

Vision

Our primary purpose of improving lives through a quality education is driven by an unrelenting determination to graduate all of our students and prepare them for success in higher education. Our ideology is reflected in our fundamental beliefs, commitments and core values that guide us in our daily practices.

Our Mission Statement

To transform SAISD into a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

Our Core Beliefs and Commitments

In SAISD, we believe:

- **Every student can learn and achieve at high levels.**
 - We will make all decisions based on attaining student achievement at or above grade level.
- **We are responsible for the education and safety of every student.**
 - We will ensure that all decisions, actions and resource allocations are made in the best interest of the students.
 - We will ensure a safe learning and working environment for all students and employees.
- **We are responsible for the efficient and effective operation of the school system.**
 - We will ensure fiscal responsibility to the taxpayers of the District.
- **Everyone should be treated with respect.**
 - We will ensure a high level of professionalism, customer service and respect for everyone.
 - We will lead by example.
- **People support what they help create.**
 - We will maintain the collaborative process for decision-making.

Our Core Values

In order to achieve our goals and attain our commitments, we expect the following values to guide the behavior of all employees:

- Student Centered
- High Expectations
- Commitment
- Passion
- Integrity
- Respect
- Teamwork

Alma Mater

There is a school we all love well,
'tis THOMAS JEFFERSON
Her glories we all always tell,
Our THOMAS JEFFERSON.

Our field and campus winning boys
And girls all ready stand for
Dear old THOMAS JEFFERSON
Our Alma Mater Grand

THOMAS JEFFERSON
THOMAS JEFFERSON
Dear old school of mine,
I'll sing thy praises everywhere,
Dear THOMAS JEFFERSON.

The Mustang Way

- Mustang Teachers are visible, greeting and guiding students during transition time.
- Mustang Teachers are fair, firm and consistent with respect to campus policies.
- Mustang Teachers are committed to adhering to the campus grading and attendance guidelines.
- Mustang Teachers create rigorous, relevant and engaging lessons plans that meet both our IB and AVID expectations.
- Mustang Teachers build positive relationships with their students and colleagues.
- Mustang Teachers exhibit all the qualities of a servant leader.

**THOMAS JEFFERSON HIGH SCHOOL
ADMINISTRATION**

Principal Ralf Halderman
Asst. Principal 9th JoAnn Herrington
Asst. Principal 10th Robert Reyes
Asst. Principal 11th Gema Anzaldua
Asst. Principal 12th Luis De La Garza
Assoc. Principal IB Chris Stanley
Assoc. Principal C/IDeeDee Kristan

COUNSELING DEPARTMENT

Lead Counselor..... Esperanza Garza
Counselor 12th .. Erin Dickson
Counselor 11th ... Rita Beck
Counselor 10thJuli Gonzalez
Counselor 9th Priscilla Vomero
College Advisor Johnathan Hernandez
College AdvisorLiliana Vega
Social Worker Gloria Hulshof
Testing Coordinator Jose Sandoval
IB Coordinator (Middle Years Program) Jennifer Love
IB Coordinator (Diploma Program) David Garcia
Nurse Gabriela Balbontin
Librarian Esperanza Danweber

OFFICE STAFF

School Secretary Angie Koebke
Main Office Clerk Irene Campos
Counselor Secretary Veronica Martinez
Registrar Belinda Moreno

Attendance Clerk Genevieve Rivera
 Intake Clerk Zonia Reyes
 Bookkeeper Minnie Collins
 Textbooks Rudy Suarez
 Data Clerk Patricia Johnson
 SEMS/SERS Clerk Melida Eng
 SEMS/SERS Clerk Maria Lopez
 LSSP Jesus Perez
 Parent & Family Liaison Rebecca Zertuche

SCHOOL POLICE

Police Officer Hugo Cardona
 Police Officer Walter Gleason

STAFF

Cafeteria Manager Yadira Uvalle
 Head Custodian Toni Perez

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SAN ANTONIO INDEPENDENT SCHOOL DISTRICT THOMAS JEFFERSON HIGH SCHOOL POLICIES AND PROCEDURES

ATTENDANCE - STAFF

Teacher workday-8:30 AM-4:15 PM. Teachers are expected to be at their doors greeting students or at assigned duty stations at 8:30 AM.

Instructional Assistants will be assigned to work no more than 7 hours and 30 minutes per day. Clerical staff will be assigned to work no more than 8 hours per day. All paraprofessionals are to sign in and out daily. **NO overtime** can be worked without prior approval from campus Principal – request forms are available through Angie Koebke, school secretary.

NOTE: The sign-in book will be picked up by Ms. Campos, Main Office Clerk, at 8:45 a.m. daily.

ABSENCES - TEACHERS

In case of illness or some other emergency necessitating absence from school, teachers are to follow the instructions outlined below:

AESOP/FRONTLINE ABSENCE MANAGEMENT SYSTEM

Login in to online absence system accessed through www.saisd.net employee page or <https://login.frontlineeducation.com>

To Register:

<https://login.frontlineeducation.com>

ID: Your district email address
PIN: 1212 (default PIN)

Once you log on to “Dashboard.” It is important to change your PIN.
Click on your name in the upper right-hand corner
Click on tab PIN

REPORTING AN ABSENCE

For unexpected absences, the employee or a family member should notify **Dept. Chair/grade level Assistant/Associate Principal** no later than 6:30 AM on the day of the absence, if possible. This will ensure that classroom/substitute will be prepared for your students.

LEAVING SCHOOL DURING THE SCHOOL DAY

While an employee is away from campus, situations arise when we must know your location and approximate time you will be returning to campus. This information could be needed for professional or emergency reasons.

It is imperative that each employee adhere to the following policy:

1. Notify the principal or designee that you must leave.
2. Sign out on the **Employee Daily Out-In Form** which is located on the counter in the main office any time you leave campus. Indicate by name which administrator gave approval. (*A sample of this form is included on page 15 of the Policies and Procedures section of this handbook.*)
3. Sign in when you return.
4. If you are going to be gone for the remainder of the day, you must also sign out on the regular Weekly Sign-In-Out sheet, and the Employee Daily Out-In form, located on the counter in the main office.
5. **We understand that emergencies do occur, but in order to be fair to all employees, time taken during the school day will be reflected on the payroll.**

TEACHER RESPONSIBILITIES IN REGARDS TO SUBSTITUTES

TEACHERS' RESPONSIBILITIES:

The following items should be available with, or in, the substitute folder on the teacher's desk:

1. Bell Schedule
2. Class rosters
3. Seating Charts
4. Lesson Plans
5. Textbooks/Other materials (if needed)
6. Classroom management procedures and materials (Fire Drill And Emergency Procedures).

7. Leave instructions for the substitute to where all student work and class rosters should be placed.
8. Instruct the Sub not to dismiss students early and not to grant hall passes unless it is an emergency.
9. Name of “buddy” teacher and department chair for assistance.
10. **DO NOT EXPECT** the SUB of Office Personnel to be **copying class materials** on the day you are absent.

DEPARTMENT CHAIRS

Department

English

Math

Science

History

Foreign Language

Physical Education

Special Education

Fine Arts

Career and Technology

R.O.T.C.

IB Middle Years Program

IB Diploma Program

Department Chair

Kim Grauer

William Mock

Deloris Williams

Monica Rodriguez

Luz Perez

Edward Cardenas/Jennifer Gomez

Rebecca Hartsfield

Ronald Sanders

Christopher Sherrill

LTC Chavis

Jennifer Love

David Garcia

DEPARTMENT CHAIR RESPONSIBILITIES

1. Promote high expectations for students and teachers.
2. Assist in the implementation of TEKS.

3. Facilitate the organization of PLC's with Associate Principal of C/I.
4. Debrief with the AP after each meeting.
5. Conduct learning walks with Administrator/teachers in designated department to monitor and intervene with delivery of effective instruction.
6. Attend related district meetings.
7. Serve as resource to department on instructional and curriculum matters.
8. Develop with the department, strategies and activities, for the implementation of the Campus Improvement Plan.
9. Give assistance to substitute teachers in your department.
10. Monitor/Conduct learning walks during Mustang Time.
11. Coordinate with the department and assist with the analysis of test data and their appropriate use for the improvement of instruction and student performance.
12. Facilitate/Coordinate the development of assessments to be used for instructional evaluation and student progress. Target objectives to be determined by department members.
13. Assume responsibility for ordering, keeping inventory, maintaining and distributing all departmental instructional materials under the direction of and with the approval of the Principal.
14. Provide professional development training for the department.
15. Apprise the principal of departmental needs and/or problems.
16. Serve on school improvement committees/teams.
17. Perform other duties as assigned.

