

O'Grady Elementary

2018-2019



Staff Handbook

“I have the power to change the world!”

**MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF EDUCATION**

2018-2019

**Petra B. Ramirez
President**

**Charlie Garcia III
Vice President**

**Minnie R. Rogers
Secretary**

Members:

**Veronica "Betty" Mendoza
Patricia O'Cana - Olivarez
Dr. Sonia M. Trevino
Jerry Zamora**

**Dr. Carol G. Perez
Superintendent of Schools**

Ollie O'Grady Elementary School

Faculty Handbook

2018-2019

Lead Team Members:

Chain of Command

Angelina Garcia
Principal



Cynthia Salinas
Assistant Principal

Monica Gomez
School Counselor

Lauro Flores
Instructional and Assessment Strategist

**MISSION CONSOLIDATED
INDEPENDENT SCHOOL DISTRICT
Mission Statement**

Mission CISD ensures a quality and equitable education for our community of learners by providing the necessary academic, social, physical, and technological knowledge and skills to become successful lifelong learners and productive citizens.

Vision Statement

Mission CISD will prepare and inspire all students to be equipped to excel in the college and career of their choice, dominate 21st century skills in leadership, knowledge, language, and technology to compete in a global economy and serve as successful citizens in their community.

Collective Commitments

We believe that we have the duty to foster opportunities for each student to build a legacy of success. We, therefore, collectively commit to:

- Students first
- Innovation
- Collaborative ownership
- Diversity
- Continuous Learning

Motto

Success for every student.

Slogan

Changing the World

Ollie O'Grady Elementary School Mission Statement

Ollie O'Grady Elementary School will collaboratively work to inspire, nurture, and challenge all students by providing them with an optimal education and curriculum that honors individuality. In our quest to produce critical thinkers and independent learners in a safe environment, we will instill ethical and cultural values that will mold tomorrow's leaders.

Ollie O'Grady Elementary School Campus Goals 2018-2019

It is our goal to achieve the following objectives during the school year.

1. To work as a collaborative team with one common academic goal for all students
2. To meet or surpass the target score required in each of the state accountability performance indices: Student Achievement, Student Progress, Closing Performance Gaps.
3. To receive a campus rating of Met Standard along with the following distinction designations: Academic Achievement in Reading/English Language Arts, Academic Achievement in Mathematics, Academic Achievement in Science, Top 25% Student Progress, Top 25% Closing Performance Gaps.
4. To maintain 98% average daily attendance
5. To maintain positive and supportive working climate for all students and staff that will foster optimum learning and working opportunities
6. To maintain a safe and well-disciplined school environment
7. To provide staff with current educational trainings in core areas that will prepare them to address the needs of all students
8. To consistently recognize student and staff successes

Administration and Office Staff

Principal	Angelina Garcia
Assistant Principal	Cynthia Salinas
School Counselor	Monica Gomez
Instruction and Assessment Strategist	Lauro Flores
Librarian	Jaqueline Milam
Principal's Secretary	Dalia Venegas
Attendance/PEIMS Clerk	Diana Veliz
Student Activity Clerk	Mari Espericueta
Nurse	Cassandra Gallegos
Parent Liaison	

Campus and Administration Phone Directory

Mission C.I.S.D. Administrative building	(956) 323-5500
Ollie O'Grady Elementary School office	(956) 323-4200
Ollie O'Grady Elementary School FAX #	(956) 323- 8191
Mrs. Angelina Garcia	(956) 862-3121
Mrs. Cynthia Salinas	(956) 960- 6383
Mrs. Monica Gomez	(956) 369-2609
Mr. Lauro Flores	(956) 648-4338

Table of Contents

A

Absences	11
Announcements	11
Appraisals	12
Attendance	13

B

Breakfast in the Classroom	13
Bulletin Boards	13

C

Care of School Property	14
Child Abuse	14
Communication	14
Conference Period	15

D

Destination Imagination (DI)	15
Discipline	15
Doors	18
Drills	18
Duties	18

E

F

Field Trips	21
Fundraisers	22

G

Grading Procedures	22
Grading System	22
Grade Reporting	22

H

Health Clinic	24
Homework	24

I

ISS (In School Suspension)	25
Incentives	25
Instructional Objectives	26
Intruder	26

J

K

L

Lead Teachers	26
Library	27
Lounge and Workrooms	27

M

Mailboxes	27
Mentor Program	28

N

O

Office Referrals / Legal Documents	28
------------------------------------	----

P

Parking	28
Professional Learning Community (PLC)	29

Q

R

S

SBDM Committee	29
Substitutes	29

T

Tardy Policy	30
Technician	30
Tutoring	31

U

UIL	31
-----	----

V

Visitors	32
Volunteers	32

W

Work Day Expectations	32
-----------------------	----

X

Y

Z

Absences:

Any time a staff member is out or away from their instructional duties, an administrator and the school secretary must be notified at least one day in advance. Staff will be expected to use the online Aesop system to assign a substitute for their absences. Special consideration will be made for staff with emergencies, of course, but staff must not assume that they have been secured with a substitute because the principal has arranged for a workshop or meeting. It is important to make contact with your substitute in order to guarantee coverage. Each teacher must also plan activities and leave ample work for students. Teachers must leave class rosters, daily schedule, seating charts, and clear lesson plans available for the substitute to use. The lesson plans should also be clearly written for the substitute and explicit enough for learning to take place the entire time.

In case of emergency, teachers should call Mrs. Garcia or Mrs. Salinas as soon as possible. Teachers should never directly call the front office with an absence since they cannot secure substitutes without notification of an administrator. Office hours are from 7:15 a.m. to 4:00 p.m. All staff is encouraged to become familiar with the approved Sick Leave Policy. (See Online Personnel Handbook)

Announcements:

Announcements will be viewed daily at 7:35 a.m. Please be sure that your TVs or Eikis are on and ready to view the announcements before this time. All students and staff are expected to tune into the announcements in order to be aware of important events, deadlines, and successes.

