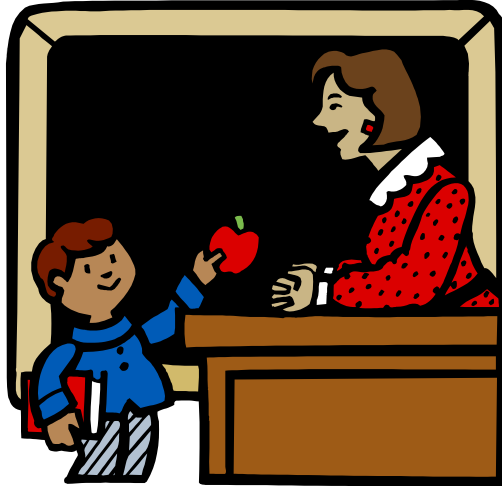


Bowie Elementary School



Faculty Handbook

2008-2009



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**BOWIE ELEMENTARY SCHOOL
Faculty Roster 2008-2009**

PRINCIPAL – Anthony Hoppe
ASST. PRINCIPAL-Jeff Cottrill
SECRETARY – Cindy Garrett
COUNSELOR – Becca Hill
LIBRARIAN-Brenda Palmer
NURSE – Heather Hachtel
CUSTODIANS – Bobbie Sutton & Glenda Freeman

HEAD START
Registrar Thelma Roth
HS1
 Sheila Castleman Juanita Flores
HS2
 Jill Gardner Stacie McMahon

SPECIAL EDUCATION
 ECH/PPCD- Michelle Bigbie
 Diagnostician-Krista Duvall
 Dyslexia-Kay Stagg
 Speech-Sherry Brown
 Speech Aide-
 OT-Candy Shaw
 PT-Laurie Martin

PREKINDERGARTEN
PK1 **PK2**
 Kami Bowman Alicia Betts
PK3 **PK4**
 Cristina Torres

MUSIC Jarae Scruggs
COMPUTER LAB Amanda Andrews
READING LAB Lisa Bell
P.E. Tina Gilland

KINDERGARTEN
 K1 Dana Moeller
 K2
 K3 Jeanette Edmiston
 K4 Jayla Orr
 K5 Cheryl McCarvell
 K6 Lacy Shook
 K7 Karen Hendon
 K8 Lila Keck

GRADE ONE
 1A Kim Heugatter
 1B Meri Laws
 1C Darlene Hankins
 1D Jeanie Yates
 1E Janice Graham
 1F Holly Bullock
 1G Phyllis Dunn
 1H Laura McIntire

SECOND GRADE
 2A
 2B Kara Jones
 2C Wendy McCarty
 2D Vickie Siebman
 2E Lori Cage
 2F Shawna Tomlin
 2G Marilyn Greenroy
 2H Suzie Treadwell

THIRD GRADE
 3A Courtney Garrett
 3B Maggie Gill
 3C Crystal Horton
 3D April Tipton
 3E Toni Stone
 3F Leeann Curtis
 3G Ashley Tucker

PARAPROFESSIONALS
 Principal's Aide Lieselotte Hogue
 Library Vicki Raines
 Regular Gloria Hernandez
 Regular Beverly Tomlinson
 Special Ed. Donya Skinner
 Title/CEI Kim Jenkins

 Special Ed. Cheryl Whatley
 Special Ed. Lisa Dunn
 Special Ed/ECH Deborah Green
 Special Ed/ECH Shondi Jesseph
 Special Ed/PE Christi McMillion

Special Ed/Resource Kim Winn
 Tech Aide Susan Maddox
 Title/Dyslexia Lynette Cordell
 Title/Reading Lab Delores Weatherly
 Title/CEI Carol Brown

 Title/CEI Angie Meyers
 Title/CEI Brenda Bell
 Pre-K Kim Cunningham
 Pre-K Ashley Reed
 Pre-K Charmie Beemer

Mission Statement

The Mission of Bowie Elementary School involves an ongoing commitment to provide an environment in which each individual student may reach his/her academic and social potential regardless of ethnicity, socio-economic status, gender, or disability. The primary instructional focus emphasizes student acquisition of basic and higher level thinking skills.

GOAL

The goal of Bowie Elementary School is to exceed the state performance standards as measured by the AEIS indicator system by demonstrating exemplary performance in reading and writing the English language, and in the understanding of mathematics, science, and social studies.