ACTIVITIES - SCHOOL

Please give your careful attention to the following guidelines regarding student activities:

SCHOOL ACTIVITIES

Student activities such as working on Christmas projects, putting up posters, and planning and practicing for extra-curricular activities **MUST BE LIMITED TO BEFORE OR AFTER SCHOOL**. Sponsors are not to interrupt other teachers by requesting students from their classes for such activities.

ON-CAMPUS ACTIVITIES

1. All on-campus activities must be approved by the principal/designated administrator.
2. Two weeks' notice is necessary for approval (no exceptions can be made).
3. Sponsors are required to arrange proper supervision, including the request of a police officer when appropriate. Forms for building request must be submitted to Angie Koebke.
4. Sponsors are responsible for requesting AC/heating for events held after school hours.

OFF-CAMPUS ACTIVITIES

1. All off-campus activities must be approved by the building principal/designated administrator and if out of Bexar County, the H.S. Asst. Superintendent.
2. One month's notice is necessary for approval (no exceptions can be made).

After approval has been obtained, it is the responsibility of the teacher/sponsor to provide a list of students to be excused (if during school time) to Mrs. Rivera, Ms. Koebke, and Mr. Halderman at least three days prior to the event. The list should be alphabetized, including ID numbers.

FIELD TRIPS

Any class, club or organization wanting to sponsor a field trip should first clear the activity with the Principal/Designee and then complete and submit a Field Trip/Out-of-School Activity Approval Request Form three weeks prior to the event.

After approval has been obtained, it is the sponsor's responsibility to provide a list of students to be excused to the attendance office, Ms. Koebke, and the Principal at least three days prior to the event. The list should be alphabetized, including ID numbers.

Students who attend a school-sponsored activity off-campus are required to provide the sponsor with a signed **Permission Form** two days prior to the event.

It is the responsibility of the coach/sponsor to ensure each participant is eligible to attend.

See Calendar for Blackout dates.

FUNDS - ACCOUNTING FOR MONEY

Ms. Minnie Collins is the campus bookkeeper. **All money** collected (fees, money from fundraisers, etc.) must be submitted **DAILY** to her for proper accounting. In the event of Ms. Collins' absence, all monies are to be submitted to the main office by 4:30 pm to be placed in the vault until she returns. **Do not leave money in the classroom or in the hands of students for safe keeping.**

All sponsors must be in-serviced by Mr. Halderman and Minnie Collins on accounting for money prior to requesting any fundraiser.

DO NOT call Central Office with questions concerning funds or procedures. All questions must be directed to Ms. Minnie Collins.

FUNDRAISING

Any club, organization, or group wanting to have a fundraising project must submit an online application to two weeks prior to the start of the requested activity.

NO ONE is to enter into a **contract** that will involve the school with any outside agency without approval from the principal. Students are strictly prohibited from entering into any contract. To be valid, all contracts must be signed by the principal.

Under no circumstances is a group to hold money-making projects without prior approval.

Conditions of Approval

1. There shall be no interruption of instructional time.
2. Participation by students and teachers shall be on a voluntary basis.
3. Door-to-door solicitation by students shall not be permitted.

Fund-Raising Activities

1. All fund-raising activities must be approved by the principal and the Assistant Superintendent for High Schools.
2. No student group is authorized to sell anything on campus without first securing approval from the principal. Outside groups are totally forbidden from selling anything on campus. Selling on campus is reserved for Thomas Jefferson High School clubs, classes and organizations such as booster clubs. Please report any violations to the office.

NOTE: After each fundraiser, a profit and loss statement must be completed and submitted to the campus bookkeeper, Ms. Collins. No additional fundraisers will be allowed until the previous fundraiser's documentation has been properly completed.

ANNOUNCEMENTS

Use of the P.A. system for making announcements will be limited. The following policies will govern all announcements:

1. All approved announcements will only be made at the beginning of second period of the day unless an unforeseen emergency arises.
2. Announcements must be written on the form provided in the main office (see sample below) and must be signed and dated by the sponsor requesting the announcement

and Mr. Halderman or Ms. Koebke. The announcement must be written exactly as it is to be read.

3. All announcements must be turned in to the office by **4:30 PM** the day before the announcement is to be made. An announcement may be approved on an emergency basis if it is turned in before **8:30 AM** on the date the announcement is to be made.
4. Announcements that are turned in late, not written on the appropriate form, or not signed and dated, will not be read.

ATTENDANCE - STUDENTS

According to the TEA regulations, a student may not be given credit for a class unless the student is in attendance at least 90% of the days the class is offered. A student will not receive credit after their **7th absence (Per Semester)**. Each school campus shall establish an attendance committee(s) to review each student's progress once he/she attends fewer than the number of days required. Extenuating circumstances should be considered and policies establishing alternative methods for students to make up work missed or regain credit lost should be adopted.

If a student exceeds the number of allowable absences, he/she will not receive credit for the courses for which the limit has been exceeded. Exception: At the student's request, each case will be heard by an attendance committee; if the committee finds enough evidence to waive the ruling, credit will be granted. Students denied credit have an appeal process:

STUDENT AND PARENT APPEAL

1. Attendance Committee
2. Assistant Superintendent for High Schools
3. Superintendent
4. Board of Education
5. T.E.A.

Responsibilities and Contact Procedures for Texas Gradebook and Attendance Issues

Teacher Responsibilities for Regular Attendance Posting in Texas Gradebook:

1. Post attendance in TxGradebook within 15 minutes.
2. Official ADA Time- **10:45 AM**
3. If a change is needed to be made after attendance has been posted, the teacher needs to notify the attendance clerk either by email or attendance change document provided by the attendance clerk.

Teacher Responsibilities if unable to post attendance in Texas Gradebook:

1. Contact the Attendance Clerk immediately.
2. Send a student to the attendance office to obtain a printed class roster.
3. The attendance clerk will give the student a printed roster.
4. Complete the printed attendance roster no later than 15 minutes after receiving the document from the attendance office.
5. Return the completed attendance roster to the attendance office.

Contact Procedures for Gradebook Access or User Problems or Concerns

1. TxGradebook Campus Contact – Ms. Luis De La Garza, Assistant Principal
2. Help Desk – 210-244-2929 / helpdesk@saisd.net

Tardies

A student is considered tardy if:

- A student is not in his/her assigned area when the class bell rings and the teacher is unaware of the student's whereabouts;
- A student enters his/her assigned area after the class bell rings without a pass.

Student tardiness creates a loss of instructional time for the student.

- Four tardies in a 9-week grading period in a class will result in an afternoon detention (4:30-5:30 pm).
- Every two additional tardies for the class will require students to attend another after school detention.
- Students who fail to serve their assigned detention will be assigned OCI by administration after the teacher writes a referral in 360 for not attending detention.

Faculty and staff working together = A Successful School Year!

EVERY STUDENT – EVERY DAY – EVERY CLASS – ON TIME

HALL PASSES

Students roaming the halls create a distraction for classes in session. Teachers must, therefore, keep their students in the classroom and not let them leave unless it is necessary. Please follow the guidelines listed below.

1. Students should not be allowed to leave class during the first until **15 minutes** and during the last **15 minutes** of any class.
2. Students may be released with a pass during the above time frames only in cases of extreme emergency. Getting a drink of water, visiting other teachers, making phone calls, etc., are not considered extreme emergencies.
3. Requests from the office for one of your students should be made on an official Office Conference Slip. Please do not allow a student to leave your class if you do not receive one of these.
4. Students found in the halls without a pass will be escorted back to your classroom.

Students should not be able to leave class without a campus approved pass.

BUDGET INFORMATION/PURCHASING SUPPLIES

The following personnel are responsible for each section and **ONLY** the responsible personnel may request a purchase requisition out of the given account.

