

# Rotan Elementary Staff Handbook



2012 - 2013

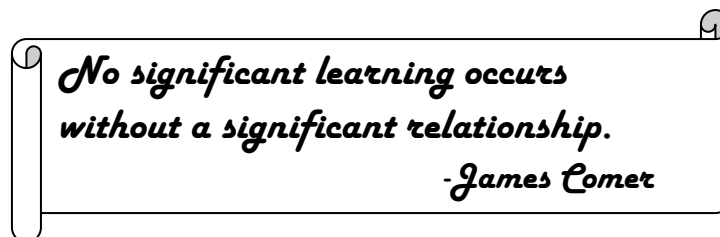
*Reviewed by the Rotan ISD Board of Trustees  
July 24, 2012*

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## **ROTAN ISD MISSION STATEMENT**

*The mission of the elementary, junior high and secondary schools of Rotan ISD is to prepare all students to function effectively, successfully, and productively in our democratic society. This mission is grounded in the belief that all students can learn and be successful in learning tasks if the teacher and learning experiences are meaningful and appropriate. To this end, the campuses are committed to applying the elements of effective schools in the daily operations of each campus.*

## **POLICY STATEMENT**

In case of a discrepancy, policies in the Rotan ISD District Handbook supersede policies in the teacher handbook.

## **CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS**

### **PRINCIPLE I: Professional Ethical Conduct, Practices and Performance**

1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board of Education Certification (SBEC) and its certification process.
2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
4. The educator shall not use institutional or professional privileges for personal or partisan advantage.
5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
6. The educator shall not falsify records, or direct or coerce others to do so.
7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

### **PRINCIPLE II: Ethical Conduct Toward Professional Colleagues**

1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

PRINCIPLE III: Ethical Conduct Toward Students

1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
  - (i) the nature, purpose, timing, and amount of the communication;
  - (ii) the subject matter of the communication;
  - (iii) whether the communication was made openly or the educator attempted to conceal the communication;
  - (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
  - (v) whether the communication was sexually explicit; and
  - (vi) whether the communication involved discussion(s) of the physical sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

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**This handbook is filled with vital information to help you with procedures and clarification. If at any time you have suggestions for change or improvement, please let me know.**

### **AFTER SCHOOL DETENTION**

If students are kept after school for any reason, it is the teacher's responsibility to notify the parent prior to keeping the student. Home communication is vital.

### **ASSEMBLIES**

Anytime there is a school-wide assembly all scheduled teachers are expected to attend and help monitor student behavior. If the assembly is scheduled during the teacher's conference period, the specials teachers and assistants will relieve the classroom teacher from monitoring students during the assembly. It is the classroom teacher's responsibility to be aware of the time to pick up the class.

Please train students to exhibit proper and orderly behavior when in a large group.

- 1) Be attentive, use low voices
- 2) Show respect to guest
- 3) Applaud at the proper time
- 4) Leave a good impression of our students with the guest.

### **ATTENDANCE - STUDENT**

Please post your attendance by 10:00 AM. Students that come after 8:00 AM must go to the office to get a tardy slip to enter their classroom. If a student comes to class without a tardy slip, send them back to the office to get one. FYI - Students are counted officially absent after 10:00 AM, through PEIMS, which affects state funding. Encourage attendance!

**NOTE:** Be aware of your students' attendance and if a pattern of tardies and absences is developing, report it to the Administration and/or the Student Intervention Team.

### **STATE ATTENDANCE POLICY:**

1. The State Board of Education places a limit on the number of absences of any kind a student may have and still receive credit.
2. The State Board requires that students be in attendance for 90% of a semester in order to receive credit for a class. This includes all absences for all reasons – excused and unexcused. In most cases, the student is only allowed 7 or 8 absences per semester depending upon the exact number of days in the semester.
3. After a student has been absent four times from any class, the attendance clerk will mail an attendance letter indicating the dates of the student's absences to parent or guardian.
4. A student who has exceeded the maximum number of absences will remain enrolled in his/her class(es).
5. Excessive absences and credit status for students exceeding the maximum number of absences is reviewed by the Attendance Committee at the end of the semester.
6. An absence for an approved school related trip shall not be recorded as an absence.
7. Appeal Procedure
  - a. The attendance committee is appointed by the principal.
  - b. The attendance committee will consider re-instating credit for the student if the student has acceptable reasons for the absences, has remained in class, has completed all assignments, has exhibited a cooperative attitude, has acceptable attendance, and is passing the course. The committee also has the authority to require the pupils to make-up missed days and assign community service.

### **ATTENDANCE – TEACHER**

All teachers shall arrive at school no later than 7:45 AM and be in their respective places. The teacher workday ends at 3:45 PM. Teachers are required to be at school and available to parents, students and other concerned parties throughout the assigned work day.

Teacher planning periods are to be utilized for classroom preparation, grading papers, and conferences, as needed by administrators or parents. This time is not to be used for running personal errands, etc. If you need to leave campus for any reason, clear it through the office before you leave.

