

MOUNT VERNON HIGH SCHOOL



FACULTY/STAFF HANDBOOK

2017 - 2018

"Together We Can Achieve Excellence!"

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MISSION STATEMENT

The Mount Vernon Independent School District, in its uncompromising commitment to academic excellence, and in partnership with parents, community, faculty, and staff, will secure for every student an exceptional academic program that helps each student:

- 1) Become a lifelong learner
- 2) Be committed to responsible citizenship, provide service to others and practice ethical attitudes, beliefs, and behaviors.
- 3) Maximize his/her learning potential
- 4) Develop intellectually, emotionally, socially, and physically
- 5) Become productive and cooperative members of the world through technology.

STRATEGIC OBJECTIVES

- 1) Student achievement: The district will create an innovative system of learning with collaboration from staff, parents, and community that allows each and every student to realize their own unique abilities
- 2) Partnership with Community: The district will actively involve members of the community as partners to ensure the physical, emotional, social, and cultural well-being of every student through programs of mentoring, tutoring, and parenting.
- 3) Partnership with Parents: The district will actively involve parents as partners in the education of our students through planning, information sharing, and program designing to provide a safe and productive learning environment.
- 4) Resource Management: The district will provide planning for effective and efficient facilities that are conducive to a safe and secure learning environment that is related to each student's learning abilities and guarantee the resources necessary to fulfill this mission.
- 5) Personnel: The district will attract, retain, and develop the highest quality personnel including faculty, staff, and administration.

ANNOUNCEMENTS

Announcements will be made over the PA system each day during 2nd period. Any announcements to be made should be sent via e-mail to the principal.

ATTENDANCE

The teacher workday is an 8 hour day from **7:30am-3:45pm**. To receive credit for ½ day the teacher must be present for at least 4 hours of the working day (7:30 to 3:45). All teachers should be in their designated area at 7:30. Students will be on campus at that time. Teachers may leave at 3:45pm unless otherwise notified. Faculty meetings will be held, as needed, starting at 3:30.

If you know in advance you have to miss a school day, please put the absence into Aesop as far in advance as possible. If you are an extracurricular teacher or a coach, as soon as your schedules are completed, go ahead and enter your absences into Aesop. When completing the absence in Aesop, make sure you indicate the type of leave being used. **Teachers will have the option of using local days before state days.** In an emergency, enter the absence into Aesop and call the HS office as soon as possible.

An emergency lesson plan should be placed on file in the office. This should be a lesson for each class that can be used in the event of an unscheduled absence. A substitute should never have an opportunity to say that no plans were left.

Full-time classroom teachers employed for the full year shall be eligible for attendance incentive awards based on attendance as follows: Employees shall be paid \$250 at the end of the year for perfect attendance (no absences). Employees who have one absence shall be paid \$200; employees with two absences shall be paid \$150; employees with three absences shall be paid \$100; and employees with four absences shall be paid \$50. Employees with five or more absences shall receive no attendance award. An employee's absence on approved Family Medical Leave shall not be considered an absence for purposes of attendance incentive awards.

ATTENDANCE ACCOUNTING

All teachers are expected to take attendance each period, everyday.

MAKE THIS A PRIORITY.

When you do not enter attendance, the office must input it manually, and document why the teacher did not enter attendance. We will always use the computer for attendance accounting. If you are absent from school, a hardcopy will be provided to the sub and entered by the attendance clerk for you.

TRANSPORTATION REQUESTS/FIELD TRIPS

All transportation requests should be completed online via School Dude *ten (10) school days* in advance of the trip. All trips are subject to driver availability. **All field trips need to be within 100 miles of Mount Vernon and MUST be approved by the principal prior to making arrangements. All field trips should re-enforce instructional objectives.** No food or drinks are to be carried on the bus.

CLASS AND CLUB SPONSORS

Club, organizations and class sponsorships carry with them special responsibilities for all assigned sponsors.

