

**IOLA INDEPENDENT SCHOOL DISTRICT**  
**FACULTY HANDBOOK**  
**2023-2024**



This handbook has been adopted as official policy by the Board of Trustees. The Board of Trustees has granted authority to the Superintendent of Schools to make changes to this handbook as may be needed, subject to annual review.

**IOLA I.S.D.  
P.O. Box 159  
IOLA, Texas 77861-0159**

**Telephone: (936) 394-2361  
Fax: (936) 394-2132**

This is your school. If you have any suggestions, concerns, or questions, please see the Principal or Superintendent. Both are here to serve you.

### **BOARD OF EDUCATION**

Jason Gooch	President
Alec Pointer	Vice President
Tammy Harvey	Secretary
Jody "Red" Evans	Member
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### **ADMINISTRATIVE STAFF**

Jeff Dyer	Superintendent
Brian Fowler	Secondary Principal
Dianne Luna	Elementary Principal
Kristin Sajewski	Special Programs Director
Jeanne Stautzenberger	Secondary Counselor
Jennifer Cherry	Elementary Counselor
Jan Timm	Business Manager
Sean Callahan	Transportation Director
Dave Jordan	Maintenance Director
Linda Evans	Food Services Director
Jo Baca	Administrative Secretary
Andrew Glass	Director of Technology
Dawn Marks	PEIMS Coordinator
Kathy Darby	Administrative Secretary – HS
Annie Mae Fairbanks	Administrative Secretary - EL

## INTRODUCTION

The teacher handbook contains lola Independent School District's administrative procedures and many school board policies that directly affect you, the classroom teacher.

Although it is impossible to anticipate every question, this booklet is intended to be used by the staff as a source of information. You may also want to review the Student Handbook and the Discipline Management and Code of Conduct.

In case there is a conflict in any policy given in this handbook and updated school board policy the school board policy will at all times take precedent. The chain of command is Teacher to Principal to Superintendent to Board of Trustees. Any appeal of these procedures should proceed through the chain of command.

### **Non-discrimination Notice**

lola ISD does not discriminate on the basis of race, color, national origin, religion, age, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. lola ISD provides a free, appropriate education consisting of regular or special education and related aids and services in CTE programs that are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons.

Jeff Dyer, Superintendent – Title IX Coordinator  
Kristin Sajewski – Secondary Section 504 Coordinator  
Jennifer Cherry – Elementary Section 504 Coordinator

### Distrito Escolar de Noticia Publica de no Discriminar

El Distrito Escolar de lola no discriminar por motivos de raza, color, origin nacional, sexo, impedimento, o edad en sus programs o actividades. El Distrito proporciona una educacion apropiada y gratis que consiste en la educacion regular y especial y servicios y asistencia relacionados en programs de Educacion de Carreras y Tecnologia, que estan disendos para satisfacer las necesidades educativas de las personas con impedimentos tan adecuadas como aquellos servicios para personas que no tienen impedimentos. Las siguientes personas han sido designadas para contesar preguntas acerca de las normas de no discriminacion:

Jeff Dyer, Superintendent – Title IX Coordinator  
Kristin Sajewski – Secondary Section 504 Coordinator  
Jennifer Cherry – Elementary Section 504 Coordinator

**IOLA INDEPENDENT SCHOOL DISTRICT  
LONG-RANGE GOALS**

**Goal 1**

**Set increasingly challenging expectations for academic performance by all students and close the achievement gap between educationally disadvantaged students and other populations.**

**Objective:** All subgroups of students will meet or exceed state and federal standards on STAAR tests.

**GOAL 2**

**Implement new technologies which improve student performance, strengthen the curriculum, and achieve educational goals.**

**Objectives:** Demonstrate the use of the internet and incorporate its use in the classroom, libraries, and computer labs.

**GOAL 3**

**Communications between the school, parents, and community will be consistent, timely, and effective.**

**Objective:** Increase communication between school and community regarding academic performance and development of students, educational policies, and school events.

## **ACTIVITY FUNDS**

### **Principal**

1. The Principal will be responsible for the proper administration of each student activity fund.
2. The Principal must approve all expenditures.

