

# **Refugio Elementary School**



## **Staff Handbook 2019-2020**

**Refugio Elementary School  
2019-2020**

**Staff Handbook Receipt Form**

**My signature below indicates that I have received and reviewed my copy of the  
2019-2020 Staff Handbook.**

I understand that:

- I am responsible for upholding laws, which apply to education, particularly TEC, TAC, FERPA, and IDEA provisions.
- I must adhere to district (board policy) and campus policy.
- As a teacher, I am appraised under the PDAS system, which directly affects employment status, (including contract renewal) with the district.
- In the chain of command, I report to the campus principal first for concerns or complaints and the district has a grievance process (which must be followed) for the resolution of difficult issues.
- References to Board Policy can be researched in the Board Policy Manual On-Line on our district website: [www.refugioisd.net](http://www.refugioisd.net) .
- **I will strive to make Refugio Elementary School a great school and contribute to a positive campus climate.**
- **I will represent Refugio Elementary School in a positive manner.**
- **I will do my part to make Refugio Elementary an enjoyable, fun place for students to learn and know that they are cared for and wanted.**
- **I understand that as a Refugio I.S.D. Employee, I hold an ultimate responsibility of being respectful, courteous, and helpful to all stakeholders even when off campus.**

Print Name: \_\_\_\_\_

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

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### **ABSENCE PROCEDURE (STUDENT)**

When the student enters your class after being absent, ask for the admit slip. If he/she has a note, send the student to the office to get a slip and mark the absence accordingly. If he/she doesn't have a note, then mark the absence(s) unexcused. Students may bring you an admit and get their absence(s) changed to EXCUSED as long as the admit is *dated* within the first three days after the absence.

### **ACCIDENTS, REPORTING OF**

Any time a person is injured while on the school campus, at a school activity, or while under school supervision, the situation must be reported to a Principal immediately and an accident report filed. The accident forms are available in the Nurse's office. They are to be completed and returned ASAP to the Principal's Secretary who will maintain a file of these reports categorized by type of injury.

### **ACTIVITIES - NIGHT**

Generally speaking, most school activities should conclude no later than 9:30 P.M. on a school night. Performances, games, etc. should conclude by 10:00 P.M. whether played at home or away, not including return travel time. Any sponsor involved in an activity that lasts past 10:00 P.M. on a school night should discuss this with the Principal in advance.

### **ANNOUNCEMENTS**

All announcements will be submitted to the Principal's Office by 4:00 PM the day before the announcement is to be made. Pledges and announcements will begin at 7:55 AM from the PA system, but will begin at 7:50am during Morning Assembly days in the cafeteria.

### **ATTENDANCE TAKING**

Attendance slips should be placed outside your classroom door at 9:00 AM if the TxEIS system is not in operation. Your attention to this is of the utmost importance. This will keep the office from having to disrupt instruction to obtain your attendance slip. Roll must be taken in black ink with no tardies or scratch outs if paper attendance is taken, otherwise your prompt attention to taking attendance is necessary on the TxEIS system. The adult responsible for the class should always take the roll either on paper or on the computer. An accurate attendance record must also be maintained in your electronic grade book. Teachers are responsible for making appropriate changes to a student's attendance during the day of absence, and assistance in changing an attendance mark in the computer system can be provided by the principal's secretary. Tardies are to be noted on the attendance sheets and in the TxEIS system by marking "T". Teachers must sign all attendance slips. All teachers will take attendance at 8:00am, 9:00am, and right after lunch each day. Students reporting to school after 8am but before 9am will be counted late in 1<sup>st</sup> period, but present in 2<sup>nd</sup> period. Students reporting to school after 9am will be counted absent in 1<sup>st</sup> and 2<sup>nd</sup> period.

### **BUDDY TEACHERS**

If you are new to our campus, you have or will be assigned a "Buddy" teacher. Please see the Principal for more information.

### **BUDGET AND ACTIVITY FUND PURCHASES**

See the secretary for information regarding activity funds and either campus secretary to obtain Purchase Orders. See the Business Manager at the Superintendent's Office for

budget information. **ALL PURCHASE ORDERS MUST BE SIGNED BY A CAMPUS PRINCIPAL BEFORE SUBMISSION TO THE BUSINESS MANAGER. ORDERING MATERIALS WITHOUT THE REQUIRED SIGNATURES ON THE P.O. WILL NOT BE HONORED.**

### **CEIC/CIT**

The Campus Education Improvement Committee (Campus Improvement Team) is the school's site-based improvement team. The CEIC/CIT is made up of faculty, staff, parents and community members. The CEIC/CIT makes recommendations to the Principal on a wide variety of school improvement related issues such as scheduling, campus planning, budget and instructional topics.

### **CELL PHONES**

**Under no circumstances should a staff member be using a cell phone during assigned instruction time or in general view of students for personal business. Parading down the hallway or campus on your cell phone on personal business is also unacceptable.** Personal cell phone use should be limited to your lunch periods. Failure to comply could result in a formal written reprimand to the staff member's file.

### **CHILD PROTECTIVE SERVICES**

In accordance with State Law, school personnel are required to report any suspicion of child abuse and/or neglect to a local or state agency. The following numbers will assist you in making a report when necessary: Refugio Police Department - 526-4533, Refugio County Sheriff's Department – 526-2351, Child Protective Services – 526-5366 or 1-800-252-5400. **A staff member who reports a situation to CPS must inform the campus principal of the situation within a 24 hour time period of making the report.**

### **CLASSIFICATION/PROMOTION**

See the section by the same title in the Student Handbook.

### **CLASS PARTIES**

Each class is permitted three class parties during the year— determined by campus principal. No pupil birthday parties will be permitted at school although parents can bring refreshments, and students can have them during the last period of the day. Refer to the FMNV Policy for more guidance. Special activities and extenuating circumstances should be discussed with the Principal.

### **COMMITTEES**

Teachers and staff members will be asked to serve or will be assigned to various committees in an effort to satisfy all legal requirements and to move the campus in a forward progressive direction. The work of these committees will allow us to meet our campus goals for the school year as determined by the Site-based Decision making committee as stated in the Campus Improvement Plan. Such teams or committees will include but are not limited to: SBDM/CIT, P.I.E., Grade Level/Content Area Teams, Attendance committee, Grade Placement Committees, and School Health Advisory Committee.

### **CONFERENCE PERIOD**

Each Certified Professional on the campus is given a designated conference period. This time is for you to plan individually, with your grade level, or department team. **This time**

**is not for taking care of personal business, making personal phone calls, leaving campus, or participating in any activity that is not to the benefit of our students.** You may use your lunch period to take care of your personal situations.