- Be an active participant in all activities of the club, organization or class to which you have an assignment. Others CANNOT assume your duty without expressed approval of the principal.
- Sponsors are responsible for lights, restrooms, the opening and closing of facilities and cleanliness of areas used.
- Before leaving the activity, sponsors are responsible for ensuring that facilities are ready for use by normal classes the next day
- All fund raising by any club, organization, or booster club must be approved by the campus principal and superintendent in advance of the start of the activity. Clubs and organizations may only have two fundraisers per year, one each semester.
- Class sponsors are expected to plan and assist with special events that correlate to the grade level assigned.

Junior sponsors – conduct class meetings, prom fundraisers, decorate, chaperone, and prom clean-up

Senior sponsors – chaperone prom, conduct class meetings

Freshmen / Sophomore sponsors –conduct class meetings, other activities TBA

Seniors	Juniors	Sophomore	Freshman	FFA	FCCLA
	Aguilar	Cambell	Patrick	Ingram	Cook
Tullis	McIntyre	Gage	Juarez	Chaney	Cheer
Hicks	Ingram	Sanders	Thomas	Yearbook	Wilkins
Solomon	Clawson	Cason	Givney	Givney	E. Hunt
Gamblin	Acosta	Bryant	Woodard	Stu. Co.	Interact
Leppert	Wallace	Duncan	Barnhill		Campbell
Wilkins	Ramsay	Chaney	Tagg	NHS	
Norman	Johnson	E. Hunt	C. Hunt	Patrick	Band
Jobe	Joyner	Watson	Skelton	OAP / UIL	Tagg
Solorzano	Russell	Joplin	Cook	C. Hunt	
				Athletics	Spanish
		CIS Coord.		Finney	Cambell
		Hughes		Floyd	Aguilar

Sponsors are responsible for all extra-curricular activities in the assigned areas. We expect well-trained, competent teams to compete in all areas. Sponsors are responsible for student eligibility clearance and for enforcing all school rules and guidelines while directing the team in competition. Sponsors of classes are responsible to actively participate in all function of the class they sponsor.

KNOWLEDGE OF POLICIES AND PROCEDURES

It is your responsibility to know all student guidelines and to enforce them. If you sponsor of any type of student activities, competitions, or organizations, it is your responsibility to ensure that your students meet all state and local guidelines and requirements prior to participation in any activities.

CONFERENCE PERIODS

Board policy DL makes the following statement:

"Each teacher actively engaged in the instruction of students shall have at least one (1) period of not less than forty-five consecutive minutes, free from supervision of students, within the seven-hour school day after the commencement of classes for parent-teacher conference, reviewing students' homework, and planning and preparation, a teacher may not be required to participate in any other activity."

Teachers are required to comply with the use of the planning period for preparation. Teachers must use their forty-five minutes conference time for parent-teacher conferences, phone calls to parents, reviewing students' homework, and planning and preparation for effective instruction of the TEKS to all students. Any deviation from the stated purpose of the planning and preparation must have specific approval from the building principal on a per day occurrence.

Any time a teacher has a need to leave campus during the conference period, he/she must check out through the principal's office. Disruption of other teacher's instructional time is not appropriate unless an emergency situation exists.

DISCIPLINE/BEHAVIOR

Discipline Overview

Within the discipline section of the Student Code of Conduct, you will find detailed, procedural steps in dealing with all discipline cases. This brief overview is designed to assist you. Steps to be followed:

1. Identification of a problem.
2. The teacher should contact the parent **by phone, email, text, or in person** on routine discipline matters (homework, excessive talking, disrespectfulness, and lack of classroom effort)
3. Documentation of all efforts by the teacher to correct the problem inside the classroom, using all techniques permitted by the district, including parent conference. Please be very specific and concise in your description of the problem. Please leave out other student names and your own personal feelings about the issue. These are subject to court record.
4. Referral to the Campus Behavior Coordinator (Michael Hammonds) for serious violations or continuous issues that have been addressed by the teacher, parents and counselor. All discipline referrals should be accompanied by an electronic referral. Be precise and succinct in describing the behavior on the referral form. Use an email for any description that is too long for the referral form.
5. Any time a student is immediately sent out of the classroom and to the office the teacher should call the office with a description of what occurred. This will allow the administration to handle the discipline issue until the teacher has time to submit a referral.