### **Sponsors**

1. All monies must be processed through the activity fund.
2. The sponsor will deposit monies daily through Ms. Baca in the office.
3. Each sponsor will keep a ledger of receipts and disbursements.
4. Money disbursement can only be for such purposes as may be authorized by the organization.
5. The sponsor must count the funds prior to turning them into Ms. Baca and have a deposit sheet filled out. This deposit sheet will then be signed by the secretary and used as your receipt. **Under no circumstances should you send a student to deposit or pick up funds. You are responsible.**

## **ACTIVITY SCHEDULE**

The Principal is in charge of the activity calendar and scheduling of events. Activities need to be scheduled at least one week in advance.

Each teacher should make a tentative list by the 1st of September of dates that will need to be placed on the activity schedule.

A weekly or monthly calendar will be produced.

## **ADMISSION TO ATHLETIC EVENTS**

Each staff member and their immediate family receives free admission at any athletic event held at Iola Schools.

## **ANNOUNCEMENTS**

All announcements will be made sometime in the morning of each day. If your club or organization has an announcement, please fill out an announcement form in the school office.

## **ASBESTOS MANAGEMENT PLAN**

The Iola Independent School District is striving to maintain compliance with Federal and State regulations concerning asbestos. Should you desire to review the Asbestos Management Plan for your school, a copy of the plan is available in the Principal's Office as well as the school's Central Administration Office. If you have any questions about the Plan or this federally mandated program, contact Interim Superintendent Jeff Dyer at 936-394-2361.

## **ASSEMBLIES**

Teachers should sit with their classes during all programs. All teachers are expected to attend unless they have permission from the Principal to be absent. This includes pep rallies.

## **ATTENDANCE PROCEDURES**

Procedures to use in marking daily student attendance in Gradebook:

1. Secondary teachers shall record attendance each class period within the first 20 minutes of class.
  - a. If the student is not in attendance 20 minutes after the class bell, then the student will be marked as absent.
  - b. Students who show up to class after the tardy bell rings should be sent to the office to receive a tardy slip and be marked as tardy.
2. Elementary teachers shall record daily attendance at 10:00 a.m. each day.
3. Each student's absence will be marked as an unexcused absence. The PEIMS Coordinator will correct any absences that should be changed.

## **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information on this program can be obtained from Linda Evans at 394-2361.

Cafeteria Prices for this year are as follows:

Lunch:		Breakfast:	
PK – 5 <sup>th</sup> grade	\$2.70	PK - 12 <sup>th</sup> grade	\$1.85
6 <sup>th</sup> – 12 <sup>th</sup> grade	\$2.95	Adult	\$2.50
Adult	\$5.00	Reduced Price	\$0.30
Reduced Priced\$	.40	Milk	\$ .50

## **COMPUTER RESOURCES**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action.

## **DISCIPLINE PHILOSOPHY**

1. The function of discipline is to teach students responsibility.
2. The proper amount of discipline is determined by evaluating the student's age, circumstances, past behavior, and correlated to the "discipline ladder".
3. Discipline must be consistent, fair, and firm. It must always be tempered with genuine concern for the individual student.
4. The teacher is responsible for classroom discipline.

5. The District will respect the request of any parent that opposes corporal punishment.
- 6.
7. Each teacher is to supervise conduct in the hall between classes.
8. An effective discipline management plan means that all staff members assume responsibility for all misbehavior, whether it be in the hall, restroom, lunchroom, buses, playground, assemblies, gym, etc. If you see any student misbehaving - correct the student.

## **DISTRIBUTION OF MATERIAL**

### **School Materials**

The Principal must approve school publications distributed to students. All school publications are under the supervision of the teacher, sponsor, and Principal.

### **Non-School Materials**

Written materials, invitations, gifts, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the Principal. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

The Principal will designate a specific area to display approved non-school materials.

## **DRESS CODE**

All professional and support staff members must at all times dress professionally and use good judgment in their selection of dress. Shorts and/or jogging suits are not appropriate for the classroom. Staff members are prohibited from wearing bottoms which have lettering/logos across the back of the seat. Backless shoes and sandals are permitted as long as they are not of the rubber "flip-flop" type. Tattoos must be covered at all times.