General	Mr. Halderman
Title I	Mr. Halderman
IB Program Middle Years Program	Chris Stanley/Jennifer Love
IB Program Diploma Program	Chris Stanley/David Garcia
Special Education	Rebecca Hartsfield
Career & Technology	Christopher Sherrill

The C.L.T. will work in conjunction with Mr. Halderman regarding the Title I budget. Requests for the purchase of supplies and materials will be made through the department chair and submitted to the Secretary for Principal's approval.

REPORTING CHILD ABUSE OR NEGLECT

Administrative procedures F-Student No. 8.

If a person has cause to believe that a child has been or may be abused or neglected or has died of abuse or neglect, each citizen must immediately make a report to the proper authority within 48

hours. Please notify Principal/Assistant Principal when making report.

- **By Phone: 1-800-252-5400**
- **Online: [Texas Abuse Hotline](#)**

CLINIC AND NURSE

Thomas Jefferson High School has a full-time registered nurse who is located in the clinic in the administrative area of the building. The nurse maintains a health record on each student. In addition, she administers to those students who become ill or are injured at school by making arrangements for them to go home or receive further medical aid when needed. If any student in one of your classes becomes ill, he/she should be given a pass to go to the clinic. Also, if you should notice any apparent chronic medical problem in a student, such as poor eyesight, hearing difficulties, etc., you should notify the nurse of the nature of the problem so that appropriate action may be taken. All students must have a pass to see the nurse. Some students require more visits due to medical conditions; these students will be issued a laminated nurse pass.

COMPUTERS

The use of computers to access the Internet is a privilege, not a right. Inappropriate use, including any violation of the conditions and rules, may result in disciplinary action. Acceptable use:

- 1) The use of all telecommunication and computer resources must be in support of education and research and consistent with the educational objectives of SAISD.
- 2) All electronic and telephone communications systems (including facsimiles, etc.) and all communication and information transmitted by, received from, or stored in District systems are the property of the District. As such, they are to be used for job-related purposes.
- 3) All e-mail users shall follow the accepted “*netiquette for e-mail*” which includes, but is not limited to the following actions:
 - a. Be polite: Users shall not send, or encourage others to send, abusive messages. District employees are expected to be courteous to one another and to the public, working together in a cooperative spirit to serve the best interests of the District. Employees are role models for our students, and as such, they shall treat all individuals with respect, dignity, good manners, and civility.
 - b. Use appropriate language: Users shall not swear or use vulgarities or other inappropriate language.
 - c. Protect privacy: Users shall be cautious about transmitting credit card numbers, account numbers of any kind, Social Security numbers, home addresses or phone numbers, or any other personal information about themselves or other individuals.

Electronic mail transmissions and other use of the electronic communications system by students and employees are not private and may be monitored at any time by designated District Staff to ensure appropriate use.

Computer Technical Support

Technical computer problems should be reported to the.....



Computer Hotline at 244-2929.

[Form found in Forms section of this handbook]

Visit the Technology Web Page at
<http://www.saisd.net/ADMIN/tech/index.shtm>

Find information on the following:

Technology and Management Information Systems staff

Purchasing Hardware

Technology policies

Instructional classes

Computer virus protection

Information on building a web page for your campus

Computer repair information

Support for hardware and software

STUDENT COURSE CHANGES

Schedule changes will ONLY be made for the following reasons:

- Already received credit for a course listed on your schedule
- A duplicate class is listed on your schedule (i.e. you have Geometry listed twice)
- Missing a class/course (i.e. you have 7 instead of 8 classes listed on your schedule)

- Need a course required for graduation
- Need credit recovery

Do not send students down to the counselors' office during class time.

If students need to make a schedule change due to one of the reasons listed above, please provide them with a Schedule Change Request form.

- Students should complete the form and submit it to their teacher
- Teachers should submit any collected forms to Mrs. Martinez in the Counseling Center
- Counselors will review requests and process changes and send new schedules out to students
- If a change request is not approved, counselors will send students a notice informing them of the reason for the change denial

Note: Requesting a specific teacher or period is NOT an acceptable reason for changing your schedule.

WE CANNOT MAKE SCHEDULE CHANGES TO FIT YOUR DESIRED LUNCH PERIOD!

Student Signature: _____

Date: _____

Coach's

Signature: _____ (for

Athletic Requests only)

Administrator's signature: _____

Requests must be submitted to the Main Office no later than 4:30 p.m. on Friday, August 23.

DISCIPLINE POLICY

The responsibility of classroom discipline rests with the classroom teacher. Most authorities agree that without an effective discipline management style, the teacher's job can become unbearable, and as a result, little teaching or learning takes place. It is very important for each teacher to establish clearly the behavior pattern to be followed by the pupils in each class. Students welcome reasonable discipline and have respect for teachers who follow consistent policies. The administration of Thomas Jefferson High School supports the faculty in maintaining a positive learning environment and, with this goal in mind, offers the following guide to better classroom discipline:

1. Make sure your students know and observe the regulations established for the school.
2. Outline the basis on which a student's grade is to be decided. Pupils must understand this this procedure. Teachers should provide students a framework for how grades are determined.
3. Provide enough work to keep students actively engaged, but not so much that the pupil is overwhelmed.

4. Avoid sarcasm or belittling a student publicly. The teacher cannot be the winner in this type of situation.
5. Establish a reputation for being academically focused, firm, and fair with your students.
6. Prepare in advance for your classes. Students respond to teachers who are well prepared.
7. Use a definite seating arrangement for each class.

ON CAMPUS INTERVENTION (OCI)

OCI (On Campus Intervention) was established to enable students to remain on campus rather than be sent home on suspension. Only administrators may assign students to OCI. While assigned, students will be confined to the OCI classroom. Therefore, it is necessary for teachers to send all assignments, **daily by e-mail**, to enable students to keep current in all classes. Textbooks by core areas will also be available for students in the OCI. **Teachers are required to provide emergency OCI lesson plans via e-mail to the OCI instructor by the end of the second week of school; the same applies two weeks into each 9-week cycle.** These plans will be used **ONLY** when a teacher is absent and cannot provide current assignments. **DO NOT** ask the OCI instructor to use your emergency plans when work is requested.

OCI Procedures

Time: 8:50 a.m. – 4:15 p.m.

PROCEDURES

1. An administrator will refer students to OCI.
2. Administrator and/or OCI instructor will contact parent by phone about the placement.
3. Student will be given a letter to take home for parent signature.
4. If a student is absent from OCI, the day must be made up in OCI.
5. Teachers will be notified via e-mail if one of their students has been assigned to OCI, and they will send student work via e-mail to OCI.
6. Content area textbooks will be available for checkout in the OCI.
7. All students will write a reflective piece concerning the infraction.

8. All students assigned to OCI will remain until 4:15 p. m. unless other arrangements are made by administrators.

REFERRALS TO THE OFFICE

When referring a student to the office for disciplinary reasons, the teacher is required to complete the Discipline Referral form in Review 360. Be specific and include all previous intervention strategies attempted.

Do not bring or send the student to the office. If in your judgement, you feel the student is a danger to himself or others notify the main office via the intercom system.

When calling the main office regarding a disturbance or crisis, please remain calm and give specific information to help solve the problem.

Under no circumstances should a teacher place a student in the hall or send to another teacher's room for discipline. All discipline matters **must** be referred to the appropriate administrator.

Supervision: No student is to be anywhere on campus without adult supervision. This includes classrooms, hallways, etc. Sponsors are responsible for each student until all students have vacated the premises.