### **CONSERVATION**

All Staff members are expected to take actions of conservation in their daily work lives. Examples: turning off lights when you exit the classroom, unplugging items that continuously run when not in use (exception-copy machines), powering down computers at the end of the work day, recycling bad copy paper into notepads or scratch paper for students.

### **CONTACT WITH STUDENTS FROM OUTSIDE PERSONS**

All contact with students from all outside persons, including probation officers, law enforcement officers, welfare officials, law officers, or other investigative officers, parents, other immediate family, friends, homebound teachers, welfare officials, recruiting officers, college representatives, and salesmen will be through the Office of the Campus Principal. Generally, only parents or legal guardians have access to their own children, and such access should be made through the Principal. All persons involved should make every effort to see that as little instructional time is lost as is possible when contacts are made.

Occasionally, a problem between students will cause a parent to want to talk with a student other than his own child. **This is not permitted.**

Unless legal and law enforcement situations are school related or mandated, every effort should be made to resolve such problems in the home or in the community. The school will, however, cooperate with other legal entities whenever possible. Law officers needing contact with students or serving warrants at school will go through the Principal, who will inform parents *if deemed appropriate*. Whenever possible, the Principal or designated staff member must sit in on such conferences as a representative of the student.

Persons serving custody papers will do so only when accompanied by a local law enforcement officer. Again, every effort will be made to have such problems handled at the student's home with the parents and law officers. If served at school, the matter should be handled behind closed doors in the Principal's office to avoid embarrassment to all concerned. Refer to the Principal all such requests for contact with students.

Approved visitors to the campus will wear visitors' badges. All employees are asked to take notice of persons on the campus who are non-badged and offer to escort them to the office. **Inform the Principal immediately of any unauthorized or suspicious persons on or near the school campus, and arrange to keep them in sight until assistance arrives if you are unable to escort the person(s) to the office.**

### **CONSULTANTS/PRESENTERS OR VISITORS TO CLASSES OR TO SCHOOL**

All consultants, presenters or visitors to classes or school must be discussed with the Principal and approved prior to inviting to the school. The school is not responsible for consultant's pay, expenses, or meals, unless approved by the Principal in advance.

All consultants, presenters and visitors must check into the office, be cleared for visitation, obtain and wear identification badges, and check out when their visits are completed.



## **CONTROVERSIAL MATTERS**

Teachers should be conscientious that certain controversial items such as religion, sex, race, creed or politics are not discussed to the detriment of any student or anyone else during the course of instruction. Any discussion of these or any other such items must be in good taste and related directly to the subject being taught.

Prior to teaching any subject matter that may be considered controversial; the teacher should discuss the matter with the Principal. For instance, often the use of a presenter or someone who is in an elected office will cause controversy unless other candidates are given equal time; utilize such persons only with permission of the Principal.

## **CREDIT CARD CHECKOUT**

The HEB Courtesy Card and District Master Card will no longer be issued for use until a P.O. or requisition form is completed by the employee and has been submitted and approved by the business office or campus principal.

## **CREDIT DENIAL FOR EXCESSIVE ABSENCES**

The attendance committee will meet periodically during the year to review the attendance record of students with more than 10% absences. The attendance committee will either excuse the absences due to extenuating circumstances, assign "seat time" to make up time missed in class or other forms of make-up to allow the student to regain their credit. All attendance hours must be completed by the last day of the final semester or attendance credit WILL BE DENIED.

Parents shall be notified of the student's credit status by a letter from the attendance officer. If a student does not fulfill the requirements as outlined by the attendance committee, the committee will **deny the credit**. The parent/guardian/student shall have **10 days from the last day a class meets** to file a formal appeal in writing to a Principal.

**After 10 days, the committee reviews appeals and any other documentation sent by the parent/guardian/student and either denies credit, grants credit or grants credit with conditions.** See the section of the Student Handbook titled **ABSENCES – Minimum Attendance Requirement (State Mandated)**.

## **DAILY LESSON PLANS**

Teachers will submit a record (electronic) of their daily lesson plans on a weekly basis to the Principal for the 2019-2020 school year. A summary of your weekly plans should be available for viewing on your desk. Lessons shall include a synopsis detail of each planned activity along with the TEK(S) listed.

## **DEIC/REIC**

The District Educational Improvement Committee/Refugio Education Improvement Committee is the district's site-based improvement team. The committee is made up of district and campus level administrators, faculty from each school, as well as parents, community members and business leaders. The DEIC/REIC makes recommendations to the Superintendent regarding the educational improvement for the entire district.

## **DETENTION**

Detention may be held during lunch, after school, or on Saturdays for minor behavior infractions and attendance. This is an administrative detention and will **ONLY** be assigned to students by an administrator. Teachers desiring to keep students after school **IN THEIR**

OWN DETENTION should always be mindful of the number of students who travel by bus, school van, and or are picked up by a parent. If a teacher wishes to keep a student after school, personal contact must be made with a parent first and transportation arrangements should be verified.

### **DISCIPLINARY DON'TS**

- DO NOT:
1. use corporal punishment.
  2. threaten a student with disciplinary measures you do not intend to carry out or which you are unable to carry out or do not have the authority to carry out.
  3. issue ultimatums, such as, "You will never be allowed in this class again." (Too many times we speak too quickly and with more authority than we actually have.)
  4. "double" assignments or punishment. (You can double them beyond the student's ability and then be unable to carry through.)
  5. tell a student with whom you are having problems to leave your class without also specifying where he or she is to go. Students have been known to leave the campus under the guise of being told to leave an area by a teacher.
  6. argue with students.
  7. take student behavior personally or stoop to arguing with students at their level.
  8. handle belligerent students in front of others. Most students who assume attitudes in front of their peers will be reasonable if the problem is discussed in private.
  9. embarrass or humiliate students unnecessarily or purposely.
  10. remove students from your class for minor infractions. If you do not handle minor problems yourself, students will assume you are a weak disciplinarian or will not respect your ability to control or teach the class.
  11. use rote assignments as a punishment. Making a student write "I will not talk in class" 500 times only makes them hate writing.
  12. stand students out in the hall for extended periods of time. Send them out when they disturb the class, but deal with them immediately. If the student's attitude is such that she/he cannot return to your room within a reasonable length of time and you cannot handle the problem successfully, bring the student to the office.
  13. remove a student's hope of passing weeks before the end of a semester. This only invites them to quit trying and to act up in class.

### **DISCIPLINE, DOCUMENTATION OF**

The teacher or staff member is responsible for documenting any incident pertaining to discipline, especially serious or habitual misbehavior. The administration may refuse a student sent to the principal's office without a referral or note.

