

# **ELEMENTARY TEACHER HANDBOOK**

## **DUMAS ISD**

### **PHILOSOPHY**

We believe in the development, implementation, and preservation of the democratic way of life; therefore, all students will be given equal opportunities to become responsible citizens. They will be given the same freedoms, privileges, and rights along with duties, responsibilities, and obligations in accordance with school board policy.

We believe that the school with the help of the home, church, and community has the responsibility to help the child develop his/her knowledge, skills, and creativity as well as his/her values, attitude, and understanding. We have the responsibility to strive to develop students' initiative to weigh facts, to make judgments, to act cooperatively, and to show self-discipline along with demonstrating respect for others. We will encourage him/her to become an independent individual and to attain the skills necessary for economic and occupational competence. We will provide assistance in his/her physical, emotional, and aesthetic growth.

We will provide the opportunity for all students to earn an education dependent upon their individual abilities. Student development will begin where the child has the ability to achieve, and he/she will be promoted to the next level when the educational standard of the preceding level has been attained. We will provide a curriculum, which is flexible enough to meet the needs of the pupils with wide range of abilities allowing for variations of interest and activities. The necessary incentives and resources will be provided to develop maximum potential.

Teachers and administrators will strive to work as a team and support one another. The teacher's main role is to open the doors of learning by providing basic skills and their utilization. After careful planning, the administration will be responsible for supervising instruction, implementing policy, and extending resources in all phases of school operation.

The school, home, and community are jointly responsible for providing the opportunity for the best education possible; for developing pride in self, home, school, community, state, and nation; and for lifting the cultural and intellectual level of the community.

### **MISSION STATEMENT**

Dumas Independent School District will provide academic excellence through collaboration with students, parents, and community.

### **SCHOOL COLORS**

Orange and Black

### **SCHOOL MASCOT**

Demon

### **SCHOOL SONG**

Dumas High School beautiful, pride of all forever be.  
In our hearts we say a prayer for thy prosperity.  
Strive for honor, love and truth, with thy colors raised;  
Dumas High School beautiful, ever we'll sing thy praise.

### **DISD MOTTO**

Expect Success

## TEACHER INFORMATION

### POLICIES, RULES AND REGULATIONS OF THE DUMAS INDEPENDENT SCHOOL DISTRICT

One copy of the official school policies, rules, and regulations is in the principal's office or some other designated place in the building and on the DISD Homepage. This policy book is current and will be referred to for interpretation of school guidelines.

### DAILY LESSON PLANS

Daily lesson plans must be turned into the principal's office by Monday each week school is in session. Grades 3-6 will maintain a subject matter notebook listing weekly curriculum. It is the responsibility of all teachers to maintain a substitute folder and prepare a detailed lesson plan for a substitute on any day of absence.

### TEACHER CONFERENCE-PLANNING PERIOD

All teachers will have a minimum forty-five minute conference and planning period daily. This period is to be used as a period for conferences with students and parents and for planning class work. It is not to be considered as an "off" period. Teachers are not to leave the campus during this period unless absolutely necessary.

### TEACHER EVALUATION

Each appraiser will conduct appraisals in accordance to state and local guidelines.

### SAFETY DRILLS

Each campus will have several safety drills throughout the year. Please observe the instructions concerning these drills that are placed in each classroom.

### USE OF TELEPHONES

Teachers or students should not be called out of class to answer the telephone unless it is an emergency. The principal will have the person call back as soon as their schedule permits. **Pagers and cellular phones may be used during lunch or conference periods only. Cell phones may NOT be used while supervising students.**

***HC - Students must have a telephone permission pass from the teacher to use the phone. Students who are ill must check in with Mrs. Whitley. Please do not tell students to call parents if they are not feeling well. They must be cleared through the office.***

### CONFERENCES WITH PARENTS

Many people's conception of Dumas Schools will be formed by the impressions they receive when they come to visit either for a minute's talk or for a formal conference. That is one reason why it is important that each teacher continue to strive to make parents feel their visit is welcome and their interest in the school is appreciated when they come to visit.

The following suggestions are some that teachers may find helpful when talking with parents:

1. It is imperative that we make preparation for all scheduled teacher/parent conferences.
2. Try to find a comfortable and private place for your talk. It will be helpful if you are not seated behind your desk.

3. Listen closely to what the parent has to say. The parent knows more about his/her child than anyone else can ever know, yet you have an advantage in that you see his/her child in action each day in a group situation. Both you and the parent have a great deal of information that can be shared for mutual benefit.
4. Every student has some good points; emphasize these and the parent will accept more readily any unfavorable information or criticism about the child. Begin your report with encouraging news.
5. Put yourself in the parent's shoes. A parent may want your frank opinion as to how his/her child is doing, yet may dread hearing that the child is deficient in some area. A tactfully phrased approach will make this a mutual problem and enlist the parent's cooperation.
6. The teacher should be extremely cautious in expressing an opinion to the parents concerning the health of their child. In cases where teachers feel that a student is in need of special help, it is recommended that reference to a medical doctor be made to determine the cause of the problem. If further referral is needed, the medical doctor should do this.
7. If the parent thinks it is the fault of the school because his/her child is not doing well, try to find out exactly what the parent thinks is the matter. Then ask for his/her suggestions as to how the situation might be improved.
8. If someone asks you to do something that is against school policy, make your refusal as courteous and pleasant as possible and make an attempt to explain why you cannot do it.
9. When someone starts to criticize another teacher to you, offer a defense or suggest that the person have a conference with the teacher. If you cannot do this, change the subject as soon as possible. After all, it may be you that will be talked about next time.
10. Teachers should be much aware of the dangers of repeating confidential statements from a parent or student conference.
11. The personal conference is recommended over the telephone conference.

### **COMMUNICATION WITH THE ADMINISTRATION**

Each teacher is invited to schedule a conference to discuss the problems that he/she might have in which assistance is desired, or to offer suggestions that might help us have a better school. All suggestions will receive courteous attention and consideration. Problems, suggestions, and criticisms should be taken up first with the principal before they are taken to the superintendent or assistant superintendent. If satisfaction is not obtained after the first two levels, the employee may request to be placed on the board agenda. This request must be made in writing to the superintendent.

Professional people must react in a professional manner. Gossiping or complaining among the personnel or patrons will only make the situation worse.

If your program has a director, you must remember that you are responsible to your building principal. The directors work in cooperation with the principal, but not in place of them.

