and the Campus Crisis Plan for additional information. Under no circumstances should students be given keys. Full coverage of classroom door windows is not allowed. While covering the window reduces distractions, it is also a security issue. Please leave enough opening on the middle door window to allow administrators and counselors to see inside the room from the hallway.

### **Semester Exams**

Exams should be comprehensive for the semester, covering all objectives and goals set for the classroom in the TEKS for the course. Exams should be written in the closest

approximation to the TAKS or Advanced Placement exam format as possible. Exams should be lengthy enough to consume the entire exam period. Except as announced, students may not leave the room during an exam. Exams will calculate as one-seventh of the semester grade. A copy of each exam and key, including essay portions, must be turned in to the principal prior to the first exam day. Essay portions may be given prior to the actual scheduled exam date, if the other portion of the exam is lengthy enough as described above and written in the format required above. PPHS currently has an exemption policy in place.

### **Special Education**

All teachers are responsible for implementing all modifications communicated to the teacher, for each individual special education student in the classroom. Teachers are individually liable for implementing the modifications. Referrals for special education services are made through the Student Support Team process.

Regular education teachers must communicate with the special education coordinator (Content Mastery Teacher) at least every three weeks on the progress of each special education student enrolled in the regular education classroom. If a special education student is not passing the regular education class or is in jeopardy of not passing, the Content Mastery Teacher needs to be informed on a more recent basis.

### **Staff Development**

All teachers must attend scheduled staff development on the days indicated on the district calendar for the times indicated by the principal. All teachers must be on time to staff development sessions and will not leave development sessions early unless prior approval has been granted by the principal.

### **Stage and Cafetorium**

Use of these areas must be cleared with the theater director prior to placing an event on the school calendar.

### **Student Computer Use**

You are encouraged to use technologies to support your curriculum. With the ability to use technologies comes a very serious requirement for educational responsibility. You should always be cognizant of the fact that irresponsible use of technology COULD result in loss of privileges to it; you could even affect the entire school use. These guidelines are to be followed:

1. Do not use any technologies as a reward for your students, i.e., giving students free time to watch movies that are not educationally productive, giving students free time to play computer games that do not relate to your educational goals and objectives, using any technology in a way that is not educationally effectual, etc.
2. Do not use any technology that you have not previewed. Additionally, do not take students to Web Sites that you have not previewed yourself. As

educationally beneficial as the WWW is, there are areas that are not appropriate for young people... and definitely not for classes of students. *This would include information, such as the beheading incidents out of Iraq. You must be aware of what you show and what students might access in your classroom. You are the adult in charge and the one who is responsible.*

3. Know what you are teaching and why you are teaching it. Do not just let your curriculum happen. It is a good idea to be responsive to new and developing technologies; however, don't teach the "interactive dissectible computer frog" just because it's there.

### **Students Prohibited in Areas**

Students are prohibited from the teacher workroom, teacher offices, and all areas where they may have access to other student's records or information regarding other students. Teachers should refrain from sending aides to the workroom to make copies prior to the 8:25 a.m. bell and during the lunch hour. Teachers should not bring students into teacher offices or the teacher workroom without permission from an administrator.

### **Students on Teacher Errands**

Students should not come to the office or workroom to retrieve mail, supplies, or messages unless there is an emergency. This should be done by teachers during the conference period or other suitable times other than class time.

### **Student Organization**

Teachers should work to help students be organized and prepared to learn. The most frequently cited reason, for a student failing a class, is lack of personal organization. Teachers should require students to carry calendars, organizers, or agendas of some kind at all time. Teachers should ensure that students note assignments, due dates, and important information regularly.

### **Student Support Team**

The Student Support Team (SST) is to be used whenever a student is having academic difficulties or adjustment problems that cannot be solved with regular classroom procedures and modifications. The SST for any individual student consists of: the principal, the counselor, the referring teacher, any other professional with knowledge of the student or of programs that may be of benefit to that student, and the parent(s). A teacher may make a referral to the SST at any time by contacting the principal and completing the required forms. The principal will then consult with the referring teacher, schedule an SST meeting, and invite the parents and professionals to the meeting. More information and forms are available in the principal's office.