### **BOOK INVENTORY**

Teachers must keep a record of the textbook numbers and to whom they are checked out. Ultimately, the teacher is the responsible party for all textbooks checked out to him or her. However, we will hold the last report card of a student, if they fail to return a book. We will be automating our textbook system throughout the school year.

### **CAFETERIA**

Consistency is the key to any plan. Please talk it up in the classroom, discussing how it works and what the expectations are. Take time the first week of school to practice the cafeteria rules. Bring students to the cafeteria and go through the entire routine. What is it supposed to look like/sound like? Practice! Please cooperate with the assistants to help with the discipline in the cafeteria. Children often take advantage of the situation when the assistants are not supported by the teachers because there is no communication between the adults. Remember communication is vital.

Please be on time taking and picking up the children from the cafeteria. When one class is late it backs up the other classes. Coming late to get your class also causes congestion in the cafeteria. Help out by being punctual.

### **CHANGING CLASSES**

Your presence in the hall encourages good behavior. It is everyone's responsibility not just the classroom teacher to monitor the children's behavior. Remember, all children are our children. We must teach and correct each child as if they are our own personal children. Consistency must be ingrained in our school culture.

Students are expected to walk with their hands at their sides, single file without talking in the hallway. Students need to know this is our expectation. It has proven to be very effective elsewhere. **Teachers must accompany their class and monitor student behavior as students move in the hallways. You must walk your class to their specials – do not send them unescorted! Students will not be released from specials until their teacher is there to pick them up.**

Be sure that you do not walk in the front of the line, unaware of what is happening behind you. Mid-point is usually a good place to oversee the group. Stop points should be used to keep the group organized. In the beginning of the year, practice what is expected and what it should look like. Let the children know that a Rotan Yellowhammer exhibits pride in the hallway.

### **CLASS RULES**

Each teacher should develop a set of class rules. A copy of these rules should be turned in to my office by the first Friday after school begins. A copy of the rules should be given to each student in your class.

### **CLOSURE**

Anyone that is teaching individually, small group, or the entire class please remember to have closure to the lesson. This is often forgotten and it is very important for student learning. Closure is meant to be an



effective time for students to think, verbalize and /or write the big ideas and connections they cultivated from the lesson. It is powerful to hear what they learned when the students puts it in their own words.

### **COMMITTEES ON CAMPUS**

These are necessary so that everyone has an opportunity to input his or her ideas into decisions made on our campus. It is not our objective to take your valuable time, but you are an important resource to continue improving our school.

### **COMMUNICATION**

We are a team and to keep things running smoothly let's make sure the lines of communication are open. This also means being flexible because unexpected situations may arise and changes must be made. Use your email, which you should check at least twice daily, as a swift messenger. Remember to invite other support personnel to parent conferences, SIT's, and include them in your special class activities.

### **COMPLAINT AND GRIEVANCES**

When possible, complaints and grievances should be settled individually, and through the channels detailed below.

1. First try to solve the problem with the individual.
2. Appeal to the principal if further help is needed.
3. Appeal using the procedures outlined in the board policy of the Rotan ISD School Policy Handbook.

### **COPYRIGHT LAW**

In the recent past, copyright violations have been brought under litigation in neighboring districts. Copyright infringements carry fines ranging from \$250 to \$10,000 per violation. The following is a list of do's and don'ts regarding copyright laws. It is very important that we take careful note of this and adhere to this law. **DO NOT BREAK THE LAW!** I know this may mean we have to think differently and make some changes, but we have no choice. There is no compromise in this situation.

#### **DO**

- ❖ Record a broadcast and show it within ten days.

#### **DON'T**

- ❖ Show a purchased, rented or "off-air recorded" video that is marked "FOR HOME USE" for reward or recreation, or fund-raiser.
- ❖ Show "off-air recording" more than once for face-to-face instruction. The tape may be shown one time within 10 days and must be destroyed after 45 days.
- ❖ Merge more than one tape to create an anthology.
- ❖ Remove a copyright notice that appears on a program.
- ❖ Copy commercially made videotapes, whether recreational or educational in nature.

### **CRISIS MANAGEMENT**

During the first week and periodically thereafter, review the fire and disaster drill guidelines with your students. Please stress the safety rules for such drills with your students. Expect one in the first week or two.

Fire Drill and Disaster Drill information and school maps should be posted near the door of each classroom. Refer to the campus crisis management plan for details. These drills will be held monthly. Follow the fire drill school map/plan for regular fire drills. In case of an obstructed drill, go to the next closest exit. All students must be quiet during fire drills.

**Fire Drill Signals:**     **3 bells - leave building**  
                                  **2 bells - return to building**  
                                  **1 bell - halt**

**Disaster Drills** - A disaster drill is a continuous signal. During this drill you will assemble your students in the restrooms. Remember to keep them quiet and calm.

**Crisis** – A crisis drill is short repetitious bells. You will need to lock your classroom door, turn off the lights and move students to a corner of the room away from the door. Remember to keep them quiet and calm.

