



Employee Handbook

2026–2027

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The purpose of this handbook is to provide the faculty and staff of Douglas Elementary school with basic policies and procedures to follow throughout the academic school year. There will be times when changes occur regarding policies or procedures, and the faculty and staff will be informed of any changes. Always refer to Tyler ISD Board Policy when additional or a more comprehensive explanation of policy is required.

Douglas Elementary Core Beliefs

At Douglas Elementary School, we support the Tyler ISD vision whereby we focus on successful student outcomes. Our school's mission is to prepare an environment that is engaging and responsive to each child at each stage of development. Our school's vision is to prepare all students for the 6th grade.

Douglas Elementary will uphold the campus and district vision by living the following beliefs:

- We believe our school must provide a positive, safe, fun and orderly learning environment.
- We believe our students, teachers, staff and parents must be treated with dignity and respect.
- We believe that the **student** is the most important person in the school setting, and all educational decisions must place the child first.
- We believe all students can learn even if they learn differently
- We believe that all children learn best when their diverse individual experiences, feelings and voices are valued.
- We believe that students must be provided equal opportunities for consistent, challenging, high quality learning experiences
- We believe that all children should receive an equitable opportunity to reach their maximum potential.
- We believe a successful education system must involve a team effort by home, school and community.
- We believe in setting high expectations for every student, fostering an environment where academic excellence is the standard.
- We believe in the power of a growth mindset, encouraging students and staff to embrace challenges, persevere through obstacles, and continuously strive for personal and academic improvements.

By implementing these beliefs into effective school systems, we can develop stronger relationships with our students, parents and community, build our students' social and emotional needs, and excel in student academic achievements.

Douglas Elementary Brandkit

All staff are expected to use the Tyler ISD Douglas brand kit for all school-related communications and presentations. This ensures consistency and professionalism in our visual identity across all platforms.

Douglas Brand Kit [Link](#)

This handbook is organized alphabetically. It includes, but is not limited to the following:

- Grading
- Student/Teacher Attendance
- Calendar/Communication
- Dress Codes
- PLC/Data Meeting Expectations
- Other Teacher Expectations

Attendance

Regular attendance by all teachers and staff is very important in order to ensure the best education possible for all students. Professional staff work hours are 7:30–4:00 pm Monday through Friday. Professional staff will need to ensure their attendance to after-school events, staff professional development and faculty meetings on Thursdays until 5:00 p.m. Paraprofessional duty hours are 7:10–3:40, 7:15–3:45, 7:30–4:00 Monday through Friday, however, these times are subject to change based on campus needs for morning and afternoon duty to ensure the safety of students.

Paraprofessionals must clock in and out for attendance and lunch.

Some staff members will be required to adhere to a different duty schedule. The principal or assistant principal will meet with those staff members on an individual basis when applicable.

All staff members must sign in and out when leaving during your lunch, conference time or early leave in the front office binder.

Staff Unplanned Late Arrival/Early Release from Work

If you know you will be arriving late due to an unforeseen occurrence, text or call Ms. Gomez at 903-617-7294. A campus administrator must approve any request for early leave.

Staff Unplanned Absence

To report an **unplanned** absence you are required to report your absence before 6:30 a.m. by entering your absence online through the Employee Service Center. You must also notify via phone call or text message: Ms. Gomez 903.617.7294 **by 6:30 a.m.** *Notify your CILT in order to support your substitute teacher with the contents of your substitute folder/bin.* You must also submit an Absence from Duty Request form in Soft Docs immediately upon return from all leave.

Staff Planned Absence – Requesting Time Off

Requesting a discretionary/non-discretionary absence must occur at least **72 hours in advance**. The employee will submit an Absence from Duty Request form located in Soft Docs in SSO portal and in the Employee Service Center. The principal will then authorize the request for up to 3 days.

Employees must check the request approval before being absent. Absences exceeding 3 days require a conference with Ms. Gomez and any additional steps as outlined in the Tyler ISD Staff Handbook.

- After 3 consecutive days of absence due to illness a doctor's note will be required
- If you receive a jury duty summons, a copy of the summons must be attached to the absence form and notify Mrs. Alfaro.

- If you are absent one day and expect to be absent the following day, please call Mrs. Alfaro before 2:00 p.m. so she can attempt to keep the same substitute. If we do not hear from you by 2:00, we will assume you will be back to work the next day.
- Appointments: Please let me know if you have an appointment so arrangements can be made. If you will only be gone a short period of time (1 hour or less) please do not request a substitute teacher, we will help you in finding a solution to cover your class for the time you are gone. If the appointment is longer than an hour, you will need to call for a sub for a half day, either AM or PM. Make sure to sign in/out of the front office binder.

