

2020-2021

EOAC Waco Charter School:

2020-2021 Campus Teacher and Personnel Handbook

1. Daily Schedule:

Teachers and staff will be given a master schedule, follow it precisely so that you are on time for all special classes and lunches. You must deliver students and pick them up on time from PE and lunch. If you arrive late for PE or lunch, you must still pick up your students at the assigned time, not later. A copy of each teacher's daily schedule is due in the front office, to Mrs. Cross and Mr. Ritter before the first day of school. A copy needs to be visibly posted both in your classroom and outside the classroom door.

2. Arrive on time to work:

Please report to work at 7:20 AM. Teachers must be at their assigned station with their students at 7:30 AM. This does not mean driving into the parking lot, getting out of the vehicle or entering the building at 7:30 AM. This means **IN** your classroom at 7:25 AM. If you are assigned to morning duty, please report to your designated area according to the schedule provided. Failure to do so will result in a disciplinary referral and will impact your T-Tess evaluation.

- Aides must be at their designated workstation at either 7:00 AM or 9:00 AM depending on their assigned schedule. Arrive 10 minutes early.
- Office staff must be at their station by the assigned time. Again, this means at their desk or work area at the times they are assigned.
- Custodial staff will be at their assigned stations at either 7:00 AM or 3:00 PM. Custodians will follow the same guidelines.
- Cafeteria staff members are the responsibility of the Cafeteria Nutritionist. Should she have difficulties with any worker not being prompt, she will notify Mrs. Cross or Mr. Ritter.
- Teacher's workday schedule is 7:30 AM until 4:00 PM with a 30-minute duty-free lunch and conference period. Aide's workday is 7:00 AM until 3:30 PM or 9:00 AM until 5:30 PM with a 30-minute duty-free lunch.

3. Tardiness or absences may result in reassignment, demotion, suspension or termination. You will be notified by the principal when your tardiness or absence is approaching excess and jeopardizing the operations of the school. (Read your policy handbook) You are required to complete your paperwork the next day.

- Absences should be pre-approved at least one (1) week in advance. However, emergency leave or sick leave notification must be made to Mrs. Cross, Mr. Ritter and Ms. Beverly. Email or text is preferred but phone calls are acceptable. Notice the day of the absence needs to be made no later than 6:30 AM. As a professional courtesy, please notify other staff who need to know of your absence: aide, grade level teacher, Coach Reese, SPED/Interventionist Teachers, etc. It is the employee's responsibility to provide notification to the school office each day of your absence. Upon returning to work, the employee is responsible for completing a request in the Time Clock for approval. A doctor's excuse may be required at the Principal's discretion. When you will be absent, you must also notify the secretary so that she may note your absence on her calendar. Days off must first be approved by the principal. (All this is done on the Time Clock.)

4. Announcements:

Staff will be notified of important information through the use of emails, notices in boxes, agendas, handouts at staff meetings, and/or memos taken to classrooms. It is the staff member's responsibility to read all notices and abide by them. Staff will need to check emails twice a day and boxes daily for any updates or changes in schedules.

5. Visitors:

During the COVID-19 crisis, visitors will not be allowed on campus.

All visitors must check in at the front office and receive a visitor's badge including your family members. Do not allow anyone to pick up a child from your room without a visitor's badge unless they are an EOAC Waco Charter School employee. Regular volunteers must pass an EOAC Waco Charter School background check to be around students. If you notice any visitor in the hallway without a badge, please contact the front office and or direct them to the front office. Do Not ignore this, it is an important safety issue. **WE** are responsible for all children.

6. Faculty Meetings and Staff Development:

- Faculty meetings are planned for Mondays. Check your calendars for scheduled dates. Do not plan on leaving early on these dates. No staff member is allowed to leave early unless prior approval from Principal. All staff is expected to attend except cafeteria, custodial, or after school personnel. No extra duty or comp time is given for these meetings or any other required meetings. Bring your faculty notebooks to every meeting. Meetings may be called at other times as well.
- Meetings after school will start at 3:45 PM unless otherwise specified.
- Staff development meetings are planned throughout the year and you are required to attend. Absences will not be approved.
- If you want to attend staff development off campus, you must request to do so in writing. All staff is expected to attend at least three (3) trainings related to state mandated testing and research-based practices each year through Region 12 or with other school districts. The front office must receive a copy of your certificate of training and you must keep up with your own hours.
- ALL staff is expected to join at least one (1) committee and attend those meetings. Each committee will nominate a chair to report to Principal. Each meeting must have minutes and sign-in sheets for documentation. EVERYONE is expected to support school events.
- All teachers are required to attend weekly PLC meetings.