An administrator and our campus technician will oversee the recording of the announcements and they will be carried out by students. During this time, we will be providing students a moment of silence, so please ensure that all students adhere and respect this moment for those around them. We will surely respect students' religions and faith, however, every student is expected to honor this time, so please do not permit student to talk or move around the room during any part of the announcements.

To include an item in the announcements, a completed announcement form must be turned into the office at least one day before. The announcement form can be found outside of Mrs. Gomez's office. Announcements may contain information of interest to both students and/or staff.

Appraisals:

All O’Grady Elementary staff will be appraised by the Principal this year. Teachers will be appraised with T-TESS (Texas Teacher Evaluation & Support System).

T-TESS strives to capture the holistic nature of teaching – the idea that a constant feedback loop exists between teachers and students, and gauging the effectiveness of teachers requires a consistent focus on how students respond to their teacher’s instructional practices. For those reasons, each of the observable domains in T-TESS focuses on teachers and students rather than separating them out into separate domains.

Ultimately, T-TESS is a process that seeks to develop habits of continuous improvement, and the process itself best leads to that outcome when appraisers and teachers focus on evidence-based feedback and professional development decisions based on that feedback through ongoing dialogue and collaboration.

Grade Level / Assignment	Administrator
PK	Angelina V. Garcia
Kinder	Cynthia Salinas
1 st	Cynthia Salinas
2 nd	Angelina V. Garcia
3 rd	Angelina V. Garcia
4 th	Angelina V. Garcia
5 th	Cynthia Salinas
Counselor	Angelina V. Garcia
Custodians	Angelina V. Garcia
Instructional Assessment Strategist	Angelina V. Garcia
Instructional Coaches	Central Office Coordinator
Librarian	Angelina V. Garcia
LSSP/ Speech Therapist	Central Office Coordinator / Director
Music / PE	Cynthia Salinas
Office Staff	Angelina V. Garcia / Cynthia Salinas
Paraprofessionals	Divided accordingly
SPED Units	Cynthia Salinas

Attendance Procedures / Policy:

Teachers will be expected to post attendance no later than 8:00 a.m. daily so that the school system can promptly contact each parent whose child is tardy or absent. The goal is to maximize the number of students who attend school every day. Teachers will take attendance again at 9:30 a.m.; this is the elementary official time. **When the Tyler Program is down, all teachers will need to take attendance manually using the absentee slips and turn the slip in to the front office.**

Teachers are asked to follow up on all excessive absences. Parents need to be reminded that a written excuse and a call to the office are required each time their child is absent.

Attendance Slips – Admits

- Students should report to the front office first thing in the morning following a day of absence and present a written excuse from parent or guardian.
1. Written excuse will be reviewed.
 2. Students will be given an excused or unexcused absence form to present to homeroom teacher.
 3. Teachers will keep the form given by the student along with the daily attendance log.
 4. Attendance clerk will keep all excuses on file.

Breakfast in the Classroom:

Students will be offered breakfast in the classroom from 7:30 a.m. – 7:45 a.m. each morning. Cafeteria personnel will take “hot and cold” ice chests to each class, so staff can begin feeding kids upon entering the classroom. The goal for this program is to ensure that our students have a hearty breakfast, so they can be ready to learn.

Students will be allowed to eat their breakfast during this time slot only. It is expected that regular class instruction will begin by 7:45 a.m.

Bulletin Boards:

All teachers are encouraged to celebrate student work through display on their bulletin board. Each teacher will have their own assigned board. Keeping boards updated will help motivate our students to take pride in their work, and they will recognize that we notice their good effort.

Care of School Property:

Teachers are responsible for the care of equipment and school property in their classrooms. It is important that equipment be properly handled and stored. Teachers should not overlook damage to desks and other school property by students. Students caught vandalizing school property should be sent to the office with a referral. Please be sure to do everything diligently to take care of all of our property on campus.

Staff is expected to maintain a neat and orderly classroom environment that fosters and supports ongoing learning. Teachers are encouraged to celebrate student work by posting their work and highlighting the successes that are occurring in class. However, as important as it is to publish student work, it is equally important for us to take care of our classrooms and halls for long term use. Staff is encouraged to submit work orders as needed to maintain the appearance and functionality of our halls and classrooms.

Child Abuse:

It is the paramount responsibility of all school district personnel to take action to protect the physical and emotional welfare of the children of this state. Teachers should be made aware of Board Policy in regard to child abuse. Teachers should make every effort to be on constant alert for abuse. If we are aware of such abuse, we are failing the child if we do not pass the information on to the proper authorities. School employees who suspect that a child has been subject to abuse or neglect must report their suspicions to Child Protective Services (CPS) within 48 hours. It is not enough for teachers to inform an administrator of their concern because the law requires us to make a concerted effort to report all suspicious cases. The law states that the individual who first learns of the abuse has the obligation to call or file a report online to CPS. The agency only wants reports from individuals who have a first-hand account to the problem and not from a second hand source. Additionally, any evidence or information on child abuse should also be passed on to an administrator as soon as possible. The information should be kept confidential at all times.

https://www.dfps.state.tx.us/child_protection/

Communication:

All staff members at O'Grady Elementary School are expected to effectively and appropriately communicate the goals and objectives of the school to ensure a positive school/community relationship. All faculty members are expected to maintain a positive and supportive professional relationship with students, parents, and colleagues in order for students to reach optimum learning opportunities.

O'Grady staff is also expected to follow Mission C.I.S.D. district policy and the Standards of Conduct listed in the District Teacher Handbook. More importantly, teachers are not permitted to purposely slander or deliberately spread rumors against parents, students, or other faculty members that can ruin their reputation and work opportunities.

