

**ADRIAN ISD**

**FACULTY HANDBOOK**

**2011-2012**



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## **ADMINISTRATION'S MESSAGE**

It is so good to have the staff back for another great year at Adrian ISD. We made many accomplishments last year, but we should never rest on our past laurels. We are a team and we will work at making Adrian ISD the best school possible for our students and community. We all need to look at what is best for each student and conduct ourselves accordingly. We are here to teach the kids and should believe that all kids can learn. May we work together in 2011-2012 to accomplish that end.

## **HANDBOOK OVERVIEW**

The purpose of this handbook is to provide information to the staff concerning the operation of the school. It is hoped that questions that you might have will be answered in these pages.

**THIS HANDBOOK IS NOT A CONTRACT. The purpose of this handbook is to serve as a guideline only. The policies and procedures contained within this handbook can be changed at any time to serve the best interests of the district.**

## **ACTIVITY PERIOD**

A 24 minute time period is allotted for various special school activities. This is a beneficial time period for the students. Note some things that can be accomplished:

### Activities

- a. Club/Organization/Group Meetings  
Sponsors will consult the principal prior to scheduling a date.
- b. Pep Rallies
- c. Tutoring & Adoption of Students
- d. General Student Assemblies
- e. Topic discussion, Drug-Free activities, locker cleanouts and enrichment activities.

## **Attendance Accounting**

The Principal and the Secretary to the Superintendent will develop procedures for attendance accounting in accordance with State Laws. They will inform the teachers of these procedures. Attendance registers will be kept in accordance with law. Teachers should take attendance each period and keep it in their grade book. Official attendance will be taken 2<sup>nd</sup> period. We must all work to stress good attendance by all students.

## Cell Phones

Sponsors and teachers shall have the authority to regulate cell phone use by students. Students should not have cell phones at school. If they need to bring them for extra-curricular purposes, they should be left with Mrs. Gruhlkey.

## Channels of Authority

Under the direction of the Board of Trustees of the Adrian Independent School District, The Superintendent of Schools, is the chief executive officer of the school district. Under his supervision work the following persons who in a business environment would be call "Middle Manager":

The Principal

Other members of the staff work under the direction of the Principal or the Superintendent.

To facilitate effective school operations, ***all school staff members will please bring any problem or other matter to the attention of the Principal or the Superintendent.*** As a general rule, problems, issues, and concerns should be brought first to the Principal. This is not a suggestion; it is an ironclad rule. These channels of authority are emphasized for one reason: to insure the effective operation of the school system. They are not to be construed as restrictive. It is emphasized that a free and open flow of ideas between all levels of school personnel system is to function as it should.

## Classroom Visitation

The Principal and the Superintendent will visit classrooms periodically. These visits will either be formal (PDAS) or informal (walk-throughs) observations and are made for two reasons:

They are required by Texas Law to "direct and evaluate the instructional program of the school." This cannot be done without observing the instructional program in progress.

Making such a visit enables them to support you more effectively if parents or citizens question your competence.

***All appraisals will be conducted as required by the Professional Development and Appraisal System (PDAS).***

## Correspondence and Press Releases

The Superintendent or his designee is the official spokesperson for the school. If contacted by a member of the news media, school personnel should refer them to the official spokesperson. On-going media communication such as athletics, clubs, and organizations can operate without this method. All correspondence for public

dissemination (newspaper, notes home, web postings, etc.) **MUST** have prior approval from administration and should be submitted in a timely manner to them for that approval.

## **Custodial Services**

Custodial services are provided in the Adrian Independent School District. The custodians are an essential part of the school program. ***They need our help and we need their help!*** These people have many rooms to clean and maintain. ***It is imperative that faculty, students, and administrators assist in keeping the buildings clean.*** Please have your last period class, or homeroom, pick up trash off of the floor at the end of the day. You are urged to report what you consider to be substandard custodial service to the Superintendent as soon as it occurs and as often as it occurs.