Note: Students are not to be placed in the halls for disciplinary reasons.

If the problem cannot be handled in the classroom, the teacher should contact the office so that the matter can be settled and the student returned to class or other appropriate placement. A student should be sent to the office only after a teacher has tried other discipline management strategies. The teacher should contact the parents of repeat offenders by phone or in person.

Discipline Follow-up

Please document parent communications that include serious or ongoing behavior problems. If you consider the case to be serious make a written report to your building principal including the following information:

- Date and time of conversation
- Description of the conversation
- Quotation of any threats
- Make sure all information is factual
- All discipline documentation may be seen by the parent

DOCUMENTATION

Teachers are expected to document or report the following to the office:

- student absences - through daily roll check
- student accidents - written and documented through the clinic

- face to face parent conferences
- Phone contacts: several throughout the year.
- student behavior that cannot be handled within the class setting
- angry parents that show up at your classroom door.
- campus visitors that do not have on a visitor's badge
- any act that is in violation of the district policies and guidelines

DRESS CODE POLICY (Faculty)

Acceptable Dress Guidelines

Neatness in appearance models an example that is consistent with a first-class instructional program. The appearance of a competent, well-dressed professional educator will not be a distraction to learning and will command respect for the job we do. Teachers should dress conservatively and in good professional taste.

- Dresses, skirts and slacks are appropriate for female teachers
- Slacks/ "Dockers" and a "Polo" or dress shirt are appropriate for male teachers.
- All clothing including the length of skirts and neckline must comply with student's dress code.
- Jeans may be worn only on Friday in conjunction with a "spirit" shirt or on other special days designated by the Superintendent.

Unacceptable Dress Guidelines

- Shorts should never be worn in the building. Shorts are allowed in athletics, PE, but wind pants should be put on when entering the building. This includes coaches.
- Blue jeans, jogging suits or wind suits should not be worn in regular classroom unless approved by the building principal
- Clothes that are tight or revealing should not be worn including tights, leggings, and yoga pants.
- Tattoos may not be visible
- No facial, mouth, or body jewelry of any type is allowed, except in women's ears.

The building principal has the final authority on all matters of professional dress.

GRADING

- A reporting period grade should reflect knowledge of subject matter.
- The primary purpose of homework is for reinforcement of learned skills, not new learning or determining mastery.

- Please be considerate of families and their time when assigning homework. Please do not assign homework just to assign homework. Effective practice can consist of 10 problems versus 20 or more.
- There will be a minimum of 8 daily grades and 2 weighted or test grades for a six-weeks grading period and a minimum of 4 grades for three-week progress reports.
- At least one progress check must be uploaded to Eduphoria every two weeks. The progress measures must count for a grade. The teacher will decide if these assignments are weighted as tests or daily grades.
- Grading categories are to be determined by departments. Maximum Test category weight will be 60%.
- Retakes are permitted but not required. (Teacher discretion)
- 69's are not recommended and may not be supported by administration.
- Grades must be entered into the computer weekly.

Assigned work

Any assigned work, including homework, is due when called for by the teacher. Teachers should specify the due date when assignments are made and make every effort to collect work on that date. Teachers should stick to their due dates and record grades each week.

Late Work

Late work is defined as work turned in after the specified due date. Late work will be accepted 1 day late for a maximum grade of 80. Students who fail to turn in late work after 1 day may receive additional academic penalties to be determined by the teacher. **Students can be limited to two (2) late homework/daily assignments per six weeks.** In lieu of accepting two late assignments, teachers may elect to drop the two lowest homework/daily grades during a six week grading period (teachers must still have a minimum of 8 daily grades). **If a student was present when an assignment was made but is absent on the specified due date, the assigned work is due upon the student's return to class.**

Makeup Work Assignments

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requisite.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher.