### **Substitute Teacher System/Information for Substitutes**

Requests for substitutes are made through the AESOP system. If the absence is known, please email the principal as soon as you can. Please see district employee handbook for

absence types. If you have an emergency, please enter the absence before 6:00 a.m. If the absence is after 6:00 a.m., please call or text the principal.

Leaving a message on the campus secretary's or any staff member's school voicemail that a substitute is needed for the day on which the message is left or over a weekend or holiday for the day returning to work is unacceptable.

Materials and lesson plans for your substitute teacher should be left in the colored sub folder and placed in your teacher mailbox or on your desk for the substitute teacher or arrangements for assignments should be made with the high school secretary. Please make sure to include in your notes on AESOP where your plans can be found.

Video presentations are acceptable as lessons for substitute teachers as long as the program meets the prior approval requirement of district policy and is relevant to the subject matter of the course at the time of presentation.

Teachers must ensure that the lesson plans include enough activities to engage students for the entire period.

### **Supervision**

All students must be supervised by a staff member at all times during the instructional day, at school related events, on school related trips, and on school district property. Staff members are strictly prohibited from granting students access to district facilities and then failing to supervise the students.

### **Supervision of Students in Library**

Teachers should work with students in the library just as they would in the regular classroom. Students are to be supervised and guided during research activities and other activities in the library. Teachers should not use library time or computer time to do administrative work or other work that would preclude their supervising and guiding of students.

### **Teachers Leaving Campus During the School Day**

We must be able to reach you during working hours or know where you are. Teachers must have permission from an administrator and must email the principal if leaving campus for any reason other than during their duty free lunch period. Conference periods are for school related communication with colleagues and parents or preparation for engaging lessons in the classroom. Routinely leaving campus for personal errands is not an acceptable use of school time. Teachers with first period conference are expected to arrive at the beginning of the regular workday. Teachers with last period conference are expected to stay until the end of the regular workday. Arriving late or leaving early would require approval from the principal in advance.

### **Teacher Workday Hours**

Teacher workdays are from 7:45 a.m. to 3:45 p.m. Please be at your door greeting students by 7:50 each morning.

### **Tobacco Use**

Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities.

### **Tutorials**

All teachers are required to offer at least 45 minutes of scheduled tutorials, outside the instructional day, for all students. Teachers may work in teams to provide the required tutorials, as long as the availability is clearly communicated to all affected students. Tutorial schedules should be clearly posted in the classrooms. Tutorial schedules must be submitted to the principal at the beginning of the year and when any changes are made. Students failing any grading period are required by law to attend tutorials and may be subject to compulsory attendance laws when failing to attend.

### **UIL Participants, Extra-Curricular, and Grades**

The following common questions apply to the “no pass-no play” concept employed by the UIL and other sanctioning bodies for academic, athletic, musical, and other competitions and performances.

1. Can I give a UIL performer an “incomplete” and that student retain or regain eligibility for performing? Yes, if certain conditions are met. The “I” renders the student ineligible until it is resolved. Eligibility may be regained if the “I” is related to absences during the grading period for which the student has yet to turn in the makeup work AND the number of allotted days for turning in that work have not expired. This requires a written grade change form, signed by the principal. Coaches are urged to keep a copy on file.
- 2.
3. Can I give a UIL participant an extra credit assignment that is not offered to others in the class? No. Everything you do that impacts the grade of a UIL student must be offered to everyone else in the class, unless it is based on a 504 plan or special education IEP.
4. Can I give a UIL participant extra time to turn in work, after the grading period is over? No. The grading period is over when it is over, with the only exception being under “incomplete” above. A student may turn in work, retake a test, rewrite a paper, etc. after the grading period is over and the teacher may recalculate the grade and turn in a grade change form to the principal, but this will not change eligibility.
5. Can I “borrow” points from one six-weeks to help a UIL participant to pass for another six-weeks? No. You may not do this for any students. By policy, grades must reflect academic achievement.