## **Discipline**

Discipline is both a cooperative and an individual effort. The Principal is in charge of discipline, but ***only a teacher can be responsible for classroom behavior.*** The administration will aid you and support you to the limit. If you will follow these procedures, you will find that the administration will be able to give you full support:

A. The first action that teachers should take in handling a problem is to have a private talk with the student concerned. You may feel a good “chewing out” is appropriate. Fine! But ***never use demeaning, insulting language to any student.*** (Example: You stupid slob! You little runt! Etc.) Convince the student that you are trying to help rather than hurt him. ***You may wish to contact his parents if you feel it would help.*** You are encouraged to come to your principal and discuss major or minor discipline problems.

B. You may wish to punish a student yourself. You are authorized to do so. However, the punishment should fit the offense and be neither too severe or too lenient. The punishments listed in the Student Discipline Plan are acceptable. Furthermore, only the Superintendent or Principal may administer corporal punishment.

The following ***punishments*** are unacceptable at all times:  
***Deducting points or credit from a student's class work, grades, or average.*** Since our purpose is to educate, using education as punishment is unacceptable.

***Insulting personally a student or any member of his family.***

If you wish guidance as to the acceptability of a particular punishment, see the Principal. Remember that punishment is designed to correct rather than to complicate a bad situation.

**C. When you feel a student's poor behavior is becoming serious or chronic, send him to the Principal's Office.** After you send a student to the Office, see the principal at your earliest convenience to apprise him of the full facts of the case. ***Never suggest to the student what action the Principal will take in the case.***

D. The student may return to your class only after the matter has been completely resolved. Under no circumstance should you admit a student whom you have sent to the Principal back to class without a clearance from the Principal.

**E. Teachers should be very familiar with the Student Discipline Plan as adopted by the Board of Trustees.**

#### **-CORPORAL PUNISHMENT-**

Corporal punishment is legally defined as striking, slapping, paddling, and/or shaking. This is an approved discipline management technique only when used as outlined in district policy, which is reflected here. The type of corporal punishment which may be administered shall be limited to spanking or paddling the student, and such discipline shall be administered only in accordance with the following guidelines:

1. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences, and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
2. Corporal punishment will be administered by the school administrators (Principal or Superintendent).
3. The instrument to be used in administering corporal punishment shall be approved by the principal.
4. When corporal punishment is administered, it shall be done in the presence of another member of the professional staff and shall take place in the principal's office or other such place as is out of view of other students.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, any previous disciplinary actions, the type of corporal punishment administered, the name of the person administering the punishment, the names of witnesses present, and the date and time of punishment.

## **Dress**

Teachers and Staff are expected to dress professionally at school and all school functions, including workshops. Tattoos must be covered. Body piercings, other earring for the ladies, will not be allowed. Jeans may be worn on Friday's only.

## **Drills - Fire, Tornado, and other Emergency Drills**

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students and teachers must follow the directions quickly and in an orderly manner.

***Emergency Fire Bells: 3 bells....Fire; leave the building.***

2 short bells....Return to room.

***Tornado Bells: 1 long bell....Tornado, go to designated area.***

2 short bells....Return to room.

## **Early Dismissal**

School will be dismissed at 12:00 p.m. instead of 3:45 p.m. on selected days as approved by the Board of Trustees. All early dismissal days will be designed as teacher preparation days, not as "holiday extenders". Teachers will stay until at least 12:15 p.m.

## **Emergency Closing Information**

During inclement weather or other emergencies, citizens (students, parents, teachers, and school employees) should listen to the following radio/television stations. Decisions regarding school closing because of weather conditions will be made as soon as possible in the morning on the day in question.

KGNC 710 AM

KAMR CH. 4/Fox 14

KPAN 860 AM/106.3

KVII CH. 7

KFDA CH. 10

## **Employee Standards of Conduct**

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

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

Any employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

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

Violations: Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. District employees are expected to conduct themselves professionally in away-from-work activities including any online social networks such as, but not limited to Facebook or MySpace sites, and refrain from any actions that would adversely affect their ability to carry out their duties. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment.

## **Faculty Meetings**

Faculty meetings will be called when the need arises, and will usually be after school dismisses.