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to

students. If a student is absent on the due date, the long-term project will be due when they return to school.

Students absent on the day of a test must take the test THE DAY they return to school. Students will not be allowed to make up tests during other teacher's class times. It is the teacher's discretion when the student makes up the test.

Students that miss class because of truancy will not be allowed to make up work for that class day. Truancy is defined as a student absent from school without parent permission.

INSTRUCTIONAL EXPECTATIONS

All teacher lesson plans and lessons should be based on the Texas Essential Knowledge and Skills and STAAR standards. Instruction should be engaging, well-planned and address a variety of learning styles. Delivery of high-quality instruction is our daily priority. The Texas Teacher Evaluation and Support System (T-TESS) is a system designed by educators to support teachers in their professional growth. T-TESS is in place as the State's approved instrument for appraising its teachers and identifying areas that would benefit from staff development

This appraisal system involves annual evaluations comprised of multiple informal observations and walkthroughs and at least one formal observation. These collective observations, along with the end-of-year conferences with appraisers, function as an integrated system to provide actionable, timely feedback, allowing teachers to make efficient, contextually based professional development decisions that lead to growth – both teachers and students. Throughout the school year, teachers collaborate with their observer and/or appraiser to discuss teaching strategies, best practices, and techniques for effective instructional planning and execution of lessons.

T-TESS includes three components:

- Goal-setting and professional development plan
- The evaluation cycle (including: pre-conference, observation, post-conference)
- Student growth measure

Lesson plans

Keep your lesson plans up to date. Lesson plans will be submitted in Eduphoria through the Forethought application. All lessons should clearly state what TEKS and STAAR objectives are being taught each week, as well as how you are assessing student progress. All core content lessons should be based on the Instructional Focus Documents.

- ✓ All lessons taught should be TEKS focused and reflect thoughtful teacher planning.
- ✓ Movies must be documented within your lesson plans.
- ✓ Limited video clips are encouraged, if they are related to the TEKS within a lesson.
- ✓ Teachers should utilize the TEKS resource system and Year at a Glance (YAG) when planning their units.

Emergency Lesson Plans

Teachers will keep on file in the office. This plan should be complete and ready for a substitute teacher to use when an unexpected absence occurs. This plan will need to be updated and modified after it has been used. This folder should also contain up to date period by period class list and seating chart. You may add any other information you think is necessary for your sub to have a productive day in your absence.

JURY DUTY

If you receive a jury summons, please request an absence in aesop as soon as possible. Please reference Policy: **DEC(LEGAL)**

LEGAL ACTION

If legal action is taken against you please contact your building principal.

State Law

Texas Civil Practice and Remedies Code 102.002 provide payment of certain tort claims that a local government may pay actual damages awarded against an employee in the course and scope of his/her employment. The local government may also pay the court cost and attorney's fees.

There are some exceptions to this law that you should be aware of. "A local government may not pay damages awarded against an employee that"

- arise from a cause of action for official misconduct; or
- arise from a cause of action involving a willful or wrongful act or omission constituting gross negligence
- to the extent the damages are recoverable under an insurance contract or a self-insurance plan authorized by the statute."

The amount of money that is paid from this chapter of the law may not exceed \$100,000 to any one person or \$300,000 for a single occurrence.

Federal Law

School employees have no protection if you violate anyone's civil rights. Caution must

be exercised.

General Rule

If you are in compliance with federal laws, state law, and local board policy, you are fully protected.

Local Policies

Make sure you assume your professional responsibilities in being fully informed of local board policies. Most problems occur in the areas of student discipline and grading. If school district policies are followed all actions can be defended and supported. The policy manual is online.