## **DRILLS—FIRE, TORNADO, AND OTHER EMERGENCIES**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency bells:	siren -	leave the building
	1 bell -	halt; stand at attention
	2 bells -	return to the classroom
	1 long bell –	duck/cover

## **EMERGENCY SCHOOL CLOSING INFORMATION**

If it becomes necessary to close the school for any reason, information is reported to KBTX-TV channel 3 in Bryan and many of the Bryan/College Station radio stations. (KAGG-96 FM).

Please listen to these stations rather than calling the school office. If weather deteriorates after school has begun, the school will remain open unless it interferes with the safety of the school or staff.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League (UIL)—a statewide association of participating districts—eligibility for participation in many of these activities is governed by state law as well as UIL rules:

A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors, concurrent credit course, or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities or field trips for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the Principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors, concurrent credit, or advanced, and (2) completed the three weeks of ineligibility.

A student is allowed absences from a class during the school year for extracurricular activities or public performances. Students who are participating in a school-sponsored activity or event are required to travel to and from the event with a school sponsor or parent. All UIL activities and other activities approved by the Board are subject to restrictions. A student who misses a class because of participation in a non-approved activity will receive an unexcused absence.

Any restrictions on participation related to discipline are set out in the Student Code of Conduct.

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization. Extracurricular standards of student behavior must be on file and signed by both the student and parent as a condition of participation in an extracurricular event.

Students who have a debt with the school for any reason (i.e. books, fines, dues, equipment not turned in, and cafeteria charges) will not be allowed to participate in any extracurricular activity until said charges are paid. This policy is effective July 1, 2006.

## **FIELD TRIP POLICY**

1. Administrative Permission Form  
Complete and turn in **3 weeks** prior to trip
2. Transportation Form  
Complete and turn in **2 weeks** prior to trip
3. Purchase Order (if required)  
Complete and turn in **1 week** prior to trip



4. Absent from Duty Report  
Complete and turn in **one week** prior to trip for each staff member attending.

## **MEDIA POLICY**

1. All films and videos must be approved by the Principal before viewing.
2. Media from the Service Center are generally acceptable.
3. If the resource can be construed as controversial or offensive to certain portions of the student population approval from the office is necessary and a "permission to view" slip will be sent home.
4. Iola ISD will not pay postage on custom ordered films. This is the responsibility of the individual ordering the films.
5. Media with profanity (even the mildest forms) are not acceptable.
6. Media are to be a resource in teaching SEs.

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal prior to the event.

Except as approved by the Principal, fund-raising is not permitted on school property. In most cases classes and organizations are permitted to have two fund-raisers annually.

## **GRADING GUIDELINES FOR THE ELEMENTARY CAMPUS**

Kindergarten - 2nd grade (1st semester) will report grades every 9 weeks using standards-based report cards and progress reports every 4 ½ weeks. Standards-based grading and reporting provides detailed information about how a child is doing in each subject area. **During the 2nd semester, Grade 2 will follow the same grading guidelines as grades 3-5.**

### **Kindergarten - 2nd grade (1st semester):**

A = Above grade-level standards

M = Meets grade-level standards

P = Approaching grade-level standards

I = Needs improvement on grade-level standards

### **2nd grade (second semester) – 5th grade**

Grade reporting every 9 weeks and progress reports at 4 ½ weeks

**Major grades 60%** (examples: tests, unit assessments, special projects, writing assignments, research projects, presentations, lab reports, compositions, etc...).

**Daily grades 40%** (examples: journals, lab activities, notebooks, quizzes, writing assignments, etc...).

Core classes (math, reading, writing) require 3 major grades per 9 week grading period and 12 daily grades.

Science & Social Studies will require 2 major grades per 9 week grading period and 10 daily grades.

Elective courses (PE, art, music) will be graded as S = satisfactory or U = Unsatisfactory.

Grade Equivalents:

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = Below 70

### **Regrade/Retake Policy**

PK - 2nd grade (1st semester) students will continue to work toward mastery of grade-level skills during each grading period in an effort to meet standards by the end of the school year.