Staff is expected to report all concerns or issues to the school principal for appropriate action and/or intervention. All concerns must be addressed locally before they are referred to outside agencies in order to ensure the opportunity to work in a collaborative manner to address and resolve concerns that may arise.

Conference Period:

One of the most important professional responsibilities that we have is proper and effective use of school time. From the time we come on duty until the time we leave, we expect all staff members to conduct themselves in a professional manner and maximize planning time.

The conference period has been scheduled as part of the instructional program and not as a free period.

The conference period offers teachers the opportunity to meet with students, parents, or other teachers without interruption. Teachers should keep in mind the purpose of this time and utilize it effectively. All Mission C.I.S.D. personnel are expected to utilize the work day to the fullest.

Destination Imagination (DI):

Destination Imagination is a part of our U.I.L. program. This extra-curricular club allows students to use their prior knowledge, creativity, and research skills to solve challenges as a team, while pushing their imaginations to the limits. Over an eight-week period, students work together to plan, organize, research, and create their team challenge, write a script, and make props and costumes. The process helps learn problem-solving skills, communication, and team work. If there are any teachers interested in becoming a DI coach, please be sure to read the district requirements and agreement on the MCISD website prior to this commitment.

Discipline:

Campus faculty will treat students with dignity and respect. We will implement universal rules as well as classroom rules that will help maintain a disciplined school environment.

Teachers will need to spend the first week of school discussing the rules and expectations; what they mean and what they look like.

It is important to discuss the consequences that will follow if any of the rules are broken. Equally as important, it is recommended to have a list of rewards as well to motivate students who follow the rules.

Students are expected to follow the O.G.R.A.D.Y. rules at all times.

- O – Offer a Helping Hand
- G – Give Respect
- R – Review and Make Good Choices
- A – Acknowledge and Solve Problems
- D – Develop Good Attitudes
- Y – Yearn For Success

Concepts in Discipline

Student discipline can be a positive learning experience. Discipline is most effective and educational when the following concepts are used by the teacher.

1. Dignity

Respect students as “persons”. Do not embarrass students in front of their peers. Listen to them. Everyone makes mistakes.

2. Responsibility

Students must learn to accept responsibility and understand the repercussions of their actions. In most situations which involve an injury to a fellow student, the offending student will state that he or she didn’t mean for anyone to be hurt, however we must teach students that there are always consequences for our actions.

3. Honesty

It is a common human trait for students to deny they’ve done something wrong. We should give the students benefit of such denial. However, we must give them the time to consider the value of honesty. Conversation (not lecture) with a student will generally bring out the truth.

4. Clean Slate

When you have to discipline students, be certain they understand that there are no “hard feelings”. When you see these students the following day, respect and acceptance should be evident in your words and demeanor.

5. Take Time to Reflect

At times, teachers discipline a student, only to discover later that the student didn't understand why he or she was being disciplined. It is important to have students explain to you why they are being disciplined to ensure understanding of their circumstances.

Suggestions for Avoiding Disciplinary Problems

- 1) Take the time to let students know what you expect of them in your classroom. Keep your rules to a minimum and be willing and able to defend them as reasonable and necessary. Once your classroom routine is established, remember to be consistent in following it.
- 2) Plan your work. Try to keep students "constructively engaged" rather than just busy. One should actively monitor their students at all times. Teachers should not remain seated behind their desk throughout the duration of the class period, for it is not productive.
- 3) Become acquainted with your students as quickly as possible in order to gain respect by accommodating all student needs.
- 4) Avoid confronting students in front of the class. Students should always be conferenced with in private- in the hall, after class, etc.
- 5) Refrain from idle threats. Avoid issuing ultimatums or making threats which you are not prepared or authorized to carry out. They are ineffective and in turn cause teachers to lose credibility with their students.
- 6) Make contact with parents or guardians as early as possible. Many potential problems can be prevented by calling a student's parent or by taking time to write a note. Communication is the key.
- 7) Positive reinforcement is probably the most powerful tool you have. Therefore, when students give you the opportunities to praise them, do so, and you will see that the other students in your class are willing to excel with hope to receive praise as well.

Doors (Covered):

Please **do not cover the windows on your classroom doors**. Open windows help prevent allegations made against teachers by students or parents. Open windows also allow administrators to look in without interrupting classes. Students who see administrators in the hall are less likely to misbehave. Teachers may have a rolled up cover that will be used when a lock-down or intruder alert is in place. Teachers may also decorate their doors with a theme or students' work in order to make it inviting for visitors to the classroom. Please be sure that the window and door knob are not covered if doing so.

Doors (Locked):

Students are prohibited from opening exterior doors for anyone, including staff members, so do not ask students to open doors that lead into the building. Please remind students of this expectation. Only staff members may open the exterior doors for us. The doors will be locked to the outside at the start of the instructional day for safety reasons. Teachers are not to leave any of the side or back doors wedged open at any time. Let us work together and take the time to shut the door behind us correctly if we exit through them.

Drills:

State law requires students and teachers to participate in fire and emergency drills. Teachers must stress the importance of proper fire and emergency drills etiquette to their students. The best way to teach this is by example. Please be certain to read the fire drill instructions and study the emergency exit map during the first weeks of school.

In all cases, students are expected to exit the building in an orderly fashion and as quietly as possible. Students should not be allowed to play around, talk, or treat these drills as free time. All students are expected to walk out in a straight line and escorted to a designated area away from the building.

Duties:

Each staff member will be assigned certain duties throughout the day. Types of duties include morning duty, lunch duty, recess duty, and after school duty. A copy of the assigned duties for this school year will be given to each staff member at the beginning of the school year.

