

FOREWORD

This professional/paraprofessional staff member bulletin is prepared to provide information regarding state and local requirements and expectations and procedures relative to operations of schools in the Sulphur Springs Independent School District. Efforts have been taken to update information for this 2010/2011 school year. Each staff member is asked to review this information included in this bulletin in order to prevent misunderstandings, etc. Certain procedures/items related to specific campus operations will be addressed by campus administrator(s).

ADVISORY COUNCILS

In compliance with Education Code 11.251 - 11.252 the District has established a district-and-campus-level planning and decision-making process that involves the professional staff of the district, parents, and community members in establishing and reviewing the district's and campuses' educational plans, goals, performance objectives, and major classroom instructional programs.

ATTENDANCE OF STUDENTS

Punctual and regular school attendance is expected. Excessive absenteeism and/or tardiness shall be reported by the teacher to the principal as this problem may not be recognized in the school's office. A student is to be readmitted to class following an absence only after receiving an admission slip from the office. The absence shall be recorded in the teacher(s) grade book. This procedure may vary at the elementary school level. No student should ever be excused from a class or school unless authorized by the principal or his designee.

In order to receive credit in a class, students must be in attendance for at least 90% of the semester. Students who are in attendance for less than 90% of the semester shall not be given credit for the class unless the attendance committee finds that the absence(s) is the result of extenuating circumstances or the student regains credit by making up the days missed.

BOARD POLICIES

All Board Policies, including those that address harassment and employment issues for the Sulphur Springs Independent School District are available online. Staff members desiring to review these policies may access these policies at www.ssisd.net. Hard copies are available to all employees by sending a written request to the Human Resource Office.

CALENDAR FOR SCHOOL YEAR

State Law and State Board of Education (SBOE) directives require the annual school calendar to provide for 180 instructional days and seven staff preparation days. Sulphur Springs ISD received a waiver from TEA for 3 early release days for the 2010/2011 school calendar. Those days are October 1, 2010, October 29, 2010 and April 21, 2011. School will dismiss at 12:50 for students.

DISCIPLINE

Discipline should be handled by the professional staff member to the extent possible. The staff member should confer with the student, principal, and parents in all unusual problems. Cooperation and understanding between the parents and the school can often eliminate problems before they develop into unpleasant situations.

If a student does become disruptive and disobedient, direct and accompany the student to the Principal's office. Do not tell a student to "leave school" or a "class". Please keep a written record of each incident and the actions taken in each incident where a serious discipline problem may be developing. Ask a neighboring teacher to temporarily supervise your class should it be necessary for you to leave the class.

Please refer to the SSISD STUDENT CODE OF CONDUCT HANDBOOK for information related to the expected behavior of students as well as disciplinary actions that can or may be taken when a student is in violation of school rules.

DRESS AND GROOMING

Staff members are expected to exhibit good taste and professional judgment in the selection of school apparel. As adults, district employees are expected to be an example to students in appearance. Jeans are permissible on Fridays only. Principals should seek prior approval for any exceptions in regard to field trips, playdays, etc. Staff members should follow good hygienic practices and exhibit good grooming.

DUTY FREE LUNCH PERIOD

Each professional teacher is entitled to a 30-minute lunch period free from all duties and responsibilities connected with the instruction and supervision of students.

EVALUATIONS OF PERSONNEL

The Professional Development Appraisal System (PDAS) developed by the Commissioner of Education has been selected as the teacher-appraisal system. The formal teacher appraisal shall include:

- (1) at least one classroom observation of a minimum of 45 minutes
- (2) a written summary of each observation
- (3) completion of the Teacher Self-Report form
- (4) cumulative data of written documentation collected
- (5) a written summative annual appraisal report
- (6) a summative annual conference

In the 78th Legislative session, House Bill 1440 removed the requirement that districts appraise all teachers on an annual basis. Teachers who have been rated on their latest appraisal as proficient with no areas rated as deficient may be appraised less frequently than, but at least once each 5 years. Teachers on probationary contracts will be appraised annually.

EXTRA DUTIES

Each campus has extra duties which must be performed in order to ensure the proper supervision of students outside the classroom. Professional and paraprofessional staff members are expected to assume and perform these responsibilities in a professional manner.

FIELD TRIPS

Staff members should initiate requests for field trips and excursions with the Principal. The Principal, in turn, may approve or disapprove the request. If transportation is involved, the Principal will submit the request to the Superintendent of Schools, or his designee, for his approval. No transportation requests will be honored by the Director of Transportation unless approved by the Superintendent of Schools. Transportation requests should be submitted at least TEN days prior to need for transportation.