### **OPEN-HOUSE**

Each campus will schedule Back to School Night(s) early in the year. **HC – Our Back-to-School Night will be on Thursday, September 10. K-2<sup>nd</sup> will meet from 6:00-6:30. 3<sup>rd</sup> -6<sup>th</sup> will meet from 6:30-7:30.** An annual Open House will be held during the month of December at a time to be set each year before the Christmas Holidays. This is a night where parents can visit the classrooms and attend the music program. **HC – Our Open House will be on Thursday, December 10. Open House will be from 5:30-6:00 and the Christmas Program from 6:00-7:00.**

## **PARTIES AT SCHOOL**

Teachers and students should limit gifts at Christmas time to a maximum cost of \$2.00.

The two parties -- (Christmas and Valentine) -- should be held within the last hour of the day.

## **USE OF FILMS/VIDEOS**

A film is of very little value unless the teacher previews it, and the class is prepared to view the film. Teachers may preview films before school, after school, or during conference periods. All films/videos must be approved by the principal.

## **ACCIDENTS**

All accidents on the school campus are to be reported immediately to the office by the teacher in charge. Cause of the accident and other pertinent information is to be recorded by the teacher on the accident form kept in either the nurse's or principal's office. Injury of a staff member should be recorded on a workmen's comp form before leaving school the day of the accident.

## **REPORTING CHILD ABUSE**

All school personnel shall be responsible for reporting suspected child abuse to the building principal and the proper state agency. See the DISD Protocol for Reporting Abuse in the campus handbook.

## **COMMUNICABLE DISEASES**

Teachers should be constantly on the alert for any sign of communicable disease or infections. If a student is suspected of having such diseases or infections, he should be sent to the principal's office or nurse's office.

## **PROFESSIONAL ORGANIZATIONS**

The Dumas Independent School District shall not abridge the right of any certified teacher to join any professional association or organization or to refuse to join any professional association or organization. (Texas Public School Law 13.217)

*HC - Payroll deductions for professional organizations are permitted. Payments may be made in one payment, three payroll deductions, or one payment each month. Professional organizations will be responsible for collection of money.*

*HC – I want to encourage you to join PTO. Our PTO does an amazing job.*

## **KEYS**

Teachers should never have duplicate keys made under any circumstances. If a key is lost, please tell the principal; and he/she will take care of it.

## **TOBACCO-FREE SCHOOLS**

Dumas Schools are designated as tobacco free.

## **TALKING WITH SALESPERSONS**

1. All contacts outside school hours. (Not during conference period or lunch hour)
2. Insurance companies must furnish sample policy two weeks prior to any contact with teachers.
3. Faculty lists will not be furnished to salesmen.
4. "Red" authorization form must be obtained from central office before contact.

## **PERSONAL ITEMS**

You are cautioned about leaving personal items of value in your room. If you do, do so at your own risk.

## **USE OF COPIER**

*HC– All work that is copied on the copier should be limited to essential instruction. There should be no color-in pages used for art. Use two-sided copies whenever possible. Use legal size paper whenever possible.*

## **COFFEE/TEA FUND**

*HC– Cains Coffee will be furnishing our coffee this year. Coffee drinkers will be asked to pay Reta \$20.00 by Friday, September 11. Tea drinkers should bring a box of 24 count family size tea bags to Reta by Sept. 11. Mary Lou will keep coffee made until afternoon and will make two pitchers of tea for lunch.*

## **CITIZEN OF THE WEEK**

The "Citizen of the Week" for each grade level is due on Wednesday by 4:00.

## **PROFESSIONALISM**

Be careful what you say about and how you treat fellow employees. Remember, they probably will return the favor.

*HC- We are professionals who should support each other on our campus and in our district. When we say negative things about another teacher, we end up hurting ourselves as well as the other teacher. Always handle yourself in a professional manner. We should expect more of ourselves than we do of our students.*

## **COLLEGE HOURS**

If you intend to take more than 3 college hours in one semester, you must get permission from Mr. Appel.

## **CAMPUS COUNCIL**

*HC – There will be an agenda emailed to you and posted in the teacher's lounge before every Campus Council meeting. We welcome input from anyone. You can have input by telling one of the members, or you are invited to attend all meetings. After each meeting, a copy of the minutes will be emailed to you and a copy will be posted in the lounge so you will know what was discussed and decided.*

## **COKES AND CANDY**

Staff members are prohibited from selling items to students outside of planned fund raising events. Teachers must follow the MNV (Minimal Nutrition Value) policy written by the Commissioner of Agriculture. Teachers will receive MNV guidelines to follow during the school year.

## **DUTIES AND REQUIREMENTS OF TEACHERS**

### **DUTY HOURS**

The teacher's school day begins at 8:00 a.m. and ends at 4:00 p.m. except when official meetings of one kind or another are scheduled. Any deviation from this schedule will be announced. Assistant's hours are 8 ½ hours a day with a 30-minute lunch.

***HC – There will be no sign in/out sheet, but please treat these hours professionally. Be sure to sign out and back in if you leave the building during the school day. Assistants' hours are 8 hours a day with a 30-minute lunch.***

### **FACULTY MEETINGS**

No rigid calendar of general or building faculty meetings is planned. Meetings will be scheduled, as the need for them is apparent. Regular building meetings will be conducted on Wednesday if possible. Emergency meetings will be called on any school day. The principal will visit the teachers and hold conferences with individual groups at various times. The principal is available before and after school for a conference if any teacher should desire one.

***HC– Please do not schedule appointments on Wednesday from 3:30 – 4:30 without checking with the office first.***

### **EXTRA DUTIES**

Any teacher may be called on at some time to work at school-sponsored activities, such as football games, basketball games, track meets, or other activities that might be on a school-wide basis. Teachers are paid for many of these services. However, there may be several assignments for which you will receive no additional pay.

### **CHECKING MAIL**

Check your mailbox and e-mail daily.

***HC – Please check your e-mail in the morning and after school on a daily basis. Please remember that the email system is for business only.***

### **LUNCH/BREAKFAST COUNT**

The cafeteria does not require a count to be turned in daily. **A count may be asked for on special occasions. If you order from the teacher menu, your count must be turned in by 8:30.**

***HC- The maximum charge for students and teachers is \$7.00. Breakfast will be free for students. Lunch will be \$1.75 for students and \$2.85 for adults.***

### **EXPECTATIONS DURING SCHOOL HOURS**

Teachers are expected to be in their respective homeroom prior to the arrival of their students. The time between the arrival of the students in their rooms and the beginning of the first period class is to be considered as a homeroom class period. Room conditions should be maintained that are conducive to study.