8. Refrigerators and Microwaves:

You may not have refrigerators, microwaves, popcorn poppers or any other electrical appliances in your classroom. Floor lamps are allowed, if they are in good working condition, secure from falling over, and are kept to a minimum per room. If you need a special appliance for a special project, please get approval in writing from the principal prior to using such an appliance. When using the microwave, please cover your items and only eat the items that you bring. It is your responsibility to monitor the microwave when being used. **Keep the refrigerator and microwave clean in the teacher's lounge. Always cover your food! Clean up your spills and splatters. (The refrigerator will be cleaned out at regular intervals.)**

9. Staff Lounge rules:

Students are not allowed in the teacher's lounge. Coke machines are only for staff use. Keep the lounge clean. You may not sell products for your own profit at school. If you sell for your child's school or sport, or church or club, you may leave a brochure out on the table in the Staff Lounge. If you sell Avon, Mary Kay, Pampered Chef or Jewelry you may leave out a brochure. Please collect money, orders and distribute items either before or after your contracted company time. Please keep conversations appropriate and professional in the lounge area. **The lounge door must remain closed at all times.**

10. Cell phone use by staff members:

Cell phones are not allowed to be out or used during the time you are monitoring students or performing work tasks. Cell phone use during your work hours will not be tolerated. **You may use your phone during your conference or lunch time.** Please place your phone on vibrate or silence during instructional time. Give all your family the office phone number, they will take a message for you and get you in case of emergencies. Other calls will be placed on message notes and placed in your box. Do not call parents when other students are in the classroom on your cell phone or on the school phone. When you make a phone call home, and no one answers, please let the office know who you called and why. Too often we get phone calls from parents saying that the school has called, and we have no idea who called or why. Leave messages when you can.

11. Cell phones – students:

Students may not bring cell phones to school. During state mandated testing time (**by state regulations**), no one, **including the staff**, is allowed to have a phone (or a smartwatch) turned on in the testing area.

12. Building and room care:

The classroom teacher is responsible for the care of the equipment in the room. Please secure all equipment at the end of the day. It is the teacher's responsibility to keep the room neat and clean. Children are allowed to help sweep the rooms, clean the cafeteria and clean up in after school. The custodial staff will help to ensure the rooms are clean. It is your job to be sure that when your class leaves the lunchroom, library, PE, and/or playground that you help to keep it clean.

Be sure to arrange your room so that at all times you can visually see all students and their activities. No room dividers are allowed that create any blind spots in the classroom.

Bulletins in the hallway should be professional and appropriate.

13. Maintenance Procedures:

Special requests must be made in writing at the front office for administration approval. Teachers and staff must be diligent in not expecting others to stop their assigned duties to do something on the spot for us.

14. Purchasing Procedures:

Staff must request an order through the front office with approval from Mrs. Cross. Staff must present the item(s) they wish to purchase with two (2) other quotes for the same/similar items from other vendors.

15. Student tardies and absences:

Please notify the office of any student who demonstrates excessive tardies. The same goes for absentee excuses sent by parents or by the doctor. The attendance clerk is responsible for the data regarding excused or non-excused absences. Excessive tardiness and/or absences will initiate an attendance committee meeting.

Attendance is how we are paid, how our school receives funds. This is not a place for any mistakes. It will be your responsibility to complete your attendance in the Skyward system. Mark your attendance correctly and have it submitted at 9:40 AM. Failure to follow this mandate will result in a warning and then disciplinary action.

16. Textbooks:

Teachers are accountable for the textbooks in their classroom. You must keep an inventory of the textbooks and their condition. It is the teacher's responsibility to notify Mr. Ritter if books are lost, damaged or destroyed. Be sure to help students properly care for textbooks.