SUGGESTIONS FOR PREVENTING AND/OR HANDLING DISCIPLINARY PROBLEMS

The following are suggestions for preventing and/or handling disciplinary problems:

1. Class Organization (a key to effective classrooms)
 - A. Arrange your room attractively and efficiently.
 - a. Consider instructional focus when arranging desks/tables.
 - b. Define places for materials and manipulatives (utilize appropriately).
 - c. Use bulletin boards effectively (display student work, class rules, etc.)
 - e. Plan placement and uses for overhead projector and other audio-visual equipment (be sure to have "back-up" bulbs, etc.).
 - f. No boxes stacked or in sight

- B. Utilize procedures which establish regular routines.
 - a. Prepare work for each period in advance.
 - b. Take attendance at beginning of period, within ten (10) minutes after tardy bell.
 - c. Plan orderly, consistent process for distribution of materials to avoid confusion.
 - d. Review and/or discuss day's work and concepts to be taught.
 - e. Delineate new assignments for next day. (Consider providing a calendar or some method/procedure for students to record assignments.)
- C. Establish behavior standards with your class.
 - a. Clarify standards which have either been established by teacher or acquired through class discussion. (Having students sign commitments to adhere to the rules may be helpful.)
 - b. Limit the number of standards and keep them simple.
 - c. Set high expectations for all students so they may rise to meet them.
 - d. Consider posting or contracting standards, sending parent letters with standards, and/or including standards in syllabus. (Having students sign commitments to abide by the rules may be helpful.)
 - e. Facilitate discussions (individually or with groups) centered on problems that affect the learning process (when situations arise) to reestablish an improved working/learning environment.
- D. Make a seating chart immediately (have accessible for substitutes).
 - a. Learn and use names of students quickly. Consider using name tags or name tents initially.
 - b. Assign seats by teacher's/pupil's choice or alphabetically. (Remind students of your responsibility to maximize learning which may necessitate particular seating arrangements.)
 - c. Use strategic seat changes routinely or when necessary. Consider isolating a student temporarily or establishing a "time-out" location when necessary.

2. The Teacher in the Classroom

- A. The teacher is the first line of authority in the classroom and in the school. How a teacher presents himself/herself the first day determines much of his/her future classroom control. Consider the following brief suggestions:
- a. Welcome, encourage, and praise all students. Make every effort to recognize students' accomplishments (appearance, performance, friendly manners, etc.)
 - b. Be professional and a positive role model (consider both appearance and behaviors.)
 - c. Be consistent and definite so that students know your expectations. Follow-up by assigning consequences objectively, justly and consistently.
 - d. Be friendly (but not a pal) and approachable, but never too familiar. Maintain certain distances (insist on being addressed as Mr., Mrs., or Ms.)
 - e. Do not betray a student's confidence, but be mindful of professional responsibilities or situations which may require follow-ups.
 - f. Maintain self-control thereby enabling students to learn by your example.
 - g. Be courteous and demand courtesy. Avoid situations which might cause embarrassment to a student.
 - h. Refrain from criticism of other teachers or administrators and do not permit it from students.
 - i. Provide a variety of activities each day.
- B. Realize your role as the professional in the classroom.
- a. Maintain a "*positive atmosphere*" conducive to learning and encourage students by recognizing all positive efforts.
 - b. Ensure that students understand classroom expectations. (Consider including items related to class expectations on first test given.)
 - c. Guide students in appropriate decision-making processes.
 - d. Foster higher level thinking by asking questions and posing problems to which there are several solutions.
 - e. Keep personalities out of discussions about inappropriate behavior.

- f. Extend personal attention to the aptitudes, accomplishments, and interests of your students.

3. Student Expectations

- A. Although a teacher cannot expect all students to have or maintain desirable attitudes toward the teacher, the teacher must insist on:
 - a. Respect for the teacher/other students/the school/and self.
 - b. Acceptance of responsibility for one's actions.
 - c. Regular attendance.
 - d. Appropriate behaviors and acknowledgment of the need for occasional consequences paid for inappropriate behaviors.
 - e. Adherence (consistently) to all school policies.

INTERCOM OPERATIONAL PROCEDURES

The call button should only be used in an emergency situation. An emergency situation is defined as a situation in which a teacher needs assistance from an administrator, police officer, or nurse to immediately remove a student from the classroom. In these situations, the student's misbehavior severely disrupts the learning environment, prevents the teacher from teaching, or jeopardizes the safety of others.

Immediately following the incident, the teacher should complete a discipline referral in Review 360.

During regular school hours, the call button should not be used to request supplies, report a technical or mechanical breakdown such as a copier machine, locate the custodian, etc.

Under no circumstances should students be allowed to use the call button.

SCHOOL DISTRICT POLICE

The school district police officer's primary purpose is to promote a safe learning environment and to interact with and positively influence students so they become productive members of the community.

AUTHORITY

Officers commissioned by the Board of Trustees of the SAISD have primary responsibility for all matters pertaining to law enforcement on school grounds. All needs for law enforcement assistance shall be coordinated through the SAISD Police Department.

JURISDICTION

Commissioned peace officers of the District have jurisdiction within the geographical boundaries of the school district as it relates to the scope of duties as defined below.

SCOPE OF GENERAL DUTIES:

1. The officer's enforcement duties include protection of people and property at school facilities. They are to ensure the immediate safety of students, staff, and property.
2. Officers will also take steps necessary to promote safety of others, and control of emergency situations outside the normal scope of duties.
3. Officers are expected to interact with, and positively influence, students, and faculty on a regular basis.
4. Officers are responsible for ensuring that criminal matters are properly investigated on the campus.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

The Texas Commissioner/S.B.O.E. Rule 89.1011, Referral for Comprehensive Assessment states, "Referral of students for possible special education services shall be part of the district's overall, regular education referral or screening system." It further states, "Prior to referral, students experiencing difficulty in the regular classroom should be considered for all possible support services available to all students, such as tutorial, remedial, compensatory, and other services." To support the SAISD 5-year goals the district will be implementing and sustaining a multi-tiered system of support that fosters a problem-solving culture integrating assessment, data-based decision-making, and intervention in a continuous cycle designed to maximize the educational opportunities of all students.

Multi-Tiered Systems of Support (MTSS) is a whole-child approach that integrates academic, behavioral, and social-emotional instruction and support. MTSS optimizes student growth through a proactive, preventative framework comprised of multiple layers, or tiers, aligned to the varying needs of our students. Tier 1 effective school-wide systems and differentiated core instruction, Tier 2 targeted intervention, and Tier 3 intense and individualized intervention form the pillars of this integrated continuum of student supports (Buffom, Mattos, & Weber, 2010). As a framework, MTSS establishes intentionality and efficient organization of all district and campus services offered for both students and staff. It aligns our work and facilitates a focus

on collaboration, growth, and multi-faceted approaches to student support. With implementation fidelity, MTSS has the power to close achievement gaps and address the critical needs of all students including those served by special programs such as Bilingual, Gifted and Talented (GT), English Language Learners (ELL), 504/Dyslexia, and Special Education.

PLACEMENT REVIEW COMMITTEE

The Texas Education Code 37.003 requires that each campus have a Placement Review Committee established to serve in two capacities related to student placement. The committee is to:

1. Determine the placement of a student after a teacher formally requests the removal of the student with appropriate documentation as allowed by Texas Education Code 37.002 (b) and then refuses readmittance of the student. The committee shall convene to review the case and the student may be returned to the removing teacher's class if the committee determines that such placement is the best or only alternative.
2. Make recommendations to the principal regarding classroom placement of expelled students upon readmission to the school following the expulsion period when the reason for expulsion was a severe offense against a teacher. The principal may convene the committee and consider their recommendations along with those of the Student Support Team made at the re-entry conference.

The principal will ensure that a 3-member Placement Review Committee is established at the beginning of each school year to serve for the remainder of the year.

CHAPTER 37

Chapter 37 requires teachers to submit documentation to the Placement Review Committee when a student is to be considered for removal from their class. Below are some examples of documentation that should be submitted to the Placement Review Committee:

- Evidence of counseling efforts by teacher, counselor, special services, or administrative personnel
- Evidence of parent teacher conferences, meetings, logs, date and time, nature of the meeting, etc.
- Evidence of seating changes in the classroom
- Evidence of time out utilized, cooling off, etc.
- Evidence of any behavioral contracts
- Evidence of any participation in peer conflict resolution sessions
- Evidence of school duty assignments/other class tasks
- Evidence of any verbal corrections, date & time, etc.
- Evidence of withdrawal of privileges, including but not limited to participation in extracurricular activities and eligibility for seeking or holding honorary positions
- Evidence of discipline referrals
- Evidence of any student contract
- Evidence of implementation of IEP/BMP strategies
- Evidence of referrals to outside agencies or authority, including school community programs
- Evidence of any items confiscated that disrupt the educational process
- Evidence of grade reductions as permitted by School Board Policies EIA & FO (Local)
- Evidence of withdrawal/restriction of bus privilege
- Evidence of In-School Suspension placements
- Evidence of disciplinary transfer to another campus
- Evidence of removal to an Alternative Education Program
- Evidence of expulsion
- RTI documentation

The Placement Review Committee will consider for removal only those students who have been documented properly. At least a majority of the documentation efforts listed above should be turned in to the Chairperson of the Placement Review Committee.