2nd grade (2nd semester) - 5th grade: All students have the opportunity to make corrections or retake an assignment in an attempt to show mastery. Students who score below a 70 on academic achievement assignments (tests) will be given ONE opportunity to correct or retake that assignment for a revised grade up to a 70%. Retakes must be completed by the end of the 9-week grading period.

Student progress reports will be provided at 4 ½ weeks of the 9-week grading period.

### **Retention**

A student who is failing math and/or reading with a yearly average grade of less than 70 will be eligible for retention. A student with a second semester average in Math and/or Reading with a grade of less than 70 will also be eligible to retain.

Report card grades will not be recorded lower than a grade of 50.

## **GRADING GUIDELINES FOR THE SECONDARY CAMPUS**

### **Terminology and Procedures**

Daily Grades: The purpose of daily grades is not to evaluate a student's final achievement of a topic, but to determine where a student is in the learning process, diagnose any problems and aid in getting the help need to learn the material. Students' grades shall not be penalized for disciplinary reasons.

Major Grades: The purpose of major grades is to evaluate student mastery of the information or skills. Major grades evaluate mastery of TEKS, concepts, and understanding. Students' grades shall not be penalized for disciplinary reasons.

Examples of Daily Grades	Examples of Major Grades
Class discussion	Compositions
Homework	Lab reports
Journals	Performances
Lab activities	Portfolio
Learning Centers/Stations	Presentations
Notebooks	Research projects
Oral assessment	Special projects
Practice items	Tests
Quizzes	Unit Assessments
Writing Process	Writing process

### Calculating Progress Report and Six Weeks Averages

Grades for all courses at Iola Secondary School will be determined by:

1. A minimum of 8 daily grades per six weeks grading period. At least one daily grade shall be given each week.
2. A minimum of 3 major grades shall be given each six weeks.
3. The following percentages apply for report card grade calculation: 40% daily, 60% major.
4. No grade over 100 will be given for a six weeks grade or semester grade.
5. The final course grade is the average of all the six weeks grades and the final exam. Final exams are equal to one-seventh of the cumulative semester grade.  $(S1 + S2 + S3)2 + E$  divided by 7 = semester grade.

The district will report progress to parents as numerical scores. Numerical grades will be reported on a scale of 0 to 100 with 70 as the passing standard.

### Grade equivalents:

A = 90 to 100	indicates excellent work
B = 80 to 89	indicates good work
C = 70 to 79	indicates average work
F = 69 & below	indicates failure

E = Excellent  
S = Satisfactory  
U = Unsatisfactory  
I = Incomplete  
M = modified

## Retesting

Students who score below 70 on any major test will be given the opportunity to retake the test of a suitable alternative test covering the same material. **If a student receives a “0” due to academic dishonesty, there will not be an opportunity to retake the test or assignment for credit.**

Retesting guidelines are as follows:

1. Two tutorial sessions are required before a student is allowed to retake a test.
2. Only one retake per test.
3. Only students who score below a 70 may request a retake.
4. One school day to request a retake upon notification of failure.
5. Three school days to retake the test.
6. 70 is the highest score possible on the retake.
7. Semester exams may not be retested.

## Late Work Guidelines

If a student does not turn in an assignment on time, he/she will be given until 8 am the next school morning to turn in the assignment for the opportunity for full credit (100%). If the assignment is not received by 8 am, the resulting grade will be a zero.

Note: This late work guideline does not apply to any Honors course.

## Exemptions

Freshmen may be exempt from one semester exam per semester if they meet the following conditions for final exam exemptions.

Sophomores may be exempt from two semester exams per semester if they meet the following conditions for final exam exemptions.

Juniors and Seniors may be exempt from all semester exams for both fall and spring semesters if they meet the following conditions for final exam exemptions.

However, Freshmen and Sophomore students may not be exempted from a subject's exam more than once in an academic year. For example, if a student is exempt from his/her math and English finals in the fall, then he/she may not be exempt from the math or English final in the spring. Additionally, students may not exempt a STAAR tested final exam the first semester. The terms and conditions pertaining to exemptions will be as stated in the conditions for final exam exemptions below.