GRADE BOOK

Professional instructional staff members shall keep a grade book and record grades, absences, and tardies. Grade books shall be neat and legible and numerical grades shall be used (0-100). Each grade shall be identified. A minimum of one (1) grade each week is required; it is strongly suggested that at least two grades or more be taken each week. Grade books should be filed in the principal's office at the close of each school year.

GRIEVANCE PROCEDURES

Board policy (DGBA) establishes procedures for the orderly processing of employee grievances. (A copy of grievance procedures is provided on-line.)

HAZARDOUS WEATHER CONDITIONS

Should it become necessary for the school district to dismiss school due to weather conditions or other reasons, the following shall apply to all employees of the district: Information regarding the dismissal of school for students will be broadcast over Radio Stations KSST (1230 AM) and KDXE (96 FM) no later than 6:45 a.m.

INSURANCE BENEFITS

The District and the state cumulatively pay \$225 toward premiums for medical insurance for each District employee. Employees desiring to add spouse and/or children to their coverage should contact the District's Business Office.

COMPENSATORY INSERVICE CREDIT

Compensatory Inservice Credit provides inservice credit time which will count in lieu of attendance at designated district scheduled inservice or workday activities.

In order to grant Compensatory Inservice Credit (CIC), the following district guidelines are established:

1. CIC shall be available to all professional and paraprofessional staff members.
2. CIC shall be granted only for attendance in an activity directly related to the improvement of instruction/instructional skills within the area of professional/paraprofessional assignment.
3. CIC shall be granted and exchanged only for the scheduled district dates which are designated as available for CIC.
4. CIC shall be granted only after the staff member has completed the district's CIC form.
5. CIC records shall be maintained in the district's personnel file.

Professional personnel, for reasons other than personal/family illness or death in the immediate family, may be granted permission to be absent from work only by Mr. Reed on staff inservice and teacher workdays. A letter requesting prior approval and stating the reasons for the absence should be forwarded to Mr. Reed. Staff members will be expected to make up the workday or inservice activity; otherwise, staff members will be deducted their daily rate of pay. Principals and administrators are responsible for ensuring that their assigned professional personnel are on duty during workdays and are in attendance at staff development activities.

INSTRUCTIONAL SUPPLIES

Staff members should initiate requests for supplies through the Principal's office. The school district will assume no fiscal responsibility for merchandise or services purchased without a Purchase Order issued through proper channels.

LEAVES AND ABSENCES

A state minimum personal leave program consisting of five days per year personal leave with no limit on accumulation and transferable among districts shall be provided for school district employees.

Employees also receive an additional 2 local leave days to be used for any reason. The prevailing substitute daily rate of pay shall be deducted from the employee's pay regardless of whether a substitute is employed. These 2 local leave days do not accumulate and are not transferable among districts.

In the event a teacher or paraprofessional is ill or an emergency arises, the employee should notify the Principal as soon as possible so an appropriate substitute, if applicable, can be acquired. Upon return to work, the employee should complete the necessary absence(s) form with the Principal.

In the event an administrator is ill or an emergency arises he/she shall notify the Superintendent of Schools or the immediate supervisor. Upon return to work, the administrator should complete the necessary absence(s) form with the Superintendent or immediate supervisor.

If all leave benefits have been used and no request for additional days has been made, a full day's salary will be deducted for each absence. (A copy of the Personal Leave policy is provided online at www.ssisd.net.)

LEAVING SCHOOL DURING SCHOOL HOURS

Professional staff members should obtain authorization from the Principal when leaving assigned school campuses during work hours. This procedure will prevent many misunderstandings, etc., as well as protect the professional employee.

PARENT/GUARDIAN COMMUNICATIONS

Instructional and administrative staff members are expected to notify a parent or guardian when, in his/her opinion, the student is performing or beginning to perform failing academic work or the student is displaying or beginning to display improper school conduct (poor attitude or classroom behavior--poor attendance--excessive tardiness, etc.) which could possibly lead to academic failure and/or serious disciplinary actions. District forms for parent/guardian contact (Notice of Concern) are provided in each Principal's office. Staff members should complete the form and ask the office to mail the original copy. Two carbon copies are provided by the form--one copy should be turned in to the Principal and one copy should be kept by the staff member.