DRESS AND PERSONAL APPEARANCE

Teachers

Teachers should always dress in a professional manner. There are certain assignments which necessitate a more informal mode of dress. However, it is important to always look professional in your given setting.

Jeans are permitted on Wednesday with College T-Shirts (Fundraiser \$25) and Fridays with Spirit Shirt.

Students

Please refer to the Thomas Jefferson High School Dress Code Policy: 2019-2020

All faculty and staff are expected to know the student dress code and are expected to enforce the dress code in their classrooms/offices.

NO SMOKING POLICY

District policy states that smoking on school property is prohibited. This policy will be enforced. This includes e-cigarettes or vaporizer.

PERSONAL PHONE CALLS

Personal phone calls should be limited. Emergency calls can be accepted anytime, but other calls should be handled during the conference period or lunch period.

INJURIES

Employees who are injured on the job should report the injury to the school Main Office Secretary as soon as possible the day the injury was sustained. The proper form should be filled out on the same day in case a physician needs to be seen by the employee.

FACULTY MEETINGS

Faculty meetings will be scheduled as needed. Teachers will meet once a month during their Collaboration period/Conference period with campus administration.

All faculty and staff members are required to attend. If for any reason you are unable to attend, a written explanation must be submitted to the Principal.

If the situation warrants, emergency faculty meetings may be called.

DUTY - PARAS

All paraprofessionals will have one 15-minute break in the morning, one 15-minute break in the afternoon, and a 30-minute duty-free lunch. Duty assignments will be issued during your assigned teacher's conference period.

DUTY - TEACHERS

All teachers are to be at their classroom doors during each passing period directing traffic and encouraging promptness to class. Teachers are expected to either be at their door or in assigned duty station at 8:30 AM.

GUEST SPEAKERS

Guest speakers can provide additional insight into a concept or lesson while exposing our students to a different presentation style. If you choose to utilize this valuable resource, you must complete the SAISD Request for Approval Regarding Speaker, Performance, or Presenter and submit to the campus secretary for the approval of the principal at least two weeks prior to the date of presentation. [Form found in the Form section of this handbook]

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Approved Educator Standards

Chapter 149.1001 – Purpose: The standards identified in this section are performance standards to be **used to inform the training, appraisal, and professional development of teachers.**

- Standard 1: Instructional Planning and Delivery
- Standard 2: Knowledge of Students and Student Learning
- Standard 3: Content Knowledge and Expertise
- Standard 4: Learning Environment
- Standard 5: Data-Driven Practice
- Standard 6: Professional Practices and Responsibilities

INSTRUCTIONAL ASSISTANCE

At the end of each nine-week grading period, teachers' failure rates will be reviewed. A meeting will be scheduled with the appropriate Asst. Principal, for teachers with a 10% or higher failure rate. Areas of concern will be addressed through individualized staff development opportunities and student intervention plans. Administrative support will be provided in the areas of classroom management, planning and delivery of instruction. Additional assistance will be offered throughout the District and Region 20.

SYLLABUS

Copies of the syllabus shall be submitted to your Assistant Principal. Each student should receive a syllabus on or before the Friday of the first week of school for the first semester, and the Friday of the first week back from Winter Break, for the second semester.

RELOCATION OF CLASSES

At times during the year you may wish to enrich your students' educational experience by taking them to the library, joining another class for a guest speaker presentation, etc. Please be sure you

notify your Assistant Principal and Main Office at least one week in advance, using the appropriate form and leave a note on your classroom door stating your whereabouts. This will assist the attendance office and help students who forgot or were absent to find their class.

LESSON PLAN E-Instruction No. 3

1. Lesson plans serve two main purposes:
 - a. Lesson plans guide instruction and reflect planning for instruction.
 - b. Lesson plans reflect professional decisions made by teachers or groups of teachers in translating state, district, and campus curriculum into an outline for instruction.
2. Lesson plans are required and should be readily available through PlanBook by Monday of the next instructional week.
3. Written lesson plans are only required to outline in a brief and general manner the information to be presented during each period at the secondary level or in each subject or topic at the elementary level. “Brief” is defined as short in extent and length. “General” is defined as including main elements rather than details.
4. Lesson plans shall include the following components:
 - a. Objectives
 - b. Learning activities
5. In order to minimize paperwork, lesson plans may reference specific documents, resources, or page numbers when appropriate.
6. For students with disabilities, a current Individualized Education Plan (IEP) shall be used as the basis for the development of lesson plans.
7. Plans for instruction shall be available for a substitute in a form that is readily usable by a substitute.
8. The principal may periodically collect and review lesson plans. This process must not interfere with instruction, and the lesson plan needed for the day must be returned by the start of the school day.
9. All MYP teachers will be required to complete Unit Planners for all units. 11th and 12th Grade teachers are required to have two Unit Planners each Semester.

References: Board Policy DLB (LEGAL); DLB (LOCAL)

MOVIE/VIDEO APPROVAL

Any video to be used for instructional purposes must link directly to the objectives of the current lesson and be so noted in the lesson plans. The teacher shall include in the lesson plans pre-activities and post-activities to strengthen the impact of the movie/video.

Teachers must complete and submit the approval form found in the forms section of the handbook to Ms. Koebke, School Secretary, for review and approval by principal prior to use of the movie/video.

FINAL EXAMS

A schedule will be issued detailing testing dates and procedures. **All teachers are directed to strictly adhere to testing schedules.** A copy of the final exams must be submitted to the department chairs by the last class day prior to testing. All tests/exams are expected to be typed. The testing period is not to be used for having parties, watching videos, etc.

LIBRARY POLICY

The Thomas Jefferson High School library is open from 8:30 a.m. to 4:30 p.m. for student and teacher use.

Library Procedure

1. Books are checked out for two weeks and may be renewed. All books are to be turned into the circulation desk. Fines for overdue materials will be charged for school days only (not more than ten cents per day; not more than \$1.00 for any overdue book).
2. Orientations will be conducted for all students. **All teachers new to Thomas Jefferson will participate in an orientation about library procedures.**
3. Magazines will be on display. To ensure that current issues are accessible for all library patrons, current magazines may not be checked out.
4. All Region 20 materials will be distributed from the library.
5. Teachers who wish to bring classes for research/projects/activities will need to reserve their time in advance. A monthly calendar schedule will be displayed at the circulation desk. Teachers who wish to send small groups for specific assignments or instruction should make arrangements with the librarian in advance. Library space will determine how many groups can be accommodated at the same time. In order for needed materials to be assembled in advance, the teacher and librarian should schedule joint planning time prior to research projects.
6. The librarian will seek recommendations from teachers, staff, students, and parents for

materials to be included in the library collection. Print and non-print materials, purchased with library funds, are permanent items of the library inventory.

7. **There will be routine library book checks.**
8. Ms. Esperanza Garza-Danweber, the school librarian, will issue a memorandum regarding specific check-out dates and procedures for audio/visual equipment/software.

TEACHER/PARA MAIL BOXES

Every teacher and paraprofessional is provided a mailbox in the main office. All mailboxes are to be checked and emptied daily.

Administrative approval must be obtained before placing memos, notifications, etc. in teacher/para mailboxes with the exception of teacher organizations.