Staff Long Term Substitute Coverage

At times it may be necessary for staff to be off duty for an extended amount of time (beyond one week) that requires a long-term substitute for the classroom. In these situations, the long-term substitute assignment has to be approved and assigned by the principal. Please get in touch with the administrative assistant, to obtain a list of substitute candidates you recommend for your classroom who are in good standing with Tyler ISD. Let the administrative assistant know your recommendations for the principal to review. Once approved, Ms. Gomez and/or administrative assistant will notify you to confirm the candidate has accepted the long-term assignment.

Accident Reporting

Accidents that occur on campus must be reported to a campus administrator immediately. An Employee Injury Report or Student Incident Report must be completed in the event of an injury. Please see the campus nurse to obtain the proper form. The nurse must check any injury occurring on campus or campus related activity. Please follow all safety procedures. Remember- all accidents should be reported immediately.

Attendance Reporting

The classroom teacher is responsible for taking attendance daily and on time. Attendance must be taken electronically between 9:15–9:30 a.m. There are several different types of absences– unexcused, excused, medical and out of school suspension. A student is considered absent if he/she arrives at school after 9:30 a.m. If the student arrives on the day of the absence with a doctor's note, you will be notified by the office personnel. Changes will be made in the office. Check with Mrs. Munoz if a student is suspended or in ISS.

The teacher needs to monitor each student's attendance and ensure:

- If a student is absent two consecutive days or two days in a two week period, parent contact must be made. Let Mrs. Munoz know in case parents have reached out to her.
- If consistent/persistent absences occur, please see Mrs. Grijalva asap.
- All absences are considered UNEXCUSED until the student brings a note signed by his/her parent detailing the reason for the absence. Failure to provide a note or call the office

regarding the reason for absence within 3 school days upon the student's return constitutes an UNEXCUSED absence. *It is the responsibility of the classroom teacher to ensure the student brings a note, signed by the parent, upon his/her return to school.* All notes must be sent to the attendance clerk, Mrs. Munoz, the same day it is received. The office will then determine if the absence is excused.

- Mrs. Munoz will print attendance in the case of a teacher absence
- If a student leaves early Mrs. Munoz or Mrs. Alfaro will call your room for the student once they have been processed through the office.

Bells

7:50 Tardy Bell – All students must be present in the classroom at this time to be considered “On Time”

9:30 Attendance Bell – Post attendance via Frontline

3:10 Dismissal begins. All students must be at their dismissal locations by 3:08

Building and Equipment

Access to Building

Building hours are **6:00 a.m. to 6:00 p.m.** Monday through Friday during the school year. You are more than welcome to stay until custodial staff leaves for the day. Weekend access will be communicated via the campus newsletter. If building access is needed on a different day, let the Principal and Asst. Principal know

Bulletin Boards

Our bulletin boards should be colorful, organized, and focused on showcasing our students' progress. Use bright colors and clear layouts with headings and sections to make the boards engaging and easy to follow.

a. Student work

Highlight student achievements with exemplary work, project highlights, or milestones, regularly updating the content to keep it fresh **(3 weeks)**. **Please avoid using mere worksheets**; instead, display dynamic and meaningful student work.

b. Grade level Data Wall

Grade level Data Walls will be implemented to support campus goals and student/teacher ownership of data via Leader In Me. Grade level data walls will be updated after benchmark testing and/or UA and discussed with students.

c. Classroom Data wall

Each teacher must have a data wall to track and reflect student progress in the classroom. Classroom data walls should reflect **current** academic data to support campus reading, math and science goals.

- ☐ PK-2: sílabas, A.R., i-ready, mClass, Circle, High frequency words, letters, sounds, reading levels, Reading Horizons, etc.
- ☐ 3rd-5th: Unit assessments and benchmarks, etc.