17. DVDs and Videos:

The use of videos is subject to copyright law and is prohibited if you have not viewed the entire video, gotten permission from the Principal to show the video, if it does not tie into curriculum or a reward for

classroom behavior. Videos depicting holidays as the only theme are discouraged, even in afterschool care for entertainment. This does not apply to videos embedded in any curriculum, websites the school subscribes to or free to access on educational websites.

18. Technology: Students must be monitored at all times when using equipment.

Office computers are solely for use by office staff or designated volunteers.

- All staff, students and volunteers must sign an acceptable use policy.
- Teachers are responsible for keeping all acceptable use signature forms in their classrooms. They must make a copy of all forms and turn in to the main office.
- Be careful of how you use the computers in your classroom. All computers belong to EOAC, nothing assigned to you including your classroom is yours alone. The room and all technology equipment along with furniture, instructional materials, etc. are on loan to you while you are employed here.
- During the school day, please limit the use of school computers to school business.
- Teachers are accountable for the care and security of all technology and equipment in the classroom.
- You must keep an inventory of all technology in your classroom. Changes should be promptly reported to Mr. Ritter.
- You must know which student is assigned technology items. Please submit this list to Mr. Ritter.
- **The teacher is accountable for an inventory list of all equipment and technology throughout the year and will turn it in at the end of the school year.** The list should be given to Mr. Ritter at the start of school and verified at the end of the school year. Any changes to the list during the year must be given to Mr. Ritter as they are made. The end-of-year verification is due with your check-out materials.

19. Recess Schedules and Heat/Cold Weather information: If you choose to take your students outdoors for recess, remember the following:

- The front office must know that you are going outside. Please sign in and out.
- A radio must accompany you along with a teacher aide. Please be on channel six (6) at all times.
- You may not stay outside for more than 15 minutes.
- You may not go outside anytime the temperature is **over 100°** or **below 32°**.
- Students are to be supervised at all times with **active monitoring**.
- No unescorted students are allowed in the street or parking lot area.
- Be sure that students stay in a shaded area if the weather is hot.
- Be sure that students wear coats or jackets if the weather is cold.
- Walk around and actively monitor the students. No sitting down in groups with the adults. No standing in groups of adults to talk.

20. Field Trip Procedures:

- All field trips must be approved in advance.
- It is the teacher's responsibility to fill out appropriate paperwork, get the principal's approval, fill out forms, and follow through with all details in advance.
- Decide as a grade level within the first two (2) weeks of school what yearly field trip is to be planned.
- Keep a copy of all field trip permission slips with you and give a copy to the office staff.
- Keep a working cell phone with you on the trip. Call the school to let them know that the bus arrived at its destination. Call the school when returning to campus. Stay with all students at all times.
- Students must ride the bus on school sponsored field trips.
- If a parent is chaperoning and wants to drive their child, their child must first be present for attendance and must use the same transportation to and from the field trip destination.

- Students may not ride one way and then return another way.
- Staff must keep an accurate account of students on the bus, at the field trip site, and returning home.
- It is the teacher's responsibility to plan with the Cafeteria Nutritionist for the field trip.
- Teachers may not ask parents to pay for any of the field trip.
- If there is a gift shop, a note must be sent home stating that no more than \$20 may be sent with any child. The teacher is always responsible for the child's money until they are at the gift shop. (optional)

21. Monitoring of students: It is the responsibility of all staff members regardless of their assigned job title or duties to help monitor all students in the building, outside the building, at field trips, or in the After-School Program. Students need to be praised for their good behavior, as well. **Teachers must be at the classroom door at 7:30 AM to meet/greet students.** Teachers must take their students to any assigned classes as a whole group. (PE, lunch, library, recess.) Teachers may not leave students in any area unattended. Teachers must stay with the class during recess. Special program teachers are responsible for picking up of their assigned students and for returning the assigned students to class. Students are not allowed at the copier by themselves. Your aide should take care of your copying needs.

22. Unescorted students and restroom time: No students shall be in the building unescorted and/or without a classroom pass. However, if a student asks to leave to go to the restroom repeatedly, please allow them to do so with another student. Set a restroom schedule to avoid overcrowding. No more than one (1) class should be at the restroom at one time. Also, watch the restrooms closely when you take your students. **Please ACTIVELY monitor the restrooms.** Rule of thumb, the teacher must check each stall before and after all students use the restrooms. This will ensure that all toilets are working properly, and that the restroom was in order when your class got there and when your class leaves. There are some very specific rules to be followed while in the restroom. Talk to students about proper hygiene care.