The purpose of the "Notice of Concern" is to advise the parent/guardian of the situation and to encourage his/her assistance in correcting the problem, etc. After reasonable efforts have been taken to involve the parent/guardian, the staff member or administrator need not continue if no response is received or the situation resolved. A "Notice of Concern" should be mailed at the end of the third week of each six weeks period if a student is failing.

Gradebook access is available to the parents of High School and Middle School students. Grades should be recorded in a timely manner so this information is current and up to date.

PAY DATES

Professional and paraprofessional staff members receive their pay in twelve (12) equal monthly payments based upon the total contracted salary. Pay checks will be issued on the 26th of each month.

For your convenience, we offer direct deposit of monthly payroll checks. Your paycheck will be deposited into your personal bank account at the bank of your choice.

Pay checks shall reflect deductions for income taxes, teacher retirement, and other authorized items. Questions regarding salary, etc. should be directed to the Business Office at 885-7761 ext. 304.

Other payroll deductible items which can be authorized include insurance and annuity payments with district approved companies.

PERSONNEL RECORDS

Items listed below are required for all professional and paraprofessional employees before any salary payments will be authorized. These items are needed for salary computation, certification, and accreditation purposes and are checked frequently by TEA auditors. Please review these requirements and turn in the requested documents at the offices listed as soon as possible.

ASSISTANT SUPERINTENDENT--ADMINISTRATION

1. Current Contract. (Signed)
2. Professional/Paraprofessional Service Record.
This record must be obtained in completed form from the school district of prior employment. (For beginning personnel, a record will be established by the District.)
3. Professional/Paraprofessional Certification.
This is the district copy of the professional/paraprofessional certificate. It indicates the level and/or field of professional/paraprofessional certification. If employed under emergency, out-of-state, or special assignment permits, required materials must be in personnel records.
4. College Transcript(s).
Transcript(s) must be validated by college seal and/or signature. Transcript(s) must denote degree(s) earned and dates. Paraprofessionals will present high school transcript, college transcripts, or GED certificates, etc.
5. Employee Commitment Form
6. Criminal History Form
7. I-9 Form (Required as proof of U.S. Citizenship.)
8. Social Security Statement

DIRECTOR OF FINANCE

1. W-4 Form.
2. Teacher Retirement Form #5.
3. Insurance Benefit Options.

PLAN BOOK

Professional instructional staff members shall prepare a daily lesson plan book in accordance with TEA and local guidelines. Daily lesson plans should briefly note the daily lesson objective, instructional methods/materials, and evaluation methods if applicable. Plans should be prepared a week in advance so that a substitute teacher could carry on in an instructor's absence. Plans/Plan Books shall be periodically reviewed by campus administrators.

PLANNING PERIOD

Each professional instructional staff member shall have uninterrupted planning and preparation period of 45 consecutive minutes each school day.

PROFESSIONAL ASSOCIATIONS

Professional and paraprofessional staff members are encouraged to consider membership in professional and paraprofessional local, state, and national associations. The decision for membership rests solely with the employee.

Listed below are professional associations active within the District. Representatives of these associations and/or materials and information regarding membership will be available at the first campus level faculty meetings.

TSTA/NEA: The Texas State Teachers Association/National Education Association is a unified professional association which provides educational leadership at state and national levels.

Hopkins County Teachers Association: The Hopkins County Teachers Association is the local unit of TSTA/NEA.

Texas Classroom Teachers Association--Sulphur Springs Chapter: The Texas Classroom Teachers Association is the largest independent professional organization in Texas with membership limited to classroom teachers. The Sulphur Springs Chapter is dedicated to cooperatively working with school administrators and the community in improving educational services and opportunities.

Association of Texas Professional Educators: The Association of Texas Professional Educators is a state professional association for administrators, teachers, and paraprofessionals.

SSASIE: The Sulphur Springs Association Secretaries/Aides In Education is a local association which is affiliated with the Texas Educational Secretaries Association.

PROFESSIONAL RESPONSIBILITIES

The Sulphur Springs Independent School District expects its staff members to adhere to the Code of Ethics and Standard Practices for Texas Educators. Critical remarks directed toward students, peers, and supervisory personnel often lead to mistrusts and unproductive relationships, and these situations serve no positive purposes. The common goal for professional existence is to offer the students of the District the most comprehensive educational opportunities possible. To accomplish this end, it is necessary that each employee in the District strive to be the very best professional he/she can.

As a matter of respect and professionalism, no teacher is authorized to detain a student from another teacher's class or grant permission to a student to miss another teacher's class. Student detainment or absences of this nature may be requested and authorized only through the Principal, and efforts should be made to avoid a student's missing another class.