## **CURRICULUM**

Everyone must follow our state curriculum, Texas Essential and Knowledge Skills (TEKS), in all areas. Everyone is also required to utilize the C-Scope curriculum, including the year at a glance scope and sequence. All students are to receive powerful lessons to keep them involved and successful. Use higher order questioning skills, Bloom’s Taxonomy, and gifted strategies to bring the children to levels that exceed expectations.

Developmentally Appropriate Practices are important; however, it is also important that we not use this as an excuse for lowering standards. Making excuses for children not exceeding are not acceptable. Even the youngest students are ready for challenging work with the proper instruction. We believe **ALL CHILDREN LEARN**.

Know your students. Assess, analyze, communicate, record, plan, and execute an individual plan for success. Make those parental contacts early and get them on your team. It will help you tremendously.

## **DAMAGE REPORTING**

Report any damaged furniture, broken windows, plumbing problems, or anything that needs attention, to the office immediately. Also, watch over the students who might deface school property. Check your desks periodically for any signs of mutilation. Some students have a habit of writing their names on everything in sight.

## **DISCIPLINE**

The School Administrators at Rotan ISD feel that the primary responsibility for socially acceptable behavior of students lies with the parents and with the students themselves. In accordance with this philosophy, a system of consistent discipline must be initiated.

Teachers **must** spend considerable time and effort in the beginning of the year establishing good classroom management. This time and effort will be well spent as it will lay the groundwork for a successful year. The teacher is responsible for, and expected to have good classroom discipline. The principal supports and helps the teachers, but teachers should not **refer problems to the office that they can take care of themselves**. Be quick to contact parents and seek their help if there are consistent problems with a student. Do not send or bring a student to the office without filling out a discipline referral form available on line.

One of the utmost priorities for Rotan ISD is to provide an environment for strong and consistent discipline. This can only be accomplished when the staff cooperates with the administrators as well as one another. While each of us has specific philosophies about adolescent behavior and discipline, an overall philosophy must be adopted by all. Each teacher will develop his/her own classroom discipline management plan and submit the plan to the office by the end of the first week of school. This plan

should include a level system (i.e. conference, teacher detention, parent phone call, etc.). Of course, major offences such as fighting or extreme insubordination are referred immediately.

The following components shall make up the philosophy of discipline to be embraced by the entire staff:

1. Students will show respect to adults
2. Students will display orderliness in moving from one area to another as well as in assemblies, extra curricular events, and the cafeteria.
3. Students will respect and take care of property, furniture, and equipment.
4. Students will complete assignments and/or classwork.
5. Students will attend school regularly and be on time for class.
6. Students will dress appropriately for school and school activities.
7. Students will follow rules and guidelines as set forth in the Student Handbook.
8. Student's positive behavior should be recognized. Verbal praise should be forthcoming when deserved.

Teachers need to take their students to their destinations, not send the class ahead without supervision. We must also be very diligent to pick up our students on time, in order to keep everything moving smoothly.

#### **DRESS CODE – STAFF**

Professional staff members are encouraged to maintain a professional image. The district realizes that different responsibilities require different clothing needs. Male classroom teachers are encouraged to wear slacks and dress shirts. Female classroom teachers are encouraged to wear nice coordinated outfits. Colored dress jeans and sport shirts are allowed for both males and females as long as they maintain the professional image required of teachers. Tennis shoes are not professional dress except for P.E. and special days. No blue jeans except on Fridays, which is Spirit Day. Please be neat. Spirit Day does not mean sloppy day. Iron the jeans and look the part of a professional. No overalls, or leggings please. Take care with the length of a dress. With all the bending we do in elementary, children are sure to get an eye full. Faculty members may request exceptions for special days such as spirit day, Halloween, etc.

#### **DUTIES**

Be on time, don't forget your duty date, and do your best while on duty. **If you know there is a conflict ask someone to change times with you.** It is your responsibility to make sure you or someone is covering that assignment. Your cooperation is greatly appreciated to keep our campus safe and secure.

Please take out of classroom duties seriously, such as sponsorships, U.I.L., etc. Any time the doors of our school open for any function, we should try to be present. Let the patrons of our school district see and know you. Let the students know that you are interested in all of their activities.

#### **E-MAIL RETENTION FOR EMPLOYEES**

Each employee is responsible for keeping all emails that relate to school business for the required number of years as mandated by the appropriate authority

#### **ENERGY CONSERVATION**

Pretend you are paying the electric bill in your room and observe the following school rules:

- ✓ Turn off lights when room is not in use.
- ✓ When the AC is on do not open the window.
- ✓ Adjust the heating and cooling levels upon leaving each day.

Teach the children to be energy conscious.

### **FIELD TRIPS**

*A Field Trip Request Form must be completed and approved by the Principal.* When approved, the form will go to the secretary so she can reserve a bus for your trip. It is strongly suggested that field trips include the entire grade level. This is alignment and teamwork.

If you will need lunches give the notice to the cafeteria manager 7 days in advance. This helps her plan ahead.

Parents are welcomed and encouraged to chaperone, but cannot bring other children on the trip. As chaperones they are there to assist with the children. When other children are brought along and some unforeseen thing happens to that child then it opens us up to a great liability issue.