## **Fees and Fines**

***No fees and/or fines will be charged any students*** in any grade of the Adrian Independent School District without the prior approval of the Superintendent of Schools.

## **Field Trips**

Field trips are an excellent learning activity for all age and grade levels. They are encouraged as part of the learning program. ***Teachers who wish to take a field trip will secure permission in advance from the Principal and Superintendent. In addition, the teacher should make appropriate transportation arrangements. Vehicles should be left clean and in good condition after each use.***

## **Flags**

State Law requires that the American and Texas flags fly in front of every public school in Texas. The Principal will develop systematic procedures for insuring that the flags are raised and lowered. Flags should be in place by 8:00 a.m. and be lowered by 4:00 p.m. ***Teachers are to lead their first period class in the recitation of the "Pledge of***

*Allegiance” to the U.S. Flag daily. Students will also observe a “moment of silence” as prescribed by state law.*

## **Fund Raising Activities**

The following activities are the ONLY approved fundraisers. Any additional activities **MUST** be approved by the Superintendent **in advance**.

Senior Class	1 Supper Odd Jobs
Junior Class	Concessions 1 Supper

All classes may participate in the Halloween Carnival	
FFA	Meat/Fruit Sales
Cheerleaders	Cookie Dough Sales/Coke Sales

Get your fundraisers on the calendar ASAP in the Principal’s office. Administration does not want more than one fundraiser going on at a time.

## **Grade Book**

***Each teacher is furnished a grade book. Please fill it in completely.*** Keep it in a secure place since it is one of the most important records kept in the Adrian Independent School District. Under no circumstances should students be allowed to look through a teacher’s grade book or record grades in it for a teacher. The grades of students are confidential and students have the right to have their grades kept private from other students. Grade books will be turned in to your Principal at the end of the school year to be kept on file permanently.

## **Grading**

Many problems are due in part to grading practices. Parents and students take grades seriously. A teacher should strive to be fair. Here are some suggestions to keep in mind:

***Record grades in your grade book frequently.***

Have as many grades as possible on which to base the six weeks and final averages.

***Familiarize your students with our grading practices*** - what is expected, how grades are weighted, etc. Do this at the beginning of the year.

- At least two daily grades per week.
- At least one weekly test each two week period
- Six weeks test grades are weighted twice when figuring test average.

- Daily work will count 2/3 and test grades will count 1/3 when figuring the six weeks average.
- Six weeks grade will count 90% and the semester test will count 10% when figuring the semester grade.
- Teachers must keep student work and graded work is expected to be shown to parents. (This can be done by a binder or folder or any other method. I want parents to see the work that has been done. I want this finished work to be used by students to study for six weeks and semester tests).
- Keep grades updated weekly....Adrian ISD will be providing an online Parent Portal which will allow parents to view student grades via a personal password.

If a student is doing unsatisfactory work, telephone the parent and discuss the situation with them.

Zeros should be reserved for cheating and/or plagiarism and unexcused absences (which are determined by administration only). All students are expected to do their work, if they fail to do so, it is a disciplinary issue and should be taken to the Principal.

### **Guest Speakers and Resource People**

You are encouraged to utilize appropriate guest speakers and community resource people in the classes you teach. ***Inform the Principal when you plan to invite a guest to your class*** so we can welcome him to the school and provide other necessary assistance.

### **Holidays**

The following days are scheduled as holidays from classes at school.

Labor Day (staff development day earned during the summer) – Sept. 5

Staff Development Day earned during the summer-Oct. 21

Thanksgiving Break – Nov. 23-27

Christmas Break – Dec. 19, 2011 – Jan. 1, 2012

Staff Development Day earned during the summer-Feb. 20, 2012

Spring Break — March 10-18, 2012

Bad Weather Days-April 9 & May 14, 2012

### **Honor Roll**

The Adrian Independent School District recognizes two honor rolls.

“All ‘A’ Honor Roll” - A student is eligible for All “A” Honor Roll if the student earns a **90 average in each course** in which he or she is enrolled.