Daily Maintenance

Teachers and students are requested to cooperate in keeping our school in good order by doing the following:

1. Lock doors when you leave your room and it is not in use.
2. Turn off lights when the room is not in use.
3. All student chairs need to be placed on top of desks, upside down or stacked on the floor at the end of the day.
4. Keep your thermostat at a comfortable temperature for *everyone*.
5. Keep paper picked up off the floor in all areas of our campus. Use student classroom jobs wisely.
6. Keep storage areas, classrooms, hallways, and lounge areas clean and neat.
7. Clean dry erase boards periodically to avoid staining.
8. Do not hot glue objects to the window, dry erase boards, or walls.
9. Do not hang heavy items on the blinds.
10. Do not remove furniture or technology equipment from your classroom or any other location without permission.
11. All classroom doors must be locked during instruction to ensure student safety. Please do not cover classroom windows to the hallway except during campus lockdowns.
12. Outdated, torn or defaced posters on walls or bulletin boards must be removed or replaced.
13. Do not tape any materials to glass or windows.
14. Do not leave out food and drink in your classroom.
15. Clean after yourself (teachers & students) in regularly used areas i.e. recess, cafeteria, lounge

Classroom Wall Guidelines

1. Wallpaper – Use staples or 3M hooks for hanging. Tape when taken off will make the wallpaper peel and maintenance will only fix it every 5-6 years when the building is painted.
2. Content area space/bulletin boards must be clearly defined, labeled and organized with student work and/or anchor charts/visuals of content being taught.

Classroom Wall Guidelines for Safety & Security (Tyler ISD Fire Marshall)

- ☐ No items hanging off the ceilings and in hallways. No furniture in the hallways.

- ☐ Refrigerators and microwaves plugged into the wall.
- ☐ 50/20 – Only 50% of the wall space in a classroom can be covered with paper or other combustible material. Only 20% of the wall space in a hallway can be covered with paper or other combustible materials.
- ☐ Classroom doors should not be completely covered with paper on either side. The window must remain uncovered except during lockdown.
- ☐ Anything put on the wall or put on shelves must stay at least 18 inches below ceilings in buildings.
- ☐ No items can be placed on top of high wall cabinets.
- ☐ If there is an issue with any door, immediately notify Mrs. Alfaro to have this repaired ASAP.

Campus Calendar of Events

Ms. Gomez and Mrs. Vasquez will maintain the Master Campus Calendar in Outlook and the Douglas Monthly Calendar. Be sure to notify them of any activities that need to be posted to the calendar. Reminders will also be posted on the weekly update via Thrillshare. Ultimately, it is up to the employee to manage their personal calendars to meet deadlines and attend mandatory events during the school day and outside of regular staff hours (ex: open house).

Campus Meeting Days

Thursdays are designated campus meetings days after school. All professional staff members are expected to keep their calendar open until 5:00 p.m. attend unless otherwise stated. Paraprofessional staff will be notified when their attendance is required.

In addition to the weekly Thursday campus meetings, the faculty and professional staff are **required** to attend to the following (T-TESS Domain 4.1, 4.3 and/or 4.4):

- ☐ Weekly team PLC meeting (each Thursday)
- ☐ Weekly extended PLCs
- ☐ Mandatory trainings as issued from Tyler ISD (during work hours and after school)
- ☐ Parent Conference (one per semester)
- ☐ Family nights/student performances
- ☐ Academic nights (all that apply to your specific grade level/subject)
- ☐ Meet the Teacher (August)
- ☐ Open House (September)
- ☐ Campus based celebrations (Trunk or Treat, May Fiesta, Spirit Nights)
- ☐ Any other activities as specified in the official school calendar

***** You must notify the principal in person if you do not plan to attend an event listed above due to an emergency.*****

Cell Phones

We understand that cellphones are an essential part of daily life, and we ask that teachers use them responsibly during school hours. Please limit personal cell phone use to non-instructional times, such as breaks or lunch periods, so that classroom instruction and student supervision remain your top priority. Personal calls, texting, and social media use should be avoided during class or while supervising students. However, we encourage the use of cellphones for educational purposes or emergencies as needed. To minimize disruptions, please keep your cell phone on silent or vibrate mode during instructional time.

Teachers and staff must uphold the [District cellphone policy](#) for students. All devices must be turned off and out of sight throughout the school day.

Children of Faculty

We're pleased to offer the privilege of having your children on campus outside of regular school hours. To ensure this privilege continues, please keep your child under your supervision and within your room while on campus. Additionally, all children should report to the cafeteria or gym by 7:30 a.m. to help us start the day smoothly and safely. For the comfort and confidentiality of all, children are **not** permitted to attend after-school meetings due to the potentially sensitive nature of the discussions.

Classrooms

All teachers are provided with a space to adequately and effectively educate students. Therefore, it is the teacher's responsibility to ensure the environment is conducive to positive learning. *The room must be uncluttered.* Materials and furniture should be used to ensure effective instruction. Teachers should make sure all food and drink are disposed of properly.

- Keep your room neat and attractive. No clutter, this includes the floors, tables, shelves, and cabinets/closets. Boxes should not be stored on the floor.
- Leave rooms organized in the afternoon
- Do not allow your students to mark desks or walls
- Do not allow your students to throw paper or pencil shaving on the floor
- Do not allow your students to chew gum in the classroom.