Morning Duty

Morning duty begins promptly at 7:15 a.m. and ends at 7:30 a.m. for all professional staff members. It is necessary for all staff to be at their designated stations on time, so we can ensure the safety of our students. These teachers will monitor students, and classroom teachers will be responsible for providing morning work for students while they wait for their homeroom teachers to arrive at 7:30 a.m. Teachers are responsible to secure their own coverage on days when they will be out.

Lunch Duty

All students will be brought to the cafeteria and will be seated before and after they get their meals. Once students have entered the cafeteria, they are expected to follow cafeteria rules. All students are expected to use quiet voices and face towards their table while in the cafeteria. Everything will be done in an orderly manner.

Recess Duty

Students will be allotted 20 minutes of recess in which they will participate in unstructured play. Staff on duty must keep an eye on students at all times as this is the time when students are at a higher risk of injury.

After School Duty

Once the bell has rung at the end of the day, an assigned teacher from the grade level is to walk their students to their pick-up destinations then resume dismissal from their classroom. Our campus will be utilizing the Group Me Application this year for dismissal, so it is important for all staff members to have access. We will have other staff members at different duty posts monitoring that students are exiting in a safe and orderly fashion. Teachers on duty will take remaining students to the front of the campus and wait with students until relieved by administration at 3:45 p.m.

O'Grady Staff Duties 2018-2019

7:15-7:30 a.m. / 3:15-3:45 p.m.

*Special Pops will report to designated morning duty and assigned area for after school.

	Pre-Kinder	Kindergarten	1st grade	2nd grade	3rd grade	4th grade	5th grade
Week of:							
Sept. 4-7	A. Hutchins	P. Cantu	M. Cantu	M. Calvillo	B. Lopez	O. Jimenez	R. Garcia
Sept. 10-14	B. Garza	G. Ramos	S. Victorino	G. Flores	L. Morales	M. Ruiz	I. Gonzalez
Sept. 17-21	D. De La Garza	E. Gamboa	G. Villarreal	A. Martinez	I. Ramsey	L. Rodriguez	B. Magallan
Sept. 24-28	J. Flores	V. Sema	D. Ortiz	D. Sandoval	R. Venecia	I. Vallejo	M. Davalos
Oct. 2-5	A. Hutchins	P. Cantu	M. Cantu	M. Calvillo	B. Lopez	O. Jimenez	D. Rodriguez
Oct. 8-12	B. Garza	G. Ramos	S. Victorino	G. Flores	L. Morales	M. Ruiz	R. Garcia
Oct. 15-19	D. De La Garza	E. Gamboa	G. Villarreal	A. Martinez	I. Ramsey	L. Rodriguez	I. Gonzalez
Oct. 22-26	J. Flores	V. Sema	D. Ortiz	D. Sandoval	R. Venecia	I. Vallejo	B. Magallan
Oct. 29-Nov. 2	A. Hutchins	P. Cantu	M. Cantu	M. Calvillo	B. Lopez	O. Jimenez	M. Davalos
Nov. 6 - 9	B. Garza	G. Ramos	S. Victorino	G. Flores	L. Morales	M. Ruiz	D. Rodriguez
Nov. 12-16	D. De La Garza	E. Gamboa	G. Villarreal	A. Martinez	I. Ramsey	L. Rodriguez	R. Garcia
Nov. 26- Nov. 30	J. Flores	V. Sema	D. Ortiz	D. Sandoval	R. Venecia	I. Vallejo	I. Gonzalez
Dec. 3-7	A. Hutchins	P. Cantu	M. Cantu	M. Calvillo	B. Lopez	O. Jimenez	B. Magallan
Dec. 10-14	B. Garza	G. Ramos	S. Victorino	G. Flores	L. Morales	M. Ruiz	M. Davalos
Dec. 17-21	D. De La Garza	E. Gamboa	G. Villarreal	A. Martinez	I. Ramsey	L. Rodriguez	D. Rodriguez
Jan. 09-11	J. Flores	V. Sema	D. Ortiz	D. Sandoval	R. Venecia	I. Vallejo	R. Garcia
Jan. 14-18	A. Hutchins	P. Cantu	M. Cantu	M. Calvillo	B. Lopez	O. Jimenez	I. Gonzalez
Jan. 21-25	B. Garza	G. Ramos	S. Victorino	G. Flores	L. Morales	M. Ruiz	B. Magallan
Jan. 28-Feb. 1	D. De La Garza	E. Gamboa	G. Villarreal	A. Martinez	I. Ramsey	L. Rodriguez	M. Davalos
Feb. 5-8	J. Flores	V. Sema	D. Ortiz	D. Sandoval	R. Venecia	I. Vallejo	D. Rodriguez
Feb. 11-15	A. Hutchins	P. Cantu	M. Cantu	M. Calvillo	B. Lopez	O. Jimenez	R. Garcia
Feb. 18-21	B. Garza	G. Ramos	S. Victorino	G. Flores	L. Morales	M. Ruiz	I. Gonzalez
Feb. 25-March 1	D. De La Garza	E. Gamboa	G. Villarreal	A. Martinez	I. Ramsey	L. Rodriguez	B. Magallan
March 4-8	J. Flores	V. Sema	D. Ortiz	D. Sandoval	R. Venecia	I. Vallejo	M. Davalos
March 18-22	A. Hutchins	P. Cantu	M. Cantu	M. Calvillo	B. Lopez	O. Jimenez	D. Rodriguez
March 25-29	B. Garza	G. Ramos	S. Victorino	G. Flores	L. Morales	M. Ruiz	R. Garcia
April 1-5	D. De La Garza	E. Gamboa	G. Villarreal	A. Martinez	I. Ramsey	L. Rodriguez	I. Gonzalez
April 8-12	J. Flores	V. Sema	D. Ortiz	D. Sandoval	R. Venecia	I. Vallejo	B. Magallan
April 15-17	A. Hutchins	P. Cantu	M. Cantu	M. Calvillo	B. Lopez	O. Jimenez	M. Davalos
April 23-26	B. Garza	G. Ramos	S. Victorino	G. Flores	L. Morales	M. Ruiz	D. Rodriguez
April 29-May 3	D. De La Garza	E. Gamboa	G. Villarreal	A. Martinez	I. Ramsey	L. Rodriguez	R. Garcia
May 6-10	J. Flores	V. Sema	D. Ortiz	D. Sandoval	R. Venecia	I. Vallejo	I. Gonzalez
May 13-17	A. Hutchins	P. Cantu	M. Cantu	M. Calvillo	B. Lopez	O. Jimenez	B. Magallan
May 20-24	B. Garza	G. Ramos	S. Victorino	G. Flores	L. Morales	M. Ruiz	M. Davalos
May 27-31	D. De La Garza	E. Gamboa	G. Villarreal	A. Martinez	I. Ramsey	L. Rodriguez	D. Rodriguez