Teachers and assistants are to stand at the door to the classroom and supervise the conduct of students passing between classes as well as those going to or leaving classrooms.

Teachers are not to dismiss class earlier than the scheduled time for dismissal.

The teacher is not to give permission to any student to leave the school grounds without the consent of the principal.

Students are not to be kept in after school unless parents have been notified by phone or a day in advance.

All on-duty teachers are expected to attend assemblies, pep rallies, etc., unless assigned to some other duty. You are

to be on watch for unbecoming conduct on the part of students attending these activities. It may be necessary for some "on the spot" correction and/or reporting offenders to the principal or assistant principal. We should applaud speakers, performers, etc. and do our yelling, cheering, and whistling at pep rallies.

Students are to be accompanied to and from assemblies, tornado and fire drills, cafeteria serving line, music class, library class, physical education, and restrooms (if applicable). The teacher should not dismiss students until the receiving teacher is present.

Students are not to be left unsupervised anywhere on the school campus. We all may be held liable for situations that arise from unsupervised activities. If you must leave the classroom in case of an emergency for a short time, ask the teacher next door to look in on your class. **Please walk your students to music and p.e. Do not leave until the receiving teacher is present.**

Before leaving the room at the close of the school day, each teacher should see that the windows are closed and locked, blinds are pulled, and shades are adjusted (if any). All lights, computers, monitors, speakers, etc. must be turned off. Check to see that all desks and seats are clear of books and floor is free of paper. Student chairs should be placed on top of the desks at the end of the school day to facilitate cleaning. When teachers leave the room and there will not be a class following, it is the teacher's duty to turn off the lights.

### **BUILDING USE**

When teachers use the buildings before or after school hours, THEY MUST SEE THAT THE BUILDING IS LOCKED AND LIGHTS ARE TURNED OFF WHEN THEY LEAVE. (All lights and computers should be turned off.)

### **STUDENT DRESS**

*HC- Please check the appropriateness of student dress early in the morning. It is hard to talk to a parent about inappropriate dress when they have been at school all day. Please send a student down to the office if you feel that their dress is inappropriate. Students should see the principal before they call a parent about their dress.*

### **GRADE LEVEL TEAM PLANNING**

*HC- Each grade level will meet as a team every week. The first and third Tuesday will be academic teaming and should be kept free of other appointments—no ARDs, no doctor appointments, no "quick trips" downtown, no parent conferences. Please fill out and return the form after each meeting.*

*All core teachers, special education teachers, music teachers, and physical education teachers will be involved in the lead teacher meetings. These meetings are mandatory.*

## **FIRST DAY HANDOUTS AND DUTIES**

### **HC -**

*Student handbooks must be sent home with each student on the first day of school. We are using registration forms this year. Check over the papers before returning them to the office. Their must be a parent signature on each form. The first two pages in the student handbook must be signed and returned. You will want to make a copy of the first handbook page for you to keep because it contains a field trip permission form.*

*Please alphabetize all items before turning them in to the office.*

*Each student will also take home an insurance information sheet. These will be placed in your boxes as soon as we get them. Parents who want to take the insurance will have to go to Central Office to sign up for it.*

*Each student will receive an application for free and reduced lunches. These forms will be returned by the student to the office.*

*Free/reduced lunch forms should be sent directly to the office the day they are received.*

*Your class role will be given to you as soon as possible .Please do not allow anyone to enter your class who is not on the role. Send them to the office. Students entering school after the registration period will be enrolled in the Student Enrollment Center.*

*Issue textbooks as needed. Each student should fill out a book card or another form that has the student's name and book number.*

*Do not count anyone absent on the first day of school. A student must attend your class to be considered enrolled.*

## **CLASSROOM MANAGEMENT**

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In maintaining discipline, teachers must be able to proceed with the assurance that support will be forth coming from the principal, the superintendent, and the Board of Trustees. In order to give the support which the teacher needs, the administrative officers and the Board of Trustees must know that the teacher's procedure has been in accordance with good educational practices. To form the basis of mutual understanding between the Board of Trustees and its employees, the following principles are set forth:

- (1) Good discipline is usually positive rather than negative in nature. It consists of keeping students interested and busy doing things that are constructive and worthwhile rather than punishing them for doing things that are destructive and anti-social.
- (2) Not all students respond to positive discipline, and punishment or curbing of some kind is required.
- (3) Good discipline is always fair, dignified, and is always administered in good temper.
- (4) Corporal punishment, when necessary, must be done in the presence of an adult witness who is employed by the district. Corporal punishment forms provided by the office must be filled out on the date that the punishment is administered. The name of the teacher who administered the punishment and the name of the witness must be on the form, and the form must be filed in the principal's office.

*HC – All paddles must be approved by the principal. Corporal punishment may take place in the office or in the hallway out of the sight of children. The teacher must check the “no-swat” list before administering swats. If corporal punishment is administered, you must have a certified witness. No student should receive more than 3 swats in one day. Refrain from giving swats the last hour of the day. The teacher must have corporal punishment listed as one of the consequences. Documentation should be available to show that the sequence of consequences was followed. The discipline form must be completed and the parent copy placed in an envelope and addressed to the parent. It should be signed and returned. Notification of swats should be sent to the office to be entered on the computer.*

- (5) When conferences between the student and the teacher and the principal or assistant principal and joint conferences with the parents fail to bring about acceptable behavior of a student, the procedure outlined in our School Policy must be followed.
- (6) It is best for a teacher to handle the discipline problems as far as possible. The teacher who depends upon the principal to discipline his/her students soon loses the control and respect of the students.
- (7) Never slap a student, tape his mouth, or bind him/her in any way.
- (8) Teachers are responsible for students who have been excused from their class for any reason such as going to the restroom, library, office, physical education, music class, etc.
- (9) Be firm and true to your word and be very careful not to threaten rashly.
- (10) Do not take points from a student's academic grades because of disciplinary reasons. Only the citizenship grade will be affected by unsatisfactory behavior.
- (11) Each teacher is primarily responsible for his/her own group, but it is any teacher's responsibility to caution or discipline any student for any unbecoming actions any place on the school campus, if necessary.