### **DISCIPLINE PROBLEMS, ASSISTANCE WITH**

Most teachers are capable of handling everyday, run-of-the mill disciplinary problems. Excellent teachers can handle most disciplinary problems of any kind. Outstanding teachers often do not have any disciplinary problems. There are always situations and students that prove the exception.

If you need help with discipline, ask for it. However, once you refer a student for discipline, you must be willing to accept the administrator's actions in that matter. Every situation will be handled in a fair manner and on an individual basis.

### **DISCIPLINE REFERRAL OF STUDENTS**

All minor behaviors should be handled by the classroom teacher. Referrals to the principal's office should be made by the teacher when the student has committed a major offense or is interfering with the educational process. **PARENT CONTACT IS MOST IMPORTANT AT THIS STAGE. CHANGES IN BEHAVIOR CAN MANY TIMES BE HANDLED BY PARENTAL CONTACT IN THE EARLY STAGES OF CLASSROOM DISCIPLINE PROBLEMS.** At such time, the accumulative and related minor referrals shall be attached to the more serious referral when sent to the Principal. **(Important: Recurring minor behavior problems may result in a referral for repeated misbehavior).**

Any time it is necessary to refer to the office a student who is agitated or cannot be depended upon to report to the office and/or behave properly in so doing, obtain adult supervision for your class and bring the student.....do not send them. If you are unable to secure supervision for your class to escort students in need of this type of intervention, send a student to the office to get the Principal or in this instance you may use the emergency call button/phone located in each classroom. Be certain the office has the full story of the matter, even if you must assign the student to a seat in the office and ask that an administrator see you for the particulars as soon as possible. In an emergency, send for an administrator.

### **DISCIPLINING STUDENTS**

Teachers should always establish an expectation level for appropriate behavior in their classroom. Established classroom rules will set the standard for appropriate classroom behavior.

Corporal punishment is not permitted by anyone at Refugio Elementary School other than Campus Administrators or designated personnel. Also, students should not be assigned physical activities by classroom teachers as punishment (laps, pushups or running bleachers) for misbehavior in classrooms. Repetitive writing assignments, such as writing "I will not talk in class" multiple times should never be used. Assignments of this nature only teach children to hate writing.

When it is necessary to discipline a student, fit the punishment to the problem, but be certain not to overkill. Discipline must be firm, fair, consistent, and sufficient to discourage the misbehavior. Clarify the behavior you desire at the time of the correction.

**Double punishment may not be given for any one infraction.**

### **DISCRETIONARY LEAVE**

Refer to Board Policy DEC Local.

### **DRESS CODE - STUDENTS**

Faculty members should be aware of students in violation of the dress code and refer them to a Campus Administrator. Faculty members should watch out for bare midriff tops, tank tops, pierced jewelry in areas other than the ear, unnatural coloring of the hair, or anything else that they would deem distracting. **Please refer to the Student Handbook for complete information on the dress code; Section titled "DRESS CODE".**

### **DUTY**

**Please be aware that we are all "on duty," all the time. If you have an assigned duty station, make sure you are there at the assigned time.** There is always a question about liability if you are assigned and not present. However, we do realize that, on occasion, there will be conflicts. If you have a conflict (ill or staff development...), *it is your responsibility to find another staff member to cover your duty for you and make sure the campus administrator is aware that arrangements have been made for coverage of your duty assignment. If ill, remind the secretary who you phone for locating substitute coverage that you will also need duty coverage if you happen to fall ill on your assigned duty day.*

### **EXTRACURRICULAR ACTIVITIES-PARTICIPATION**

See the section by the same title in the Student Handbook.

The faculty and staff of Refugio Elementary School challenges every student to come to school every day, prepared to learn, prepared to participate and to actively be involved in what happens at OUR school. Every student should be involved in some activity, some club or some organization. Membership will give them ownership and ownership will make this school just as much THEIRS as anyone's. In order for us to foster this "belonging" and "ownership" attitude, the following should apply to student participation in school activities:

Any student is allowed to participate in any portion of the school's program for which he/she is fully qualified and capable, without fear of reprisal. Sponsors should encourage every student to be involved in as many activities as possible.

**All faculty members, especially sponsors and coaches, are asked to remember at all times that any school program should exist only for the good of the students.**

Sponsors are requested to discuss conflicts with each other in order that they can be resolved in favor of the student and/or in favor of the student groups involved. Under no circumstances should students ever feel as if they are being pulled in one direction or the other nor should they ever feel they might be penalized for being, or wanting to be involved in more than one activity. Students will not be penalized for participating in more than one activity by requiring makeup of workouts or other activities missed while participating in conflicting school activities. In all cases, conflicts will be resolved in favor of the student and/or their student group or groups. In cases where a conflict arises as to

the ability of the student to participate in two or more activities at the same time and an agreement cannot be reached among the student, the parents, and his/her sponsors, the matter should be submitted to the Principal.

### **EXTRACURRICULAR ACTIVITIES ABSENCES**

There is a form in the office that must be completed, initialed by a Campus Administrator and given to the Principal's Secretary no later than 24 hours prior to the absence. A copy of this form must also be placed in each teacher's mailbox by the same deadline. If for some reason, a student is listed on the form and does not leave campus for the trip, the Principal's Secretary must be notified that they are absent or remaining on campus prior to the departure of the group from the campus.

### **EXTRACURRICULAR ACTIVITIES (SCHEDULING OF ACTIVITIES/EVENTS)**

A school may not schedule an extracurricular activity or a public performance to occur on the day immediately preceding or evening immediately preceding the day on which the administration of the STAAR test is scheduled.

### **FACILITY USAGE**

If any area of either elementary campus, other than your classroom during normal school hours, is used for any purpose, a RISD Facility and Event Scheduling Sheet must be completed (available online) and routed through the proper channels. A MINIMUM OF FIVE (5) WORKING DAYS ADVANCE NOTICE IS REQUIRED or the event WILL NOT BE SCHEDULED. **There will be NO exceptions.**

Outside organizations (those not connected with the school), even if a staff member is responsible for opening and closing the facility, must also complete a Refugio Independent School District Application for Rental of School Facilities form. This form is available online: [www.refugioisd.net](http://www.refugioisd.net).

### **FACULTY MEETINGS**

Faculty meetings will be scheduled by the Principal as needed. An e-mail will be sent and announcements will be made letting staff members know when there will be a meeting.

### **FAXES AND FAX NUMBERS**

All personal faxes incoming or outgoing are \$1.00 per page. Please pay the office secretary or librarian. Put papers face up. Dial 9, pause, then the phone number, hit start.