O'Grady Elementary Lunch/Recess Duty Schedule

08-09-2018

Time	Recess	Cafeteria	J. Milam	M. Gomez	L. Flores	C. Salinas	M. Garza	L. Quintanilla	M. Middlebrook	J. Veliz	N. Cardoza	B. Garza	J. Flores	rent Liasor
10:30	10:35	Pre K/ SPED	Cafeteria											
10:35	10:40	Pre K/ SPED	Cafeteria											
10:40	10:45	Pre K/ SPED	Cafeteria											
10:45	10:50	PreK/SPED/Kinder	Cafeteria					Cafeteria					Cafeteria	
10:50	10:55	PreK/SPED/Kinder	Cafeteria					Cafeteria					Cafeteria	
10:55	11:00	PreK/SPED/Kinder	Cafeteria					Cafeteria					Cafeteria	
11:00	11:05	Pre-K	Kinder/1st	Cafeteria	Cafeteria			Cafeteria					Cafeteria	
11:05	11:10	Pre-K	Kinder/1st	Cafeteria	Cafeteria	Lunch		Cafeteria	Recess				Cafeteria	
11:10	11:15	Pre-K	Kinder/1st	Cafeteria	Cafeteria			Cafeteria	Recess				Cafeteria	Lunch
11:15	11:20	Pre-K/ Kinde	1st/2nd	Recess	Cafeteria			Cafeteria	Cafeteria	Recess			Recess	
11:20	11:25	Kinder	1st/2nd	Recess	Cafeteria			Cafeteria	Cafeteria	Recess			Recess	
11:25	11:30	Kinder	1st/2nd		Cafeteria			Cafeteria	Cafeteria	Recess			Recess	
11:30	11:35	Kinder/1st	2nd/3rd		Recess	Cafeteria		Cafeteria	Cafeteria	Recess			Recess	Cafeteria
11:35	11:40	1st	2nd/3rd		Recess	Cafeteria		Cafeteria	Cafeteria	Recess			Recess	Cafeteria
11:40	11:45	1st	2nd/3rd		Recess	Cafeteria		Cafeteria	Cafeteria	Recess			Recess	Cafeteria
11:45	11:50	1st/ 2nd	3rd/4th			Cafeteria		Cafeteria	Cafeteria	Recess			Recess	Cafeteria
11:50	11:55	2nd	3rd/4th			Cafeteria		Cafeteria	Recess	Cafeteria			Recess	Cafeteria
11:55	12:00	2nd	3rd/4th			Cafeteria		Cafeteria	Recess	Cafeteria			Recess	Cafeteria
12:00	12:05	2nd/3rd	4th/5th			Recess	Cafeteria	Cafeteria	Recess	Cafeteria			Recess	Cafeteria
12:05	12:10	3rd	4th/5th			Recess	Cafeteria	Cafeteria	Recess	Cafeteria			Recess	Cafeteria
12:10	12:15	3rd	4th/5th			Recess	Cafeteria	Cafeteria	Recess	Cafeteria			Recess	Cafeteria
12:15	12:20	3rd/4th	5th				Cafeteria	Cafeteria	Recess	Cafeteria			Recess	Cafeteria
12:20	12:25	4th	5th				Cafeteria		Recess	Recess			Recess	Cafeteria
12:25	12:30	4th	5th				Cafeteria		Recess	Recess			Recess	Cafeteria
12:30	12:35	4th/5th					Recess						Recess	
12:35	12:40	5th					Recess						Recess	
12:40	12:45	5th					Recess						Recess	
12:45	12:50						Recess						Recess	
12:50	12:55												Recess	
12:55	1:00												Recess	

Field Trips:

All field trips must be approved by the principal and central office administration whether they are during or outside of school hours. A school representative must accompany the students on every school sponsored activity, and an eight-to-one students-to-adult ratio must be maintained. Parents must sign a permission slip before each trip they take. Students who fail to bring a permission form will need to remain in school. Teachers need to provide work for students who stayed behind. If you plan to use a school bus, all bus requisitions must be submitted to the Transportation Department at least 21 days in advance of the trip.

Fundraisers:

Fundraising will be conducted by the grade level or organization wanting to raise the funds. Approval is needed before the fundraiser takes place. The student activity clerk will be required to collect all monies generated the day of any activity, and under no circumstances will staff be permitted to keep any of the cash. This is a violation of board policy, and no staff member is authorized to do this.

All organizations, clubs, or school-sponsored groups must deposit any money collected at the end of each day. Clubs and organizations are also not permitted to open a separate checking account with a bank. Please see our activity clerk for further instructions.

Grading Procedures:

Although we use Tyler to input grades, it is highly recommended that each teacher also have a hard copy of these records as well, preferably in a spreadsheet or gradebook. The grade book is a method of record keeping that we will have to monitor student mastery of objectives. This information is vital in determining tutoring, grading, and promotion or retention. All records need to be maintained up to date at all times. Parents have access to see their child's grades, so it is important to input grades as soon as possible in order to keep parents abreast of their child's academic progress in your classes.