### **EXPECTATIONS**

Each teacher shall be kind and courteous to each student, requiring of them in return, politeness and obedience. He/she should require that students address him/her as Mr. or Mrs. or Miss, whichever the case may be. Teachers should require that students refer to other teachers, teacher assistants, and secretaries in the same manner.

**Do not use sarcasm or unprofessional conduct that degrades students. Such techniques are more damaging to a child than corporal punishment.**

### **DETENTION**

**HC- If a teacher assigns D-hall, a form must be filled out and placed in the Detention Folder in the lounge by 3:00. Any student who shows up at D-hall without a form will be sent home. If academic detention is assigned, the student's work should be in the folder by 3:00. The student will then report to the gym after school. Detention will be held Monday through Thursday from 3:30-4:00. The assistant on duty will be responsible for the student during that time period. The assistant will place the student work back in your box. Any students assigned to D-hall should be allowed to call parents as soon as possible. If a parent cannot be reached, the student should stay after school the following day.**

## CURRICULUM GUIDELINES

Instructional calendars will be developed for each curriculum area during the school year based on TEKS and other resources.

### LEAD TEACHER POSITIONS

**LEAD TEACHER MEETINGS ARE NOT OPTIONAL – THEY ARE MANDATORY. TEACHERS ARE NOT TO MAKE APPOINTMENTS ON LEAD TEACHER DATES.**

### HOMEWORK AND CLASSWORK

#### HOMEWORK

A sensible approach should be used in the assigning of homework. To the best of your ability, consider the student's overall program. Give ample time for major assignments and try to keep your major assignments from coming due at the same time. All homework should be evaluated and returned to the student.

Average students will have no more than 30 minutes of homework in grades 1-3. Grades 4-6 will have no more than one hour of homework. Teachers should work together to make sure homework assignments do not overlap each other on a daily basis.

#### PURPOSE OF HOMEWORK

Dumas ISD encourages parental assistance and encouragement. School homework should be related to the school's aims or philosophy of education. The assignment of a reasonable amount of relevant homework is encouraged when it can be seen to be of benefit to the student.

#### CLASSWORK

A teacher should not ask for a student to be dismissed from another teacher's class to do work for him/her.

Be strict in your requirements that work be turned in on time. Work should be neat and in proper form. Insist on students bringing proper materials to class.

Make carefully prepared assignments to each class.

## GRADING, REPORT CARDS, AND TESTING

### GRADING AND REPORTING SYSTEMS

Academic checklist for kindergarten through second grade will be issued to students following the end of each nine weeks reporting period. Report cards for Pre-K and grades three through six will be issued to students on Wednesday following the end of each six weeks reporting period except the final reporting period. The final academic checklist/report card will be issued to students the last day of school.

***HC – Progress reports for grades 3-6 will be sent at three weeks for all students. This will be taken care of when the computer generated report is sent home for every student. A progress report will need to be sent for students who were passing at three weeks but whose average falls to 72 or below after the three weeks period.***

A student must be enrolled a minimum of fifteen (15) days before receiving a report card.

## KINDERGARTEN

Kindergarten development will be reported on a skills mastery checklist as “Developing at Expected Level” or “Experiencing Difficulty.”

## FIRST AND SECOND GRADES

First and second grade development will be reported on reading, writing, and mathematics continuums. Other subject areas will be reported as E, S, or U.

## THIRD THROUGH SIXTH GRADES

GRADES 3-6 will be reported as described below:

I = Incomplete  
S = Satisfactory  
U = Unsatisfactory

A = 90-100  
B = 80-89  
C = 75-79

D = 70-74  
F = Below 70

In grade three, numeric grades will be reported for language, reading, spelling, math, and science. All other subjects will be recorded as S or U. Conduct and citizenship will be checked if improvement is needed. Subjects for which student work is not complete will be reported as I.

In grades four through six, numeric grades will be reported for language, reading, spelling, math, science, and social studies. All other subjects will be reported as S or U. Conduct and citizenship areas will be checked if improvement is needed. Subjects for which student work is not complete will be reported as an I.

A minimum of 8 grades each six weeks will be recorded for reading, language, and math. A minimum of 6 grades each six weeks will be recorded for all other subjects. Class participation grades used in determining six-week averages will be recorded in the teacher’s grade book and will constitute no more than three points of the total six-week average.

The maximum grade recorded for student work or on the report card is 100. A grade of 50 will be recorded for any numeric six-weeks grade earned that is lower than 50.

The procedure used by each teacher for computing six weeks grades will be on file in the principal's office.

***HC- One to three points can be given for participation. It must be stated in the way you calculate your grades. All students must have had the opportunity to earn participation grades. Document in some way when the participation grades were given.***

## HONOR ROLL

The honor roll will be published at the end of each six weeks grading period for students in grades 3-6. To be eligible, the student must have a 90 average for the six weeks in the courses receiving numeric grades. The average will NOT be rounded up. (example: 89.6 equals 89, not 90)

## PROMOTION AND RETENTIONS

The best interest of the student will determine the acceleration, promotion, or retention of the student. In making the decision to retain a student, parents, teachers and the principal will be involved in the decision making, with the principal making the final decision if agreement cannot be reached.

For grades three through six, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (TEKS—Texas Essential Knowledge and Skills) for all subject areas and a grade of 70 or above in math and reading. When a student is being considered for retention, parents will be notified. Promotion will also be based on the student attaining minimum expectations on each tested area of the TAKS test.

## **ELEMENTARY TESTING**

Six weeks and semester tests are not required in the elementary grades.

Advanced placement examinations will be provided for advanced placement in grades 1-6. Students may advance one grade if they meet the scoring requirements set out in Board Policy. Students in grades 1-6 must receive both parental and district approval in order to be advanced a grade.

State mandated testing will be administered on dates specified by TEA at grades 3-11.