ABSENCE FROM DUTY REPORT

If you have been absent from work, you will need to sign an absent from duty report. **As soon as you return**, see the school secretary to complete this form. Your prompt attention is required. ABSENTEE REPORTS must be filed at Central Office by the 15th and 30th of each month.

ANNOUNCEMENTS

Announcements will be made each morning at 8:10 a.m. All students, teachers, and other employees should be in an area where announcements may be heard. Please make sure your class is quiet so all can hear what is being said. Announcements are an important part of the school day, and while some will naturally be more important than others, all of them deserve the courtesy and respect of being heard. If you have announcements, please send them to the office prior to 8:00 a.m. to be included that morning. Announcements should be written clearly, or typed, so that the person making the announcement can read them without difficulty.

ATTENDANCE REPORT

The reporting of attendance is one of the most important aspects of the teacher's clerical duties. State funding is directly tied to our attendance percentages, and attendance reports are audited by the state on a regular basis through PEIMS. Attendance will be taken at 9:30 a.m.. Teachers will have attendance slips on clips outside their classroom door.

CHILD ABUSE

Teachers are required by law to report all suspected cases of child abuse. If you suspect child abuse, you should notify the principal, and contact the Child Abuse Hot Line 1-800-292-5400 to report such suspicions. (FFG Local)

COMMUNICATION/CORRESPONDENCE

With the office: All requests addressed to the office that merit a response from the principal should be in writing, and on a full sheet of paper or e-mail. Requests on scraps of paper are easily misplaced, and will be given little attention. Requests and documents that need a signature may be left in the black hot file on the principal's door.

Outside the School: Communication is vital to the Effective School. This communication is twofold. We must communicate high expectations to our students and try to enhance their self-concept at all times. You are encouraged to send home positive notes about your student from time to time. All students need positive reinforcement, and parents do too. All written communications, other than everyday notes to parents, **MUST** be approved through the office. One poorly written note or misspelled word can severely damage our image as educators, and call into question the ability of Bowie Elementary school to educate students.

Inside the School: The second component of communication is in-house. We need to speak well of each other at all times. Employees are expected to be the epitome of professionalism when dealing with each other. If problems arise between employees that cannot be reconciled amicably, the principal is always available to mediate.

CONFERENCE/PLANNING/PREPARATION

Each classroom teacher is entitled to at least 450 minutes within each two-week period for instructional preparation including parent-teacher conferences, evaluating students, homework and planning. A planning and preparation period may not be less than 45 minutes within the instructional day. During that time, a teacher may not be required to participate in any other activity. (DL)

This time was provided by law for teachers to plan, confer with parents and other teachers, and prepare for students. It is part of the workday. If you should need to leave during your conference period to go to the doctor, the bank, etc., you must sign out in the office. This is not shopping time, time to do house or yard work or daily leave time.

DISCIPLINE

Discipline is everybody's job at Bowie Elementary School. Structure and discipline are expected in every classroom, on every school trip, and at every school event. Each teacher must enforce the school and class rules from the first day of classes, and then be consistent and fair in enforcing the rules throughout the school year. Following rules is another area of the curriculum at Bowie Elementary School. Our job is to teach students to follow rules, regardless whether they agree with them or not, and regardless of how "stupid" they may seem. Once students enter the "real world", they will be expected to follow the rules of the employer or lose their job. We are the employers, and being a student is their current job. It has been my experience that in the classroom "bell-to-bell" instruction takes care of most of the discipline problems. Planning is the key to "bell-to-bell" instruction, and for successful students.

Classroom rules must be posted in each room. When making classroom rules, teachers should consider the following guidelines:

1. Rules must have rational purpose
2. The meaning of the rule must be clear
3. Rules must not infringe on protected behavior
4. Rules must be consistently enforced
5. Rules must be fairly enforced
6. Rules must be legal

All teachers are encouraged to handle their own discipline problems, as that seems to have the most effect on the student. However, should a teacher feel that more authority is needed because of the seriousness of the infraction, he/she should consult with the principal first. If the principal is not available, then consult with the counselor. Please keep in mind that administrators do not always agree with the teacher on the punishment needed. Once the problem reaches the office, the teacher must graciously abide by the decision reached there. Administrators will listen to any recommendation from teachers as to punishment, but will take into consideration other factors before making a decision.