Conditions for Final Exam Exemptions:

Attendance requirement: no more than two absences during the semester in any one class. All absences will count against exemptions unless the absence is school-related.

Academic requirement: 85% or above average in the class.

Behavior requirement: No discipline referrals to the office at any time during the semester resulting in ISS or DAEP placement.

Any exempted student may opt to take the final exam in any class. If the exam is taken, it will count in the final semester average.

For non-attendance at a final exam, a student **will receive a zero**. If a student is exempt from taking the final exam, his/her presence at school and at the final exam is required for the first two exams of every day. Exceptions can ONLY be made by the campus principal.

Students will only be exempt from exams in the classes for which they meet all three of the above requirements. If a student is exempt from a semester final being taken during first period, the student must be present during that test period. That student must remain in school attendance until completion of the second test period to avoid being marked absent for either/or both test periods.

Students who are required to complete a third semester final must remain in school attendance until completion of the third testing period. The cumulative semester grade for exempt students will be determined by averaging the three six week grades (S1 + S2 + S3) divided by 3.

There will be no re-testing of six weeks or semester exams. On any other tests, re-testing will be left up to the teacher's discretion. If a class is given a retake, the average of the two grades will be recorded.

Daily assignments shall be recorded as a daily grade and averaged according to local policy. Teachers' grades will be posted as submitted.

### **Final Exam**

Please follow the guidelines listed below when administering exams:

1. Do not give final exams early.
1. Students are to remain in class until the bell sounds for release. No one is to be dismissed early.
3. Every teacher is to give a comprehensive final exam. Each selected objective is to have four objective questions on the final.
4. A copy of the final exam with the answer key will be submitted to the office.

### **Six Week Grades**

Grades are to be averaged at the end of each reporting period. The numerical equivalent of the grade will consist of two major components: (1) the average of scores on unit tests, 60%, (2) the average scores on other assignments (daily work) will be 40%.

The Elementary policy for recording grades in the grade books is that daily grades and test are weighted the same (each count for one grade recorded in the gradebook). For Elementary campus, no average will be recorded on the report card or permanent record of more than 100 or less than 50.

The grade book will be kept on file for a period of at least 1 year by the Principal. These suggestions are made for consideration in grading: quantity of work, quality of work, knowledge of subject attitude and effort of the student.

The following schedule will be used for grades:

- Grades K - 5: numerical grades will be used for all classes except health, fine arts, penmanship, and physical education.
- Grades 6 - 12: numerical grades shall be used for all State Board approved courses.

## **HOMEWORK/CLASS WORK**

### Elementary Campus (PK-5<sup>th</sup> Grade)

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. The elementary campus will NOT grade homework. Homework may be given as practice to reinforce what is learned in the classroom. Homework may only be given twice a week and a student should not expect to spend more than 20 minutes on homework. A student will NOT be penalized for not completing or returning homework at the elementary level. All grades will be taken in the classroom.

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The National Education Association endorses the 10-minute rule, which states that the maximum amount of homework (all subjects combined) should not exceed 10 minutes per grade level per night (not including nightly reading.) For example: 1st grade would be 10 minutes, 2nd grade would be 20 minutes, and so on.

Children differ in the amount of time it takes them to complete homework. The teacher may think he or she has given a 20-minute assignment, but one child may finish it in 20 minutes while it takes another child an hour. If homework seems excessive and your child is having a hard time completing it, let the teacher know the amount of time your child spends on each assignment so she can adjust as needed.

**Rationale:** Homework should not add stress to a family's life. We understand that family time and other activities in our students' life is also important. By having homework that students can master in a reasonable amount of time, it will increase the likelihood of them doing it. Please direct questions or concerns to your child's teacher or to the campus principal.

### Secondary Campus (6<sup>th</sup>-12<sup>th</sup> Grade)

Homework policies are at the teacher's discretion.

Late assignments will be graded according to the following:

If a student does not turn in an assignment on time, he/she will be given until 8 am the next school morning to turn in the assignment for the opportunity for full credit (100%). If the assignment is not received by 8 am, the resulting grade will be a zero.