Students in a classroom must be under adult supervision at all times. If an emergency should arise where the teacher must leave the classroom, notify the office and the classroom will be covered until the teacher can return. **There should be NO students placed outside of the classroom without adult supervision.**

Communication:

- Communication is super important. I will send out a staff newsletter–Wildcat Weekly each week– Sunday afternoons. I will put all pertinent information and dates on the newsletter. Please read it carefully to get information of all campus happenings. We have a choice to make, read the newsletter or the information will be shared through a weekly staff meeting.
- A parent newsletter will be sent home once a month via a text message and by paper. Please make sure Ms. Gomez is informed of any grade level information that needs to be uploaded through your grade level CILT member.
- Each student will receive a green take-home folder that must travel between home and school every day. This folder is a key part of our campus communication system and helps ensure all families receive important information consistently. All teachers are expected to use and maintain the green take-home folders with fidelity. Parents will be trained on this system through monthly parent newsletters, campus events, and other communications, so it is essential that every teacher follows the process consistently.

At a minimum, each green take-home folder must include:

- Your bi-weekly classroom newsletter
- Your grade-level behavior log/communicator

Computers/Chromebooks

Tyler Independent School District is striving to make technology available to all staff and students. It is the responsibility of each faculty and staff member to read the Tyler ISD Acceptable Use Guidelines carefully (found as a separate document on the [Tyler ISD website](#)). Any questions will be directed either to the campus technology specialist or to the campus principal. The following are only a few key points:

- The individual in whose name a system account is issued will be responsible at all times for its proper use.
- Only software purchased by the district may be used on district computers.
- System users must purge electronic mail in accordance with established retention guidelines.
- Principals must approve broadcast messages within their own campus.
- System users may not listen to or watch streaming media (music, videos, radio, and/or television) over the network for personal use while at school. Streaming media places a burden on the district's network resources and is prohibited for personal use. Curriculum or business-related uses of streaming media is permitted and should be indicated in lesson plans.
- Students violating the district Acceptable Use Guidelines are to be reported to the office for disciplinary action.

Personal printers are the sole responsibility of the owner. The district will not provide services via work orders or purchase printing cartridges for computers that are not within the district network. This includes printers bought with grant money.

All faculty and staff are required to check their email on a regular basis (at least once/day). The Weekly update, memos, and similar items from both the campus and the district will be available to teachers and staff via email only.

Chromebooks

- Student devices will be charged in the classroom issued cart
- Two responsible students need to have the classroom job to ensure all devices are in the cart and plugged in on a daily basis to ensure they are charged.
- Do not spray or pour any kind of cleaner on the device. Gently wipe with damp sanitizing cloth to clean the device.
- Devices do not go home unless you get a notification from administration.
- Ensure your student's Technology Agreement is in place (Frontline) with parent permission before issuing a chromebook.
- Do not allow students to embellish chromebooks with stickers, drawings, etc.
- It is the responsibility of the teacher to check chromebooks daily for physical damages i.e. cracks or damage to the cases.
- Any questions can be directed to our Media Technology Specialist, I. Gonzalez

Conference/Break

Staff members are not permitted to leave campus during conference periods/breaks without permission from campus administrators. The time should be used to confer with parents, confer with teammates, grade papers, or plan for instruction. Teachers may use this time to plan other meetings occurring in the building relating to student needs if necessary during this time. This time on Thursdays will be used for PLC.

Sign out in the staff binder at the Front Office before leaving during conference period or lunch.

Cumulative Folders

All information in each student's cumulative folder must be up-to-date. Teachers will be required to fill out information in the cumulative folders at various times throughout the year. The folders are NEVER to be left in the classroom. They must be locked up in the office each day. Do not take a student's cumulative folder home.

When a new student enrolls, the homeroom teacher is responsible for obtaining the student's cumulative folder and all necessary enrollment documents from Mrs. Munoz. Upon receipt, the teacher should review the contents to ensure the cumulative folder is complete and organized according to campus expectations. Teachers must also sign the designated documentation with Mrs. Munoz acknowledging receipt of the cumulative folder. If you do not have a cume folder see the office immediately so they can follow up at the district level.

All cumulative folders must be updated for the current school year by the end of the 1st 9 weeks. Mrs. Munoz and Mrs. Grijalva will complete spot checks to verify completion. When a student withdraws

from Douglas, it is the responsibility of the homeroom teacher to close the cumulative folder within three school days of the withdrawal, and return the folder to the secretary.