LIBRARY

Use of the library is encouraged among all our students and faculty. The library will be open 7:30AM until 3:30 PM. All materials checked out of the library, either by students or teachers must be returned at the times scheduled. All lost materials MUST be paid for by whoever checks them out.

Texas Teacher Evaluation and Support System (T-TESS)

T-TESS Calendar

Below are key dates in the appraisal process for the 2017 - 2018 school year.

8-18-17 T-Tess orientation completed

9-5 -2017 45 Minute Observations may begin

9-29-2017 All goal setting and Professional Development Plan (GSPD) and Student Growth entry data due to the designated appraiser.

5-4-17 Final day for end of the year conference

Other T-TESS Information

1. Formal observations will begin during the first week in September. Classroom walk-throughs will begin immediately.
2. No formal observations may be conducted on the day before any official school holiday.
3. All T-TESS forms will be submitted and appraisals/walkthroughs will be accessed on eduphoria.
4. Teachers will be appraised on a bi-annual basis. Appraisal assignments will be announced by the campus principal

PROFESSIONALISM

All interaction among staff should always be maintained at the most professional level. Support for one another professionally is to be automatic and consistent. It is always necessary during the year to balance the needs and expectations of many programs with the limited number of students.

If you have a disagreement with someone in the workplace, you should take steps to resolve the issue. Speak with the person privately, face to face. Do not speak in front of students or use e-mail to attempt resolving a dispute. If the dispute cannot be resolved, the principal should be consulted.

Do not “broadcast” your grievances to anyone that will listen. There should be no gossip about co-workers, students, or parents in the hallways; it is not professional.

School employees should be professional in their demeanor and conversations with students. Students should not be talked down to. If a situation arises where you are incapable of handling a student professionally, you should seek assistance with that situation. Students are children and will behave childishly, you are an adult.

Your classroom is your place of business. Your students and their parents are your customers. Your speech in the classroom should have an educational purpose. The education of students is first and foremost.

STUDENT PASSES

- **HALL PASS** - Students should never be in the hall without a pass issued by the teacher. The pass should be filled out with all required information.
- **NURSES PASS** - Any student who needs to see the nurse should come to the office for a nurse’s pass.
- **Students should not be in your classroom unless they are on your roll or have a pass from another teacher for a specific educational purpose.**
- **Limit time out of class**

FOOD AND DRINK POLICY

Remind students that food and drinks (including school or personal meals) are to be consumed only in the cafeteria and are not allowed in any classroom or the media center.

STUDENT POLICIES

Student policies are in the student handbook. Become familiar with the student handbook and insist that all your students follow all rules listed. A measure of our overall effectiveness will be the consistency in enforcing guidelines. A measure of your success will be how closely you follow the Student Handbook and Code of Conduct.

TARDY POLICY

All teachers are expected to enforce the campus tardy policy. When the tardy bell rings the classroom door should be locked. Any student late shall be sent to the office for a tardy slip and the teacher shall record the student tardy. The only exception is when a student has a note from another teacher or the office excusing them. Once a student is more than 15 minutes late the student will receive an unexcused absence for that class.

An accurate accounting of the campus tardy policy is the only way to fairly enforce the rules and cut down on tardiness.

Mount Vernon High School will enforce tardiness on a cumulative basis by semester.

Mt. Vernon High School Tardy Policy

- 1st - 2nd Tardy - Warning
- 3rd - 4th Tardy - Lunch Detention
- 5th - 6th Tardy - Friday Detention
- 7th - 9th Tardy - Saturday School (Parent, Student, Principal Conference)
- 10th & Subsequent - 1 day ISS

TELEPHONE / PARENT CONTACTS

The Classroom telephones are for school business and should be used during your conference periods. Parent contacts are encouraged and should be documented.

Personal phone calls or texting should not occur during instruction time.

Electronic Device Policy- All electronic devices must be out of sight during instruction time.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off AND OUT OF SIGHT during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval from the campus principal to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization OR if said device becomes visible during the school day, the device will be confiscated. The student OR parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them into the principal's office.

