

GEORGE WEST HIGH SCHOOL

Teacher Handbook

A Resource for the Staff of George West High

“Together we can”



2011-2012

Teacher Expectations

1. Be in your room prior to the first bell. Teacher duty time is from 7:45 to 4:00 daily.
2. If there is an urgent reason why you must leave campus early, you will need to talk to the principal or vice principal first. Anytime you leave the campus, please sign out and back in.
3. Report **promptly** for all duties.
4. Teachers should be in their classrooms at all times during the class period. Do not leave a class unattended.
5. Carefully watch the time in your classes. Dismiss your class promptly at the bell. You, not the bell, should be the one to dismiss the class. ***Students should not be at the doors or in the hall waiting for the bell to ring.***
6. Teachers should be at their doors between periods to supervise students. ***Your presence will minimize the chance of any unacceptable behavior occurring.***
7. Each teacher should greet their students as they enter the classroom. A handshake is preferable.
8. Students sent out of the classroom must have a hall pass in hand (or a teacher hall pass). Students without hall passes will be escorted back to the teacher. ***Passes should have the student's name, destination, and time leaving.***
9. Teachers may not excuse students from regular class periods. Students must be released at the end of each period to go to the next class period. On rare occasions, a student may need more time in the classroom. If this is the situation, contact the next teacher and receive their permission to arrive late to their class.
10. Teachers may not send students off-campus to run errands of any kind without first going through the office.
11. All reports must be turned in on time. This includes submitting your grades electronically at the three weeks mark and at the six weeks for report cards.
12. Check all tardies and absences carefully. Attendance will be downloaded twenty minutes into every period. Your accuracy and timeliness will help the office to track student tardies and absences.
13. Lesson plans must be timely for each unit taught. For teachers not using CSCOPE, lesson plans will be kept in the classroom in a notebook. The notebook will be readily accessible for an administrator to view when entering the room. Lesson plans must indicate the TEKS being taught and should reflect the appropriate TAKS objective. For teachers using CSCOPE, we will be able to access lesson plans online and will utilize this tool when we do our walkthroughs and formal observations. All lessons for core classes must be on the server for CSCOPE and must be up to date at all times.
14. See that each lesson is carefully planned and prepared each day. You will be short-changing your students and yourself if you do not plan properly for your classes.
15. Use multiple modalities in your teaching to address all learning styles.
16. Give carefully prepared assignments to each class. Remember, homework should reinforce the learning that has taken place or revisit skills learned in the past. Keep in mind that students for the most part, have seven other classes.
17. Keep your rooms clean, neat, orderly, and attractive at all times.

18. Keep an attractive, updated display of work on your bulletin board.
19. Much of the campus communication will be sent out via email. Be sure to check your email on a daily basis. You are encouraged to respond to the memos via email whenever appropriate.
20. Have frequent book checks. Books that are lost or damaged must be paid for in the principal's office. The student will be given a receipt. The student with receipt may then be issued another textbook. Before you send a student to the office for consistently not bringing their textbook, be sure you have contacted the parents first.
21. Students with a financial hold may not be issued a textbook, calculator, etc. until the hold is cleared. If you cannot issue a textbook, calculator, etc. to a student, you should have those items available for the student to use in the classroom.
22. Maintain good discipline at all times. This is non-negotiable.
23. **Remember...anything you write on the Discipline Referral will be sent home to the parent.**
24. Be specific in describing the behavior(s) of the student. This will help to determine the appropriate discipline.
25. Grades: A minimum of ten (10) grades must be recorded for each student each six weeks. At least two of the grades should be major grades.
26. Campus procedures regarding Academic Dishonesty: Whenever a student is caught in academic dishonesty, the teacher will:
 - a. Assess the student a grade reduction penalty.
 - b. Submit a discipline referral to the office. Please note the consequences you have imposed on the student regarding this behavior.
 - c. Contact the parents.
27. Include two to four TAKS questions on each exam. Have each question related to a TAKS objective.
28. Failing grades: All students will be given a progress report at the three week mark. These must be signed and returned. Contact parents of students who do not return their progress reports. Prior to giving a failing grade, teachers should document at least one parent contact (not including the progress report). **A failing grade should never be a surprise to a parent.**
29. Report cards will be handed out on the Thursday following the end of each six weeks period (unless otherwise directed). Do not hesitate to make comments or write notes to the parents where it may be helpful to them understand the progress of their student.