23. Accident Reports: If a student is involved in a serious accident, an accident report form must be completed, signed by the principal, a copy sent home, one copy for the office and one copy to remain with the homeroom teacher. **All parents must be called to ensure notification of the accident or injury, regardless of how minor it may appear to you. The person completing the report will be responsible for calling the parent.**

24. Tuesday Folders:

Each child must have a folder to take home notes and daily work. The parent must see how the child is doing in his/her classes. Please notify parents of the importance of this folder when you speak to them at Meet the Teacher and conferences throughout the year.

25. Keep a Portfolio of each student's work on a nine-weeks basis. This goes home with the child at the end of the school year, unless they are failing and being retained, then it is kept in the front office.

26. Lesson Plans:

Each teacher is required to submit lesson plans by 7:45 AM Friday morning. These are to be uploaded to the SharePoint folder. This is a requirement. All lesson plans must show the lesson cycle of 5E and correlate to TEKS and STAAR. Any student with an IEP should have listed in the lesson plans any special modifications or accommodation allowable by the state laws. Lesson plans should include clear objectives and evaluation tools.

Objectives and evaluations tools are to be posted on your board daily. All outside guest invited into the classroom must be pre-approved. Failure to follow procedures and meet guidelines will be referred to campus Admin. & Human Resource.

27 Journal Writing: Daily journal is encouraged for 15 minutes.

Each teacher is encouraged to have a journal writing every morning for **15 minutes**. Teachers must also include oral reading on a daily basis for the students. This needs to be noted in your lesson plans and visible on a walk through.

28. Professional Learning Communities: You will be expected to meet with your cohorts at least once a week during your conference time to share. All teachers should be aligned together on their scope and sequence for each grading period. Please get with your co-teacher and schedule a time.

29. Substitute folders:

A substitute folder must be kept in your room and easy to find. This folder must contain a daily schedule, classroom procedures, lunch count procedures, lunch procedures, restroom, all procedures, hallway procedures, at least three days worth of lessons along with handouts, copies to be made, emergency information, class roster, daily schedule, notes regarding special needs students, medications and times for students, pad of post-it notes, partner teacher's name, emergency exit plan, fire drill procedures, exit procedures, dismissal procedures, modifications for students, etc. This folder must be updated each nine weeks so that the lessons are current. Do not put lessons in the folder that the students have not already been introduced to and mastered. If you know you are going to be out, have all papers, handouts, etc. ready the day before and lay out on your desk. It is always better to have too much for a substitute teacher rather than too few assignments.

30. Confidentiality: You are entrusted with the confidentiality of each of your students. This includes records, personal information and things they share with you. Whenever you put something in writing about a student, you have automatically given the parent the legal access to that information. Be careful about the things you write and the way you express yourselves to parents, peers, and community members. Do not speak in the hallway, class, office, on your cell phone, out in public, in the lounge, cafeteria, library, on the playground regarding private information about a student. If you obtain information that you feel may cause harm or has caused harm to the child, you must report it. **This is law!** A student's school records are confidential and are protected from unauthorized inspection or use. The teacher of record is responsible for verifying grades, attendance and all pertinent information regarding the student. Failure to do so is a violation.

By law, both parents, whether married or not married, regardless of guardianship unless court ordered, have access to these records and to all information regarding their child. We cannot deny access unless a court order specifies such and the school has a copy of the order in the cumulative folder. Parents of a minor or of a student who is dependent for tax purposes and school officials with legitimate educational interests are the only persons who may access these files. The school officials refer to someone working with the student considering statistical data investigating or evaluating programs. The parent's right of legal access to and copies of student records does not extend to all records. Materials that are not considered such include the teacher's notes in her class, and records maintained by law enforcement officials not relating to discipline. Teachers must review all cum data the first week of school.

31. Communication and Correspondence:

- All memos, letters, or flyers that go out to all students in a class or grade or school wide must first be approved by the principal. If a translation is needed, the information must be given two (2) days in advance.
- A copy of the approved notice must be kept in the office so that the school has notice if and when a parent calls regarding the notice.
- It is important that you communicate with your parents by phone, letter, or email the first two (2) weeks of school. Parent communication is vital to the success of our campus. **Parent communication logs are required.** Phone logs must be turned in at the end of each 9-weeks period.