Each student that is absent will be given the number of days he or she was absent plus one extra day in order to complete assignments he or she missed due to the absence. These assignments are not counted as late work until the designated days have been exceeded.

## **LESSON PLANS**

Lesson plans are due to the office the first day of each week at 8:00 a.m.

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instruction or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **PROFESSIONALISM**

Teachers and support staff are expected to behave in a manner considered ethical for an educator toward students, colleagues, parents, and the community.

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. Employees who wish to express criticism shall do so with their immediate supervisors.

## **PROGRESS REPORTS**

It will be difficult to explain an "F" if no unsatisfactory report has been issued. Teachers may send these at any time. A copy of a progress report sent to the parent must be sent to the office for filing.

The teacher is responsible for:

1. Filling out report blanks.
2. Giving a student a copy to take home.
3. Bringing one copy to the Principal's Office.
4. Keeping one copy.
5. Requesting a parent conference via the progress report if needed.
6. Being specific to what the problem is and the action needed to solve the problem.

Elementary progress reports indicating a course grade average of 79 or below must be signed by the parent and returned to the school within three days.

## **PROMOTION, RETENTION, AND PLACEMENT**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of 70 based on course-level or grade-level standards.

A middle school (or junior high) student must have an overall average of 70 or above, as well as an average of 70 or above in a least three of the following subjects: language arts (including reading improvement if required), mathematics, social studies and science. If a student's grade average in any subject or course is "borderline" or below 70 at the end of the first three weeks of any grading period, the student's parents will be notified. Retention will be considered for primary elementary students (K-3) who are failing reading and/or math for the second semester and/or for the year. Retention will be considered for elementary students (4-5) who are failing two or more of the following subjects for the year: reading, English, spelling, math, science, or social studies.

No student shall be retained more than once in grades K–4, and no more than once in grades 5–8 unless the parents, teacher, and the school administrator agree that the student should be retained a second time because of special circumstances.

Students that have been retained previously, but have not met promotion criteria, may be placed.

### **REPORT CARDS**

1. Each teacher will receive a “Grade Verification” roster. This roster is to be updated if any information is incorrect or omitted.
2. A teacher may issue a “conduct” grade. This is optional.
3. All grade sheets will be due by 10:00 a.m. Monday following the close of the six or nine weeks or the end of the day of the last final exam. If a holiday effects this schedule, you will be notified of the alternate date/time.
4. The computer will average the final and six or nine week grades and issue credits. Report cards will be issued by 3rd period each Thursday following the six or nine weeks.
5. All “I’s” given on the “grade collection” rosters are to be updated by the teacher within 2 working days.
6. An “I” on a six or nine weeks report card will prevent a student from participation in any UIL activities, as required by law.
7. It is the responsibility of the Special Education Department to notify the rest of the faculty of grade modifications.

### **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six or nine weeks.

**GRADES K-5** - At the end of the first 4 1/2 weeks of each grading period, all students will receive a progress report. Progress reports indicating a course grade average of 79 or below must be signed by the parent and returned to the school within three days.

**GRADES 6-12** - At the end of the first three weeks of a grading period, parents are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents are encouraged to schedule a conference with the teacher of that class or subject.

Achievement or progress shall be reported to parents as numerical grades.

Parents can review grades at any time through the Parent Portal.

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### **REQUEST FOR STUDENTS TO LEAVE SCHOOL**

Sponsors of any organization that take students out of school:

1. Be sure the activity is scheduled on the calendar.
2. Fill out a roster form and have it approved by the Principal.



3. Furnish the office with an accurate roster of students **a minimum** of three days before the event.
4. Provide each teacher, staff member, and the attendance clerk with a copy of the roster **at least two days** before the activity. This is not the responsibility of the office staff.
5. Complete an "Absence From Duty Report" **one week** before the event.
6. Verification of eligibility is the responsibility of the sponsor.