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT Title II, Title VII, Title IX, and 504 Coordinators

The San Antonio Independent School District strongly supports and will comply with all Federal laws prohibiting discrimination as outlined in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. (School Board Policy DAA Legal and Local)

Federal law requires that there be no discrimination against an employee or applicant for employment because of the person's race, color, religion, sex, national origin, age or disability with respect to hiring, compensation, promotion, discharge or other terms, conditions or privileges of employment. To insure equal employment opportunities, the District designates the following person **to coordinate** its efforts to comply with:

Title II of the Americans with Disabilities Act of 1990 (ADA as amended)

Name: Lorena Rios
 Position: Senior Director, Employee Benefits/Risk Management
 Address: 141 Lavaca Street, San Antonio, 78210
 Telephone: (210) 554-8669

Title II Section 504 of the Rehabilitation Act of 1973, as amended

Name: Julie Ann Gonzalez
 Address: 406 Barrera Rm#24, San Antonio 78210
 Telephone: (210) 554-2570

Title IX of the Education Amendments of 1972 and the Age Discrimination in Employment Act (ADEA), as amended

Name: Toni Thompson

Position: Associate Superintendent, Human Resources
 Address: 141 Lavaca Street, San Antonio, 78210
 Telephone: (210) 554-8410

To insure equal educational opportunities for **students**, the District designates the following persons to coordinate its efforts to comply with:

Title IX of the Education Amendments of 1972, as amended

Name: Tiffany Venzor
 Position: Executive Director - Guidance and Counseling
 Address: 406 Barrera Rm#34, San Antonio, 78210
 Telephone: (210) 554-2580

TRIP/CONFERENCE SUMMARY

Upon returning from a trip/conference, you are to complete a Trip Summary Form [form found in section on Form in this handbook] and return the completed form to Ms. Koebke within seven working days. These completed forms will be kept on file to provide professional evaluations on the relevance/importance/worth of all trips/conferences we attend.

VENDING MACHINE REFUNDS

In the event you lose money in one of the vending machines, please complete the “Vending Machine Refund Form” and return to Ms. Minnie Collins. [Form found in Forms section of this handbook.]

VISITORS TO CAMPUS

Thomas Jefferson High School is a closed campus. All visitors are to report to the main office for approval. Upon approval, a pass will be issued. Visitors must check out in the main office before leaving campus. Prior approval must be obtained for guest speakers and special program coordinators. Please be alert to outsiders on our campus and report anyone who doesn't belong to the nearest administrator/police officer as soon as possible.

GRADING POLICIES AND PROCEDURES

GRADING SYSTEM

The following system of grading is used at Thomas Jefferson High School:

A	=	90 to 100
B	=	80 to 89
C	=	75 to 79
D	=	70 to 74
F	=	69 and below

WEIGHTS Grade weights shall be assigned to grades earned by high school students for purposes of class ranking, in accordance with the following scale:

<u>Course</u>	<u>Weight</u>
AP/IB/DC	+10
Pre-AP/IB	+5

HONORS To be recognized for scholastic honors, GRADUATES are required to maintain a numeric average of 90 or more during the four-year high school program, excluding the last semester of the senior year.

Credit Standards for Grade Placement

Credit standards for grade placement of students at the high school level are:

9th Grade	0 – 5.5 units	11th Grade	13.5 - 20 units
10th Grade	6.0 - 13 units	12th Grade	20.5 + units

Student grading is based on a minimum of 40% assessments, and 60% spread between participation, projects, homework, attendance, etc. Please refer to the forms section of the Faculty Handbook for the SAISD Administrative Procedure on Grading (Admin Procedure E20).

THOMAS JEFFERSON GRADUATION REQUIREMENTS

	Foundation	Endorsement	Distinguished
English	4 Credits	4 Credits	4 Credits
Mathematics	3 Credits	4 Credits	4 Credits including Alg. II
Science	3 Credits	4 Credits	4 Credits
Social Studies	3 Credits	4 Credits	4 Credits
Foreign Language	2 Credits	2 Credits	2 Credits
Fine Arts	1 Credit	1 Credit	1 Credit
Physical Education	1 Credit	1 Credit	1 Credit
Electives	5 Credits	6 Credits	6 Credits
Credits Required for Graduation	22	26	26

REQUIREMENTS FOR ENDORSEMENTS

STEM	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> - CTE COURSES WITH A FINAL COURSE FROM THE STEM CAREER CLUSTER - COMPUTER SCIENCE - MATHEMATICS - SCIENCE - ANY COMBINATION OF TWO OF THE ABOVE
Business & Industry	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> - CTE courses with a final course from the Agriculture, Food, & Natural Resources; Architecture & Construction; Arts, Audio/Video, Technology, & Communications; Business Management & Administration; Finance; Hospitality & Tourism; Information Technology; Manufacturing; Marketing; Transportation; or Distribution & Logistics CTE career cluster - The following English electives: public speaking, debate, advanced broadcast journalism including newspaper and yearbook - Technology applications - A combination of credits from the categories listed above
Public Services	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> - CTE courses with a final course from the Education & Training; Government & Public Administration; Health Science; Human Services; or Law, Public Safety, Corrections, & Security career cluster - JROTC
Arts & Humanities	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> - Social studies - The same language in languages other than English - Two levels in each of two languages in languages other than English - American Sign Language (ASL) - Courses from one or two categories (art, dance, music, and theater) in fine arts - English electives that are not part of Business & Industry
Multidisciplinary Studies	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> - Four advanced courses that prepare a student to enter the workforce or postsecondary education without remediation from within one endorsement area or among endorsement areas that are not in a coherent sequence - Four credits in each of the four foundation subject areas to include English IV and chemistry and/or physics - Four credits in AP, IB, or dual credit selected from English, mathematics, science, social studies, economics, languages other than English, or fine arts

WITHDRAWALS

A student is not to be dropped from a class unless an official withdrawal form or an official change of schedule form is presented for the teacher's signature.

The teacher should record the "cumulative grade to date" on the withdrawal form. The "cumulative grade to date" and the "date of withdrawal" should be recorded in the grade book.

PROGRESS REPORTS

At the end of the third and sixth week of a nine-week grading period, the classroom teacher will complete an Interim Progress Report.

If at any time after the end of the sixth week of a 9 weeks cycle, but before the end of the grading period, a student's grade falls below 70, the classroom teacher must communicate with parents in a phone contact and electronic progress report.

THE STUDENT MUST SIGN THAT HE/SHE RECEIVED A COPY OF THE PROGRESS REPORT.

The number or tardies/absences for each student must be included on all progress reports.

Teachers are advised to make copies of computerized interim progress reports for their records before submitting for processing. These copies will provide the necessary documentation should a parent question prior notification of a failing grade.

PARENT - TEACHER CONFERENCE

Conferences between teacher and parents are expected. In cases where there has been considerable difficulty with the student, or where the teacher feels he/she needs support in dealing with the situation, the student's counselor or administrator should be invited to attend the conference.

In such cases, it would be advisable to notify the counselor or administrator in advance so that he/she can make arrangements to be available at the time of the conference. All conferences between parents and teachers should be held during the teacher's conference period, before, or after school. Please provide the parent/guardian with at least two alternate dates/times for the conference. Please do not hesitate to notify your students' parents when difficulties arise; their cooperation and support can be of great assistance in resolving the problem.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are school-sponsored activities which are not directly related to the instruction of the essential elements, but they may have an indirect relationship to some areas of the curriculum. They offer worthwhile and significant contributions to a student's personal, physical, and social development.

Participation in extracurricular activities is a privilege, not a right, and students must meet specific requirements in order to participate.

Specific Requirements:

- a. A student must maintain a grade of 70 or above in each level course to be eligible for participation in any extracurricular activity.
- b. A student enrolled in a Dual Credit/ Advanced Placement/On-Ramps, and Pre IB/AP may maintain their eligibility if their grade below a 70 but not lower than 60.