### **Useful Web Sites**

UIL [www.uil.utexas.edu](http://www.uil.utexas.edu)

UIL Eligibility	<a href="http://www.uiltexas.org/files/tea-uil-side-by-side.pdf">http://www.uiltexas.org/files/tea-uil-side-by-side.pdf</a>
TEA	<a href="http://www.tea.state.tx.us">www.tea.state.tx.us</a>
SBEC	<a href="http://www.sbec.state.tx.us">www.sbec.state.tx.us</a>
Pilot Point ISD	<a href="http://www.pilotpointisd.com">www.pilotpointisd.com</a>
Region 11 ESC	<a href="http://www.esc11.net">www.esc11.net</a>

### **Video Policy**

All video presentations in classes or school related events;

- must be rated “G” or be educationally edited (can be shown without parental permission)
- must require parental permission five school days prior to the showing of a movie rated PG-13 (only shown to students 13 or older)
- must not show any R rated movie under any circumstance
- must be directly related to current subject matter of course
- must be previewed by the teacher prior to being shown to students
- must be approved by the principal (if the teacher is using a non-school video) at least five days in advance of presentation including the following information: Class(es) video is to be shown, name of video, rating of video, objective being taught, reason for using the video, assure that the video is a legitimate copy and will not be shown for entertainment purposes.

### **Visitors**

Parents wishing to discuss problems with teachers should make an appointment with the teacher through the school secretary for a conference during the teacher's conference period. Teachers cannot take time away from their students to visit with the parents during class. Parents wishing to visit a particular class should make arrangements with the principal and teacher at least one day in advance.

We do not permit students to bring visitors or friends to school.

### **Work Requests**

Work orders for custodial, maintenance, and technology are to be requested through the PPISD SchoolDude system. The link to the system can be accessed from the district or campus websites.

<p><b>Pilot Point I.S.D.</b>  <b>Professional Development Appraisal System</b>  <b>2010-2011 Calendar</b></p>
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August 12	Contract year begins for teachers new to PPISD
August 16	Contract year begins for veteran PPISD teachers
*August 23-September 7	No observations may be conducted by appraisers; walk-throughs are permitted
September 10	Teacher Self-Report due to campus principal (appraiser) by end of the day
September 13	Classroom observations may begin. First classroom observations shall be scheduled within a three-week window
*November 19 & 29	No formal observations may be conducted
*December 17	No formal observations may be conducted
*January 4	No formal observations may be conducted
*January 14 & 18	No formal observations may be conducted
February 21	Summative Appraisals may be conducted. Teachers must complete Sections II and III of Self-Report prior to Summative Conference
February 25	Principal's written recommendations for contract renewal/nonrenewal due to Superintendent
*March 11 & 21	No formal observations may be conducted
*April 21 & 25	No formal observations may be conducted
May 11	All Summative Annual Conferences must be completed
June 3	End of contract year for all 187 and 189 day personnel
*Walk-throughs are permitted	

Revised 6/14/2010

**Acknowledgement of Receipt and Understanding**

PLEASE SIGN AND RETURN COPY GIVEN TO YOU.

**Indication of Receipt and Understanding**

I acknowledge that I have received the 2011-2012 Campus Policies Handbook. I understand all the contents thereof, and have participated in a staff development session explaining all policies.

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PRINTED TEACHER/STAFF NAME

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TEACHER/STAFF SIGNATURE AND DATE

**Acknowledgment of Electronic Distribution of  
Campus Employee Handbook**

I have been offered the option to receive a paper copy or to electronically access at <http://pphs.pilotpointisd.com> for 2011–2012.

I have chosen to:

- Receive a paper copy of the handbook.
- Accept responsibility for accessing the handbook by visiting the Web address listed above.

I understand that the handbook contains information that I may need during the school year and that all staff members will be held accountable for the campus and district policies. If I have any questions regarding this handbook, I should direct those questions to the principal.

Printed name of employee: \_\_\_\_\_

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_\_