If a student uses personal electronic devices without authorization OR if said device becomes visible during the school day, the device will be confiscated. The student OR parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

In limited circumstances and in accordance with law, authorized personnel may search a student's personal electronic device. [See **Searches** and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes,

all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

TEST ELECTRONIC DEVICE POLICY

All personal electronic devices will be turned into the teacher before the start of any test (tests, quizzes, assignments that count as a test grade). Electronic devices will not be returned to any students until all tests have been turned into the teacher. If a student is caught with an electronic device during a test, that student will receive a zero on that test. It will be at the teacher’s discretion whether to allow a student that receives a zero (for possession of electronic device during test) to make up or take a re-test. If a teacher allows a student to make up or re-test, the teacher may give the student a different test than the one originally taken. The revised test may be of a different format, example: essay instead of multiple choice. The revised test will cover the same learning objectives as the original test.

TRAVEL EXPENSES

When traveling on school business, the district requires the use of a school district vehicle when a vehicle is available. When a school vehicle is not available the employee will be reimbursed at 3 cents less than the state rate per mile, plus other necessary expenses.

Per Diem rate of in-state travel shall be reimbursed at the rate of \$151 per day for over night trips. Accommodations = \$115; breakfast = \$8.00; lunch = \$12.00; and dinner = \$16.00. Breakfast, lunch and dinner expenses are not reimbursed for day trips.

Employees are only reimbursed for the amount they actually spend, provided it does not exceed the per diem amount. Employees must keep and submit all meal receipts with the travel reimbursement request.

TEACHER DUTY ASSIGNMENTS

Mt. Vernon High School

2017-2018

Duty Schedule

(A Week)

****Glover, Hammonds, & Stevens will float****

Parking Lot (AM)	Front of School (AM)	Commons (AM)	Ag/CTE Entrance (AM)	Cafeteria (AM)	Coke Machine Area (AM)
<i>Johnson</i>	<i>Cook</i>	<i>Campbell</i>	<i>McIntyre</i>	<i>Givney</i>	<i>Leppert</i>

Parking Lot (PM)	Buses (PM)				
<i>Norman</i>	<i>Hunt, C.</i>				
	<i>Joplin</i>				

(B Week)

****Glover, Hammonds, & Stevens will float****

Parking Lot (AM)	Front of School (AM)	Commons (AM)	Ag/CTE Entrance (AM)	Cafeteria (AM)	Coke Machine Area (AM)
<i>Solorzano</i>	<i>Patrick</i>	<i>Gamblin</i>	<i>Chaney</i>	<i>Juarez</i>	<i>Aguilar</i>
Parking Lot (PM)	Buses (PM)				
<i>Joyner</i>	<i>Watson</i>				
	<i>Skelton</i>				

(C Week)

****Glover, Hammonds, & Stevens will float****

Parking Lot (AM)	Front of School (AM)	Commons (AM)	Ag/CTE Entrance (AM)	Cafeteria (AM)	Coke Machine Area (AM)
<i>Ingram</i>	<i>RAMSAY</i>	<i>Hunt, E.</i>	<i>Hicks</i>	<i>Wilkins</i>	<i>Gage</i>
Parking Lot (PM)	Buses (PM)				
<i>Duncan</i>	<i>Sanders</i>				
	<i>Russell</i>				