### **GRADES**

You are required to have a minimum of ten daily grades and a minimum of two major grades per six weeks.

Any grade lower than a 50 is to be recorded as a 50 on the report card and PERMANENT FOLDER. Before failing any student for any six weeks, visit with the principal/assistant principal. Remember to refer to the Student Intervention Team for help where a plan should be developed to help the child and you.

Report cards will be computer generated. The secretary will export the grades for the teachers. The report cards will be issued to students on the Wednesday following the close of each six weeks. The report must be taken home, properly signed, and returned to school the next day.

### **GRAMMAR CHECK**

We are the educators and models for speech and behavior. When we say things incorrectly on a regular basis it is a poor reflection on all of us. We all make mistakes from time to time and at times we play with words and have fun butchering our language. We all know when that is appropriate. This is about mistakes that become habits.

Please remember to spell check your work before sending it home to parents. It is also a good idea to let your team partner proof your work before sending it home.

### **HOMEWORK**

Homework is an extension of class learning. It should not be the teaching of something new. Homework should be the practice of a learned skill. It is not pages of worksheets that are isolated skills. Every child needs to go home with a book to read daily. No excuses. Homework is not always paper and pencil work. Assigning asking questions of family members, or counting the number of windows in their home is homework.

Grade level teams need to coordinate with each other so as not to overwhelm their students by assigning all of the homework on the same day of the week.

Each teacher is responsible for developing their own homework policy. A copy of the policy should be turned in to my office by the first Friday after school starts. A copy of the policy should be given to each student in your class.

### **LESSON PLANS**

Lesson plans are necessary for effective teaching. Daily plans for each class should be made weekly in advance. These plans should be turned in to the office by Monday morning for that week.

**You must be prepared with a sub folder which includes a “stand alone” lesson for emergency days when your plans are not on your desk.**

**Objectives must be documented in your lesson plans and written on the board so the children know the objective. No surprises about what is to be learned. Start writing your objective on day one. It’s a good habit. Ask the children to help you remember to write it on the board. For walk-throughs and formal observations we will be looking for it.**

You will be given a three ring binder in which you will keep copies of workshops attended for professional development, phone logs of positive phone calls home, UIL information, newsletters sent home., modification sheets for special ed. students, and any thing else you think would enhance your rating for PDAS. In addition, you may want to have a copy of the TEKS for each subject you teach. Check off the TEKS as you cover them. This gives you a checklist at the end of the year, to show that you have covered all TEKS. The TAKS tests will be taken strictly from your TEKS.

Remember to align the assessments with taught material. In other words, teach what you test; test what you teach. If you do not teach it, do not test it.

### **MAIL & MESSAGES**

Make it a habit to check your mailbox a couple of times a day, and especially toward the end of the day. Messages will not be delivered to you unless they are emergencies. They will be posted in your mailbox. We will only be delivering student messages twice a day to reduce classroom interruptions. We will deliver once in the morning and then once at the end of the day, unless it is an emergency.

### **MISSING SCHOOL / SUBSTITUTES**

If you know that you will be out, let the office know as soon as possible. Substitute teachers will be arranged by the office. If you get up and discover that you are unable to come to school, call Joanna Lee at 325-735-2200; if unable to reach Joanna, call Stephanie Longoria at 254-541-5454.

### **OPEN DOOR POLICY**

My job as your administrators is to be here for your support and to facilitate your job. If the office door is open and I am not busy with someone else, you are certainly welcome. If the door is closed, then you will know that I am not to be disturbed because of a conference, phone call, etc. Send an email or leave a note taped to the door and I will get to you ASAP. Everyone’s time is valuable so when you see someone talking with me, please don’t assume your time is more important than the other person’s and interrupt. No one intends to be rude, but it can come across that way. Patience is a virtue.

### **PARENT COMMUNICATION**

It is strongly recommended that the classroom teacher call the parents of each student on their roster. This is just to let the parent know you are happy to have their child and to open the line of communication with them. Give the parent something positive about their child. It is amazing what these few minutes will produce for you in the long run. **Complete the contacts by August 31<sup>st</sup>**. In order to help parents feel involved in school, please send home a weekly letter with special activities, recognition, a calendar, and any other pertinent information involving the school.

Keep an accurate log of calls, notes sent home, home visits, and school conferences. This is very important.

Written notification should be sent to the parents at any time during the six-week period if the student’s grade falls more than one letter or if the average is below 70%. Progress reports will be sent 3 weeks into the next reporting period. Have your documentation in place when you speak with the parents about their

child's progress. Remember and continue making those contacts as soon as a problem occurs. Let's "nip it in the bud" so they do not become bigger problems. Pick up the phone and call parents at home or work. When you bring a situation to the office the first question will be, "Have you contacted the parents to notify them of the problem?" It will make your job easier in the long run and parents really appreciate it. If the parents do not respond to notes or progress reports, a copy of the report or note should be mailed to their home. Keep copies of notes sent home if you see that you have a chronic problem. Keep all the notes from parents and sometimes a copy of your reply – just in case.