District office - 526-2326     RHS - 526-1075     RES - 526-1053

### **FAILURE CONFERENCES**

Refugio Elementary School requires conferences with parents of students who do not maintain passing grades or achieve the expected level of performance, presents some other problem to the teacher and any other cases the teacher considers necessary.

Two conferences are required if a student is failing a class; one at the time the teacher becomes aware that the student might fail and the other, prior to the end of that semester.

The parent shall be given at least two alternative dates for such conferences. Documentation must be maintained by the teacher.

Never state prior to the last day of school that a student has actually failed. To do so removes any incentive for the student to achieve a higher grade or to even control his/her behavior during the last few days of school. For your protection, we suggest that you keep a record of all contacts with parents, written or otherwise.

### **FILMS AND VIDEOS**

Any films or videos shown in the classroom will be so noted in the teacher's lesson plans and shall have prior approval of the Principal. Films and videos need to be educational and teacher must have an objective for showing it listed in their lesson plans. Entertainment videos may be shown as a "Fun Friday" reward or on a special occasion **with Principal approval. Videos should not be shown for teacher convenience or as an easy "out" for substitute teachers.**

### **FIRE DRILLS/TORNADO/SHELTER IN PLACE**

Evacuation routes/maps SHALL be posted in every classroom and teachers should review the posted procedure with their classes each six weeks.

### **FOOD AND DRINK IN THE CLASSROOM & HALLWAYS**

Unless authorized in advance by the Principal, eating and drinking in the classroom is prohibited. Students will be allowed to have water in the classroom in a closed container. Special occasions, reward parties, cultural studies, etc. will be granted on a case-by-case basis. Students are prohibited from being in possession of food or drinks in the hallway except during scheduled snack times. Teaching staff may have a drink at their desks but no food items.

### **FUND-RAISING**

Please see campus secretaries for fund raising and activity fund related information.

### **GANG RELATED BEHAVIOR**

See the Student Code of Conduct for more information.

### **GRADES**

**Grade sheets are to be turned into the office on Monday or sooner of the week report cards are issued.** A list of the honor roll students is to be turned in to the office by the Friday of the same week report cards are issued. Music/P.E./Computer (if applicable) grades will be turned into the student's teacher on Thursday, a week before report cards are issued.

Teachers may not deduct points from those already earned as a punishment for misbehavior. Teachers should take and record a sufficient number of grades. Parents who question grades often feel justified if teachers have not recorded at least two or three grades a week for the student. **Weekly grades must be inputted into the TxEIS Grade Book by the end of the week on Sunday.** Parents are encouraged to log on and use this tool to stay current with the progress of their children. It is a poor reflection on us as a campus and you as a teacher if grades are not current.

### **GRADES, ASSIGNING EXTRA WORK FOR**

Once a grade has been reported to the registrar/counselor's office, it is final unless it is found to have been calculated in error or an error was made in transmitting a grade to the registrar/counselor's office.

To change a grade recorded in error in the registrar/counselor's office, the teacher must submit a grade change to the Campus Principal and explain the error. The teacher must sign the explanation. Teachers may not assign any student(s) extra work not allowed during a six weeks to all students in order to increase six-weeks grades. This is specific with regards to UIL and other eligibility, including No Pass-No Play.

No failing grade, once assigned, which renders a student ineligible can be raised to render the student eligible except in case of error in miscalculation or recording.

### **GRADES, CHANGING WHEN IN ERROR**

A grade that has been erroneously calculated, reported, or entered may be changed by the teacher who assigned the grade. A statement from the teacher explaining the error must be submitted to the Campus Principal in a timely fashion.

If a student's grade on the report card is in error, the teacher may correct the error on the report card by printing a "new" report card, initial the change, call the parent to explain the change, and inform the Principal and Counselor that he/she has done so, and report the errors to the registrar.

It is a simple fact of life, teachers can make mistakes in inputting/computing grades. Be certain that neither parents nor students ever feel that a grade cannot be questioned, it can. Questioning a grade is the same as asking a cashier to recount the change when we think we have been short-changed. The questioning should be courteous and the recount should be automatic and friendly.

In fact, parents and students should be encouraged to ask about grades if there is the slightest doubt or question. Review the criteria used for grading and compare the students' work against it. Do not be defensive if a student questions a grade, and if you find you made a mistake, be the first to point it out and express appreciation for it being called to your attention. Then correct the grade on every record where it was entered.

### **GRADES - CONFIDENTIALITY**

Grades are the business of the student, the parent, the teacher, and few others. **They and other student information should not be posted or announced for all to see or hear,** any more than teachers would want their evaluations or transcripts posted or announced.

Students should not be used to grade papers (except minor assignments when all in the class might exchange for a quick check for learning) and should not enter grades, make lists of grades, or otherwise work with or be aware of grades of other students. Teachers diminish their ability and opportunity to pick up on critical assessment related details and/or important student characteristics if they do not personally assess student work.

***Please Note: Recent court cases would indicate that student grading of student work is open for litigation because of privacy issues.***

## **GRADES - RESOLVING QUESTIONS**

In all cases where a faculty decision concerning a grade is in doubt, the matter should be resolved in favor of the student. When in doubt, do the kindest thing.

## **GRADES, TEACHERS' DECISION**

The classroom teacher is the only person who knows enough about the student's work in the class to assign a grade. The teacher can be asked to explain, justify, or recalculate the grade. He/she may even be advised by administration that the grade is in error and should be changed. However, only the teacher can change the grade. **IN ADDITION, it is now stated in Law that “Teachers follow grading guidelines approved by the principal that have been designed to reflect each student’s academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or the teacher did not follow the District’s grading policy.”** The Board’s decision is not subject to appeal. See policies at EIA.

## **GRADING/PROGRESS REPORTS TO PARENTS – EIA (LOCAL)**

Be certain you read, review and become familiar with this policy.