Confidentiality

The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty.” (From the Tyler ISD School Board Policy, Employee Standards of Conduct DH) Unless disclosure serves lawful professional purposes or is required by law, DO NOT pass along confidential information about a colleague (Standard 2.1). Be mindful of those informal conversations with co-workers. Confidential information includes:

- Health status
- Salary
- Evaluation

Do NOT falsify records, or direct or coerce others to do so (Standard 1.6). Records include, and are not limited to:

- Attendance records/Absence reporting
- Grades and test scores
- Sign-in sheets o Requisitions

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DO NOT reveal confidential student information unless disclosure serves lawful professional purposes or is required by law (Standard 3.1). Examples of what not to reveal:

- A student’s behavior
- Special education status
- A student’s academic progress

DO NOT harm others by knowingly making false statements about a colleague or the school system. (Standard 2.2)

Is It Gossip or a Friendly Chat?

Friendly conversations and gossip are two very different things. How do you tell the difference?

Conversation: A friendly conversation about fellow employees keeps remarks general, kind, and supportive. The speaker does not run-down the character of someone. The information is objective and work-related.

Gossip: Gossip is often intended to bring attention to the speaker. The speaker will often share details that damage the character or likability of another person.

The Grapevine: This is gossip that relates to a systemic or organizational change in a workplace. It spreads throughout the organization and is driven by fear or anxiety. Grapevine gossip is typically not personal in nature, yet it can be demoralizing. When you find yourself in the midst of gossip–disengage! Participation could involve a violation of the Texas Educator’s Code of Ethics and District policy.

Dress Code – FACULTY

A professional standard of dress requires that staff members should be readily distinguishable from students. Jeans are not considered professional standard but will be a privilege approved by the principal. Positive role modeling is a part of the employee's professional responsibilities. Wear comfortable clothing and shoes but exercise good taste. When jeans are allowed, they should be worn without tattered edges or holes. The manner in which you dress sets the climate in your classroom as well as your impression on parents and the community.

The District Leadership Team contributed to the development and recommendation of this code. The specific guidelines are appropriate for professional, paraprofessional, and substitute employees and include the following:

1. All garments shall be properly fitted and convey a dignified and professional appearance.
2. Jeans shall not be worn. (discretion of the campus)
3. Jewelry accessories shall be appropriate.
4. Warm-ups (except for physical education teachers), sweats, or gym attire shall not be worn in the classroom.
5. Tights or Leggings may not be worn as pants.
6. Athletic shoes shall not be worn (except in physical education classes)
7. Women shall not wear low-cut clothing.
8. Men shall wear shirts with collars.
9. Men shall wear socks.

Employees, substitutes, authorized visitors, and designated supervisory personnel will have an appropriate district identification tag. This tag will be visible at all times while the employee is on duty. To ensure the safety of all students and employees, all faculty and staff are required to wear district issued ID badges at all times. Badges are to be worn visibly from the waist up on a neck lanyard or clip lanyard. ID badges should also be worn to staff development training when appropriate even when the training is out of district.

Dress Code – STUDENT

All students are required to follow the school's dress code, ensuring a consistent and professional appearance across our learning environment. Pre-K students and those in the PATH program will be given some flexibility with the uniform requirements to accommodate their unique needs. It is the responsibility of each teacher to assist both students and parents in adhering to the uniform guidelines, helping to ensure that all students are in compliance with the dress code. Your support in maintaining these standards is vital to creating a unified and respectful school atmosphere.

26–27 Uniform Guidelines

For students who are out of dress code, teachers are expected to:

1. Students out of dress code must have their parents called immediately **by the teacher**.
2. The teacher will then call the office to inform that the parent is on their way to bring clothing for the student to change.

Consequence: 3 strikes – if a student fails to come to school in dress code on three occasions, a student referral and/or notice of concern request must be sent to Ms. Grijalva

*Outdoor arrival monitors and administrators will be the first inspection of dress code compliance.

Discipline Procedures

In keeping with the district policy, a campus-wide discipline program will provide the overall framework for campus discipline, including a system of rewards for appropriate choices, and a system of consequences for inappropriate choices. Each teacher is responsible for using a classroom management system that utilizes discipline components, develops student and teacher relationships, and is aligned with [Douglas' Behavior Management System](#). Teachers should NEVER send a student to the office without making contact with the parents first or following the steps laid out in Douglas' Behavior Management System. It is essential that teachers establish EARLY a positive relationship with parents to support our students' educational progress. In addition, it is important for teachers to maintain documentation **in Edugence** when contacting parents (positive contacts and out of concern contacts) as well as documenting discipline infractions and the teacher administered consequence.