- Always say positive things about a student as well as ways for improvement.
- Parent communication logs are required to be turned in to the principal at the end of each 9 weeks period by each teacher.
- Be sure to follow up with a parent when they have worked with you to improve a student's behavior or academic performance.
- Do not hesitate to call the parent during your conference period or as soon as school is out. The general rule is that the first one to tell the parent is the first one the parent believes and supports. (Please let the office know you have left a message or expect a call.)

32. Discipline Referrals:

Try to take care of your discipline problems in a professional manner in your classroom. Aim for classroom goals. Work on only one behavior at a time.

- If a child is being sent to the office, make sure a referral is entered into Skyward. **Parents must be notified if a child is misbehaving with a phone call, a letter home or parent conference.**
- The amount of time a student is out of the classroom has a definite negative impact on the student's learning or lack of it.
- Parents should not be unaware of a child's classroom behavior when Admin calls on referral notices.

33. Response to Intervention/ Referral Process

- See the RTI handbook

34. Grading Policy:

- See the Grading Policy Handbook

35. Leaving campus:

Leaving campus can only be done during your lunch time and you must sign out in the front office and write down your location. Conference periods are reserved for parent's conferences, planning and teacher duties. All emergencies must be approved by the principal. Please do not leave without proper notification to campus administrator.

36. PAY DAY:

Staff is required to approve their time sheets on the Time Clock bi-weekly. **Failure to do so may result in your paycheck being delayed and other disciplinary consequences.** Employee checks are direct deposited bi-weekly.

37. DRESS:

PROFESSIONAL DRESS:

EOAC represents a service-oriented organization that frequently interacts with the public. Dress will reflect the organization. An employee of EOAC is always an example and model of the organization's purpose. EOAC's dress code is business casual.

- Slacks, pants, and suit pants:
 - Acceptable: Slacks that are like Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, and nice-looking dress synthetic pants. Dressy capris pants below the calf are acceptable for employees.
 - Inappropriate: Jeans (except for Fridays), sweatpants, exercise pants, shorts of any length, casual capris, bib overalls, leggings, dorm pants, and any spandex or other form-fitting pants such as people wear for biking. No jeans or pants worn inappropriately below the waist. No jeans or pants with rips, tears, or holes.
- Skirts, dresses, and skirted suits:

- Acceptable: Casual dresses and skirts, and skirts that are split at or below the knee. Dress and skirt length should be at a length at which you can sit comfortably in public.
- Inappropriate: Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the campus.
- Shirts, tops, blouses, and jackets:
 - Acceptable: Dress or sport shirts, sweaters, golf-type (polo) shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines.
 - Inappropriate: Tank tops, midriff tops, shirts with potentially offensive words, terms, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress (Except on Spirit Fridays, field trips, field day or as specified by the principal.)
- Shoes and footwear:
 - Acceptable: Loafers, dressy sneakers, boots, flats, dress heels, sandals, and leather deck-type shoes are acceptable for work. Conservative athletic shoes can be worn but they must be clean and appropriate for the office.
 - Inappropriate: Thongs, flip-flops (those that have a foam bottom-no matter the thickness), stiletto heels and slippers are not acceptable for the office.
- Tattoos, body-piercing, jewelry, makeup, perfume, cologne, and facial hair/grooming
Tattoos are generally not allowed in a business environment and should be covered by one's attire. Body-piercings other than ears are not allowed. Jewelry and makeup should be in good taste. Remember, some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint. Required appropriate grooming, i.e., facial hair is allowed. (Must be kept trimmed and groomed, etc.)
- Exceptions:
 - Employees that need special items such as exceptions may dress accordingly to meet the needs of such equipment for their disability.
 - Casual/Spirit Friday is acceptable with the above status mentioned. Employees must present themselves as professionals.

Employees who refuse to comply with EOAC's reasonable standards of dress, as determined by the employee's supervisor and Human Resources, can be sent home to change into more appropriate attire and shall not be paid for the time it takes for the employee to comply with this dress policy. Repeated violations of this policy can lead to disciplinary action up to and including termination.