## **HALL MONITORING**

All teachers need to monitor the hallways/walkways between classes, arrival time, and departure time. **“Meeting and greeting” at your door truly sets the tone for your classes and is a mandatory act for teachers. Teachers are to escort their class to other destinations outside of their hallway or sidewalk area.**

## **HALL or Designated AREA PASSES**

Hall Passes are designated area passes (office, library, CML, nurse, etc.) are to be used for ALL student movement during instructional time. The only exceptions to these are students sent for, by the office who will have an Early Release Note from a campus secretary or an Office Request pass. **If it is important enough for a student to leave your class during instructional time, it is important enough for them to have a written pass with a signature and time of departure.**

## **HOMEWORK**

Homework is a necessary component for academic success. When assigning homework, keep in mind that the amount of work assigned should not exceed 20-30 minutes work time/ per subject. **Also, keep in mind that completing homework should not be a hardship for a student and if you recognize that it indeed is, it is the assigning teacher’ responsibility to assist the student in finding a time at school (prior to, during, or immediately after school) to complete the assigned amount of homework.**

## **KEEPING STUDENTS AFTER CLASS**

Students should not be kept after class so as to make them tardy for their next class. If a student must be kept after class to complete an assignment or other task, permission must be obtained from their next period teacher first. **Do not keep students from PE to complete work.**



## **KEYS**

To check out your keys, see the campus secretary. Building keys, property of the Refugio ISD, are issued to teachers for use during the school year. Should your keys be lost or stolen, you must file a report with the Principal's Office. The District may request reimbursement for lost keys and/or re-keying costs.

## **LAMINATING**

The laminator is located in the Campus Administrator's Office and in the library. You may use it, providing you have been instructed on its use. Rules for use are also posted in proximity to the laminators – abide by them or you may find yourself responsible for costly repairs. Personal laminating for nonschool use will not be allowed.

## **LEAVING CAMPUS DURING THE SCHOOL DAY (FACULTY)**

All faculty members are to sign in and out in the office should they need to leave the campus during the school day, except during your lunch period. This procedure is necessary to locate you in case of an emergency or for other reasons. It is very embarrassing to receive a call for you, place the call on hold while we search for you and to not know you have left the campus. **Teachers needing to leave during their conference period should obtain permission from the Principal (this is the time parents have been told they may contact you).** This practice is prohibited except in emergency cases. Many local businesses remain open after 4:00pm. Personal matters should be handled on your lunch time or after 4:00pm. When leaving for lunch you are expected to be back on time. Noncompliance with returning from lunch on time, will result in the staff member having a negative scoring on his/her annual T-TESS evaluation and other possible recourse such as official write ups to their personal file.

## **LEAVING CAMPUS DURING THE SCHOOL DAY (STUDENT)**

All students leaving campus during the school day must have their parent/designee sign them out in the main office. Failure to do so is truancy and will be dealt with accordingly.

## **LIBRARY, CLASS USAGE**

When you need to bring your classes to the library for research, book check out, etc., you will need to sign up on the library calendar. Please check with the RES Librarian when reserving time for your classes. Students will not be admitted individually to the library unless they have a PASS from their classroom teacher. Be sure the student has a PASS that is signed by you and the time the student left the classroom. This pass should be signed and the time noted when the student leaves the library.

## **LIBRARY, INTERNET USE POLICY**

A student must have a parent sign the Acceptable Use Policy. Students will not be allowed to access E-mail through prohibited internet sites as deemed by RISD.

## **LIBRARY MATERIALS, CHECKING OUT & RETURNING**

Books are checked out for a two (2) week period and can be rechecked for another two weeks. All library materials must be checked out by faculty, staff, and students. Please do not take books, videos, magazines, etc. without checking them out and also properly checking them back in. Staff members who lose, damage, or fail to return library materials at the end of the school year will incur charges to cover missing items, loss, or damage.

### **LIBRARY COPIER**

Copies are 25 cents per page. Students should plan to have change for copies that are not associated to an assignment.

### **LIBRARY/A.V. EQUIPMENT**

You may check out A.V. equipment such as overheads/Elmos', Tech. carts and DVD/VCR's in the library. Do not take any equipment unless you have signed for it. If equipment needs repair, please bring it to the library with written information about the problem.

### **LIBRARY RESOURCES**

The librarian is here to help you and your students. Let her know if you have any suggestions for books or materials that you would like added to the library collection.

### **MAIL**

Each faculty member has a mailbox in the faculty workroom. Some boxes may be shared due to limited space. Non-urgent phone messages, memos, etc. will be placed in your box during the day. Your mailbox should be checked before school begins, during your conference period or lunch period and before departing the campus at the end of the day. At no time should your mailbox be overflowing.

### **MEDICINE FOR STUDENTS**

Student medications must be stored in the Nurse's Office. Students should not have medications on their person while on campus. This includes prescription medications and over-the-counter medications. Students are prohibited from self-medicating. Violation of this rule should be reported to the Principal immediately.

### **MONEY COLLECTED**

Any and all monies collected by teachers for any purpose must be deposited with the Campus Secretaries by 4:00 P.M., Monday through Friday. **There are no exceptions.** **You will be responsible for lost or stolen money left in your possession.**

### **MOVING OR RELOCATING YOUR CLASS**

If you take your class to any location other than the area assigned to you on the Master Schedule, send word to the office so we know where to find you and your class. It is very embarrassing to have parents waiting to sign students out or in emergencies and the office staff is unable to locate the class.

### **OFFICE HOURS**

Established office hours are 7:30 AM - 4:00 PM on regular school days. Normally, the phones will not be answered after 4:00 P.M. On holidays and early release days, the office will close 30 minutes after the release time.

### **PAGING DEVICES**

See the section by the same title in the Student Handbook.

## **PALS**

Students from RHS that are members of the PALS program will be assigned to individual students throughout the school year. Teachers are asked not to assign the PALS program students' additional work but activities that will foster building relationships with identified at-risk students. Questions about PALS can be directed to the PALS Instructor.

## **PARKING (FACULTY)**

Faculty parking is located in the designated areas in the front of the school building. Be respectful of designated parking areas for the office staff, handicap, and visitors.

## **PEP RALLIES/OTHER ASSEMBLIES**

All teachers will attend and assist with assemblies as required. Any unnecessary or disruptive behavior is a violation and will be handled as stated in the Student Code of Conduct.

## **PHONES**

For any classrooms with a land phone, **STUDENTS ARE NOT TO USE THE PHONES IN THE CLASSROOM AT ANY TIME FOR PERSONAL REASONS. THIS WOULD ALSO INCLUDE THE USE OF A TEACHER CELL PHONE.** If a student has an emergency, they should be directed to the office to use a phone under the supervision of a member of the office staff.

## **PLANNERS (STUDENTS)**

At the beginning of the school year, each student (2<sup>nd</sup>-6<sup>th</sup>) will receive a complimentary student planner. This planner is required curriculum and is to be used as a tool to help the students organize his/her daily responsibilities, including homework assignments. In addition, the student planner is used as a mandatory hall pass, and students not in possession of their planner are not to leave without specified permission. If a student loses his/her planner, he/she will be required to purchase a replacement planner from the office for \$3.00.