### **SEXUAL HARASSMENT / SEXUAL ABUSE**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, Principal or designee, or Superintendent who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

### **SCHOOL SPONSORED TRIPS**

All school trips must be approved by the Principal. They will be scheduled with the Principal at least three weeks in advance of the trip. An alphabetized list of the students going on the trip will be turned into the secretary at least three days in advance of the trip. A transportation request must be turned in to the Principal two weeks before the date of the trip. All student trips will be under the supervision of the teacher in charge.

The following are regulations concerning school sponsored trips:

1. Each student must go in school arranged transportation.
2. A student must return by school arranged transportation unless his/her parents personally pick him or her up and a signed note is given to the school personnel in charge.
3. A student must meet all UIL qualifications to be eligible for school sponsored trips if such trip involves student competition.

4. Students who miss school as a result of school sponsored trips will not be counted absent, but will be required to make up work missed.
5. A teacher who serves as a sponsor of a group shall require that students observe safety precautions while riding in school transportation.
6. A teacher-sponsor should realize that he/she has the obligation and responsibility for requiring proper conduct of the students under his/her supervision.

### **STAFF MEETINGS**

There will be scheduled staff meetings as needed.

### **STANDARD WORK DAY**

Teachers shall report to work no later than 7:30 a.m. each morning and may leave at 3:30 p.m. each afternoon. Staff members may be required to work other hours as may be needed to provide an effective educational program.

### **LEAVING EARLY**

With prior approval, a staff member may leave early (before 3:30 p.m.) **once they have signed out of the office.**

On a third unexcused occurrence, 1/2 day of leave time will be taken.

Any staff member who needs to leave before 3:00 p.m. but after 11:30 a.m. will be charged with 1/2 day.

Any staff member who needs to leave before 11:30 a.m. will be charged for a full day.

### **STUDENT INJURIES AND INSURANCE**

When a student is injured at school or while participating in a school activity, either at school or during a supervised school event, the following procedures must be followed. Failure to do so could cause undue financial hardship on the student's family.

1. Contact parents or guardian immediately and ambulance if necessary.
2. A number of hospitals and physicians have agreed to treat our students on full assignment. A directory is on file at the front office or the Superintendent's office.

A few of the providers in our immediate area are:

College Station Medical Center, College Station (979) 764-5100  
Physicians Center, College Station (979) 731-3100

3. Complete "Part A" of the accident/health claim form and have the parents complete their section. A complete claim form must be kept on file at the district. Parents should have several copies made, one for their files and one given to the medical provider. Claim forms are located in the Principal's office and through the Superintendent.

If you are traveling outside the district for a school event always carry extra student accident cards with you. The 800 number located on the back is available 24-hours a day and will provide you with the nearest medical facility and doctors that will treat our students on full assignment.

**STUDENT HEALTH INSURANCE**

Iola ISD has purchased a limited student accident insurance policy that covers all our students PK-12. This policy covers the student while participating in any school sponsored activity, including sports, FFA, FCCLA, and recess.

This policy is NOT designed to pay all medical expenses. The benefits should help offset an individual’s co-insurance and their deductible. There is a Special Network of hospitals and physicians that will take an individual’s insurance coverage and the student insurance on FULL ASSIGNMENT. This does not apply to HMO covered individuals. HMO participants must us their own HMO.

An injured student must be examined by a physician within 90 days of injury and a completed claim form must be submitted to the claims office.

The student’s primary insurance must be filed and processed before the student insurance will begin payment.

The school offers VOLUNTARY plans with the same company for those parents that do not have personal insurance. These plans are considered PRIMARY and will pay regardless of other insurance. Their 24-hour plans are very reasonable and are also available to school employees.

Any questions concerning our coverage should be directed to Calvin Martin, Health Special Risk, Inc. at 806-670-5553.

**STUDENT TARDIES & LEAVE EARLY POLICY**

Tardies & Leave Early Policy

**GRADES PRE-K –5** –Class time is important, and teachers are teaching right up until dismissal time. Doctor’s appointments should be scheduled, if possible, at times when the student will not miss instructional time.

Students will be marked tardy after 8:10am.

Students who are signed out before 3:30 have 3 school days after their return to produce an acceptable excuse. If an acceptable excuse is not produced within 3 days of the leave-early, it will be considered “unexcused.”