Show the parents you want their child to succeed by making it a partnership between the home and school. It is going to take everyone working together to help. You might have to work harder at building relationships with some parents to help, but keep the contact going.

### **PARENT HANDBOOK**

Please review the parent / student handbook with your students before sending it home. Know what it says, as you will be expected to follow the policies and procedures set forth in it. Be sure you get all the necessary papers returned to you from the parents.

### **PAYDAY**

Rotan ISD employees are paid once a month, on the 25<sup>th</sup> of each month. If these dates fall on a weekend or holiday, you will be paid on the closes working day of the week for that period.

### **PERMANENT FOLDERS**

1. At the end of the year, the permanent folders must be completed with grades, attendance data, grade assignment and any other information necessary for the next teacher, and / or school.
2. You may take folders to your classroom to work on them, but they must be kept in the office when not being used. These are not ever to be taken home.
3. When reviewing information, you must sign a review sheet that is attached to the folder stating who is reviewing the folder, the date of the review and the reason for the review.

### **PERSONAL DAYS**

Before requesting personal days or an arranged day or half-day long doctor's appointment, a written request must be submitted to the principal at least one week in advance, unless an emergency situation arises. We need as much time as possible to make arrangements to cover your class. Please do not get up one morning and decide that it would be a good day to take a personal day. Your request will be denied, unless it is an emergency. Your students need you and a substitute is only that. See Priscilla Gordon for request.

You receive both local and state personal days. Please be aware that you local days will be used first, followed by your state days.

**No personal days will be granted the day before a holiday, the day after the holiday or days in which STAAR/TAKS testing is occurring (see DH local). This is board policy. The principal will have to deny it.**

### **PHONE CALLS**

Cell phones are permitted in the classroom. However, personal calls during instructional time are prohibited. Using the phone to call a student's parent during this time is allowed as long as it is not done in a manner that embarrasses the student in front of his peers. Discourage calls from friends and family during instructional time. We must protect our academic learning time at all costs. If we hear a cell phone ring during class we hope it is a parent returning a call.

**Turn your cell phones off or put it on silent during meetings and class times. It makes us lose our focus just like the children.**

Students may use the phone in the office with a teacher's note or office permission. Do not allow a child to call home when ill or upset. The office personnel or nurse should be the only one to call the parent.

### **PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE AND AM ROUTINE**

All students will report directly to the cafeteria, no students will be allowed to go down the hall to their classroom. Teachers will need to arrive at 7:45 a.m. We will do announcements at 7:50 a.m. in the cafeteria before students are released to their teacher.

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting the pledge.

A moment of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

### **PRINT RICH ENVIRONMENT**

*Let's showcase student work by displaying it in our rooms, grade level halls, etc.* We need to create an environment packed with reading and writing. **This is a child-centered school and it is important for this message to be seen by anyone who enters our school.** Sometimes teachers over work themselves to decorate a classroom with teacher work or store bought materials when the student work can be displayed. Let's make it easy on ourselves.

### **PURCHASING PROCEDURES**

Before any purchases occur, you must complete a requisition for a purchase order. This form is available on line. Bring the completed form to the office for approval. It then goes to Mrs. Robinson for approval. Once it is approved, we will generate a Purchase Order. If the items to be purchased are to be picked up by you, you will receive the actual Purchase Order.

### **RECESS**

Please schedule your classroom recess time for only 20 minutes. When the students are outside the teacher must be alert and aware of where the students are. ***It is a good idea for teachers to watch certain areas or to walk around during recess. Please do not get caught up in a teacher conversation to the point that no one is watching the students.*** This is a time of much movement and action and anything can happen. **Watch closely!! Accidents happen easily and quickly at recess.** Train the students that upon entering the building from recess, the noise stays outside.

### **RESTROOM**

It is strongly recommended that teachers take their class as a whole to the restrooms. This is to curtail wasted water, paper problems, writing on the walls, etc. If you must send a child to the restroom, make sure they take a pass, so we know they have permission to be out of the room.

### **ROUTINES**

Begin the first day presenting and modeling your expectations and the routines the students must follow to have a successful year. For example, the first day begin with assignments displayed whether on the board, door, chart, or overhead. Make it a daily routine for the children to have an assignment in the same place every day. Some other routines are posting the learning objective of the lesson. Show them how to walk down the hallway. Tell them how you want to be addressed and how they need to speak to one another. These need to be established by you. Consistency must be ingrained in our school culture.

## SCHEDULES

Schedules are due in the office by **September 3<sup>rd</sup>**. Please turn them in to Stephanie Longoria. All teachers, counselor, assistants, and nurses are to also turn in a schedule. This is so helpful when we receive calls in the office.

Another important, but difficult thing on any campus is keeping to the schedule. We are all tied to the clock, and we all wish we had just a few extra minutes. However, it is vital to the success of the day to stay on time in delivering and picking up students as well as wrapping up lessons and releasing students. **We must be clock watchers to keep things running smoothly.** When a class is released even five minutes late, it put them at least ten minutes late getting to the next class. We must be considerate of each other and avoid this problem as much as possible. Clocks will be synchronized to the office clock.