Teachers will also use the [Campus Behavior Expectations framework](#) for common areas at all times.

Failure to complete homework does not constitute disciplinary action from campus administrators. Teachers should contact parents and follow the grading policy. If a student consistently fails to complete his/her homework, the teacher can discuss his/her concerns at the SST meeting if he/she demonstrates learning gaps.

Emergency Procedures

Follow all safety procedures in the Douglas Safety Plan. Fire drills will be scheduled each month. Fire drill procedures and fire prevention should be taught to all students at the beginning of the school year and reinforced throughout the school year. Fire drill routes must be posted on the wall in the classroom. Upon hearing sirens, direct students to go immediately to the designated areas.

Tornado drills, shelter in place, and lockdown drills will also occur at least once a semester and as often as needed. Teachers must download the Informacast App on cellphones to receive notifications about drills and emergencies. Please be familiar with these procedures.

Ethical Use of Computers & Social Media

1. Keep your webpage updated according to district and campus guidelines.
2. All emails, websites, and activity connected to the district's network may be monitored by the district.
3. Be mindful of what you post on your personal social media account. You cannot separate yourself from your profession in the public eye. Follow Tyler ISD Social Media Guidelines for staff.

Field Trips

All field trips are approved by the campus and district. Since the purpose of the field trip is to extend the learning in the classroom, they should be educational in nature. To ensure a smooth process for all, follow the [field trip request process](#) closely, this guideline can also be found in the Teacher Dashboard. Contact the admin asst. for specific details (i.e- accounting code, money collection, etc.)

Once requests are submitted, Ms. Gomez will know what funds remain for individual teacher requests outside of these grade level trips to support for the year.

Films and Videos

Films and videos are permissible if they directly relate to instruction, are included in lesson plans, and shown in moderation. Teachers should embed checks for understanding and formative assessments during clips used for instructional purposes that exceed 10 minutes. All films and videos must have approval of the campus principal or assistant principal prior to showing if they do not come from the campus library on online resources/solutions or textbook adoption. Exception: Campus Level classroom parties.

Food From Outside Vendors

Teachers may not give students food from any outside source for any reason in place of breakfast and lunch. If students are bringing items for classroom parties, it must be store bought. Check with nurse days prior for any updates on allergies

Grade Level PLC/Data-Team Meetings

Grade level PLC meetings will be held in the PLC room. PLCs will be used for Data Analysis, TEKS Analysis, Analysis of Student Work, Professional Development, and Lesson Analysis using Douglas' PLC Cycle. Campus administrators will attend PLCs unless otherwise notified. Teachers will need to review the PLC Agenda (via Forecast) in order to arrive prepared for the PLC meetings. CILT or a team member will maintain entries on the PLC Agenda. All outcomes from PLC meetings must provide the team with the opportunities to find solutions, guide instructional decisions, and improve student achievement in academics and language acquisition.

At Douglas PLCs are sacred in order to ensure instruction is explicit and intentional to close the opportunity gaps or "education debt" as it relates to content and language acquisition. Teams are responsible for creating their own norms. Teams will come on time prepared with necessary materials.

Teams will close the meeting with the PLC Minutes which have been designed to be action oriented to keep the process of continuous improvement cyclical. The PLC Handbook has been designed to detail the 5 types of PLC meetings and menu of options for the team to exercise for each type. The collective efficacy amongst the team will be crucial to ensure the level of effectiveness and impact of the team towards successful student outcomes. Artifacts pertaining to the PLC (minutes, calendar of important dates, amongst other artifacts designated by the team) are to be kept online via the agenda.

Grades

All teachers are required to follow the guidelines set forth in the [2026-2027 Tyler ISD Elementary Grading Handbook](#). This grade book program provides teachers with a more efficient means of recording grades and directly links to the Parent Portal. Through the Parent Portal, parents have access to their child's academic performance. For this reason, grades must be posted regularly on a weekly basis. This allows parents to take proactive steps to engage in his/her child's learning and communication with the teacher. At Douglas, every Tuesday, teachers will update grades from the previous week. Teachers must upload a minimum of one grade per subject each week. Teachers are required to notify parents every 9 weeks when their child's academic average falls to a 70 or below in one of the following subject areas: reading, language arts, math, science and social studies. Follow the Douglas Retention Guideline for students you are considering retaining, this will be reviewed regularly throughout the school year and proper documentation must be kept. For any questions regarding the gradebook, please contact Ms. Gomez.