“A-B Honor Roll” - A student is eligible for the A-B Honor Roll if the student earns a **90 average in more subjects than subjects for which the average is at least 85.**

The honor roll students are recognized each six weeks period. (The third and sixth six weeks periods utilize semester averages.)

## **Jury Duty**

Staff members will from time to time be called to serve on juries. They may, of course do so. **Persons called for jury duty will inform the Principal and Superintendent as soon as possible in order that a suitable substitute may be obtained. Furthermore, the employee will not be charged a state personal or local day for their service.**

## **LEAVE POLICY**

1. State personal leave: Five (5) personal days per year, cumulative. State personal days can be used in full days and half days.

2. Professional employees shall earn three (3) workdays of paid local leave per school year in accordance with administrative regulations. Local leave shall noncumulative. Local leave shall be used according to the terms and conditions of state personal leave.

Note: See Board Policy DEC for further explanation of the district's leave policy.

## **LEAVING YOUR ROOM DURING CLASS TIME**

Teachers are expected to be in their room at all times during scheduled class time and are expected to supervise students during all classroom breaks. The administration has given the Board a commitment that students will be supervised the entire school day.

In case a situation arises that requires you to be out of your classroom, please notify your neighboring teacher or administration to look in on your students. These situations should be few.

## Lesson Plans

Teachers shall develop adequate lesson plans on a weekly basis, ***prior to the lesson being taught***. The lesson plan book should remain in the classroom. The lesson plans should be specific enough for a substitute teacher to use on an emergency basis. A substitute folder that includes the class roll, seating arrangements, daily schedules, and times when students leave the classroom for special classes, should be kept in the teacher's desk drawer. A copy of the lesson plan will be filed in the Principal's office each week.

## Lunch Costs

The cost of lunch for faculty members in the school lunchroom is \$2.00 per day. The cost of breakfast for faculty members is also \$2.00 per day. Mrs. Gruhkey will handle the billing for lunch and breakfast.

## MAIL BOXES/E-MAIL MESSAGES

**Check for E-Mail messages every day.** Please check the mail box in the office every day. Please empty the work room mail box weekly.

## New Students

New Students often enroll in school. They need special attention. The enrolling of new students is to be done by the secretaries. The Principal or Counselor will set schedules for new students. The classroom teachers should ***discuss with the student his/her progress in subjects in his/her former school and issue a book. Explain to him/her what you expect of him.*** There may not be time for this the first day, but do so as soon as possible. Out of this type of orientation can come a fine transition for the student with the feeling of having established himself in this school and in your class or room. When students leave Adrian ISD, be sure to account for the textbook that was issued in your class.

## Non-discrimination Policy

The Adrian I.S.D. does not discriminate regardless of gender, race, religion, national origin, handicapping conditions, economic or academic background, or limited English proficiency in regard to personnel practices, use of facilities, hiring, promoting, awarding contracts, or participation in programs.

## Payday

***Employees of the Adrian Independent School District are paid on the fifteenth of each month.*** If the fifteenth occurs on a weekend or holiday, payday will occur the last workday prior to the fifteenth. Direct deposit will be available for all employees and should be set up with Shari Torres.

## Payroll Deductions

The Adrian Independent School District provides payroll deduction plans with several companies. Arrangements for payroll deductions are to be made through Shari Torres.

## Person in Charge

Occasionally, the Superintendent or Principal are away from school all or part of the day. In the absence of the Superintendent or Principal, someone will be named to take care of emergency situations.

## Progress Reports

At the end of the third week of each six weeks period, "Progress Reports" will be mailed to parents of all students. Any comments a teacher might wish to make to the parent may be added to the form. Also, include the current average on the form. Have your Progress Reports turned into the Principal on date required by that office. (Generally the Monday following the grading period, so that we can mail them on Tuesday).