30. Progress report/ Report Card dates:

Progress Report	Report Card
Monday, September 12	Thursday, October 6
Monday, October 24	Thursday, November 17
Monday, December 12	Thursday, January 19
Monday, February 6	Thursday, March 1
Tuesday, March 26	Thursday, April 19
Monday, May 7	Mailed Home

31. Staff development meetings will be conducted each Wednesday from 3:00-4:00 p.m. as needed.
32. Faculty meetings are the first Wednesday of each month. All personnel are expected to be in attendance.

Teacher Dress

Teachers should be in professional dress for their teaching activities. The wearing of jeans and t-shirts should be reserved for Fridays and Spirit days. Some teaching activities such as ag classes, science labs, etc. may necessitate wearing jeans on days other than Friday.

School Activities and Contests

1. Each group sponsor is responsible for the conduct of the group. There should always be an adequate number of chaperones for the student activity taking place.
2. Teachers and coaches will make the arrangements for trips with the principal/vice-principal via the vehicle requests. Information should include:
 - a. Number of students
 - b. Time and place of departure
 - c. Destination
 - d. Time of return
 - e. An itinerary should be included submitted to the principal
3. Field trips should be planned and approved at least two full weeks in advance. All field trips should be taken prior to May.
4. Student activities should be approved through the principal's office and entered on the campus calendar.

Telephone Use

1. A phone for teacher use is available in the conference room. Teacher's personal cell phones should not be used during class time.
2. In the event of a personal long distance call, teachers may use their calling cards. Long distance calls not charged to the district do not need to be recorded.
3. Teachers or students will not be called out of class for phone calls unless it is an emergency.

Purchase Requisitions

1. George West is operating on a "budget control system". By this, we mean that each principal has an allotted amount of money budgeted to his building to buy teaching aids and equipment. Budget money should not be saved for the end of the year to buy supplies for next year.
2. All teachers should submit a requisition form to the principal for any aids or supplies needed. It will then go to the business office for a purchase order number.
3. An employee who places an order without first getting approval of the principal will be required to pay the bill out of personal funds or return the items to the company.

4. A reminder: Students may not sign for or charge materials for the school.
5. Purchases may no longer be charged.

Purchase Procedures

1. Determine whether the purchase is a school budget item or an activity fund item.
2. If it is a school budget item, then submit the completed purchase requisition form to the principal's secretary for the principal's approval.
3. If it is a student activity fund expenditure, then submit a Student Activity Fund Request form to the principal's secretary for the principal's approval. Both forms can be found in the principal's office.
4. All check requests should be submitted in a timely manner. Failure to plan will not necessarily accelerate the printing of a check.

Fundraising

1. Organizations are permitted two fundraising activities per year.
2. Submit a **Fundraising Request Form** prior to any fundraising activities. This applies to **all** fundraising activities. In the past, we have had fundraisers that have been standard every year (class suppers). The rules have changed and sponsors must submit a **Fundraising Request Form** for each and every fundraiser.
3. Ensure that all money transactions include a written receipt for all parties involved.
4. All monies should be counted and sorted prior to submitting to the office no later than one week after the completion of the fundraising activity. **At no time should money be left in the classroom. All money should be kept in the vault.**
5. The Finance Secretary and the sponsor turning in the money must count the money together. This is another new rule change.