## **PLEDGES OF ALLEGIANCE AND MINUTE OF SILENCE**

The new provisions of the Texas Education Code, Section 25.082 mandate that public school districts

- (1) require students to recite the pledge of allegiance to the United States and Texas flags during each school day at each school in the district; and
- (2) provide for the observance of one minute of silence at each school in the district following the recitation of the pledges during which students may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract other students.

Teachers or other employees who are in charge of students during the minute of silence must "ensure" that each student remains silent and does not act in "a manner that is likely to interfere with or distract another student."

In addition, school districts are authorized to excuse a student from the pledge of allegiance (but not from observing the minute of silence) if the student's parent or guardian provides a written request.

### **POSITIVE CORRESPONDENCE**

Teachers are required to send out two times per year a positive correspondence item to parents of their assigned homeroom students. Additional correspondence is highly encouraged and can be done on individual student basis.

### **POSTING ITEMS ON WALLS, ETC.**

If you need to hang items such as banners from the ceiling, do so only with plastic or metal hooks on the cross railings that support the ceiling tile. Never stick anything on or into the tile itself, or tape anything to the tile; the very delicate surface will be ruined. Do not use any items which will leave holes in or mar any walls such as staples, tacks or nails. A 3-M product called "3-M Long Mask" may be used or Plasti-tak adhesive putty so long as it is not colored. If in doubt about posting, hanging, painting, etc., see a campus administrator for approval.

### **PRIVATE TRANSPORTATION POLICY - RISD**

Whenever possible, district transportation (Van or School Bus) should be used to transport students. If at some time during the school year it will be necessary to have private transportation provided for your group to attend an activity, there are forms that must be completed and on file in the office prior to the activity. **Please note that RISD Board Policy specifically states that “Except when the transportation of students is included in an individual’s job description or except in a health emergency, no employee shall transport a student alone in a District-owned or personal vehicle. No employee shall allow a student to drive the employee’s personal vehicle for any reason.” (See RISD Board Policy CNA – Local).**

Reservations for school transportation can be made online.

### **PROFESSIONAL ATTIRE**

All faculty members are expected to dress in a professional manner appropriate to their specific assignment(s). The Principal reserves the right to speak with anyone on the staff individually if he has a concern regarding their appearance. The following are some key issues:

The Refugio ISD Board Policy on faculty dress and grooming states: “The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with additional standards established by their supervisors and approved by the Superintendent.” To facilitate this policy, these administrative standards will serve as a guide for staff to dress so they reflect well on the profession.

Caveat: It is not possible, in any guide or rule, to cover all circumstances and conditions that may occur. Most questions on dress can be resolved by relying on common sense. Where there is a question, employees should consult their principal.

### **Women**

#### **Acceptable Attire and Grooming:**

- Dresses (respectable length)
- Skirts and blouses (respectable length)
- Slacks and blouses
- Capris

### **Unacceptable Attire and Grooming:**

Clothing that exposes undergarments, torsos, bare backs, or midriffs at any time  
Tank tops and tops with straps  
Shower shoes  
Athletic or walking shorts (unless teaching PE)  
Pants or slacks that do not fit properly (skin tight)  
Stretch pants  
Jeans (except on “Spirit Days” and other days designated by the principal)  
Tattoos, Body Piercing, & Hair Color – refer to student handbook dress code

### **Men**

#### **Acceptable Attire and Grooming:**

Collared sport shirts, knit polo-type or golf shirts should be tucked in.  
Dress shirts, with or without ties  
Slacks or neatly pressed Dockers or equivalent pants  
Belts must be worn on slacks or pants designed for belts.  
Facial hair must be neatly groomed and shaved.

#### **Unacceptable Attire and Grooming:**

Tee Shirts (Spirit shirts may be worn on “Spirit Days”)  
Jeans (except on “Spirit Days” and other days designated by the principal)  
Athletic or walking shorts (unless teaching PE)  
Shaggy beards or mustaches are not acceptable  
Tattoos, Body Piercing, & Hair Color – refer to student handbook dress code

**AT RISD, FRIDAYS ARE MEANT FOR SCHOOL RELATED OR SPIRIT SUPPORT  
NOT MERELY TO "DRESS DOWN" AT THE WEEK'S END. REMEMBER,  
FRIDAY IS "DRESS DOWN"—NOT "TEACH DOWN".**

### **PROFESSIONAL CONDUCT**

*Every teacher is responsible for maintaining the highest quality of character and professional conduct both in the school and the community. Staff members are expected to demonstrate a positive attitude and respect to all stakeholders. Staff members will not use sarcasm or words that are demeaning to any stakeholders, namely students.*

Faculty members are not to use alcohol or tobacco while supervising students and/or while on school trips.

Teachers and staff are not to date students and must maintain at all times, even in their personal lives, clearly defined student-teacher relationships.

For your own protection, the door glass should remain uncovered in your classroom or office door. An unobstructed view from the outside will often prevent unfair and undeserved criticism.

**Please remember that your statements are of keen interest to the local community and are frequently misunderstood and often misrepresented, intentionally or otherwise, when repeated from one person to another. Also, any statement to the detriment of another person might be considered unprofessional and/or unethical, and in some cases could subject you to a charge of slander or libel, even though it may only be a passing remark.**

In particular there should be no comments to or actions toward faculty, staff, or students which can be construed as sexual harassment. Report any and all such incidents to any principal. **See Student Handbook section titled “Sexual Harassment/Sexual Abuse”.**

*Additionally and in particular there should never be heated exchanges, snide remarks, negative body language or gestures made among staff members. All conflicts should be directed to a campus administrator.*

### **PROGRESS REPORTS/REPORT CARDS**

See the Student Handbook. Reminders about due dates for sending progress reports and report cards will be provided to all teachers.

### **QUESTIONNAIRES, INFORMATION, SURVEYS**

All requests for information on students and school employees, or information about the school, including surveys, questionnaires, and related inquiries from outside persons, should be referred to the principal. No outside person or organization should be given any information on students or employees except by the principal or with prior permission. This includes address and telephone numbers. Exceptions: Directory information if a directory is provided and if the student/parent has not requested in writing following distribution of the Student Handbook after school begins that such information is not to be published.

### **RAFFLES**

Raffles **are not approved** fundraisers in Refugio I.S.D. or for schools or school organizations in the State of Texas.