## **TEACHER ABSENCES**

***HC - The state gives each employee 5 discretionary days. You may use these as sick leave days or as personal days. The board has placed local parameters on this policy. You cannot use more than 3 days at a time. You cannot use personal (discretionary) days the day before or after a school holiday, days scheduled for TAKS tests, professional or staff development days, or the fourteen days prior to the end of school. Local leave will be used first. The teacher must request a leave five days in advance.***

***We will try again to cover for you should you need to keep a doctor's appointment that will take you off campus for less than two hours. This should NOT be on a regular basis for any one teacher. Unless it is an emergency, please let me know at least one day prior to the doctor's appointment. An early release form must be filled out and approved by Stephanie prior to leaving.***

## **SUBSTITUTE TEACHERS**

Except in cases of illness or emergency, a teacher shall not be absent from his/her regular duties without the consent of his/her principal. When employees are to be absent, AESOP should be notified no later than 6:45 a.m. on the day of the absence. A substitute will be secured for an employee when necessary. The teacher is not to secure the substitute. When an employee is absent and realizes that he/she cannot be present the following day, the principal (or his/her designee) or AESOP should be notified immediately.

***HC – If you need a substitute, please call Reta at 935-2239 as soon as possible after 6:00 am. If you have an assigned duty, please remind her when you call. Teacher assistants please call the teacher you work with also. All employees will need to call AESOP whether you need a sub or not. This will become your Absence from Duty report.***

***Stephanie or Reta will take care of securing substitutes and covering classes when you need to be gone for less than 2 hours. Assistants please be responsible for having your duty covered if you are going to be out.***

When a regular teacher knows that he/she will be absent for the following day/days, a detailed set of lesson plans should be left for the substitute teacher. Substitute teaching is the most difficult teaching there is, so it is to the regular teacher's advantage that a good set of plans is left to ensure that learning will take place during his/her absence.

The regular teacher, the substitute, and the principal have responsibilities to each other to ensure that the work of the substitute will be integrated with that of the regular teacher. If each of these is aware of his/her responsibilities, a substitute teacher can replace a regular teacher with little sacrifice in child learning.

Each building may have some regulations of its own, but below is an outline of certain responsibilities of the regular teacher, the substitute teacher, and the principal, when a regular teacher is replaced by a substitute.

### **RESPONSIBILITIES OF THE REGULAR TEACHER**

- A. **Notify AESOP or the principal/assistant principal as early as possible when it is necessary to be absent.**
- B. Teachers who have responsibilities on more than one campus should notify AESOP or each principal involved, concerning the teacher absence.
- C. A class schedule and classroom procedure listing should always be kept in the substitute folder so that in the event of a sudden illness or emergency, the substitute will know the daily routine.  
**HC – Be sure to explain whether you want substitutes to grade your papers and whether they are to Record those grades. I will begin spot checking those folders.**
- D. Any special activities planned for the day should be noted on lesson plans.
- E. See that needed instructional supplies are available.
- F. At the close of school each afternoon, your classroom should be left in such condition that if illness or emergency forced you to be absent the next day, you would not be ashamed for a substitute teacher to see the room. Be sure that your lesson plans, daily class record book, textbooks, and any other material needed for next day's instruction are on your desk. If all or any of these materials are taken home with you and you are unable to be here the next day, then it is your responsibility to see that these materials are made available for your substitute.
- G. Be grateful for the work of the substitute. Substitutes are not "baby-sitters" but a teacher replacing teachers.

### **TEXTBOOKS AND LIBRARY BOOKS**

#### **USE OF TEXTBOOKS**

The textbook is a supplemental instructional tool to be used by the teacher as a part of the overall instructional program. It is not "the" instructional program or "the" curriculum. The principal will work with teachers and consultants to design the best approach for instruction in his building.

#### **TEXTBOOKS**

##### **It shall be the duty of the teacher to:**

1. Check books out and in through the principal/assistant principal.
2. Keep a written record of all books issued to pupils, including the number of each book.
3. See that the pupils do not abuse books.
4. Report any lost or damaged books to the principal/assistant principal immediately.
5. Explain to the students about their responsibility concerning textbooks.
6. See that all books not in the bookroom are covered at all times.
7. See that all students enter their names in ink on the inside front cover.

8. See that all textbooks have been checked into the book room at the end of each school year and an accurate count made.
9. All lost textbook costs will be taken out of the teacher's supply account.

**THE PRINCIPAL/ASSISTANT PRINCIPAL IS CHARGED WITH THE RESPONSIBILITY FOR ALL TEXTBOOKS IN HIS/HER BUILDING.**

The superintendent of schools is likewise responsible to the State Textbook Depository for all the textbooks used in the school system. When teachers have books checked out to them, they are responsible to see that they are returned in good condition! WE MUST HAVE EVERYONE'S COOPERATION.

**CARE OF SCHOOL PROPERTY**

Each student is to be held responsible for state textbooks and library books checked out to him/her. If a book is lost, another book will not be issued until the lost one has been paid for. Periodic checks need to be made to see that all books not in the bookroom are covered at all times. Teachers should at all times be vigilant in seeing that school property, furniture, equipment, etc. is not misused, marred, or defaced.

**USE OF THE LIBRARIES**

Elementary libraries follow an open library policy. Only Grades K, 1, and 1<sup>st</sup> semester 2<sup>nd</sup> grade will have scheduled library times. In case any teacher desires the privilege of taking a group to the library to do research, the following regulations are necessary:

1. Discuss the matter with the librarian and arrange for seating your group in the library.
2. Give the librarian a list of the materials that you will need. This should be done well in advance of the time you plan to visit the library so the librarian may have your materials at the beginning of the period.
3. Conference and discussion should take place in the classroom before going to the library. The library is to be used for reading and note taking.
4. The group will be expected to follow all library regulations.
5. Teachers may request the librarian to put books on reserve. This should be done before an assignment is made.
6. Books checked out for classroom use will be checked out to the teacher. Although these books are not checked out to the teachers for specified length of time, they should be returned as soon as possible, as other people may be waiting for them.
7. Students should be given ample opportunity to browse in the library but should not be sent there as a disciplinary measure.
10. A teacher who brings a class to the library is expected to remain with that class, supervise the work and conduct of the students, and help find needed materials.
9. Students will be charged \$1 for lost student ID bar codes.

## **STUDENT INFORMATION**

### **REGISTRATION AND WITHDRAWAL OF STUDENTS**

Students will be registered at the beginning of the school year per instructions from the principal's office. After the first day of school, students will be registered in the Student Enrollment Center and assigned to a homeroom according to the practice prevailing in the particular building.

Students requesting to enroll at a campus following Labor Day shall complete all necessary documents, receive class supply lists, and any other special instructions on the day of initial contact at the Student Enrollment Center. Students shall be enrolled and allowed to attend class the following instructional day. This procedure will allow ample time for the classroom teacher to secure instructional materials and prepare for the new student.