Teacher Textbook Responsibilities

1. Check books out and in through the **librarian**. The librarian will maintain the signing in and out of the textbooks.
2. See that books are not abused by the students.
3. Report any lost or damaged books to the librarian and the principal.
4. Inform students as to their responsibility regarding the textbooks.
5. See that all books are covered and that the name of the student is entered legibly on the inside front cover. The teacher should write in the student's name in each textbook issued.
6. In the case of a lost textbook, send the student to the finance secretary with the name of the book. The finance secretary will then collect the cost of the textbook from the student. The student will then be given a receipt. The student will present the receipt to the teacher. The teacher will then issue another textbook to the student. Book costs will be reimbursed to students if the book is found.
7. Some student will be issued Graphing Calculators. Ensure that the student name, calculator number and condition are recorded. The replacement cost for a lost or damaged calculator is \$87. The TI-83 Silver Edition is \$127 to replace.

DVD/Video Policy

1. Teachers are advised that DVD/video tapes should be used for instructional purposes. Movies should not exceed a "G" rating. Any video not rated "G" must have administrative approval prior to showing.
2. Selection of instructional materials is referenced in Board Policy EFA (local) under Criteria for Selection.
3. Movies should only be used to enhance the curriculum.

Mail Boxes

Mail boxes for individual teachers are in the workroom for the distribution of mail, bulletins, and materials. Please check your mailbox at least once a day. ***Students should not be sent to check a teacher's mailbox.***

Copier Machine

1. A copier machine and paper is available in the teacher workroom.
2. Students may not run copies on the machine. Only office aides who have been trained on the machine will be allowed to make copies.
3. If you send a print job from your classroom, be sure to pick it up in a timely manner or contact the office so we can pull it off the machine and put the copies in your mailbox.

School Visitors

Parents of our students are welcome to visit the campus, but they must first check in at the office. The teacher is not to visit with a parent while the rest of the class goes unattended. Teaching comes first. Inform the parent of your conference period, and ask them to come back. If they wish to observe, ask them to sit or stand quietly at the rear of the classroom. Proceed with teaching. If you encounter a rude or uncooperative parent, call an administrator for assistance.

Maintenance

The building custodians carry a heavy work load. It is important, therefore, that students be trained to take pride in their school and its equipment. Please observe these procedures:

1. Thermostat controls should be controlled only by the teacher.
2. If you observe some needed maintenance, fill out a Maintenance and Technology Work Order online form.
3. If you allow students to bring drinks and/or food into the classroom, you are responsible for cleaning up anything that is spilled.
4. Before the end of each period, teachers should have students pick up any trash that may have made its way on to the floor.

Chain of Command

Any employee of the George West Schools who has a complaint should discuss it with the Principal. Should this not settle the matter, the employee shall follow the grievance

procedures outlined in the Board Policy DGBA. There are timelines involved so be sure to read the policy closely.

School Board Policies

No employee will remove school property from the school grounds without permission from an administrator.

Salary Checks

Salary checks are paid on the 15th of each month. They are brought to the Principals' office for distribution.

Club Sponsors

Sponsors of clubs and organizations must be in attendance at all club meetings. The meetings must be scheduled in advance and place on the calendar in the principal's office. Sponsors are to be at the meeting place before the meeting starts and close up afterwards. Sponsors will ensure that all students have been picked up by parents before leaving the premises.

Building Use During Non-School Hours

Teachers may be in the building during non-school hours. Please be sure that lights are turned off, thermostats are adjusted, and the doors are locked when you leave the building. Double check the doors!

Pep Rallies

There will be a Pep Rally for all home games. Cheerleaders will be dismissed from class at 2:30 to prepare for the pep rally. Cheerleaders will be allowed to return from lunch in their cheerleader uniforms.

Teacher Attendance

There will be times when you need a substitute. Step one will be to contact an administrator. If the request comes during non-school hours, you may call Mr. Newberry at 449-3052 or Mrs. Angell at 648-2982. Step two will be to contact Mrs. Bednorz who will call for a substitute teacher. Mrs. Bednorz can be reached at 449-2152.

For personal days, submit a **written request** at least twenty-four hours in advance. When you take a personal day, you don't need to state the reason, you need only to state when you would like to take the personal day. Every effort will be made to accommodate the personal day request.

Teacher Attendance at School Functions

The administration would like to see all teachers attending school functions. It means much to the community and the students when they see faculty attending school activities. Public relations are a very important part of your job and profession. All teachers and staff are admitted to all home games free of charge.