We will strive to operate the school using positive reinforcement once the ground rules are explained. Corporal punishment will be used only after other measures have failed. Corporal punishment may be administered only by a certified staff member, in the presence of another staff member, and must be out of view of other students. **ALL PADDLES MUST BE APPROVED BY THE PRINCIPAL.** The witness should sign the discipline form for documentation purpose. If you are considering using corporal punishment, you should first

consult the student's folder in the office. You are encouraged to notify parents at the first hint of a problem or lack of quality work. All discipline problems must be documented on the appropriate forms available in the office. All contact with parents should be documented also, including the date of contact, method of contact, topic discussed, and the outcome. Discipline forms are available in the office. Minor classroom infractions should be documented by the teacher for future reference, and to chart patterns.

Only administrators have the authority to place a student in ISS, in AEP, to suspend or expel. Teachers may keep students after school or in their room at lunch as needed with supervision. Parents should be given 24 hours notice when a student will be kept after school.

DISMISSING STUDENTS

Teachers are required to keep their students inside the classroom (unless otherwise instructed) until the bell rings to change classes. Students should be seated when the bell rings and not gathered at the door ready to stampede down the hall. Teachers must make sure that students leave the classroom in an orderly fashion.

Changing classes is one of the most stressful and potentially dangerous times during the school day. **Teachers are required to escort students during class changes.** Be aware of student behavior in the hallway as you pass other students, and provide discipline as needed.

PLAYGROUND

There will be no recess if:

The heat index or temperature is above 100 degrees.

The chill factor or temperature is below 40 degrees.

DUTY FREE LUNCH

Each classroom teacher or full time librarian is entitled to at least a 30-minute lunch period free from all duties and responsibilities connected with the instruction and supervision of students. If necessary because of a personnel shortage, extreme economic conditions, or unavoidable or unforeseen circumstances and in accordance with commissioner rules, the District may require a classroom teacher or librarian to supervise students during lunch no more than one day in any school week. (DL)

DUTY TIMES

The school day for most professional personnel is from 7:30 a.m. until 3:45 p.m. Teachers are to be in their classroom at 7:30. All classes will be dismissed by 3:15.

Students are not to leave the room until the dismissal bell rings.

EMPLOYEE STANDARDS OF CONDUCT

Employees shall be courteous to one another and to the public, working together in a cooperative spirit to serve the best interest of the District. Employees wishing to express criticism or professional concerns shall do so through appropriate administrative procedures or the collaborative process. Such expressions shall be considered in light of their relation to the implementation of campus goals and objectives and/or the District's mission. (DH) Local

All employees shall adhere to the District's safety rules and regulations and shall report unsafe conditions of practices to the appropriate supervisor. (DH) Local

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

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year upon employment.

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturates.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any intoxicant, or mood-changing, mind-altering, or behavior altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. (DH) Local

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy. (DH) Local

Each employee shall be given a copy of the District's notice regarding drug free schools. (DH) Local

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. (DH) Local

Petitions shall not be circulated among District employees during school hours or the hours for which they are employed. (DH) Local

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, guidelines may result in disciplinary action, including termination of employment.

Please note: All state and local policies may be viewed on line at:
<http://www.bowieisd.net> under the "TASB Board Policy" tab.

EMPLOYMENT

Non-School: Employees who wish to accept outside employment or engage in other activities for profit during the term of their employment shall file a written request for permission to the administrator-in-charge, who shall submit the request to the Superintendent. The superintendent shall ascertain whether outside employment might interfere with the employee's ability to carry out his or her regular assignment and render a decision concerning the request.

FIRE AND TORNADO DRILLS

EVERY ROOM MUST HAVE AN EXIT PLAN POSTED ON THE WALL!

FIRE: A pulsating continuous alarm. Exit building to designated area.

TORNADO: One long continuous bell. Proceed to designated area.

- **In case of electrical failure, a whistle will be used in each wing.**

FACULTY DRESS CODE

Bowie Elementary School is judged by the appearance of its students and faculty. The same basic rules apply to the faculty dress code as those stated in the student dress code. The administration acknowledges that as adults you have earned certain privileges and therefore should not be held to the same stringent code as the students. However, it is the opinion of the Bowie Elementary School administration that the faculty members should always look professional and be easily discerned from the students. The following guidelines are in effect at Bowie Elementary School:

1. Shorts, wind suits, athletic attire and sweat suits are prohibited except in the gym or during a physical education or an athletic class..
2. Men's shirts shall have a collar (except for sweaters).
3. All clothing should be neat and clean.
4. Faded, ragged, or frayed clothing is not acceptable.
5. Mules, slides, dress sandals or clean sport shoes are acceptable footwear.
6. Faculty should use discretion as to the snugness of clothing worn.
7. Jeans may be worn on Casual Fridays only.
8. School spirit shirts, including t-shirts are acceptable on game days.
9. All skirts and dresses must come to the top of the knee (this is the same guideline that is expected of our students).
10. Shirts/blouses should be modest in nature..
11. Tattoos should not be visible.