## SCHOOL FUNCTIONS

Every teacher must be present at all functions during the school day, whether he/she has students that period or not. Faculty members should not sit together, but rather sit with their class in order to help monitor student behavior.

In addition, teachers and staff are encouraged to support students through attendance at extracurricular activities.

## STAFF DEVELOPMENT MEETINGS

Teachers are expected to participate in staff development and in-service meetings for professional growth throughout the year. It will provide necessary training to help you do your job.

As an educator you are a professional and a representative from our campus. At meetings, refrain from conversation during the presentation. This is embarrassing, distracting, and sometimes annoying to others. It is a good reflection on all of us when we are attentive, polite, and respectful. Thank you in advance for your efforts to be great models.

## STAFF MEETINGS

Wednesday afternoons should be reserved for necessary staff meetings. Large and small group meetings may be held as needs arise. Team meetings are held weekly to plan, communicate, etc. Other meetings will be called as needed. Come prepared to take notes and contribute as an active member of the team. Bring your planner/calendar to jot important dates.

Prompt arrival, on-task attention, and cooperation will help us finish in a timely manner. The administrators' goal is to be punctual to the meetings. Phone calls, parents, and sometimes teachers demand immediate attention. We'll do our best to start on time.

Please be advised that some meetings will last longer than 4:00. Plan to make Wednesday your late day for sure. We are all dismissed early on Friday; this is to make up for the late days that occur on Wednesdays. Make sure you have finished your after school duty first.

## STUDENT DISMISSAL DURING SCHOOL HOURS

If a parent shows up to pick up their child before school terminates, **DO NOT RELEASE** the child. This is for safety reasons. The procedure is for the parent to go to the office. Office personnel will notify the teacher over the intercom to send the child to the office. The parent will sign out the child with time and date.

## STUDENT DRESS CODE

Please be aware of inappropriate clothing on students. Send them to the office to get them a change of clothing. (See Student Handbook)



### **STUDENT ILLNESS/MEDICATION**

Students who are ill should be sent to the office. A teacher should help a seriously ill child to the office. The office personnel will contact the parents if it is necessary for the child to go home.

All medication should be kept in the office rather than with the student. Teachers are not allowed to administer medication and cannot allow a student to take medication in the classroom. Any exception (asthma inhalers) will be communicated to the staff by the office.

### **STUDENT INTERVENTION TEAM (SIT)**

Please use the intervention team for students who are experiencing difficulty in either behavior or academics. **All students** who are at risk or are struggling must go through the SIT process, not just those that we are considering for additional testing. This is part of our RTI process and is good documentation of the interventions that we are offering our students.

### **SUBSTITUTE FOLDERS**

Please be sure that you have prepared and located sub folders in your classroom for easy, quick access by a substitute teacher. **You must have an alternative stand alone lesson plan with comprehensive directions for the substitute.**

### **TECHNOLOGY/ACCEPTABLE USE POLICY**

All use of the Rotan Independent School District's computer network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer network includes hardware, software, data, communication lines and devices, desktops, tablets, laptops, whiteboard systems, printers, servers, personal digital devices, the Internet and any other internal or external network.

#### **Computer Network Use Terms and Conditions:**

1. **Acceptable Use.** Access to the Division's computer network shall be:
  - a) for the purposes of education or research and be consistent with the educational objectives.
  - b) for legitimate school business.
2. **Privilege.** The use of the District's computer network is a privilege not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer network. Prohibited conduct includes:
  - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
  - Sending, receiving, viewing or downloading illegal material via the computer network.
  - Unauthorized downloading of software or digital files.
  - Using the computer network for private financial or commercial gain.
  - Wastefully using resources, such as file space or printing personal material.
  - Gaining unauthorized access to resources or entities.
  - Posting material authorized or created by another without his or her consent.
  - Using the computer network for commercial or private advertising.
  - Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal, sexual or other inappropriate material.
  - Using the computer network while access privileges are suspended or revoked.

- Vandalizing the computer network, including destroying data or by creating or spreading viruses or by any other means.
- Saving data to a location other than the users own hard drive or USB flash drive without authorization.
- Installing software not approved and purchased by the school district.

4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette including the following:

- Be polite.
- Users shall not forge, intercept or interfere with electronic mail messages.
- Use appropriate language; the use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- Users shall not post personal contact information about themselves or others without prior consent.
- Users shall respect the computer network's resource limits.
- Users shall not post chain letters or download files that are not essential for educational advancement.
- Users shall not use the computer network to disrupt others.
- Users shall not read, modify or delete data owned by others.

5. **Liability.** The District makes no warranties for the computer network it provides. The District shall not be responsible for any damages to the user from use of the computer network, including loss of data, non-delivery or missed delivery of information, or service interruptions. The District denies any responsibility for the accuracy or quality of information obtained through the computer network. The user agrees to indemnify the District for any losses, costs or damages incurred by the District relating to or arising out of any violation of these procedures.