### **REIMBURSEMENTS**

All reimbursements (travel, meals, purchases, etc.) must be submitted to the principal within 30 days of the expenditure or they will not be considered for reimbursement. RECEIPTS MUST BE ATTACHED TO THE REQUISITION FORM or PURCHASE ORDER. ANY FORM SUBMITTED WITHOUT RECEIPTS WILL NOT BE CONSIDERED FOR REIMBURSEMENT. **Funds for travel MUST be encumbered by a pre-approved PO or you will NOT be reimbursed. There is no travel reimbursement for summer travel.**

### **RELEASING STUDENTS FROM CLASS OR SCHOOL TO OTHERS**

Release students in your room/area only to authorized school personnel. Under no circumstances should any student be released from a room or area to any non-school person without the approval of the principal. This includes non-office release to parents, guardians, members of the immediate family, and public officials. Students will be picked up, and signed out in the campus offices **ONLY**. Do not allow anyone to pick students up anywhere else.

### **RELIGIOUS BELIEFS**

The school will attempt to recognize and honor reasonable religious beliefs of students and staff which might be in conflict with school activities. Refer questions to the Principal.

### **REPRESENTING REFUGIO ELEMENTARY SCHOOL**

Any performance, production, printing, writing, speaking, or action of any other type by any student at school or at any school function must be in good taste and must reflect dignity and pride upon the student(s), school and community. Sponsors, students, teachers, and others are expected to keep in mind that at RES certain matters of questionable taste such as certain types of mild profanity, other words, movements, music, statements, items or actions (covert or overt) which, although perhaps acceptable in some schools and on some media, are NOT acceptable at RES.

### **SCHOOL PROPERTY**

All materials and items purchased with school, district, club, or organization funds belong to the school and not to any person to whom they are assigned, unless it is a designated gift to that person approved in advance by the Principal.

All school-owned items are to be kept in the school at all times unless the Principal gives permission for them to be used away from the school. In approved cases, the property must be checked out and signed for through the school office. The borrower must have insurance to cover the borrowed property, and show the policy number on the check out sheet. When returned, the property must be signed in through the school office.

Furniture is not to be moved from the areas where it is originally located, from the office, or from the classrooms without the Principal's permission. Items with bar codes are assigned to individual rooms for inventory purposes and will NOT be moved without an inventory transfer form. ONLY the Technology Coordinator is to move computers or give permission to move computers.

Each teacher, sponsor, coach, or other person responsible for an area, club, equipment, etc., will conduct an inventory at the beginning and end of each school year, showing all items with which the year is started, all that were added, and all that were on hand at the end of the year. Teachers will be contacted regarding inventories. If items are missing, the person responsible for the items will submit a statement attesting to the reason the items are missing. Teachers to whom items are issued or placed in their care are responsible if the items are lost through their own negligence, or ruined through negligence or permitted abuse. This includes textbooks. Teachers are responsible for signing out textbooks for students.

*ALL INCIDENTS OF THEFT, VANDALISM OR LOSS SHALL BE REPORTED TO THE OFFICE BY THE PERSON MAKING THE DISCOVERY ON A "BURGLARY/LOSS/VANDALISM REPORT" FORM AVAILABLE FROM THE OFFICE SECRETARIES.*

### **SECURITY**

Teachers should be certain their door(s) and windows are locked **each time** they leave their classroom and especially make a point to check the windows each Friday before leaving for the weekend. If you enter the campus during/after school hours, ALWAYS, ALWAYS, CHECK THE DOOR TO MAKE SURE IT LOCKS BEHIND YOU, COMING AND GOING. NO STUDENT IS TO ENTER A CLASSROOM AT ANY TIME UNLESS A TEACHER IS PRESENT. STUDENTS ON CAMPUS AFTER HOURS MUST BE UNDER THE DIRECT SUPERVISION OF A TEACHER OR OTHER ADULT.

Except for programs open to the public where one would normally expect non-school personnel to be in the buildings, only faculty members, students and employees participating in after hours work should be in the building.

Any teacher working after hours is responsible for having his/her students report at the entrance of the school or area to be used, be admitted, work together under the teacher's supervision, and then be dismissed at an appropriate time.

Students should all depart through the same exit so the teacher will not have to re-lock and check all doors as a precaution. Doors must not be left unlocked and unsupervised, and **must never be propped open**. However, the teacher is responsible for all doors in the building being locked when he/she leaves, and that the lights are turned off.

### **SECURITY OF STUDENTS' PROPERTY**

Teachers should secure any student property confiscated.

Teachers should be cautious in accepting for safekeeping or transfer any items belonging to any student. Please inform students who ask you to hold items, valuables, etc., for them that you have been advised not to do so. Should you accept such items and lose them, there is a question of whether or not you will be expected to pay for them. There should be little need for students to bring valuable items or large sums of money to school. Such items as radios, tape recorders, walk-mans, skateboards and stereos should not be brought to school. **See Student Handbook section titled "ITEMS NOT ALLOWED AT SCHOOL".**

Students are responsible for security for their own personal belongings. Owners should put their names on their property.

Female teachers and students should be careful with their purses, should have them within reach at all times, and should not leave them in unguarded spots. Mark your belongings with your name. Twenty staff lockers are located in the teacher's lounge area of the 5<sup>th</sup>/6<sup>th</sup> grade building. The lockers will be issued on a first come first serve basis. Staff utilizing these lockers will be responsible for providing a spare key to the Principal's secretary – no combination locks. The lockers are to be used for keeping personal items safe and **NOT AS AN ADDITIONAL STORAGE SPACE...never leave food items in these lockers.**

### **SEXUAL HARASSMENT/SEXUAL ABUSE**

See the section by the same title in the Student Handbook.

### **SOFT DRINK & SNACK MACHINES USAGE BY STUDENTS**

Students are **not** to be sent to faculty room or to the office to obtain drinks, snacks, coffee, copies, mail or any other item for **any reason**.

### **STAFF DEVELOPMENT**

If you (an RES employee) register for a work-shop, and do not attend the work-shop, it is your responsibility to contact the proper work-shop personal and cancel your attendance. The district **will not** pay the registration fee for a workshop you failed to cancel.

Purchases at a workshop or conference should be pre-approved by an RES administrator.

### **STUDENTS PAPERS/TESTS MUST BE RETURNED**

All student papers, including tests, must be returned in a timely manner after checking or



grading is completed. Student papers turned in should be checked and/or graded, returned and reviewed with the students. If this is not done, students miss out on an important remedial opportunity; also, it is virtually impossible to support grades recorded without the student's reviewing of the papers.

### **SUBSTITUTES**

Personnel Business Leave and School Business Leave must be approved in advance using Aesop. If you are ill and need a substitute but Aesop is not available, call Valarie Everett (361-660-5684) as soon as possible. Each teacher is responsible for having the following items at their desk when taking sick or personal leave: detailed lesson plans and a class time schedule.