Bowie Elementary School administration reserves the right to request that clothing that is deemed inappropriate not be worn again.

GRADES AND GRADING

Grades should reflect a percentage of mastery of the TEKS.

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade level subjects or course. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses. (EIA) Local

Assignments, tests, projects, classroom activities and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated District objectives. **The student's mastery level shall be a major factor in determining the grade for a subject or course. (EIA) Local**

Homework is encouraged when used as necessary practice of a skill. Homework for the sake of homework is discouraged. Teachers are encouraged to work with students in the classroom after the primary instruction time, and during the guided and independent practice portion of the lesson.

Grades that are lower than 50 shall be reported as 50. Grades between 68 and 69.9 should be reported as 70. It is the responsibility of the teacher to verify grades to insure that grades below 50, or between 68 and 69.9 do not appear on the student's report card.

Teachers only are allowed to work in the electronic gradebook. It will be the teachers responsibility to verify grades in the electronic gradebook before the counselor will allow posting (exporting).

Grade reports shall be issued every six weeks on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. *Education Code 28.021(a)*.

MAKE-UP WORK

Students may make up assignments and tests after excused or unexcused absences. Students shall receive a zero for any assignment or test not made up within the allotted time (EIA) Local, (FDD) Local. Students will be given one day for each day absent, plus one day, to turn in all missed work.

Teachers may assign additional work to ensure students who have been absent have sufficient opportunity to master the essential elements or to meet subject and course requirements. The assignment shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work. (EIA) Local

Students shall receive no grade penalty for assignments or tests missed due to a suspension.

GRADE SHEETS / FAILURE REPORTS

Grades must be in the PEIMS office and verified four days prior to the release of report cards. Report cards will be released on the Thursday following the end of each six-week reporting period.

Three-week failure notices should be in the office on Monday prior to the start of the fourth six-week period. Failure notices will be mailed to parents on the Tuesday before report cards are released on Thursday. The office will be responsible for the mailing of failure notices.

HOUSEKEEPING

The most effective teaching happens in a well-organized, clean classroom. Too much clutter or a trashy environment is an obstacle to learning. Please have students pick up after themselves. These bonus lessons that students learn will become habits that should remain with them the rest of their lives if we apply these expectation consistently.

INSTRUCTIONAL PARAEDUCATORS

All paraeducators employed at Bowie Elementary are “instructional paraeducators”. This means that the majority of their time is to be spent instructing students. The purpose on instructional paraeducators is to improve instruction whether through direct instruction, or providing the classroom teacher with more planning/instructional time. All paraeducators will share duties as equally as possible. They will primarily work as instructional assistants to the teachers and perform vital clerical duties connected with special programs at Bowie Elementary. All paraprofessionals are subject to other duties that may be assigned as necessary.

LEAVE

Each employee shall earn state personal leave, in equivalent workdays, at the rate of one-half work day for each 18 workdays of employment, up to the statutory maximum of 5 workdays annually.

Discretionary Leave

Discretionary leave is leave taken at the employee’s discretion, subject to the limitations set out below.

A written request for use of discretionary personal leave shall be submitted to the immediate supervisor or designee at least three (3) days in advance in accordance with administrative regulations. The reason for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee’s absence on the educational program, as well as the availability of substitutes. [See DEC(LEGAL)]

Discretionary personal leave may not be taken for more than three consecutive days.

Discretionary leave shall not be allowed on the day before or after a school holiday (except for spring break), days scheduled for end-of-semester or end-of-year exams, days scheduled for TAKS tests, or professional or staff development days.

Local Leave

All full-time employees earn an additional three equivalent days of local personal leave per school year, at the same rate as state personal leave,

If taken during the year it is earned, local leave shall be used according to the terms and conditions of state personal leave.