6. **Security.** Computer network security is a high priority for the District. If any user identifies a security problem, whether by student or staff member, the user shall notify the Technology Coordinator immediately. All users shall follow computer virus protection procedures.

7. **Vandalism.** Intentional destruction of any part of the computer network through creating or downloading computer viruses or by any other means is prohibited.

8. **Charges.** The District assumes no responsibility for any unauthorized charges or fees as a result of using the computer network, including telephone or long-distance charges.

9. **Electronic Mail.** The District's electronic mail system is owned and controlled by the District. The District may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private and may be **monitored** and accessed by the District. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

10. **Enforcement.** Monitoring information on the District's computer network will enforce this procedure and the policy it supports. To protect students, software is installed on the computer network that blocks obscene/illegal material as well as material that may be harmful to juveniles.

11. **Responsibilities of School Staff and Standards for Technology Use.**

- Staff members assigning or permitting Internet use will seek to prevent access by students to material that the District deems to be harmful to juveniles. While the District uses a content filter, it is impossible to control all material students will have access to.
- Staff members assigning student Internet use will recommend safe search strategies and resources which meet the curricular needs of the assignment and the development level of the student.
- Staff members may not abuse their access to technology. Abuse may consist of either excessive or unacceptable use. Generally, a use is unacceptable if it conflicts with the District's purpose, goal, or mission or with an employee's authorized job duties or responsibilities.
- No staff member shall load **any** software to the computer network. The purchase of all software and hardware must be done through the Technology Department. The Technology Department will require educational justification for any software or hardware at the time of the request.
- Students may not use a staff members' email account. Class accounts may be requested and used by students under the direct supervision of the person to who the account was issued.
- Staff shall report any incident of harassment or any other unauthorized or inappropriate use of technology encountered over District computer resources to the building administrator who will report it to the Technology Coordinator.
- Staff will be diligent in the protection of student privacy. Electronic grade books and attendance will be concealed from student's view at all times. Under no circumstances will a student "assist" any staff member with permanent record keeping.
- Attendance will be done each day using the electronic attendance system.

## 12. Technology Integration

It is expected that employees will incorporate the use of technologies appropriately on a regular basis throughout the curriculum. It is also expected that employees are constantly aware of what students are doing while using various technologies while under your supervision. No student should ever be using a computer designated for teacher use.

## 13. Internet Web Site Management

Items published on the District's webpage shall be in accordance with applicable web site management rules and guidelines. The Technology Coordinator shall be responsible for ensuring that all pages published within the school or department's directory comply with this policy and applicable rules and guidelines.

## TECHNOLOGY/INTERNET SAFETY

### Introduction

It is the policy of Rotan ISD to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**Definitions** - Key terms are as defined in the Children's Internet Protection Act. □

### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Rotan ISD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Rotan ISD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

The Technology Coordinator or designated representatives will provide age appropriate training for students who use Rotan ISD's Internet facilities. The training provided will be designed to promote Rotan ISD's commitment to:

- a. The standards and acceptable use of Internet services as set forth in Rotan ISD's Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. cyber bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

### **Adoption**

This Internet Safety Policy was adopted by the Board of Rotan ISD at a public meeting, following normal public notice, on July 16, 2012.

### **CIPA definitions of terms:**

**MINOR.** The term "minor" means any individual who has not attained the age of 17 years.

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

### **TEXAS PUBLIC SCHOOL NUTRITION POLICY**

Effective August 1, 2004, all Texas public schools participating in the federal child nutrition programs must comply with the nutrition policies outlined in the "Texas Public School Nutrition Policy, Revised".

Elementary and Middle School campuses are not allowed to provide to students at anytime on school premises by anyone (including guest speakers) until after the end of the last scheduled class. (Foods of Minimal Nutritional Value include any carbonated beverage – see full list of FMNVs in the appendix)

This policy does not apply to school nurses using FMNVs or candy during the course of providing health care to individual students.

Accommodating Students with Special Needs: Special needs students whose Individualized Education Program (IEP) plan indicates the use of an FMNV or candy for behavior modification (or other suitable need) may be given FMNV or candy items.

School Events: Students may be given FMNV, candy items or other restricted foods during the school day for up to three different events each school year to be determined by the campus. The exempted events must be approved by a school official. During these events, FMNV may not be given during meal times in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all students in accordance with federal regulations.

STAAR Test Days: Schools and parents may provide one additional nutritious snack per day for students taking the STAAR test. The snack must comply with the fat and sugar limits of the Public School Nutrition Policy and may not contain any foods of minimal nutritional value or consist of candy, chips or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts, etc.)

Instructional Use of Food in Classroom: For instructional purposes, teachers may use foods as long as the food items are not considered FMNV or candy. Students may consume food prepared in class for instructional purposes. However, this should be on an occasional basis and food may not be provided or sold to other students or classes. Food provided for students as part of a class or school cultural heritage event for instructional or enrichment purposes would be exempt from the policy. However, FMNV may not be served during meal periods in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must be continued to be available to all students.

Field Trips: School-approved field trips are exempted from the nutrition policy. A school official must approve the dates and purposes of the field trip in advance.

