

Superintendent - A. Ronald Tidwell  
Principal 6-12 - Carolyn Reeves  
Principal PK-5 - Brian Nichols

## *Teacher Handbook 2008-2009*

PHONE: 903-863-5353

FAX: 903-863-5319

# LANEVILLE INDEPENDENT SCHOOL

*“Excellence in Education”*

### **SIX WEEKS GRADING PERIOD**

1st August 25—October 3

2nd October 6—November 14

3rd November 17—January 16

4th January 20—February 27

5th March 2—April 17

6th April 20—June 5

### **PROFESSIONAL DAYS**

August 18-22

January 17

June 6

### **PROGRESS REPORT DAYS**

September 16

October 28

December 16

February 10

March 31

May 12

### **HOLIDAYS & VACATIONS**

September 1

October 10

November 24-28

December 22-31  
January 1-2  
January 19  
March 16-20  
April 10  
May 25

## **LANEVILLE ISD BELL SCHEDULE**

### **6th,7th,and 8th Grade**

1st Period – 8:00 – 8:50  
2nd Period – 8:55 – 9:45  
3rd Period – 9:50 – 10:40  
4th Period – 10:45 – 11:05  
LUNCH – 11:05 – 11:35  
4th Period – 11:35 – 12:05  
5th Period – 12:10 – 1:00  
6th Period – 1:05 – 2:00  
7th Period – 2:05 – 3:00

### **9th,10th,11th,and 12th Grade**

1st Period – 8:00 – 8:50  
2nd Period – 8:55 – 9:45  
3rd Period – 9:50 – 10:40  
4th Period – 10:45 – 11:40  
LUNCH – 11:40 – 12:05  
5th Period – 12:10 – 1:00  
6th Period – 1:05 – 2:00  
7th Period – 2:05 – 3:00

### **CALENDAR BELL SCHEDULE**

## **TEXTBOOKS**

Each teacher will be responsible for distributing textbooks to each student enrolled in his/her classes. When teachers distribute their books, a textbook list must be completed showing the title of the book, the student's name, and the textbook number. Each teacher should write the student's name in the book and put his/her (teachers') initials beside the student's name. To request textbooks fill out the textbook request form and place in Anita Gholson's mailbox in the teacher's workroom. Book request will be checked daily and delivery will be no later than the next day. If you need something sooner you may come to the bookroom for assistance. TEA requires that all textbooks be protected by book covers after issued to students, and periodic checks should be made to insure that each student not only has the book checked out to him/her but that it is also in good condition. This requirement is for **ALL** students, elementary through high school. A duplicate book is not to be issued to any student who has not cleared a lost textbook fine. However, the student must be allowed to use a textbook during class time. Damaged textbooks must be paid for by the student.

## **EMERGENCY CLOSE OF SCHOOL**

Due to Inclement Weather or Emergency Conditions

1. The decision to close the schools for the coming day is made between 5:30 and 6:00 a.m.
2. If the decision is made to close the schools, the news media are then contacted so that students and staff members can be informed as quickly as possible.
3. We suggest that you listen to your local radio and television stations for information.

## **LIBRARY**

The library provides material and technology to support the curriculum and to promote professional growth. The library will be open with a librarian on duty for teacher and student use 8:00 A.M. to 3:00 P.M. each day.

During the time the library is open, no more than 2 students may be in the library from anyone class without the teacher being present. Each student must have an individual pass and an assignment issued by the teacher who provided the pass. The teacher should record the time that the student leaves the classroom on the pass. Students sent to the library during class should return to class no later than 5 minutes before the bell rings. Larger groups of students must be scheduled and accompanied by the teacher. There are times which will be posted on the library door when teachers should not send any student to the library.

## **PURCHASE ORDERS**

All purchase orders must be approved by the principal before the actual purchase. Reimbursements that are approved by the principal require an original receipt. This also includes invoices and travel expenses. Without an original receipt, there will be no reimbursement. Return signed, approved purchase order and invoice to the Superintendent's office the next day after purchase. If you use the school credit card for purchases or travel, return the card to the principal's office the day after use.