A Week Dates	B Week Dates	C Week Dates
<i>Aug 21-Aug 25</i>	<i>Aug 28-Sept 1</i>	<i>Sept 4-Sept 8</i>
<i>Sept 11-Sept 15</i>	<i>Sept 18-Sept 22</i>	<i>Sept 25-Sept 29</i>
<i>Oct 2-Oct 6</i>	<i>Oct 9- Oct 13</i>	<i>Oct 16- Oct 20</i>
<i>Oct 23-Oct 27</i>	<i>Oct 30- Nov 3</i>	<i>Nov 6- Nov 10</i>
<i>Nov 13-Nov 17</i>	<i>Nov 27- Dec 1</i>	<i>Dec 4- Dec 8</i>
<i>Dec 11- Dec 15</i>	<i>Dec 18- Dec 22</i>	<i>Jan 8- Jan 12</i>
<i>Jan15-Jan 19</i>	<i>Jan 22- Jan 26</i>	<i>Jan 29- Feb 2</i>
<i>Feb 5- Feb 9</i>	<i>Feb 12- Feb 16</i>	<i>Feb 19- Feb 23</i>
<i>Feb 26-Mar 2</i>	<i>Mar 5-Mar 9</i>	<i>Mar 19-Mar 23</i>
<i>Mar 26-Mar 30</i>	<i>Apr2-Apr 6</i>	<i>Apr 9-Apr 13</i>
<i>Apr 16-Apr20</i>	<i>Apr 23-Apr 27</i>	<i>Apr 30-May 4</i>
<i>May 7-May 11</i>	<i>May 14-May 18</i>	<i>May 21-May 25</i>

Please be at your assigned duty station by 7:30.

* Students entering the main building may only be in a classroom with a teacher or the dining hall. Students are not allowed to loiter in the hallways before the first bell.

Department Heads

Diane Ramsay - Instructional Technology/Media

Ceca Patrick - ELA

Olivia Juarez – Math

Marie Sanders – Science

Brad Ingram - CTE

Latisha Campbell – Humanities & Arts and Languages

APPENDIX I: SCHOOL BELL SCHEDULE

2017 – 2018 MVHS Bell Schedule

1st – 7:55 – 8:40

2nd – 8:44 – 9:34

3rd – 9:38 – 10:27

4th – 10:31 – 11:20

5th – 11:24 – 12:13

5th – 11:54 – 12:43

6th – 12:47 – 1:36

7th – 1:40 – 2:29

8th – 2:33 – 3:22

“A” Lunch: 11:20 – 11:50

“B” Lunch: 12:13 – 12:43

Pep Rally Schedule

6th: 12:47-1:25

7th: 1:29-2:07

8th: 2:11-2:49

Pep Rally: 2:49-3:22

APPENDIX II: ELIGIBILITY DATES

Progress Report and Six Weeks Dates Eligibility Dates 2017 - 2018

1st Semester

1st Six Weeks grading period (29 instructional days)

August 21-first day of school

September 8-end of three week grading period

September 11-grade book shutdown to pull grades for progress reports

September 13-progress reports distributed to students

September 29-end of 1st Six Weeks grading period

October 2-grade book shutdown to pull grades for report cards

October 4-report cards distributed to students during classes

October 6-eligibility lost/regained at 3:22 P.M.

2nd Six Weeks grading period (24 instructional days)

October 2-first day of second six weeks grading period

October 20-end of the three week grading period

October 23- gradebook shut down to pull grades for progress reports

October 25- progress reports distributed to students

October 27-eligibility regained at 3:22 P.M.

November 3-end of the second six weeks grading period

November 6-grade book shutdown to pull grades for report cards

November 8-report cards distributed to students during classes

November 10-eligibility lost/regained at 3:22 P.M.

3rd Six Weeks grading period (25 instructional days)

November 6-first day of third six weeks grading period

December 1-end of the three-week grading period

December 4-grade book shutdown to pull grades for progress reports

December 6- progress reports distributed to students

December 8-eligibility regained at 3:22 P.M.

December 21- end of the third six weeks grading period/1st semester

January 8- grade book shut down to pull grades for report cards

January 9-report cards distributed to students during classes

January 16-eligibility lost/regained at 3:22 P.M.

2nd Semester

4th Six Weeks grading period (33 instructional days)

January 9-first day of the fourth six weeks grading period/2nd Semester

January 29-end of the three week grading period

January 30-grade book shutdown to pull grades for progress reports

January 31- progress reports distributed to students

February 5-eligibility regained at 3:22 P.M.