Leaving During the School Day

It may become necessary for some employees to leave for periods of time during the school day. Anyone who needs to leave, but does not wish to be charged leave time, may find another off-duty teacher to cover their class. Those teachers who miss more than one class period will be charged leave time. Substitutes should be obtained by the teacher in these situations. Anytime a teacher is to be out of his/her classroom and away from the building, he/she must notify the office. Anytime a teacher is to be out of his/her classroom someone should be notified to watch the class.

Catastrophic Sick Leave Bank

The voluntary catastrophic sick leave program is a pool of local sick leave days contributed by personnel to be used by members of the plan who suffer a qualifying incapacitating illness or accident personally or through the illness or injury of a spouse or child that extends beyond the state and local leave available to the employee. An employee becomes a member by contributing one current local personal day each year of membership.

Catastrophic illness is defined as that of a serious nature, not mere passing disorder or temporary ailment, requiring treatment by a physician and hospital admittance. Although some degree in permanency is usually involved, the illness need not necessarily be incurable or permanent. Examples of illnesses which qualify for the benefits of the program include, but are not limited to: cancer, heart disease, multiple sclerosis, stroke, and muscular dystrophy. In order to qualify for the benefits of the program, a catastrophic illness or injury must result in the employee's temporary or permanent incapacity to perform his or her job functions for an extended period of time. This program's benefits are not available in the following circumstances: injuries resulting from or while the employee is intoxicated or under the influence of any narcotics, unless it has been administered at the advice of a physician; attempted suicide; venereal disease; AIDS/HIV; alcoholism; some communicable diseases; hernias; appendicitis; bulimia; anorexia; whiplash; or any condition involving teeth.

LOUNGE

The lounge must operate on the honor system, with each person cleaning up after his/herself. **If you make a mess, whether it is in the microwave, the refrigerator, or simply messing up silverware, you are expected to clean it up.** If you leave food in the refrigerator, please mark it. All unlabeled items in the refrigerator are considered fair game. Do not leave food items out on the tables overnight as this attracts roaches, mice, and other undesirable vermin.

MEETINGS

Faculty Meetings

Faculty meetings are necessary from time to time. We will try to keep them to a minimum.

Grade Level:

Each grade level shall chose a time weekly that they will meet to discuss grade level items. Administration will attend if requested.

Vertical Teams:

The Vertical Teams will meet at the start of each year to decide on meeting time. All teachers will be expected to serve on a vertical team and to get a substitute if you cannot attend. These meetings will include grades K-12. Teams will be math, reading, English, writing, science, and socials studies.

Campus Improvement Team

The Campus Improvement Team will meet in the conference room.

General Meeting Conduct

All meetings are important and are worthy of everyone's undivided attention. Meeting time is not a time to average grades, grade papers, or look at catalogs etc. The principal considers meetings as his classroom and asks for the same attention that you expect from your students.

PARENTAL PERMISSION

Parental permission is required in writing for all students to leave the campus for lunch, field trips, etc. whether in or out of District.

SALARIES

Teachers salaries shall be paid monthly in increments equal to $\frac{1}{2}$ of the employee's annual salary as approved by the school's Board of Trustees. Salaries shall be scheduled to be paid, except at the convenience of the District, on or before the 25th of each month, beginning in September for 10 month contracts, in August for eleven month contracts, or in July for twelve month contracts.

Bowie ISD employees will be paid on the 25th of each month. Should that day fall on a Saturday, Sunday or a holiday, employees may be paid on the last school day prior to the 25th. (CFE) Local

PROFESSIONALISM / CONFIDENTIALITY

Employees are not to discuss school matters outside the school setting. Innocently repeated anecdotes are often amplified by the public, resulting in the hurt of a student, a teacher, a parent, or another person. Think about what you are saying. Would you want people repeating it if it was about you? The "Golden Rule" is still the best rule.

Professional people should honor one another, at school as well as in public. As you have often heard, we do not have to like one another, but we must work together and respect each other, and not let personal feelings get in the way of helping students.

PURCHASE ORDERS

Purchase orders must be completed, coded and approved prior to ordering supplies and materials. Local businesses may allow products to be obtained prior to receiving payment if they are furnished with an approved purchase order number. If you are not sure how to get the materials needed in the time allotted, ask someone in the office. Purchase orders may be obtained from the secretary. Each employee must sign for all purchase orders taken from the office.

REPORTS

All reports required by the office should be submitted on a full sheet of paper. Forms will be used when possible. Most forms are available from the secretary. When student lists are required, alphabetize last name first. Always use legal names when completing student report information.