**REMINDER: USE ONLY VENDORS THAT ARE ON THE REGION VII PURCHASING CO-OP VENDOR LIST FOR PURCHASES.**

Do not purchase anything without a purchase order. Do not buy anything using the school name or address. If you personally purchase something to be used at school, do not have it shipped to the school. If it is paid for by you personally, ship it to your home. The school's name should not be involved at all. If these guidelines are not followed, you will be responsible for the cost and the amount will be deducted from your pay check.

## **COMPUTERS**

The computers are in the classroom and labs for educational purposes only.

Unless there is an educational reason for a student or teacher to be on the computer, then he/she should not be there. The computers are never to be used for playing games, chatting on chat lines, etc. The rules apply for teachers as well as students. Students must be accompanied by their teachers to lab. If you have a group of

students in the lab, you are responsible for what each one is doing. Teachers should be up and monitoring what students are doing when they are in the computer lab. Sign up notebook for lab times is in the office.

## **LESSON PLANS**

Lesson plans should be turned in before 8:00 A.M. every Monday for the week.

Required on your lesson plans are the TEKS being taught for each lesson. Example: 5.9(A) In addition list the TAKS Objective being taught.

To obtain a hard copy of your TEKS, go to [www.tea.state.tx.us](http://www.tea.state.tx.us) and print them.

**Substitute lesson plans**—Please turn in to the office several lessons that each of your classes can do in your absence.

Example: TAKS practice sheets, writing assignments, reading assignments, etc.

## **GRADES**

Teachers are expected to have a minimum of 3 test grades along with a minimum of 10 daily grades for each six weeks reporting period. Our new grade book will figure test grades as 30% of total grade and daily grades as 70% of total grade. Parents will be viewing grade books online. The assignment should be listed with date assigned, due date, and the grade recorded within 3 class days. Example: Assignment due on Monday— grade should be in the grade book by the end of the day on Wednesday. When recording grades for an assignment, a teacher cannot leave a blank. If a student was absent an “I” must be recorded. If a student does not turn in an assignment a “M” must be recorded. Under normal circumstances, teachers should eliminate “I”s in the grade book within 5 class days.

## **ABSENT FROM DUTY**

In the event you become ill during the day or an emergency arises, talk to the principal not the secretary or anyone else. The principal will approve any extenuating circumstances which will result in your absence. Also, contact the principal between 6:00 P.M. and 9:00 P.M. the evening before an absence or between 5:30 A.M. and 6:30 A.M. the morning of the absence. Phone calls after 6:30 A.M. should be made only in extreme emergencies.

**PLEASE CALL THE NIGHT BEFORE IF AT ALL POSSIBLE.**

When you return to work, you must report to the office to sign an absent from duty form.

## **FIRE DRILL AND EMERGENCY PROCEDURES**

**(See Evacuation Maps)**

For the protection of all occupants of the building, it is important that everyone understands what to do in the event of a fire or other types of disasters. The following information should be discussed with your classes.

1. Please post in your class and explain evacuation procedures
2. **THREE BELLS - Evacuate Building**
  - (A) Quickly remind students how and where to leave the building.
  - (B) Take your grade book with you.

- (C) Turn out lights
- (D) Do not lock your door
- (E) Follow your class to the appointed area.

3. TWO BELLS - return to class

## **TORNADO**

1 Siren

2 Bells - return to class

## **TEACHER WORKDAY**

Teachers are required to report at 8:00 A.M. on a teacher workday. The workday will end at 3:15 P.M. On instructional days, teachers should report to school every morning by 7:30 A.M. If a teacher has duty, he/she is to report to school at 7:25 A.M. All employees may leave school after 4:00 P.M. on Tuesdays and Thursdays, and employees may leave at 3:15 P.M. on Mondays, Wednesdays and Fridays. If it becomes necessary that an employee leave school early, employee must speak with the principal before signing out in the office. If employee returns before the end of the day, he/she should sign back in at the office.