Unexcused Tardies & Leave-Earlies	Action
3	Phone call home.
5	Conference with teacher.
7	Conference with principal

**GRADES 6-12** - For each individual class period during the same semester grading period, the discipline policy for tardiness is as follows: 1<sup>st</sup> and 2<sup>nd</sup> - warning, 3<sup>rd</sup> - D-Hall, 4 or more may result in more severe disciplinary action administered by the campus Principal.

- Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- A parent wishing to withdraw a student from school must present a signed request to the Principal stating the reason for the withdrawal, the effective date, and the school the student is transferring to.
- Any senior wishing to leave school early to go to work must coordinate through the school counselor.

## **SUBSTITUTE TEACHERS**

When a teacher needs to be absent from school, the campus principal and the substitute teacher coordinator should be notified as soon as possible. Please create an absence request in the EZ School Apps and indicate if a substitute is needed. All substitute teachers are to be hired by the Superintendent and Principal.

## **TEACHER LEAVE POLICY**

### **State Leave Policy**

Each teacher receives five state days per school year which accumulates to an unlimited number if it is not used.

Auxiliary/Support personnel - The Board grants all full-time auxiliary/support employees five state days of leave annually, this is cumulative.

### **Local Personal Leave Policy**

In addition to state leave days, each employee is given three local personal leave days per year.

After all leave is used, a full day's salary will be deducted. (Exception to this rule is stated under local sick leave policy.)

Personal leave will be granted under the following conditions:

1. Prior approval from the Principal must be obtained before use can be granted.
2. A personal leave day will not be granted when requested the week before Christmas or the last two weeks of school.
3. Two days notice is required for personal use.
4. No more than ten percent (10%) of the campus employees may take personal days on the same day.

### **Local Sick Leave**

If needed and after an employee has exhausted all state and local personal leave, he/she shall be granted an additional ten workdays of local sick leave per school year **taken with the substitute's rate of pay deducted from the employee's paycheck**. This local sick leave is concurrent with state sick leave and is non-cumulative. Employees may utilize this leave for themselves or their immediate family for the following reasons:

- a. counseling or psychiatric care\*
- b. court appearance unrelated to personal business

- c. death in family
- d. divorce
- e. hospitalization\*
- f. illness of 3 or more consecutive days\*
- g. natural or property disaster such as fire, flooding, etc.
- h. non-elective surgery and recovery\*
- i. physical therapy\*
- j. pregnancy\*
- k. reoccurring absences due to illness or injury\*

\*Medical certification by a health care professional is required.

Employees may donate one local personal day to any employee that suffers a long term or continuing illness or a catastrophic illness/injury or whose immediate family suffers a long term or continuing illness or a catastrophic illness/injury. The employee must have exhausted all state sick and personal leave and all local personal leave. The Superintendent will determine employee eligibility for this leave.

### **TELEPHONE**

Personal long distance phone calls must be charged to your home phone or credit card.

### **TEXTBOOKS TO STUDENTS**

All textbooks will be issued and returned through the library. However, teachers may check out a classroom set of textbooks to use in their class. When this is done, the teacher is then responsible for these textbooks.

### **TEACHER APPRAISALS**

Each professional employee will be formally evaluated by their immediate supervisor at least once during the academic year. The teacher will be given a one week time frame as to when their appraisal will be done.

### **TOBACCO**

Employees shall not use tobacco products at school-related or school-sanctioned activities on or off school property in accordance with Board policy DH.

### **TRANSPORTATION REQUEST**

Any teacher desiring transportation for a group should fill out a bus request for that transportation at least five days prior to the departure time. This is necessary in order to have enough time to arrange for transportation. These forms are available online.

### **TRAVEL—SCHOOL-SPONSORED**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The Principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents-no later than the day before the scheduled trip-a written request that the student be permitted to ride with an adult designated by the parent.

## **TRAVEL – SCHOOL SPONSORED ELEMENTARY UIL**

If a student is a disciplinary problem and is placed in ISS, he/she will not participate in UIL and will not travel on field trips during the semester the student is placed for disciplinary reasons.