Grading System:

The students' average will derive from daily assignments and formative assessments. All grades must reflect the students' performance in class; therefore, homework cannot be taken down as a grade for the gradebook.

Daily Work:	Formative Assessments:
● Class Work	● Weekly Exams
● Accelerated Reader	● Accelerated Reader
● Computer Lab	● Compositions
● Interactive Notebook	● Tests and Quizzes
● Projects	● Projects
● Cooperative Work	● Research Papers
● Labs or lessons	● Science Fair

Grade Reporting:

2018 - 2019

Progress Report Posting Windows

Six Weeks	Elementary	Secondary	Release/Mail Date
1st 8/27/18 - 9/28/18	9/10/18 – 9/12/18 Monday-Wednesday	9/10/18 – 9/12/18 Monday-Wednesday	9/13/18 Thursday
2nd 10/2/18 – 11/2/18	10/16/18 – 10/18/18 Tuesday-Thursday	10/16/18 – 10/18/18 Tuesday-Thursday	10/19/18 Friday
3rd 11/6/18 – 12/21/18	11/29/18 – 12/3/18 Thursday-Monday	11/29/18 – 12/3/18 Thursday-Monday	12/4/18 Tuesday
4th 1/9/19 – 2/21/19	1/30/19 – 2/1/19 Wednesday-Friday	1/30/19 – 2/1/19 Wednesday-Friday	2/4/19 Monday
5th 2/25/19 – 4/12/19	3/21/19 – 3/25/19 Thursday-Monday	3/21/19 – 3/25/19 Thursday-Monday	3/26/19 Tuesday
6th 4/15/19 – 5/31/19	5/9/19 – 5/13/19 Thursday-Monday	5/9/19 – 5/13/19 Thursday-Monday	5/14/19 Tuesday

Report Card Posting Windows

Six Weeks	Elementary	Secondary	Release/Mail Date
1st 8/27/18 – 9/28/18	9/27/18 – 10/2/18 Thursday-Tuesday	9/27/18 – 10/2/18 Thursday-Tuesday	10/4/18 Thursday
2nd 10/2/18 – 11/2/18	11/1/18 – 11/6/18 Thursday-Monday	11/1/18 – 11/6/18 Thursday-Monday	11/8/18 Thursday
3rd 11/6/18 – 12/21/18	12/20/18 – 1/9/19 Tuesday-Monday	12/20/18 – 1/9/19 Tuesday-Monday	1/11/19 Friday
4th 1/9/19 – 2/21/19	2/20/19 – 2/25/19 Thursday-Monday	2/20/19 – 2/25/19 Thursday-Monday	2/27/19 Wednesday
5th 2/25/19 – 4/12/19	4/11/19 – 4/16/19 Tuesday-Thursday	4/11/19 – 4/16/19 Tuesday-Thursday	4/18/19 Thursday
6th 4/15/19 – 5/31/19	5/23/19 – 5/31/19 Wednesday-Friday	5/23/19 – 5/31/19 Wednesday-Friday	6/3/19 Monday last day

Progress Reports

By the end of the 3rd week of each six weeks grading period, teachers must notify the parents of students who are failing or who are achieving below their ability level. Teachers must also arrange to have these students attend tutorials and include them in their RTI group. If teachers find that there is a lack of parental support, administration should be notified. Progress Report Cards will be scheduled to provide parents the opportunity to help their child bring up their averages. The dates of the progress report will be noted on the school calendar.

Six Weeks Reporting Period

Grades are reported to parents each six weeks grading period. Computerized report cards which indicate the six weeks averages and information on behavior and attendance are to be sent home at the end of each six weeks reporting period.

Grades shall not be changed once they have been officially posted, so please take the time to double check all of your entries before submission.

Health Clinic:

Always use clinic passes when sending students to the clinic. First aid boxes will be provided for each classroom for minor cuts and bruises. Please do not leave your class unmonitored to bring students to the clinic yourself. Health clinic procedures will be provided by our campus nurse.

Homework Guidelines:

Homework is an essential part of the educational process. It serves a twofold purpose:

1. To practice and reinforce skills that have been previously taught in the classroom, and
2. To develop responsibility and positive study habits.

It is vital that students and teachers review homework assignments regularly, so we can better modify our instruction to meet the needs of the students. Immediate and appropriate feedback on students' work will encourage them to want to improve, so it is a necessary practice to partake in. Constructive feedback also helps clarify any questions and possible gaps that appeared from one day to the next.

Creative assignments are proven to be more productive. Some examples of creative assignments include sharing ideas with parents and neighbors, writing stories and poems, and listening to good radio and television programs.

Homework assignments should serve a valid purpose, be clearly understood by the pupil, and credit should be recognized for completion and mastery, not a grade.

In School Suspension (ISS):

Students will be assigned to ISS by an administrator only. It is important to note that it is not good instructional practice to have students in this setting being that they miss instruction. Let us all continue to call parents, coordinate with our school counselor, and work with principals to meet each student's needs prior to getting to the point of suspension.

ISS at O'Grady Elementary consists of the student being placed with a different teacher in a different grade level. The teacher(s) of the student will provide enough work for the amount of days that they will serve ISS outside of their classroom(s).

The purpose of the isolation is to deter future misbehavior and to offer them new choices. All consequences will be appropriate based on the infraction, and parents will be notified within 24 hours of the infraction.