## **DUTY**

In order to get each day off to a positive start and provide proper supervision for students, each staff member is asked to help with duty on a rotating basis. The teacher's primary purpose is to be an authoritative presence. Our goal is to keep the students safe and orderly.

1. Be on time.

2. Move around.

3. Arrange for a substitute if you must miss a day on duty

The principal will develop a duty list prior to the start of each six (6) weeks showing the dates and stations for each teacher. If a teacher must miss a day of duty that teacher should arrange for someone else to cover the duty post and should notify the principal. When a teacher must be absent and a substitute is hired, the substitute will take the duty assigned to the teacher. Please inform the principal that you have duty when you talk to her about a substitute. Failure to be at your duty post on time will result in a write up.

## **LEAVING THE CAMPUS**

The principal must approve all employees leaving campus during the school day before 4:00 P.M. on Tuesday, and Thursday, and before 3:15 P.M. on Monday, Wednesday and Friday. If she is not available, the secretary will know with whom an employee should check. Upon approval an employee must sign in and out in the high school office.

## **PERSONAL DAYS**

If an employee knows that he/she is going to be absent from work, please fill out the form and obtain the approval and signature of the principal well in advance of that day.

## **SICK/PERSONAL LEAVE DAYS**

Each employee earns five state personal leave days if employed 187 school days per year. Unused leave days roll forward as state sick leave days. Each employee will receive five local days, **for emergency use only**, if employed 187 school days per year. Local leave days do not carry forward. The employee is docked the substitute rate of pay for each local day used. Paychecks will be docked the following month a local day is used. Once an employee has used all accumulated leave (state and local), his/her paycheck will be docked his/her daily rate of pay for each day absent the following month. It is necessary that you be here every day if possible. This is the best thing for our children.

## **FACULTY DRESS CODE**

Good judgment should be used to ensure that trendy and/or non professional attire is not worn in the classroom. Each employee will be expected to be groomed and dressed in a professional manner which is appropriate for the position occupied. Specific Dress Requirements are listed below:

1. Members of the staff may not wear overly casual attire (shorts, leggings, or sweat pants). No blue jeans, overalls or ski pants may be worn.
2. Capri pants may be worn as part of a set/suit if the set/suit is professional and in good taste.
3. Male staff members will be required to wear slacks and a nice shirt. (No blue jeans or overalls).
4. Male employees are expected to be clean shaven unless they choose to have a neatly groomed moustache or beard.
5. Spirit Day Attire — Jeans may be worn only with the official Laneville Yellowjacket shirts or professional attire in school colors. Spirit Day is Friday of each week beginning on Friday, August 29, 2008.
6. Exceptions to the dress code will only be for special occasions and must be approved by the principal.

## **DISCIPLINE**

Teachers set the tone for proper classroom behavior. It is hoped that the classroom atmosphere will be such that:

1. Individual student conduct will promote maximum quality individual learning.
2. Individual student conduct will permit maximum quality learning by other students in the class.
3. Individual student conduct will permit maximum quality instruction by the teacher.

Should a student's behavior becomes such that one of the above is no longer possible, the teacher will follow these steps:

1. Verbally correct the student.
2. Talk to the student privately about alternatives for improvement.  
Tell the student that if his behavior continues you will call his parents.
3. Call the parents and tell them what the student is doing and enlist their help.
4. Refer the student to the office.

A referral should not be made until the teacher has gone through steps 1,2,3, including contacting and talking to the parent. The conversation with the parent must be documented and this documentation included with the discipline form.

*Remember, once you have referred the student to the office, the administrator will decide the appropriate discipline.*

**EMERGENCY** — Examples of an emergency would be fighting or abusive behavior, etc.

**1. Maintain order.**

**2. Call for assistance on the intercom.**

All students must have a hall pass if out of class during class time. Teachers must keep all issued hall passes in a folder to produce at a later date should they be asked to do so.

Should a student be stopped in the hallway without a pass, the teacher will be written up. We have a nurse 1 day a week. We do not have a nurse aide. Do not send a student to the office unless the student throws up or you know he/she has fever. Do not allow students to come to the office for Tylenol or band aids during class. Students should only leave class for emergencies.