Progress reports will be sent to all parents. They should be sent out after the fourth week of each nine weeks. Please look at the report card/progress report schedule. A parent telephone conference should be made at this time with any student that is failing. All students will receive a report card at the end of the 9 weeks period. Make sure you send them out on the designated day. If a student is failing, a parent conference is required and documentation must be kept.

Intervention: Conceptual Refinement/WIN Time (K-4)

Classroom teachers will provide TIER 1-3 instruction for students struggling to meet core content standards and/or language acquisition for **30 minutes daily (minimum) from 2:30-3:05**. Grades K-4 teachers will allocate 30 minutes of WIN Time, *What I Need (WIN)*, to provide extra support for students based on individual student data with an instructional aide, when possible. CILT will coordinate with Ms. Gomez as to which students and/or classrooms will have aide support based on data-driven decisions for the grade, subject areas, and student populations.

Legal Concerns

Child Protective Services

All CPS reports must be reported to the counselor. The counselor will complete the online report.

To file a report with CPS there are two options.

Phone:

1-800-252-5400

Online:

<http://reportabuse.ws//>

Court orders or papers

All legal documentation submitted by a parent must be submitted directly from the parent to the administrative assistant. The administrative assistant will file and notify the teacher and any other staff members and provide documentation.

PK-2 Lesson Plans

Planning for instruction requires thoughtful consideration of what students should learn, the nature of the subject, the skills of the learner, and how the teacher will engage students in a meaningful way with the content. Unit plans and lesson plans provide evidence of long-range and short-term planning. Planning for instruction must be goal-directed and aligned with both the state curriculum and STAAR/TELPAS, local unit assessments, and assessments administered. Lesson plans are important documentation for Domain I in T-TESS.

Lesson plans must be submitted by 4:00 p.m. each Friday for the upcoming school week via the lesson plan submission folder in the Teacher Dashboard. This provides administration with adequate time to review lesson plans and ask any clarifying questions if needed prior to the instructional week.

Each grade level team will design their lesson plan based on the format provided by the Lesson Plan template.

Lounges:

- This is a shared space for everyone. Please wipe counters, microwave and tables after personal use.
- All staff members are expected to wash their own dishes and clean the area they used. Custodians will not wash coffee pots or dishes.
- No students are allowed in the lounge. DO NOT SEND STUDENTS TO PICK UP COPIES, MATERIALS IN BOX, TO THE VENDING MACHINE, ICE MACHINE OR TO DELIVER ANY ITEMS TO THE LOUNGE.
- Do not place unwanted supplies/materials on the lounge tables. This space is designed for eating, not displaying unwanted or various materials. Please keep space free of clutter.
- Every Friday clear out your unwanted refrigerator items to avoid cluttering the refrigerator. Any items/dishes will be thrown away.
- Please keep a positive atmosphere in our lunch areas, refrain from speaking about students in a negative manner/or discussing any type of special services the student may be receiving. Confidentiality is a must!

Lunch

Teachers have a 30-minute lunch. The student schedule allows for the 30-minute lunch period. The teacher is expected to bring the students to the cafeteria on time and pick up students on time. Teachers will teach their students to enter the cafeteria in a quiet and orderly manner, following the cafeteria expectations plan. Teachers are expected to model the cafeteria expectations for all students.

All students must eat in the cafeteria or in the designated location established by administration. Do not allow students to eat in the classroom unsupervised.

Mailboxes

Please check your mailbox at least once each school day and send home all time-sensitive information with students immediately. Delayed communication can result in parents missing important deadlines, events, or opportunities to support their child, and that is not the experience we want for our families.

Money Collected from Students

All teachers and staff members handling money this year MUST first complete required Vector training before collecting money from students. All student activity money should be turned in before 3:45 p.m. to Mr. Alfaro the day it is collected. Mrs. Alfaro must prepare deposit slips and deposits. Teachers are responsible for all money collected. If you fail to follow proper procedure, you will have to pay for any missing money. All money collected must be handed personally to Mrs. Alfaro and a receipt will be issued. At no time should money be left in your classrooms, filling cabinets or desks. This includes book fair money, scholastic money, field trip money, picture money, etc.

Morning Meetings

All teachers and students are expected to attend morning meetings on Monday (PK–2), Tuesdays (3–5) and Fridays (all) in the gym by 7:45 a.m. on non morning meeting dates, teachers are responsible for conducting classroom Morning meetings after morning announcements via the school intercom. This is a time for morning routines, school pride, Leader In Me, campus stats, and reminders/announcements/celebrations.