## Public Relations

Community approval and acceptance of the school and its work are essential to a good educational program. Without it, even the best staff of teachers cannot do an acceptable job. Public relations are nothing more than furnishing information to the public so that they may form an opinion. It is important that the public be furnished with all the facts. The classroom teacher is the key to good public relations. A person's opinion of the school is parallel to his opinion of the people connected with the school. The classroom teacher is the person who most frequently comes in contact with the public. Therefore, the public's opinion of the school is most likely based on their impression of the teachers they meet. Every teacher is affected by the public relations of every other teacher. If the Adrian Independent School District enjoys the public's confidence, then almost every staff member will enjoy the same confidence. If the people of Adrian have very little trust and respect for this school, then they will have the same feeling about the teachers. Do not make the mistake of thinking you can stand alone. There are several basic guidelines of good public relations for the classroom teacher: Your relationship with parents should be put on a positive rather than a negative basis. Make it a point to contact parents and report something good about their child. **DON'T WAIT TO CONTACT THEM UNTIL YOU MUST REPORT SOMETHING UNPLEASANT.**

A planned and continuous flow of information about your work to the parent is most helpful. Information must be true, frank, and sincere.

The student is the key outlet for your public relations. He talks about you daily to his parents and neighbors. He judges you primarily on traits of fairness and approachability, and --above all-- on your ability to command respect. (Incidentally, if you are a poor disciplinarian he has neither respect nor love for you even though he appears to enjoy his uncontrolled freedom.)

Never listen to or offer the slightest criticism of your fellow teachers. If you criticize another teacher, you are simply adding to the criticism of yourself because the opinion of one teacher inevitable becomes the opinion of all teachers.

Public relations should never be used for personal gain. To simply sell yourself is not sufficient. Public education, the teaching profession, and the Adrian Independent School District should be the benefactors of a public relations program. To sell something, you must be sold on it. You must have pride and conviction. If you cannot have pride in your work or your associates, you should seek a place where you can enjoy the happiness this pride brings.

## **Purchase Orders**

Nothing should be purchased without the prior approval of administration. Once you have that, you must proceed to Shari Torres for a purchase order (PO). Then, fill out the PO completely and return it to Shari for approval before you make the purchase. It is very important to give Shari all receipts from your purchase so that the bill may be paid in a timely manner. Employees should not expect to be reimbursed for purchases unless they have discussed the purchase directly with the Principal and provide a receipt.

## **Room Care**

All faculty members are to provide for care and protection of school property. Effective room management can be extremely difficult. However, it can be done. Your specific responsibilities in this area are:

To insure that the room in which you are teaching is orderly and as conducive to learning as possible.

To safeguard and supervise the use of chairs, desks, visual aids, and other items in the room.

To see that the room is ventilated and lighted properly and that window shades and blinds are at the proper attitude.

To insure that no student under any circumstances writes on school desks, chairs, walls, etc.

To see that the white boards in the room are free at all times of graffiti and other writing not germane to the instructional program.

To report any deficiencies (burned out lights, writing on walls, loose desk tops, etc.) to the Principal.

## **School Records**

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and ***school officials with legitimate educational interests are the only persons who have general access to a student's records.*** School officials include any employees, agents, or Trustees of the District, cooperative, or contractual placement facilities, as well as their attorneys and consultants, who are:

1. Working with the students;
2. Considering disciplinary or academic actions, the student's case, or a handicapped student's individual education plan;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records without prior consent or request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records on ex-students, do not have to be made available to the parents or student.

## **Smoking and Tobacco Use**

Staff may not use tobacco in any of the school rooms nor on school grounds or property during duty hours.

## **Substitute Teachers**

Serving as a substitute teacher is one of the most difficult jobs in any school. The idea of going into a strange classroom with some twenty youngsters just waiting to see how "easy" or "tough" the substitute teacher will be is bad enough. Add to that the difficulty of picking up class work in midstream with little or no background preparation and you have a situation that would make the most seasoned teacher a bit shaky.

It is even tougher when the regular classroom teacher has done little or nothing to smooth the way for substitutes and where the Principal and school staff seem indifferent to the substitute.

**All teachers** in the Adrian Independent School District are **expected to have substitute folders**.

If you happen to be next door to a classroom, which has a substitute teacher, please offer your assistance as required.

## **Supplies**

Routine teaching supplies (staples, scotch tape, rubber bands, scratch paper, etc.) are kept in storage, please see Audrey Gruhlkey if you need anything. They are for your use in teaching. Please use them as necessary. Please keep in mind the high cost of office supplies and conserve as much as possible. Requisition any item you need but which is not available from your Principal.