## **TELEPHONE USE**

The school telephones are for business use only. If an employee receives a telephone call, the secretary will take a message and the message will be placed in the teacher's mailbox. The employees are responsible for checking their boxes for messages. The secretary will put the morning messages in the boxes before lunch time and the afternoon messages before 3 o'clock.

**IN THE EVENT OF AN EMERGENCY, YOU WILL BE NOTIFIED IMMEDIATELY.**  
Teachers will be using the telephone to call parents, so please limit your calls.

## **PERSONNEL FOLDERS**

We will need in your folder at the Superintendent's Office:

1. Oath of Office
2. Service Record
3. Transcripts
4. Teaching Certificate

Any documentation on disciplinary actions or reprimands will be in a folder kept in the principal's office.

## **PARTIES AND TRIPS**

All parties and trips sponsored by a class or school organization must have prior approval of the principal. Parties must be related to the academic process. Receptions, such as a Homecoming Dance, must be requested by a school organization sponsor. The responsibility for decorating, furnishing music, cleanup afterward, etc. will be the

responsibility of the organization sponsoring the event. Such activities must be adequately chaperoned and limited to students of the Laneville ISD. Prior approval must be obtained from the principal. Field trips must be educational and approved by the principal. All such trips or activities must be scheduled at least two weeks in advance. Forms for field trips must be obtained in the office: Parent Permission Form, Transportation Form and Field Trip Form. Return the field trip request form to the principal for approval. Upon approval, the transportation form will need to be filled out and turned in to the director of transportation, and the parent permission form will need to be sent home. Along with the parent permission form, please send cell numbers of the sponsors to the parents so in case of an emergency the parent could contact the sponsor. There will be no overnight field trips.

## **FUND RAISING**

Student clubs, classes, organizations, and parent groups will occasionally be permitted to conduct fund raising drives. An application for permission must be made to the principal at least 7 days before the event. Except as approved by the principal, fund raising is not permitted on or off school property. The sponsor should pick up a fund raising application, receive permission from the principal, and supervise all fund raising activities. If an organization, club, or class does fund raising activities, the money will be spent for approved activities and purchases. The money will not be divided if not spent. It will be left in the account for the following school year. The senior class will take an approved one day trip, and will be allowed to use fund raising money for that trip. Senior Money not spent will rollover into the scholarship fund. Immediately following a fund raising event, the money should be deposited. It is never appropriate for any sponsor to plan events or activities with students during school or after school unless these activities or events are approved by the principal.

## **STATE TESTING SCHEDULE**

October 21 Exit TAKS ELA–Retest  
October 22 Exit TAKS Math–Retest  
October 23 Exit TAKS Science–Retest  
October 24 Exit TAKS Social Studies–Retest  
March 3 TAKS & TAKS–M Grades 3, 5, 8 Reading  
TAKS Grades 4, 7 Writing  
TAKS Grade 9 Reading  
TAKS & TAKS–M Grade 10 ELA  
Exit TAKS ELA  
March 4 Exit TAKS Math–Retest  
March 5 Exit TAKS Science–Retest  
March 6 Exit TAKS Social Studies–Retest  
April 7 TAKS & TAKS–M Grades 5 & 8 Math  
April 128 TAKS & TAKS–M Grades 3, 4, 6, 7, 10 Math  
April 29 TAKS & TAKS–M 4, 6, 7 Reading  
Exit TAKS Math  
TAKS Grade 3, 5, 8 Reading–Retest  
April 30 TAKS & TAKS–M Grades 5, 8, 10 Science

Exit TAKS Science  
TAKS Grade 9 Math  
May 1 TAKS Grades 8, 10 & Exit Level Social Studies  
May 19 TAKS Grades 5 & 8 Math–Retest  
June 30 TAKS Grades 5 & 8 Math–Retest  
July 1 TAKS Grades 3, 5, 8 Reading–Retest  
July 14 Exit TAKS ELA–Retest  
July 15 Exit TAKS Math–Retest  
July 16 Exit TAKS Science–Retest  
July 17 Exit TAKS Social Studies–Retest