REASSIGNMENT REQUEST

Administrative intra-district transfer procedures provide for the consideration of District professional and paraprofessional personnel with regard to other positions of employment. Personnel requesting consideration for transfer to another position within the District should obtain a Transfer Consideration Form from the Office of the Assistant Superintendent for Administration.

REIMBURSEMENT FOR PURCHASES, TRAVEL, EXPENSES, ETC.

The Sulphur Springs ISD will honor reimbursement requests only if the expenditure has had prior approval and requested according to established procedures. All requests of this nature must have receipts attached. Staff members should consult with the Principal regarding matters of this nature in order to prevent misunderstandings, assumptions, etc.

RETIREMENT

The Board shall not require the retirement of any employee.

It is recommended that personnel considering retirement discuss the matter with the Superintendent of Schools several months in advance in order for the necessary procedures and actions to be completed. Prior planning can be to the advantage of the person who is retiring.

RESIGNATIONS

Resignations of contracted personnel should be submitted in writing not later than the 45th day before the first day of the following school year. Board policy further states that an employee may resign with the consent of the Superintendent at any time mutually agreeable.

SCHOOL ACTIVITIES

Staff members should attend and participate in as many school activities as possible. A teacher's presence projects support and interest to the students, the school, and the community.

Many staff members will be involved in school related organizations, clubs, etc. No school activities should be planned for Wednesday nights as this night is set aside for community religious activities.

Staff members should receive permission from Principals regarding the use of school facilities for meetings, etc.

STUDENT TEACHERS

Sulphur Springs ISD partners with Texas A&M University-Commerce in a PK-12 student teacher program. Prospective elementary teachers spend up to a year working and studying in public school classrooms while earning their degrees and teaching certificates. Prospective secondary teachers spend up to a semester in preparation for the classroom. In this real world environment, A&M-Commerce students work side-by-side with Sulphur Springs' classroom teachers. Students from the university also have the opportunity to be involved in field base experiences. Field based experiences enable students to gain an understanding of the expectations of teachers in a modern society so that students can make informed decisions on whether or not teaching matches his/her career aspirations.

TELEPHONE USAGE AT SCHOOL

Professional staff members are expected to use reasonable judgment regarding the use of the school phone. When there is an emergency call for a teacher, the teacher will be called to the phone immediately; otherwise, the party will be requested to give a return number and advised that the teacher will return the call. The school phone is for school use only; its use for personal business matters is discouraged. **The use of personal cellular phones is limited to conference/lunch periods.** Classroom use is prohibited.

If a personal long distance call must be made on a school phone, the staff member should charge the call to his/her home number. The Business Office will not honor calls unless authorized and approved by the Principal as school related business.

TEXTBOOK RESPONSIBILITIES

Professional staff members are responsible for the issuance, control, and use of textbooks by students. Textbooks should be checked regularly for covers, damages, etc. Please notify the Principal when a student loses or damages a book. Do not issue another textbook without authorization from the Principal's Office. Unissued textbooks should not be accessible to students. It is recommended that textbook numbers be recorded in teacher's grade books in the space provided.

TUTORIALS

Each professional staff member shall assume responsibility for providing tutorial services to students in his/her classes. Students who are failing or in danger of failing shall be given priority regarding tutorial services. It is the responsibility of the staff member to notify parent(s)/guardian(s) when a student is in need of tutorial assistance. Notification should be made on district forms and verification of notice and attendance maintained. Tutorial services should be performed as outlined in Work Hours of this bulletin.

WELFARE OF EMPLOYEES (Drug-Free Schools Requirements)

This District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

Board policy DH (local) establishes standards of conduct for District employees. (A copy of Employee Standards of Conduct is provided on-line.) Hard copies are available to all employees by sending a written request to the Human Resource Office.

(This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 20 U.S.C. 3224a and 34 CFR 86.201.)

WORK HOURS

Professional and paraprofessional staff members shall adhere to the following work hour schedule:

School Days - Instructional

| | |
|---|-----------------------|
| Administrative Staff Members | 7:45 a.m. - 4:00 p.m. |
| Professional/Paraprofessional Staff Members | 7:50 a.m. - 3:50 p.m. |
| Central Administrative Staff Members | 8:00 a.m. - 4:15 p.m. |
| Tax Office | 8:00 a.m. - 4:15 p.m. |

School Days - Inservice/Workdays

| | |
|---|-----------------------|
| All Professional / Paraprofessional Staff Members | 8:30 a.m. - 3:30 p.m. |
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