Incentives:

Rewards and incentives are equally as important as consequences. Let us not offer students incentives that affect other classes or involve foods and beverages during the instructional day. The following is a list of possible incentives you may use to reward students in your classroom:

- | | |
|----------------------------------|--|
| ● Games | ● Verbal praise |
| ● Grab bag or Toy Treasure Chest | ● Positive notes or certificates |
| ● Extra Points | ● Positive notes or calls to parents |
| ● Free Reading Time | ● Music time during independent practice |
| ● Tickets for Prize Raffles | ● Drop lowest grade |
| ● Coupons for Restaurants | ● Pencils, Pens, Erasers |
| ● Games | ● Computer Time |
| ● Grab bag or Toy Treasure Chest | ● Drawing Time |
| ● Teacher's Helper | ● Extra Credit Assignments |

Instructional Objectives:

Teachers are required to post their instructional objectives at a visible location in their classroom, so it is easier to see what it is that students are learning each day. Having the objectives visible along with the students' knowledge of those objectives will speak volumes for the teacher's preparation and clear academic vision.

Intruder:

In case of a campus intruder, an administrator or designee will get on the intercom and give the "intruder" alert in order to caution teachers to lock their exterior class doors and cover their windows. At that time, teachers will need to ensure that students are away from the door and away from plain view. All students in the class should be asked to kneel or sit in a secure area of the room that is not in view of the door in case the intruder is looking for someone in particular. Please make sure that you or your students do not become alarmed. Students are expected to be as quiet as possible, so that they cannot be detected. Students should not be allowed to laugh or mingle during the drills.

When the area is clear, an "all clear" announcement will be made over the intercom. At this time, you may resume your scheduled activities.

Run / Hide / Fight - forthcoming

Lead Teachers:

At O'Grady Elementary our department heads serve as Lead Teachers for the grade level. Lead teachers play a crucial role in assisting the campus principal to make decisions on instruction and the purchase of instructional materials. Lead teachers will oversee the general instructional functions of their grade level, and they will coordinate all team meetings held during the year. If there are any issues, concerns, or recommendations discussed by any member of the team that need to be further addressed with administration, it will be the responsibility of the lead teacher to relay that information in a timely manner.

Lead teachers are expected to meet with their team at minimum **weekly** and keep a log of their discussions in an organized format.

The following staff members have been designated Lead Teachers for this school year:

Grade Level	Teacher
Pre-Kinder	Dora De La Garza
Kindergarten	Pearl Cantu
1 st grade	Maria Cantu
2 nd grade	Maria Calvillo
3 rd grade	Beatrice Lopez
4 th grade	Olga Jimenez
5 th grade	Irma Gonzalez
Special Programs	Brian Garza

Library Services:

Our library will be open from 7:15 a.m. to 3:15 p.m. Teachers are encouraged to send students with a library pass to check out books at will. We want to make sure that all library books are being properly checked out, so please remind your students to have their I.D.'s and folders ready for check out. Teachers are also encouraged to sign up with our school librarian for independent research and special class projects.

Lounge and Work Rooms:

Lounges and work rooms are for staff members and permitted parent volunteers only. Students are not allowed in the teacher's lounges, workrooms, or staff restrooms, so please do not send students to retrieve copies or purchase a beverage on your behalf. Please be sure to keep the areas clean and organized. If there is any need of repair for the machines or equipment in these rooms, please be sure to notify the front office as soon as possible so that a work order can be made.

Mailboxes:

Please check your mailbox daily for important information which may require immediate action. It is recommended that staff members retrieve information in their mailbox in the morning, during their conference, and after school. All deadlines and requests must be met in a timely fashion as they help organize the campus. We want to keep all letters and information business oriented and appropriate.

Mentor Program (Students):

The objective at all elementary schools is to establish a strong support system for at-risk students in order to improve their quality of education at our campus. Students will be nominated by homeroom teachers in accordance to academic or social needs. Teachers will then be assigned two students from their grade level to mentor throughout the year.

Mentor Logs will be filled out every 3 weeks, one for progress and another for the end of the six weeks. Logs will include information on students' grades, attendance, struggles and strengths. The school counselor will be picking up the mentor folders to review students' progress and meet with any students that teachers are recommending for counseling support.

Office Referrals – Legal Documents:

At times, you will receive a request for information – grades, conduct, social skills, progress or lack thereof, etc. on a particular student. These requests are made by administrators or counselors for several uses. Most of the time, they are used to counsel with parents or students. In some instances, however, they are made a part of the official record in alternative education placement and/or expulsion cases. Whatever the reason for the request, teachers must be meticulous to ensure that the information is factual and that detail is included.

Discipline Referrals

It is important for all referrals to be factual, and that they include the specific language that students use against teachers. Although it is unpleasant to repeat and write down, citing the specific bad language is actually good documentation because it allows others who do not know the student and his character to determine for themselves that he is a severe case and that the necessary consequences to follow are justified. All information must be filled out on the referral. Prior actions must be dated and communication with the parent is necessary.

Parking:

Staff parking is located in the back of the campus (South) with the entrance from Holland Avenue. Please continue to utilize this parking area and lock your vehicles at all times. The gate will be locked during working hours for the safety of your vehicles and our students. The gates are unlocked during lunch hours and at the end of the day for dismissal. All staff members must use the O'Grady Parking Permit.

Professional Learning Community (PLCs):

A professional learning community, or PLC, is a group of educators that meets regularly, shares expertise, and works collaboratively to improve teaching skills and the academic performance of students.

PLC meetings will be held on a weekly basis in order to serve the following purposes:

- to make curricular decisions
- desegregate data
- discuss lesson plans
- construct lesson activities
- ensure vertical alignment when delivering instruction

Teachers should take full advantage of any professional assistance and information given during these meetings. Constructive feedback, professional criticism, and an open mind are vital when we are in collaboration for the benefit of our students. Keep in mind that if we are seeking different results for our campus, then we must be open to using different teaching techniques that we might not be comfortable with at first but are surely worth our best effort.

PLC meetings will be held weekly. Every Monday afternoon the campus PLC will hold meetings at 4:00PM. All staff will participate in PLC's on Tuesday throughout the day. A schedule of classroom assignments will be distributed.