All migrant students must have an eligibility form filled in and signed by parent or guardian. All students must have a Home Language Survey signed by the parent or guardian.

Withdrawals are to be reported to the principal's office on the day of the withdrawal. If a teacher finds that a student has moved from the school district without formally withdrawing, the student's books are to be collected if possible, checked in, and the withdrawal reported with appropriate remarks. Names of withdrawals should be sent to the migrant and special education office.

### **DRESS AND GROOMING CODE**

All school personnel shall be responsible for enforcing the school's dress and grooming code as outlined in the Student Handbook.

### **MEAL CHARGES**

Students should pay for meal charges before school starts each morning.

### **TELEPHONE USE**

Students will be required to have a phone pass from their teacher before using the telephone.

### **VISITORS**

Pre-school brothers and sisters or other friends are not permitted to visit school without the presence of one of the parents.

### **PHYSICAL EDUCATION**

If a student is not to take physical education (for whatever reason) for a period of five days, a written note from one of the parents is required. If the student will be absent from physical education longer than a five-day period, a doctor's statement will be required.

## MEDICINE

Students are not to bring medicine to school in any form—liquid or pill form—unless the parents give authorization to us by a written note to dispense the medicine. The medicine should be in the original container and taken to the nurse's office.

**HC- Mrs. Whitley or office personnel will administer and log medications. Teachers may NOT keep a student's cough drops or any other medication in the room.**

## ACCESS TO STUDENT'S RECORDS

Parents or legal guardians of students attending Dumas Independent School District schools have the right to inspect and review any and all records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder.

**HC- Student's permanent records are kept in the conference room. You may take them to the conference room when you need to use them, but do not take them out of the building. They should be returned to the files each day before you leave.**

## THURSDAY ENVELOPE

A Thursday envelope will be given to each student. The purpose of the Thursday envelope is to provide a means of communication with the parent. Papers completed by the student, important papers, or any other written communication will be sent home in the Thursday envelope every Thursday. The parent will sign the envelope, and the student will return it to school. The envelope should last the student the entire year. If a student loses the envelope, please send him to the office where he will have to pay a fine to receive a new one.

## STUDENT ATTENDANCE

### STUDENT ATTENDANCE

Attendance will be checked at 9:10 each school day. A student who is present at 9:10 is counted as present for the entire day. A student who is absent at 9:10 is counted as absent for the entire school day.

**HC – If a student is absent when attendance is taken but returns to class on the same day with a note from a health care professional, he/she will be counted present for ADA purposes. These notes should be returned to Carrol. You do not change the absence in this case, but it will be recoded in the office.**

**HC –Carrol will keep records of all excused and unexcused absences. All notes concerning absences are to be kept in the office.**

Absentees and tardies are to be recorded daily. All students should be informed at the beginning of the school term that in case of an absence, for whatever reason, a statement signed by one of the parents or a phone call giving the reason for such absence will be required per state law. Documentation will be retained for the year.

Tardies should be kept separately from the attendance document. Students should be sent to the office after the third tardy each six weeks and for each additional tardy that six weeks.

**HC– A student will be allowed three tardies per six weeks. The 4<sup>th</sup> tardy a student receives in a six weeks period should be sent to the office. Each student will start with no tardies at the beginning of each six weeks. The only excused tardies will be those with a doctor's note. It is very difficult to enforce the policy when some do it and some don't. This information can also be very useful when documenting cases of neglect.**

A student must be enrolled a minimum of fifteen (15) days before receiving a report card.

## ACTIVITIES INFORMATION

### ATTENDING SCHOOL FUNCTIONS

The board and administration would like to see all teachers attending school functions. It means much to the community to see the faculty attending school events. Public relations (other than talk) are a very important part of a teacher's job and profession. It would be beneficial to you to associate with patrons of our school outside school hours.

Each employee and spouse will be issued a complimentary pass to all school-sponsored functions. **THIS PASS IS FOR EMPLOYEE AND SPOUSE USE ONLY.**

### SCHEDULE OF ACTIVITIES

All activities are to be cleared through the principal's office before they are scheduled.

Each teacher should make a tentative list, as soon as possible, of dates he/she desires to use for special activities during the year. Conflicts will be worked out.

Arrangements for use of any auditorium, gymnasium or any other school facility should be made before any definite plans are formulated. Unless approval is given by the administration, no programs, practices, or activities shall be held on Wednesday nights or Sundays.

Dumas Independent School buses are available for use on organized field trips. School-owned buses should not be used to transport special groups to planned "outings." Should permission be granted to a special group to use a school-owned bus, they will be charged in accordance with present transportation guidelines.

All major activities for all schools should be finalized through the central administration office (plays, concerts, athletic events, banquets, group meeting, etc.) It is hoped that we will not have major school activities scheduled on the same night. Through the centralized calendar listing, conflicts with "outside" school activities may be kept to a minimum. A system-wide calendar of events is kept in the office of the assistant superintendent.

***HC- If you are having anything special in your room, (ex. Plays, Thanksgiving Feast, etc...) let Stephanie know the week before so it can be put on the weekly calendar. Reta should also be informed of the activities.***

### BUS TRIPS

All authorized bus trips must be properly supervised. No one shall ride a bus that is not certified by the sponsor. Requests for buses are to be submitted by 2:00 p.m. on the Monday prior to the week of the trip.  
**(See Transportation Request Guidelines)**

### SCHOOL SPONSORED TRIPS - BUS REGULATIONS

All sponsors and students will adhere to the following guidelines.

**Sponsor's Responsibilities: Sponsors must take corrective action immediately if a student does not abide by the rules listed. Supervision should be provided at all times.**

When more than one bus is making the trip, one sponsor should be considered as the head sponsor.

Know the number riding on your bus. Check your roll, and then check the number of empty seats.

All students that begin the trip on your bus should remain on your bus unless both sponsors grant permission.

All buses should depart from school at the scheduled time.

Do not leave, after bus stops or after contests, until all students are accounted for.

Parents must make arrangements for students to ride back other than on the bus. This must be done before the trip, by phone or in person, or the parent may ask the sponsor or principal personally while at the contest.

All student misbehavior should be reported at the earliest possible time to your administrator.

Always let the students know the duration of rest stops, realizing that if you want to get away in 10 minutes, you should set a 5-minute period.

All changes and stops should be cleared with the head sponsor.

When you stop for refreshments or food, inform the students to order items which may be prepared and eaten during the allotted time.