## **TAKS/STAAR SCHEDULE**

Each year, we administer the statewide assessment program, Texas Assessment of Knowledge and Skills (TAKS). This year begins the new State of Texas Assessments of Academic Readiness, or STAAR for grades 3-8 along with the End of Course (EOC) for the 9<sup>th</sup> graders. These tests are coordinated with the Texas Essential Knowledge and Skills (TEKS) that form the basic curriculum in all state-required subjects. Results of the TAKS/STAAR/EOC examinations are used to assess individual student progress, as well as being a significant factor in the district ratings under the statewide accountability system.

Below is a link to the 2011-2012 Texas Testing Calendar:

[http://www.tea.state.tx.us/index3.aspx?id=3635&menu\\_id=793](http://www.tea.state.tx.us/index3.aspx?id=3635&menu_id=793)

## **TEACHER ABSENCE- PART & ENTIRE DAY**

1. If you need to be out, please notify the principal as soon as possible in order to secure a substitute. Then notify Audrey Gruhlkey that you need a sub.
2. Please call the principal by 10 P.M. or between 6-7 A.M. if a sickness or emergency arises.
3. A substitute teacher folder packet should be filled out and a copy on file with the principal.
4. Detail lesson plans and additional notes to the substitute describing the day's specific activities or adjustment in the daily routine are expected.

5. A substitute cannot do your job. The students do not learn as much with a substitute. May we all be blessed with good health to keep absences to a minimum!

6. After an absence, please see Mrs. Gruhlkey to complete an Absence From Duty form . Please sign and return form(s) promptly to Mrs Gruhlkey.

### TEACHER ABSENCE- CON'T

1. Official absences (taken from state and local personal days).

A 5 period absence will be a 1/2 day.

A 6 or more absence period absence will be 1 day.

Local personal days cannot be taken in half-day increments.

2. Unofficial absences.

The office can accommodate a teacher leaving at 2:30 p.m. with **prior approval** from the principal. These emergency situations occur from time to time.

By board policy, personal days may not be taken to extend a holiday.

If you must leave the school for any reason, even for a short time, stop by the office and let someone know.

### TEACHER APPRAISAL SYSTEM CALENDAR

Appraisal Period 1-----September 12, 2011 through December 9, 2011.

Appraisal Period 2-----January 9, 2012 through March 8, 2012.

Days excluded from observation calendar:

1. First two weeks of school.

2. Last instructional day before any official school holiday.

3. Last two weeks of school.

Teachers will complete and post section 1 of the Teacher Self-Report Form on DMAC within the first three weeks of school. Section 2 of the Teacher Self-Report Form needs to be completed and posted on DMAC before the teacher is appraised.

Within each appraisal period, the week or weeks designated for formal observations will be announced by the school administrator to accommodate the school activities, and scheduling will be set up on an individual basis.

### Textbooks

The State of Texas furnishes free textbooks to the school children of the state. **Law requires** that all free public school **textbooks be covered**. Teachers and staff members are urged to place emphasis on covering books to students in all possible ways.

## **Voting**

On election days, teachers voting in Adrian are encouraged to go vote during their conference period. Any student over 18 who presents his Voter Registration to the Principal and who votes in Adrian may be excused to go vote on election days.

## **Wednesday Nights**

School events are not scheduled on Wednesday nights. This is to insure that each person has that night available to attend church if he wishes. ***No event in the Adrian Independent School District may be scheduled to begin after 4:30 p.m. or end no later than 5:30 p.m. on Wednesdays without the prior approval of the Superintendent.***

## **Work Day Hours**

The hours of work on regular student instructional days are ***7:45 a.m. until 3:45 p.m.*** Employees are to be in their rooms or in their assigned area of duty by this time. The hours of work for teacher in-service or workdays may be shortened at the discretion of the Superintendent. All teachers will have extra duties assigned such as gate duty for basketball games and morning duty.

Employees will be required to sign in and out daily in the office.