SECURITY

All visitors to the building are required to have a visitor's pass. If you notice unauthorized people in the building who do not have a pass, notify the office from the nearest phone. Outside doors are to be locked during the instructional day. Teachers whose rooms are located near the outside entrances should continually monitor them to ensure that they remain locked. Please double check outside doors when you leave in the afternoon. Your classroom door should be locked each afternoon when you leave. If you need keys to the building, or to classroom doors, please see the principal or secretary.

SUPPLIES

We are very fortunate to be able to supply teachers with most of the supplies they need for instruction. If you need classroom supplies, they may need to be obtained from the office during the school day. If the supplies you need are not available from the office, see the principal or the secretary to order them.

SUBSTITUTES

The principal's designee will call substitutes in an emergency only. If an employee knows in advance that he/she will be absent, it is the employee's responsibility to obtain a substitute for the day(s) necessary. Each employee will be furnished a list of substitutes as soon as it is available from Central Office. In emergency situations contact Lieselotte Hogue, 940-872-3837 between 6:15 and 6:45 a.m. **Do not wait until nearly 7:00 a.m. to call**, as it is very difficult to call subs and get ready at the same time. A red substitute form must be turned in when a substitute is scheduled.

TEACHER APPRAISALS

See Policy DNA(Legal), or your PDAS manual.

USE OF THE TELEPHONE

All employees will be issued a long distance code to make business related calls. It is unlawful to use another employee's code. Personal calls should not be made from school except in case of extreme emergencies. Do not use you cell phones during school hours unless it is on your conference period. Please let the principal know if there are extenuating circumstances that would require you to use your cell phone during class time.

Students are not to use any school telephones except those in the office. Do not let students out of class to make phone calls. The office will notify all students if an emergency situation occurs and there is a need to use the phone.

SCHOOL MAIL

The District mail system for delivering items between District buildings shall not be available for use other than official school business. With the permission of the Superintendent or designee, internal mailboxes at an individual campus may be used by campus employees and school-sponsored or school support groups affiliated with that campus. [See also GKD]

TEXTBOOKS

The Principal's Aide is the textbook coordinator for this campus. All textbook questions should be addressed to him/her. Textbook requisition forms may be picked up at the office and must be completed prior to checkout of textbooks from the book room. The person in charge will verify the book count for each teacher from the request form. Teachers, not students, should check out their own books. Students may be used to transport books, but teachers must sign them in or out. Teachers are required to keep record of all books checked out to students.

Textbooks are required to be covered at all times. Book covers are available in the book room.

THERMOSTATS AND LIGHTING

The light should be turned off when each person leaves his/her room for the day. Thermostats for cooling/heating should be at a reasonable setting.

TRAFFIC AND PARKING

All school personnel and any others who drive cars onto school property must abide by all parking regulations of the school, county, and state.

TUTORIALS / TUTORING

Teachers must be available to tutor their students from 7:30 a.m. – 7:45 p.m., and from 3:15 p.m. – 3:45 p.m. each school day. Parents must be notified 24 hours in advance if their child will be required to attend before or after school tutorials.

Teachers shall not tutor their own students for pay, except during the summer months.
(DFB)Local

USE OF SCHOOL OWNED VEHICLES

Extracurricular Trips:

School buses may be used for extracurricular trips according to policy FM and the directives listed below:

1. All requests for buses for extracurricular trips shall be completed and submitted by the sponsor on any administration approved transportation form.
2. Such travel requests shall be approved or disapproved by the principal of the school involved, then sent to Central Office to be approved or disapproved by the transportation director.
3. Sponsors may appeal disapproved travel requests to the Office of the Superintendent. If disapproved by the Superintendent, the sponsor may appeal to the Board to be placed on the agenda at the next regular or special meeting.
4. Mileage involved in the extra curricular trips will be recorded and expense incurred therein shall be reimbursed to the Transportation fund from the General Operating Fund at the rate consistent with the cost per mile to operate the school's buses determined at the end of each school year.
5. Sponsors of extracurricular trips will share responsibility for student behavior on buses and operate with assigned bus drivers and administrative personnel in instructing students on safety rules for riding buses and assist in any needed cleanup following extracurricular trips.
6. Sponsors will be responsible for obtaining waivers of liability against the District from students riding buses for extracurricular trips. CNC (Local).