Athletic, UIL, Band and Other Competitions: The nutrition policy does not apply to students who leave campus to travel to athletic, UIL, band or other competitions. The school day is considered to have ended for these students. School activities, athletic functions, etc. that occur after the normal school day are not covered by the policy.

Parent Provided Lunch or Snacks: This policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide FMNV or candy items for their own child's consumption, but they may not provide restricted items to other children at school.

## TEXTBOOKS

Teachers need to be responsible for textbooks by seeing that the following things are done:

- ✓ See that all books are properly used by the pupils.
- ✓ Report any lost or damaged books to the office.
- ✓ Explain to the students their responsibility concerning books.
- ✓ See that all books are covered and that all students enter their names in ink on the inside of the front cover.

We will be automating our textbook system through out the year. This will better help us account for all of our books. When automation is complete, all textbooks will be issued to the student at the beginning of the year.

## UIL COACHING AND COMPETITION

Rotan elementary participates each year in the UIL competition. This competition is held in the fall. Teachers and staff are asked to help in coaching students for this competition. There is a stipend paid for staff members who coach one or more events. The stipends will be administered on the following schedule: \$100 per event. Coaches are required to have students sign in each time you practice. The sign in sheets should contain the event practice, the date and the time of the practice. In order to receive your stipend for coaching, you are required to hold at least 2 practices before or after school.

## VIDEOS

**They must be tied to the lesson.** This is due to copyright laws. All videos must have prior approval from the principal before being viewed by the students as a reward. It has become a legal issue to show videos brought from home. If you are planning on showing a movie that is not rated G, you must send a note home to parents informing them of the movie you will be showing.

## VISITING PARENTS

Sometimes parents get past the front desk and go directly to a classroom wanting to speak to the teacher. We will do our best to protect instructional time and try to catch them before they get to the classroom. If a parent makes it to your class during instructional time, politely say you cannot stop teaching. Tell them to please see the secretary to make an appointment for you during you conference period or after school. Be nice yet assertive.

# APPENDIX

## Field Trip Request Form

Teacher \_\_\_\_\_ Date of Request \_\_\_\_\_

Grade Level \_\_\_\_\_ Date of Field Trip \_\_\_\_\_

Proposed destination for field trip: \_\_\_\_\_

How does this field trip correlate with your TEKS? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How will you use this experience, as a learning opportunity, in your classroom?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal Approval      \_\_\_ Yes      \_\_\_ No

\_\_\_\_\_  
Principal's Signature

Superintendent Approval      \_\_\_ Yes      \_\_\_ No

\_\_\_\_\_  
Superintendent's Signature





## **Teacher-Student Relationships**

Recent legislation has re-emphasized the standards that apply to relationships between students and teachers. Please be aware of the rules that prohibit unprofessional and inappropriate relationships between students and teachers. See MISD Board Policies FFH(LEGAL), FFH(LOCAL), and the Code of Ethics for Texas Educators, which can be found at DH(EXHIBIT).

It is never appropriate for teachers to have a romantic or sexual relationship with a student. Nor is it appropriate for teachers to have inappropriate communications or an inappropriate social relationship with a student. This can include showing undue attention to a student, phone calls, text-messaging, emails, or other inappropriate contacts. It could also include social outings or gatherings where parents are not present or that are not school-related activities that you are attending in your official capacity. You must use good professional judgment when interacting with students and remember that you are a professional. RISD expects its teachers to be mindful of the fact that, as teachers, you are role models in our community and stand in a position of power with respect to our students.

Violations of these standards will not be tolerated by the administration of Rotan ISD or the State Board for Educator Certification. Teachers may be stripped of their certification for violations of these standards.

Please sign the lower portion of this page, detach, and submit it to the principal. This will certify that you are aware of these regulations and have been duly notified.

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Violations of these standards will not be tolerated by the administration of Rotan ISD or the State Board for Educator Certification. Teachers may be stripped of their certification for violations of these standards.

---

I have been notified and am aware of the regulations concerning teacher-student relationships.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# Employee Handbook Receipt

Name \_\_\_\_\_

Campus \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Rotan ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign, date and return it to the office.

## **Acceptable Use Agreement for Employees Of Rotan Independent School District**

**Each employee must sign this Agreement as a condition for using the District's computer network.**

If you have any questions about this policy or regulation, contact your supervisor.

I understand and agree to abide by the District's Acceptable Use Policy and Regulation. I understand that the District may access and monitor my use of the computer network, including my use of the Internet, email and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer network privileges may be revoked and disciplinary action, termination of employment and/or legal action may be taken against me.

**Employee Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

Please return this form to the Administration Office.

*"I have come to a frightening conclusion. I am the decisive element in the classroom. It is my personal approach that creates the climate. It is my daily mood that makes the weather. As a teacher I possess tremendous power to make a child's life miserable or joyous. I can humiliate or humor, hurt or heal. In all situations, it is my response that decides whether a crisis will be escalated or de-escalated, and a child humanized or de-humanized."*

*Haim Ginott*