SBDM Committee–

This committee is comprised of teacher representatives who are elected by campus staff members. They primarily serve as an advisory council to the Principal, in which they will provide assistance in decision-making for the operation of the school. At least two-thirds of this committee are teachers; however, there will also be community, business, and parent representatives on this council. Sub committees will be created as needed based on the needs from the CNA (Campus Needs Assessment).

Substitutes:

All teachers will need to prepare substitute lesson plans when absent. The lesson plans must contain a class roster(s), seating chart, assignments, daily schedule, and specific instructions on the procedures that are used in class. Sometimes unexpected events occur and teachers are unable to come in to work or they must leave early, therefore it is always best to anticipate such events and be prepared with an emergency substitute packet.

The following is a list of items one should include in their substitute packet:

1. Teachers name and grade level
2. Seating chart of each class
3. A copy of your class schedule
4. Forms and passes (Attendance slips, nurse slips, library passes, etc.)
5. Group assignments (if any)
6. Statements describing routine procedures established such as room traffic, restroom breaks, student helpers (roles), disciplinary measures commonly used, etc.
7. Supplemental work or an extension of the lesson is recommended for those students who work faster and finish earlier. This is also best practice to keep students engaged and disciplinary issues minimal.
8. A form or notepad on which the substitute can describe the behavior of the class, special problems that arose and school work that was completed
9. A description of your extra responsibilities and duties for each day of the week

Tardy Policy:

Students who arrive after 7:45 a.m. are considered late. These students are expected to get an admittance tardy slip from the front office. Unfortunately, students who are late continuously interrupt your class and miss out on instruction, but please keep in mind that it is usually not their fault for being late since they do not drive themselves to school. Please remember that it needs to be addressed with the parents if it becomes an issue.

Technician:

The school technician, Mr. Michael Middlebrook, will troubleshoot all of the technology issues that might arise at our campus and will be the primary source of information for technology maintenance and needs assessment. He will work on teacher requests on a first come first serve basis, so teachers are encouraged to file a work order through Helpdesk as soon as issues or problems arise.

A work order is the best way to make contact, and it is necessary for documentation purposes.

Please follow the steps below in order to place a work order:

1. Start by going to the district website www.mcisd.net
2. Place your cursor over “**Staff**” on the top menu items
3. Click the second item: **Helpdesk, AWARE, PDAS**
4. Fill in username and password (same as your work email login)
5. Click the Helpdesk icon
6. At the bottom left of the page, click on “**Create a New Request**”
7. Follow the directions and include detailed information on the issue(s) that need to be addressed
8. Submit request

Tutorial Program:

The tutorial program will begin during the first semester for all students identified with need. The program will run from 3:45 – 4:45 p.m. In addition, Saturday tutorials will take place (date TBD). Tutoring students will be monitored at all times by their teacher.

If there comes a time when a teacher cannot stay for their scheduled tutoring day, it is expected for them to get a substitute for their class. **Teachers are not allowed to cancel tutoring all together without the approval of the principal.** It is important that students do not miss out on these tutorial opportunities, so coverage is necessary.

U.I.L.:

Students are highly encouraged to participate in extra-curricular activities; however, sponsors will determine eligibility from students’ behavioral and academic standing. U.I.L. sponsors are also responsible for enforcing the particular standard of their club or organization.

Our campus goal is to provide students with the opportunity to excel academically in all areas and to advance to state in the areas that apply. We want to instill a winning tradition at O’Grady Elementary School. Hard work and dedication breed success in life, so practice makes perfect!

UIL Assignments

- UIL Coordinator
- Calculators
- Creative Writing
- Mathematics
- Number Sense
- Ready Writing
- Spelling
- Spanish Oral Reading
- Art Smart
- Chess Puzzles
- Dictionary Skills
- Maps, Charts, and Graphs
- Oral Reading
- Science
- Music Memory
- Story Telling

Visitors:

We care about our students' safety and our own; therefore, we want to establish the safest school environment possible. For this reason, all visitors to our campus are required to check-in at the front office during the instructional day for security reasons. We will not allow parents or any other visitors to walk into the instructional areas for any reason while there are other students in the building. Family members who need to talk to teachers are expected to sign in at the front office as well. If a parent requests to speak to their child or if they want to take their child home, the parents is expected to wait for them at the front office. All students will be called out via phone system.

Volunteers:

Parent volunteers will be permitted to assist throughout the school day, but they will have already been screened with a background check and have a special ID that they will wear. Teachers will not be allowed to have personal visitors or volunteers who have not been approved in their classrooms, and under no circumstances will visitors be allowed to come in through any side doors.

Work Day Expectations:

As educators, it is our obligation to model that which we expect from our students, so please be prepared to start the day no later than 7:30 a.m.

All staff is required to sign in at the beginning of each morning to establish your presence. Signing in during your conference or lunch break will not be allowed. Failure to arrive to work on time and sign in daily can and will reflect on your appraisals at the end of the year.

Teachers who leave early need to sign out at the front office and get approval from an administrator. This documentation is vital and necessary and will be strictly carried out daily.

The following is a list of expectations to be carried out during the work day:

- Teachers will need to be in their classroom no later than 7:30 a.m. to receive their students in time for breakfast. The teacher work day is from 7:30 a.m. – 3:30 p.m. unless it is the teacher's duty day.
- Paraprofessionals are scheduled to work their daily 8 hours and must adhere to their designated schedules.
- All staff members will need to read their emails and check their mailboxes regularly to keep informed of school information.
- Teachers who will leave for an extended period of time (two hours or more) will need to request for a ½ day substitute. This will be monitored by administration. These extended periods will be monitored by administration. **It should be an exception to leave early or come in late, not the norm.**

The building will be open from 6:30 a.m. until 8:00 p.m. on weekdays. Office hours are from 7:15 a.m. to 4:30 p.m.