Remember to remind students to use rest rooms before getting on the bus for the return trip.

All sponsors on each trip should emphasize proper conduct in restaurants.

Be sure your driver stays in a convoy with other Dumas buses.

Observe the students' behavior at all times.

Sponsors should move around the bus periodically to observe student activities and behavior.

Have the students pick up all trash, hangers, etc. and deposit it in the trash box or sack before leaving the bus. The sponsor is responsible for the appearance of the bus following a trip.

Teachers will check the bus for vandalism, cleanliness, and damage.

A bus returned that is not clean or has excessive damage will result in a report being filed with the sponsor's immediate supervisor.

**Students' Responsibilities: Students will do the following:**

Obey the driver as though he/she were the sponsor.

Stay seated while bus is moving.

Do not extend hands and arms from the bus windows.

Do not use or have in possession drugs, tobacco in any form or alcoholic beverages while stopped for eating, rest stops, or in actual attendance of contests.

Do not use the emergency door of the bus--it is to be used for emergencies only. It is not to be used to enter or depart from the bus.

At the completion of each trip, check the bus to see that books, coats, etc. are claimed.

Do not sit on arms of seats.

Do not engage in "horseplay."

Maintain reasonable noise levels.

Do not bring radios or tape players, unless accompanied with headset or earplugs.

Do not eat sunflower seeds or other items in hulls.

Do not throw ice or other articles.

Abide by all school rules not stated.

### **HC- FIELD TRIP GUIDELINES**

**HC– Some general guidelines to remember are:**

- 1. The trip must have some educational value.**
- 2. You must leave after 8:15 unless special permission is given.**
- 3. You must return by 3:00.**
- 4. Be sure to send adequate notice to the parents about the day of the field trip and your plans so they will know where the students are.**
- 5. For out-of-town trips, be sure to turn in to the office a list of students who are with you on the bus.**
- 6. Take a cellular phone and leave the number in the office.**
- 7. Tell the cafeteria if you will miss lunch.**
- 8. Please keep in mind that parents who go with you cannot bring their smaller children.**
- 9. Pick up medications from the nurse.**
- 10. Take copies of the emergency cards and field trip permission forms.**

### **BUDGET**

#### **BUDGET-REQUISITION-SUPPLIES**

Dumas Schools operate on a budget which has been approved by the Board of Education. Once the budget has been approved, each teacher and each department is expected to function properly with the approved budgeted requests.

Below is a list of important items concerning the use of requisitions and budgeted supplies and materials:

1. Budgeted accounts are not to be overspent.
2. An employee of Dumas Independent School District who places an order without an approved purchase order will be required to return the items or pay the invoice.
3. All purchases are to be made by an approved purchase order.
4. Every effort should be made to compare prices locally with Dumas retail merchants. If the goods are available and comparable in price, local merchants should be given the opportunity to provide the goods.
5. If you are planning an activity that requires funds, check with your principal or director prior to the activity. Your principal or director will ask you for information in computing costs.

6. After the principal approves your request for funds, a purchase order will be sent to the business office.
7. As a computer prints our checks, it is necessary that you plan for your expenses well ahead of the event.

*HC- As we order supplies for this year, remember that you will need to order anything you need to start the school next year. Anything you order or purchase will be taken out of this amount. Only printer cartridges will be available out of bulk supply. You will receive specific instructions for ordering at a later time. Do remember that the school will not reimburse for receipts over 30 days or for the sale of tax. K-6 teachers will receive \$250. PE and Music will receive \$600.*

*K-6, Music, PE, Counselor, ESL, GT, Resource, CM, Speech, Library, and Early Literacy/RR can obtain 1 black and 1 color print cartridge during the year. This cost for printer cartridge is not taken out of the teacher's classroom supplies.*

## TEACHER TRAVEL

### TRAVEL REGULATIONS

Professional and paraprofessional personnel employed by Dumas Independent School District may be asked to make trips outside the district for the benefit of the district. Reimbursement for expenses incurred while performing these duties related to assigned job shall be made. Prior approval must be given for the travel in order to be reimbursed. Any employee may be asked to attend TEA, ESC, or other LEA functions by the administration, for which they will be reimbursed.

#### Classroom Teachers

All classroom teacher travel must be approved by the building principal/director. Teacher travel will be administered through the office of the assistant superintendent.

**The most economical and reasonable mode of travel must be used. Groups must combine their transportation whether using school or private-owned vehicles. Airfare will be paid if it is most economical. Participants may divide approved fare and apply it to the travel method of their choice.**

### REIMBURSEMENT RATES AND METHODS

Reimbursement will be based on the most economically advantageous means of travel for the school district. Reasonableness shall be the main measure in selection of lodging. Proper forms must be filed prior to any reimbursement.

#### A. Transportation

1. Reimbursement of approved travel in private-owned vehicles shall be at the Board-approved rate. When district-owned vehicles are used, no reimbursement will be paid. The district will pay for fuel and other actual expenses.
2. Reimbursement for air travel will be at coach rate only. Ticket stubs must be attached.
3. Reimbursement for necessary taxi service will be paid upon filing of receipts for same. Reimbursement for car rental will be paid only if rental is approved prior to travel taking place.
4. Reimbursement for necessary parking lot fees will be paid upon filing of receipts for same.

**B. Lodging**

Reimbursement for hotel/motel expense when necessary will be paid upon filing of receipts. When applicable, rooms should be shared. Use tax exempt forms when possible.

**C. Meals**

The maximum reimbursement for meals, when warranted, shall be:

|           |         |
|-----------|---------|
| Breakfast | \$7.00  |
| Lunch     | \$9.00  |
| Dinner    | \$10.00 |

Or \$28.00 per day if three (3) meals are to be reimbursed for a given day.

**D. Other Travel Expenses:**

Reimbursement for required registration fees and luncheon or banquet tickets will be paid upon filing of receipts. Gratuities, entertainment, expenses of spouse, and other personal expenses will not be reimbursed.

**E. Mileage Chart**

The distances listed are to be used when completing travel forms for mileage reimbursement. The distances include mileage for some in-town travel; therefore these distances will be used even though the actual distance is greater.