February 16-end of the fourth six weeks grading period

February 19-gradebook shut down to pull grades for report cards

February 21-report cards distributed to students during classes

February 23-eligibility lost/regained at 3:22 P.M

5th Six Weeks grading period (29 instructional days)

February 20-start of the fifth six weeks grading period

March 19 -end of the three week grading period

March 12-16 Spring Break

March 20-grade book shutdown to pull grades for progress reports

March 21- progress reports distributed to students

March 26-eligibility regained at 3:22 P.M.

April 6-end of the fifth six weeks grading period

April 9-grade book shutdown to pull grades for report cards

April 11-reports cards distributed to students during classes

April 13-eligibility lost/regained at 3:22 P.M.

6th Six Weeks grading period (31 instructional days)

April 9-first day of the sixth six weeks grading period

May 2-end of the three week grading period

May 3-grade book shutdown to pull grades for progress reports

May 4- progress reports distributed to students

***May 9-eligibility regained at 3:22 P.M.**

May 24 -end of the sixth six weeks/2nd semester.

APPENDIX III: EMERGENCY PLANS

DISTRICT FIRE AND DISASTER PLAN

The signal for fire is pulsating alarm. Fire Drills will be the same signal. Oral instructions will be given to return to the building. Safety routes are posted in each room.

A disaster drill and tornado drill is signaled by an announcement over the PA system.

A lockdown drill will be signaled by an announcement over the PA system stating that a lockdown drill is beginning.

All students are to be accounted for by her/his assigned teacher. All students are to be instructed to assume protective postures, facing interior walls, crouch on their elbows and knees, and hands over back of head.

Parents must come to the office and check out their child before they can be released. This will ensure that we know where each student is located. **No teacher has the authority to release a student.**

All staff will remain in their assigned area until which time further directions are given or until the all clear signal has been given.

MVHS TORNADO PLAN

Room	New Location
201	Stay

202	201
203	Stay
204	Down Stairs Rest Rooms
205	Stay
206	201
301	Lecture Hall
302	300's Hall Boys Restroom
303	Lecture Hall
304	300's Hall Girls Rest Room
305	Lecture Hall
306	Lecture Hall
307	Lecture Hall
308	Closet in Room 308
309	Lecture Hall
311	203
313	205
401	Stay
402	405
403	Stay
405	Stay
501	Stay
505	Stay
506	501
507	505
508	501
510	505
171	172
172	Stay
174	Stay
175	174
AG Shop	Rooms 172 - 174
FH Locker Rooms	Showers
Gym	JH Boys Locker Room
705	711
709	711
710	714
711	Stay
712	713 through back door
714	Stay
715	Storage room in 715
720	Cosmetology locker room
730	Cosmetology locker room
740	711
Library	Lecture Hall

APPENDIX IV: EDUCATOR CODE OF ETHICS

Texas Administrative Code

RULE §247.2 Code of Ethics and Standard Practices for Texas Educators

(a) Statement of Purpose. The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

(b) Enforceable Standards.

(1) Professional Ethical Conduct, Practices and Performance.

(A) Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

(B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

(C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

(E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

(F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

(G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.

(H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(2) Ethical Conduct Toward Professional Colleagues.

(A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

(C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

(D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

(E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.

(F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

(G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

(3) Ethical Conduct Toward Students.

(A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 3.2. The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

(C) Standard 3.3. The educator shall not deliberately or knowingly misrepresent facts regarding a student.

(D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.

(E) Standard 3.5. The educator shall not engage in physical mistreatment of a student.

(F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

(G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Mt. Vernon High School
2017 - 2018

I have read and understand the Mt. Vernon High School Faculty Handbook and will comply with all procedures and policies set by Mt. Vernon ISD.

I have also read the Educator Code of Ethics and Standards of Practice for Educators.

Please return this section to be retained in your professional file for the remainder of this school year.

Faculty Member

Printed Name: _____

Faculty Member

Signature: _____

Date: _____