REGULATIONS GOVERNING SERVICE POINTS IN HIGH SCHOOL ORGANIZATIONS

1. A service point is a unit of measure of student involvement and participation in non-academic school activities. The following classification of service points is an outgrowth of the recognition of the need to involve more students and the elimination of the exploitation of a few. The classification has been developed with the following criteria as guides:
 - a. The amount of time required for student performance in a service.
 - b. The significance of the service to the total school activities.
2. The basic qualifications for all service points shall be:
 - a. To qualify for a service point office, a student must have and must maintain an acceptable grade average and school attendance record established by the administration of each individual school. Accumulative grades, including mid-term grades of the current school year, will be used as the basis for office candidate approval.
 - b. All nominees must be approved by the organization's sponsor and the administration of the school.
 - c. Individual students will be limited to a maximum of sixteen service points per school year.
3. Service point values for specific activities shall be awarded on the following basis:

- a. Ten service points shall be allowed for serving as:
 - (1) president of the student council
 - (2) president of the senior class
 - (3) highest ranking officer of the military unit
 - (4) highest ranking officer of the pep squad
 - (5) editor of the annual, the newspaper, and other school publications
 - (6) drum major of the band
 - (7) president of the Thomas Jefferson Technical Honor Society
- b. Eight service points shall be awarded for serving as:
 - (1) president of: the freshman, sophomore, or junior class, honor societies, service, or special interest clubs
 - (2) vice president of: the student council, freshman, sophomore, junior, and senior class; secretaries (both corresponding and recording) and treasurers of the student council and senior class
 - (3) second ranking officer of the military unit
 - (4) second ranking officer of the pep squad
 - (5) business manager of the annual, the newspaper, and other school publications
 - (6) cheerleaders and asst. drum major
- c. Six service points shall be awarded for serving as:
 - (1) vice president of honor societies
 - (2) secretary and/or treasurer of the freshman, sophomore or junior class; of honor societies (when functioning as a fully organized club); and of department, service, and special interest clubs
 - (3) third ranking officer of the military unit
 - (4) third ranking officer of the pep squad
 - (5) departmental editor of the annual, the newspaper, and other school publications
- d. Three service points shall be awarded for serving as:
 - (1) secretary and/or treasurer of honor societies

- (2) officer, other than those above, of the student council or any class
 - (3) officer, other than those above, of a military unit
 - (4) officer, other than those above, of the pep squad
- e. Two service points shall be awarded, for serving as:
- (1) president of an advisory group or a student council representative
 - (2) manager and/or member of an athletic team
 - (3) staff member of the yearbook, the newspaper, or other school publication
 - (4) officer, other than those above, of an honor society or of a departmental, or special interest club
 - (5) member of a drill team
 - (6) member of a senior planning board

BUILDING RESPONSIBILITY AND USAGE

BUILDING RESPONSIBILITIES

Faculty members should assume the following responsibilities in the use and care of the building:

1. Report any damage to furniture or building to the appropriate Assistant Principal.
2. Turn off lights when the room is not in use.
3. See that wastepaper is not left on floors.
4. Have students leave desks in proper order at the close of each period.
5. Assist the custodian by arranging papers, books, and other materials so as to make it easier to clean the rooms.
6. Report any maintenance needed to improve condition of room to the Head Custodian using the AB-15 Requisition Form.
7. Use the Request for Custodial Service forms when special assistance is needed. Forms are located in the Head Custodian's mailbox.
8. Please do not use tape on chalkboards or painted walls!!!

9. Doors should be locked when your area of responsibility is not being used, **unlocked during instructional time.**
10. Do not remove furniture or equipment from your room without Mr. De La Garza's approval.
11. Be alert to student vandalism, halt same, and report same whenever observed.
12. Windows in the door leading to your classroom are to remain uncovered.

FACILITY USAGE REQUEST

Any faculty or staff member may request to use the auditorium, Sub Room, Cafeteria for an assembly or special program. To request, complete the Thomas Jefferson Facility Usage Request Form [found in Forms section of this handbook] and submit to the Principal's secretary.

INVENTORY

Mr. De La Garza, Assistant Principal, is responsible for inventory. Teachers and staff are not to exchange furniture or equipment without the assistant principal's approval. Teachers are to keep an accurate inventory of their classrooms and should **immediately** report any missing items, personal or district owned, to the assistant principal. For safety reasons, please do not place any broken furniture or equipment, or any items that you no longer want, in the hallway.

KEYS

Keys checked out to a teacher should be safeguarded throughout the year. Please do not be forgetful and leave keys on your desk, in the copy room, etc. Do not loan or give your keys to anyone, for any reason.

Mr. Reyes, Assistant Principal, is responsible for keys. All keys in your possession must be inventoried with him. If you should break or lose your key(s), contact Mr. Reyes immediately, using email or the Lock/Key Work Request Form.

School district policy strictly prohibits making copies of school keys.

POSTERS/BANNERS/SIGNS

Posters/banner/signs are not to be glued to any painted walls. **Painters tape is the only acceptable tape for adhering posters to walls.** Before a poster/banner/ sign may be displayed, it must be approved by an administrator.

VOICE MAIL

Voice mailbox numbers will remain the same for all returning staff members. All staff members with

a telephone extension are required to check for voice mail messages, and clear all unnecessary messages, a minimum of two times each week. This will assist you in parent/teacher relations and will keep the system from overloading.

To report problems with your phone/voice mail, please email Irene Campos, Main Office Clerk.

WORKROOM

Teacher workrooms are for teachers use only. Students are **NOT** permitted in these areas. **DO NOT** send students to purchase drinks, snacks, etc.

Each teacher is responsible for leaving the copy machines in proper order and for removing any paper, stencils, etc. If uncertain how to clear paper from the machine, please ask for assistance. **DO NOT** send students or student assistants to make copies.

Keep your workrooms clean. You are responsible for returning items brought from the cafeteria (dishes, cups, trays, etc.), and removing excess paper/materials from tables/machines.

NOTE: Refrigerators in the teacher's lounges will be cleaned out each Friday afternoon. Please take anything you do not want discarded.

Thomas Jefferson High School

Tardy Policy / Consequences

2019-2020

A student is considered tardy if:

- A student is not in his/her assigned area when the class bell rings and the teacher is unaware of the student's whereabouts;
- A student enters his/her assigned area after the class bell rings without a pass.
- Four tardies in a 9- week grading period in a class will result in an afternoon detention (4:30-5:30).
- Every two additional tardies for the class will require students to attend another after school detention.
- Students who fail to serve their assigned detention will be assigned OCI by administration.

After the fourth tardy and subsequent tardies after that, the teacher will contact parent and assign the student an after-school detention by emailing Monica Rodriguez the student name, date, and reason (Ex. Ralf Halderman/ August 12th /Four Tardies).

Teacher will be expected to enter a referral into Review 360 for those students that fail to attend their assigned detention.

Official Creed of Thomas Jefferson High School

(Adopted in 1934 by the student body – Revived in 2011 by the faculty, staff and student body)

“I believe in sincere effort, in faithful fellowship, in kind and generous friendship and hearty cooperation. I believe in upholding the ideals and standards of Thomas Jefferson High School and in loyalty to this school and its activities.”

We believe in Thomas Jefferson High School & we believe in you – YOU ARE TJHS!

What Parents & Students expect and will receive from the Faculty & Staff of Thomas Jefferson High School.....

Principal is expected to:

- **Personify our core values: Integrity, Respect, Passion, Student-centered, High Expectations, Commitment, and Teamwork**
- **Keep students safe**
- **Treat all staff, parents, students, community members and district level personnel with dignity and respect.**
 - **We do not use sarcasm to belittle or demean**
- **Uphold all the policies & procedures of the SAISD and Jefferson High School**
- **Come to work every day when physically possible**
- **Promote the safety and education of “ALL” students equally and fairly everyday**
- **Supervise the instructors and daily instruction to ensure the “highest rigor” in all classes**
- **Return every email or phone call within a 24-hour period**
- **Be visible at extra-curricular events**

Assistant Principals are expected to:

- **Personify our core values: Integrity, Respect, Passion, Student-centered, High Expectations, Commitment and Teamwork**

- **Keep students safe**
- **Treat all staff, parents, students, community members and district level personnel with dignity and respect.**
 - **We do not use sarcasm to belittle or demean**
- **Call parents to keep them informed**
- **Supervise teachers assigned to you but help anyone you can**
- **Resolve all referrals within 24 hours**
 - **If you cannot – meet with the teacher**
- **Check Contact Log every 3 weeks**
 - **Sign and date – Review (Conference if necessary)**
- **Complete Learning Walks weekly – teacher gets immediate feedback**
- **Complete all assignments as directed by Principal**
- **Keep observation log on supervised teachers**
- **Complete all observations according to TTESS guidelines**
- **Attend department meetings as assigned – review all notes**
- **Be visible at extra-curricular events**

Counselors are expected to:

- **Personify our core values: Integrity, Respect, Passion, Student-centered, High Expectations, Commitment, and Teamwork**
- **Keep students safe**
- **Treat all staff, parents, students, community members and district level personnel with dignity and respect.**
 - **We do not use sarcasm to belittle or demean**
- **Keep current with student requests, input credits & ensure that schedules are in coordination with the 4-year plan**
- **Advise students and parents on “Best Choice” electives for future success**
- **Work with teachers on concerns with students**
- **Students’ and/or parents’ request will be held within a 24-hour period or at parent’s earliest convenience**
- **Work with the school-wide testing as directed**
- **Be visible at extra-curricular events**

Teachers are expected to:

- **Personify our core values: Integrity, Respect, Passion, Student-centered, High Expectations, Commitment, and Teamwork**
- **Keep students safe**
- **Treat all staff, parents, students, community members and district level personnel with dignity and respect.**

- We do not use sarcasm to belittle or demean
- **Arrive to work on time**
 - Teachers are expected to sign-in and out daily. If absent the Weekly Payroll Report form must be signed.
 - You must inform office staff and Mr. Vera in advance if you are absent or tardy to work.
- **Submit lesson plan documentation every Monday to appropriate administrator.**
- **Attend all meetings and staff development sessions.**
- **Adhere to the district curriculum and Thomas Jefferson procedures.**
 - Fidelity to program must be ensured
- **Adhere to district and campus dress code policy (no blue jeans expect for Friday and designated spirit days - only with spirit shirt).**
- **Post minimum of two grades per week into the electronic grade book.**
- **Electronically submit student attendance daily the first ten minutes of every period.**
- **Maintain communication phone logs and conference logs and submit them to designated administrator every two weeks.**
- **Adhere to the legal requirements for providing instructional support to students: Special Education, Dyslexia, 504, ESL/LEP, At-Risk, MTSS**
 - Written documentation must be kept in accordance with program specifications.
- **Submit all activities to Angie Koebke in a timely manner for placement on the Master Calendar.**
- **Submit written communication intended for multiple distribution to the principal for approval, and signature when appropriate, prior to dissemination.**
 - Prior approval must be given by administration for special privileges, classroom celebrations, etc.
- **Check out Cumulative Record File through the registrar.**
- **Read communications sent via email.**
 - Adherence to FERPA, district and local policy – it is the law.
- **Create an organized and structured learning environment.**
 - Classrooms need to be kept clean and clutter-free.
 - Classrooms should be designed to maximize instructional space for students.
- **Monitor students at all times. This includes classroom trips to the library, campus functions, auditorium, lab, etc.**
- **Monitor student bathroom privileges by encouraging students to use the restroom during natural breaks in the daily schedule, i.e., breakfast, lunch, passing periods, etc.**
- **Be on time to their regularly scheduled duty stations.**
 - You must inform Mr. De La Garza if you will be unable to adhere to your duty station.
- **Engage students in instruction in class during instructional time.**

- This means bell to bell instruction
- Send work to students in OCI.
- Teachers and staff are to supervise students at all times.
 - Teachers are to remain with students
 - Be at your door during passing periods **ACTIVELY MONITORING.**
- Ensure that students have a pass whenever they leave the classroom.
 - No passes the first and last fifteen minutes of class (emergency situations should be the only exception – use good judgment)
- Refrain from placing students in the hall as a discipline strategy.
- Use positive discipline strategies, such as one-on-one conferencing, direct eye contact, change seating assignment, and other positive techniques (see RTI behavior strategy)
- Use the proper referral process when sending students to the appropriate administrator or counselor.
- Maximize quality learning time for students.
 - Students should be seated and engaged in the warm-up activity when the tardy bell rings
- Enforce the dress code policy - as stated in student code of conduct
- Teachers and staff will post classroom expectations and contribute to a print rich environment.
- Student work products are to be prominently displayed in classroom and hallways.
 - Work posted should be neatly displayed – work that has been torn or has marks that detract from its original form should be removed.
 - Work should be current – as new work is published old work should be removed
 - You are responsible for the hallway area outside your classroom.
- Bulletin boards are to display the process writing skills aligned to appropriate assessment and other forms of student work instead of displaying commercial products.
- Each classroom is to reflect a focus on student objectives, problem solving process, TEKS, Bloom’s Taxonomy, academic vocabulary, Marzano’s nine, etc.

What the Faculty and Staff Expect of The Parents of Thomas Jefferson High School Students

- Adherence to Texas Education Code (TEC) which reads as follows:
 - Sec. 25.085. COMPULSORY SCHOOL ATTENDANCE

- a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.
- b) Unless specifically exempted by Section 25.086, a child who is at least six year of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday shall attend school
- c) On enrollment in pre-kindergarten or kindergarten, a child shall attend school
- **Sec. 25.094. FAILURE TO ATTEND SCHOOL**
 - a) An individual commits an offense if the individual:
 - Is required to attend school under Section 25.085; and
 - Fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period
 - b) An offense under this section may be prosecuted in a justice court
 - c) Pursuant to an order of the justice or municipal court based on an affidavit showing probable cause to believe that an individual has committed an offense under this section, a peace officer may take the individual into custody...
 - d) An offense under this section is a Class C misdemeanor...(up to \$500 fine per offense)
- Support your child by making sure he/she comes to school every day – More than 10 unexcused absences will result in denial of credit for regular classes and 5 for term classes
- Keep in contact with all teachers
- Let's work together in a positive spirit of cooperation
- Call and get clarification of any topic that interests you
- Ensure that your child is in a district approved uniform on a daily basis beginning the first day of school
 - Spirit shirts/Collared shirt in the following colors: scarlet red, royal blue or white shirt with khaki/black shorts, skirts and slacks
 - No facial piercings
 - No facial hair with the exception of neatly trimmed mustaches

What the Faculty and Staff Expect of Thomas Jefferson High School Students

- **Come to school every day**
- **Be on time to every class every day**
- **Complete your homework as assigned**
- **Complete all make-up work according to school policy**
- **Report any problem to proper authority – Let us help resolve any issue that might interfere with your education – You can ALWAYS see your principal!**
- **Adhere to dress code rules everyday**

Thomas Jefferson High School is a closed campus – students are not allowed to leave campus for lunch or any other time of the day without parents checking the student out through the Attendance Office.

Make-up Work Policy:

- Students are entitled to make-up assignments or tests after any absence, regardless of the reason for the absence. Whether the absence is “excused” or “unexcused” has no effect on the make-up work or the assigned credit for the work.
- Students who are suspended from school for disciplinary reasons are also entitled to make-up the work in accordance with the following procedures:
 1. A student is allowed one instructional days for each day missed with a maximum of six (6) days during which make-up work may be completed or to schedule a make-up assignment.
 2. An extension of this time may be granted, if, in the opinion of his/her teacher(s) and with the approval of the principal, an individual student’s request or case warrants an extension.
 3. Teachers are to inform students of the time allotted for completing the make-up work.
 4. It is the student’s responsibility to get the assignments and to complete the work within the allotted time.
 5. Students are to be allowed to make-up both class work and homework.
 6. Academic sanctions CANNOT be imposed on make-up work or late work submitted after an absence from school. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions may be imposed.

Campus parking Policy:

Teacher Parking –

- **Teachers must display their parking pass any time they are on campus**

Student Parking –

- **Students must provide a valid driver's license and proof of insurance to obtain a parking pass (\$5.00)**
- **Any student who parks in the teacher's parking lot will be assessed a \$10 fine. Failure to pay the fine or an issuance of a third fine will result in the student forfeiting all campus parking rights and their automobile will be towed from the lot at the owner's expense.**

Acknowledgement

I acknowledge that I have been offered the option to receive a paper copy or to electronically access the 2019-2020 Thomas Jefferson Faculty Handbook through Sharepoint. I am responsible for reading and understanding the information contained in this publication, as well as utilizing forms.

I have chosen to (CHECK ONE BOX):

Access the Thomas Jefferson Faculty Handbook on Sharepoint

Or

Receive a paper copy of the Thomas Jefferson Faculty Handbook.

Printed Name: _____

Signature: _____

Submit to Main Office no later than August 30, 2019