### **TEACHER EXPECTATIONS FOR LEARNING**

1. **Be ready to teach.** Have available in your room all of the materials you will need for the lesson. Do not be forced to leave your class to obtain materials or equipment or to delay a certain part of your lesson while this is obtained or set up to use.
2. **MEET AND GREET YOUR STUDENTS AT THE DOOR.** Observe behavior in the hall/walkway and be responsible for maintaining order among all students in your area.
3. Have students go directly to their seats immediately upon entering your room, and/or sharpen pencils and obtain or prepare necessary materials needed for the class.
4. **Prior to the class**, put some instructions on the board. Students should begin work, and preparation, based on these instructions. **IMPORTANT:** Put your objective for the day on the board. Plan your work -- work your plan.
5. Take charge of the class immediately by doing something important. Emphasize the objective early in the lesson. **THE OBJECTIVES FOR THE DAY ARE TO BE WRITTEN ON THE BOARD EVERY DAY!**
6. Learn students' names as soon as possible. Use the names of the students when admonishing them. Never use names or terms that belittle or embarrass students.
7. Do not allow a student to leave your room except with your permission, carrying a hall pass, and only then in emergencies. If it is important enough for a student to be out of your room, it is important enough for him/her to carry a hall pass.
8. Be in a position at all times that you can observe all activity in your room.
9. Plan for a full day of teaching. If you finish ahead of time, use sponge activities to fill in the extra time.(Invariably, this seems to be the time the Superintendent or Board members just walk in!) Review, study, teach....do something productive.
10. Insist on good manners at all times since this is a vital part of young people's education. Use good manners and courtesy yourself to set the example.
11. Be fair and treat all students equally. In fact, treat them as you would want your own children treated in the same situation...just remember, they belong to someone else who may not know as much as you do about adolescent psychology.

12. Never leave your room or area unattended. If you must leave, ask another teacher to stay with your class or send to the office for help.
13. Following after-hours meetings or after school, weekend or holiday, meetings, trips, practices, the teacher/sponsor must be certain students have departed safely -- see that all have rides home. **DO NOT LEAVE STUDENT(S) AT SCHOOL UNSUPERVISED.**
14. If you make group assignments, try to use a grading method that will permit students who do their work to receive appropriate credit and to penalize students who do not do their work.
15. Check your mailbox and e-mail daily.
16. Remember, we are at service to students and their parents.

### **TOBACCO FREE ENVIRONMENT**

See the section by the same title in the Student Handbook.

### **TRIPS**

All fieldtrips must be approved in advance by the campus principal **AND WILL BE LIMITED.** For additional information, see the section by the same title in the Student Handbook.

### **STAAR**

The week of the STAAR tests is a **DEAD** week for all student activities. Activities may resume the evening following the last test. **NO ACTIVITIES WILL BE ALLOWED DURING THE EVENING PRECEDING OR DURING THE DATES OF THE STAAR.**

### **TUTORIALS**

See the section by the same title in the Student Handbook.

### **UNUSUAL EVENTS**

Any unusual event involving a Refugio Elementary School situation, student or employee should be reported to the campus principal as soon as possible.

### **VISITORS**

All visitors to the campus must check in at the office. Those authorized as visitors will be issued and required to wear dated visitor's badges. Generally, only students, campus personnel, Refugio I.S.D. employees, badged classroom consultants, or others specially approved and appropriately identified by the principal should be allowed on the campus or in the building. Students should not have visitors unless they are approved through the principal; please tell students who ask to bring friends to your class that this is not allowed except with administrative approval. Ex-students will not be allowed to visit former teachers' classrooms unless the teachers have given prior written permission to the office.

**IMPORTANT:** Never allow a non-school person to take a student out of your class, even if it is the child's parent. Be nice...but be firm that the individual must go to the office and the office will send for the child. **ONLY** the office staff can release a student who is departing the campus.

### **WORKING HOURS**

The general expectation is that teachers and other professional educators are not "time clock punchers."

Nonetheless, there needs to be standards for arrival and departure times for the school day. Our instructional day starts at 8:00 AM and ends at 3:45 PM. All contracted faculty members are expected to be on campus no later than 7:40am. **Morning duty teachers should arrive before and be at their assigned duty spot no later than their assigned time.** Contracted faculty members must not leave campus earlier than 4:00 PM. Obviously, your time commitment day in and day out will pay greater dividends with regard to preparation, planning and instructional effectiveness.

**Refugio Elementary Staff 2018-2019**

**Principal, Twyla Thomas**

**526-5400 x 5003**

**Assistant Principal, Olivia DeLeon**  
**526-5400 x 5002**

**Nurse, Emilee Cox**  
**526-5400 x 5005**

**Counselors, Heidi Gillespie/Angie Galvan**  
**526-5400 x 5203**

**RES Secretaries, Valarie Everett & Ari Rivera 526-4844**

**Pre-Kindergarten**

Bethany Everett  
Vanessa Perez (aide)

**Kindergarten**

Britni Bernal  
Malaise Williams  
Monica Carbajal

**First Grade**

Leslie Haug  
Cindy Strauch  
Lisa Williams

**Second Grade**

Celena Brown  
Melissa Linney  
Margaret Soderholtz  
Kelley Solomon

**Third Grade**

Afton Bauer  
Regina DeLeon  
Tonya Williams

**Fourth Grade**

Ryan Linney  
Stacie Carvajal  
Vicki Hanson

**Fifth Grade**

Pricilla Meza  
Kaleigh Silvas  
Sherrie Myers

**Sixth Grade**

Shelley Long  
Laren Lawson  
Amy Waer  
Jeannette Barraza

**Interventionist**

Paige Meissner  
LeeAnn Bauer

**Special Education**

Tyler Hanson  
Rachel Rocha  
Leticia Padrone (aide)  
Irma Rodriguez (aide)  
Patsy Williams (aide)  
Vanessa Perez (aide)

**Physical Education**

Natasha Campbell (aide)  
Megan Montemayor

**Special Education**

Michelle Everett  
Elena Freeman (aide)  
Jaclyn Chambers (aide)  
Kelly Eads (aide)  
Clara Keyes (aide)

**Music**

Chasey Duncan

**Band**

Ted Buhrts  
Jorge Chapa

**Library**

Anna Garcia  
Sylvia Diaz (aide)

**Paraprofessional Staff**

Lupe Jaso (Computer Lab)

**Custodial Staff**

Melissa Garcia  
Ann Lewis  
Julia Valenzuela

**Cafeteria Staff**

Deanna Castellano  
Virginia Valenzuela  
Robbie Ramirez  
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**Technology**

Lyndsay Markert