Dumas to:

|            |     |           |     |                |     |
|------------|-----|-----------|-----|----------------|-----|
| Abilene    | 350 | Dallas    | 415 | Odessa         | 300 |
| Amarillo   | 50  | Denton    | 385 | Pampa          | 70  |
| Austin     | 550 | El Paso   | 475 | Perryton       | 90  |
| Borger     | 45  | Ft. Worth | 385 | Plainveiw      | 140 |
| Boys Ranch | 40  | Hartley   | 25  | San Angelo     | 351 |
| Brownfield | 215 | Hereford  | 90  | San Antonio    | 550 |
| Canadian   | 120 | Houston   | 675 | Sanford-Fritch | 45  |
| Cactus     | 15  | Lamar     | 171 | Spearman       | 60  |
| Canyon     | 65  | Levelland | 205 | Sunray         | 18  |
| Dalhart    | 40  | Lubbock   | 175 |                |     |

NOTE: Staff members must stay within reasonable expenses for lodging.

It is the preference of the business office that travel expenses be claimed after the trip has been made. Partial funding may be made before the trip, if the necessity exists. Please refer to Board Policy DAL.

**TAX EXEMPT FORMS**

The school district has tax exempt forms that are accepted by most motels, hotels, and car rental agencies. Please ask the financial manager or the assistant superintendent for tax exempt forms as you plan your travel.

**SCHOOL FACILITIES AND PROPERTY**

**USE OF SCHOOL FACILITIES BY SCHOOL GROUPS WITHIN THE DISTRICT**

Applications to use school facilities by school groups are to be made orally and directly to the principal of the school concerned. Faculties and recognized parent organizations of the various schools are considered as school groups.

Each principal is authorized to grant the use of his school facilities for such social functions as may be approved and sponsored by the faculty or recognized parent organizations, provided the principal and the faculty of the school shall be charged with the responsibility for supervision of the activity. School groups are not required to pay rental fees for

facilities used after school hours. However, when cafeteria supervisors, managers, cooks, custodians, and others are required to be present, each group must pay the salary expense for these people. For school-wide meetings, the school district will pay the expense for cafeteria help and custodial service.

### **LENDING OF SCHOOL EQUIPMENT**

Many requests come from people of the community to borrow various items of furniture, equipment and instructional apparatus, which are to be used primarily for school purposes, by school personnel and on school premises. Ordinarily these items are not to be loaned to outside groups; however, the superintendent or assistant superintendent or building principal may authorize the use of school equipment to civic organizations. School buses cannot be loaned to any outside group. An exception to this would be another school district in an emergency or local disaster situation.

### **REMOVAL OF SCHOOL PROPERTY BY SCHOOL EMPLOYEES**

School employees will not remove school property from the school campuses without getting permission in advance from the superintendent or assistant superintendent or the building principal concerned. When the superintendent or assistant superintendent grants permission for school employees to remove school property from a particular school campus, the building principal will be notified by the person granting permission.

## **EMERGENCY SCHOOL CLOSING**

### **EMERGENCY SCHOOL CLOSING**

Student safety is our main concern at all times. When we dismiss school because of bad weather or there is very bad weather at regular closing time that would be a hazard to health of students, we will follow the following procedures:

1. Administrators will stay at building until all students have been properly dispatched, regardless of hour, and will always stay until regular closing time to answer patrons.
2. Each principal (or secretary if he is out of contact) will be notified by the superintendent's office by phone prior to the early closing time of action to be taken.
3. Radio station KDDD (95.3 FM) will be notified by the superintendent's office at the same time of the action to be taken and will be the official voice of Dumas schools.
4. Teachers should expect to spend the regular workday hours at school unless there is an extreme emergency that calls them away. They should assist in supervision of students in building and making arrangements for students remaining and preparation for future work.
5. Non-bus riding students will be kept inside building until they are called for in person by a responsible person who will get them home or to a suitable place of safety.
6. Bus riding students will be allowed to leave to board their bus, if it is cleared for travel, or they (students) have been called for in person by a responsible person who will get them to a place of safety.
7. The announcement about whether Dumas ISD will open (have school) on mornings that may be questionable on account of weather will always be made on KDDD radio (95.3 FM) not later than 6:30 a.m. and as many times and as often thereafter as the radio station makes the announcement. School closing information will also be available on KVII TV (Channel 7), messages on "Time and Temperature" (935-5681), and notices on the Dumas ISD Website ([www.dumas-k12.net](http://www.dumas-k12.net)).

If an announcement is not made through this media, school will be in session as usual with normal procedures.

## **CUSTODIAL SERVICES**

### **REPAIRS**

If at any time a teacher notices school property in the classroom or any other place that needs repairing, he/she should write a note giving information and place it in his/her principal's mailbox. The principal will pass the information on to the superintendent, if it does not apply to property under his supervision. We want to keep all school property in good state of repair, and all teachers can assist us in this way.

### **CUSTODIAL SERVICES**

Teachers requesting custodial service in addition to the regular service should submit such requests, in writing, to the principal. It is confusing when each individual carries or sends requests directly to the custodian. His/her schedule is full and his/her regular duties follow a definite plan. You can assist him/her and promote good will by insisting that your pupils keep paper off the floor, seeing that chairs are left orderly, closing windows at the end of the day, seeing that lights are turned off, and pulling the blinds at the end of the day. Let us teach in a positive way the example of good housekeeping. Teachers should see that students clean up after experiments or classroom demonstrations in their room.

## **SCHOOL PROGRAMS**

### **ELEMENTARY GUIDANCE PROGRAM**

The elementary guidance counselor may serve the elementary teachers as a resource person in the following areas:

1. Academic development
2. Interpersonal relations (cliques, fighting, bullying)
3. Time management for students
4. Communication skills (parent and child)
5. Self-concept
6. Parenting skills (parents)
7. Stress
8. Loss through death, divorce, or separation
9. Goal-setting (academic and social)
10. Drug abuse
11. Developing responsibility
12. Suicidal tendencies
13. School phobias
14. Anti-social behaviors (stealing, cheating, hurting others, etc.)

15. Dealing with anger

16. Referral source for outside agencies

Student referrals for counseling must be made through the principal's office.

### **SPECIAL EDUCATION SERVICES**

Special Education is a delivery system for educational services to handicapped students. It is a comprehensive program that permits students to receive an individualized educational program designed to meet their unique needs through additional personnel, materials, and consultant services.

Students may enter into one of the special programs after test results have identified the need. Parental consent is obtained before the evaluation and before placement into the program.

Teachers and parents should make student referrals to the principal, who in turn will contact Special Education personnel.