Nurse/Medical

- All medication is to be kept in the clinic with the nurse.
- First aid kits have been provided to each teacher to care for minor issues with students. In most cases (headache, tummy ache, etc.) going to the nurse should be the last resort with the exception of urgent and emergency situations or 504/medical plans.
- If a student feels sick and needs to go home, the nurse will call the parents.

Observations

Classroom Observations, Walk-Throughs and Summative Conferences

The performance of all district teachers shall be evaluated annually. The annual appraisal shall be in accordance with the T-TESS appraisal system. The principal and assistant principal will perform walk- throughs, formal observations (announced/unannounced), and summative evaluations.

Informal walk-throughs will also occur throughout the school year by administrators, or fellow colleagues. Expect other district personnel to do frequent visits to the school and your classroom.

Parent Contact/Conferences

Parent involvement is a critical factor in student success. Building strong partnerships with families through consistent, meaningful communication is an expectation for all teachers.

A minimum of **two formal parent-teacher conferences** will be held each school year—one in the fall and one in the spring. All conferences must be conducted **in person**, in a **private setting**, and be **data-driven**. Teachers should use student performance data, assessment results, work samples, and classroom observations to provide families with a clear understanding of their child's academic progress, strengths, areas for growth, and next steps for learning.

When there are academic or behavioral concerns, communication with families should occur proactively throughout the year and should not be limited to scheduled conference times.

If a student is being considered for retention, teachers must follow the campus retention guidelines located in the Teacher Dashboard. In addition to the required fall and spring conferences, an **additional**

parent conference will be scheduled in **January**, following the middle-of-year (MOY) assessments, to discuss the possibility of retention, review student data, and develop a plan of support in partnership with the family.

Whenever contacting parents by phone and they are not available, please leave a message with your name. Leaving your name when calling parents assists the office staff are promptly getting your callback information from the parents. Conferences must be documented in Edugence in the Parent Contact Log. Since communication with parents is a component of T-TESS, teachers will document all communication with parents in Edugence.

Grade Level Newsletter:

All teachers are required to send home a newsletter to their parents bi-weekly via our green take home folder communicators. This can be a team collaborative effort, one size fits all, or each teacher creates their own. The newsletter can be sent electronically and/or on paper. In the event that a parent has a concern with the administration regarding communication, be sure to archive all your newsletter so that the administration can support the dissemination of information you provide to parents to keep them engaged in their child's learning.

All newsletter must contain minimally:

1. In English **and** Spanish
2. Instructional Highlights (week to week summary)
3. Homework Highlights (week to week summary)
4. Important Classroom/Campus Dates
5. Classroom Behavior management system info
6. Reminders

Optional Items:

1. Social/Emotional relevant topics–topics shared by the counselor during guidance
2. Other grade level relevant information

Parties in Class

Class parties should be limited to **three (PK-2) and two (3-5) each year** in celebration of the Winter Holiday, Valentines Day and an end of year celebration.

The loss of class party privilege will be at administrator's discretion only. Exceptions: CILT can request additional parties to Ms. Gomez as part of a reward to support student success (academic, attendance, behavior, etc.) for their grade level. Parent attendance is permitted to class parties if they are volunteering and are coordinating directly with the teacher. The parent will still need to be processed through Raptor.

Students may not have birthday parties during the instructional day (this includes lunch time). If a parent brings cupcakes for a child's birthday, they must be approved by the teacher, reviewed by the nurse and must be during the last 15 minutes of the school day. Parents are not allowed to come to the classroom to have a party for their child. The office staff will deliver the cupcakes to the classroom at the end of the day.

The teacher must be aware of any students with food allergies by conferring with the nurse. Inform parents that homemade foods, beverages, balloons are not allowed.

Teachers and students are responsible to leave the classroom clean after a party. The custodians will provide extra trash bags when needed.

Recess:

Do not use recess as a discipline consequence– in other words do not take away recess as punishment and/or have students stand along the fence line*. You must use a different form of discipline consequence. Teachers will need to actively monitor students at all times. Students on the playground are your responsibility and negligence due to lack of supervision can lead to serious injury and /or legal consequences. Ensure you leave the playground with all your students. Once on the playground please do not let students return to the building unsupervised. If a student needs to go to the restroom a teacher needs to escort them.

Restrooms

At no time should a PK-1st grade/PATH student be sent to the community restrooms unsupervised by an adult---Use the bathrooms located in the classroom.

Grades Pre-K through 5th grade: Follow the schedule for access to the community restrooms when you take your entire class. The schedule has been designed to eliminate gridlock and congestion in hallways and loss of minutes of instruction due to waiting. **Teachers and students should check to be sure that restrooms are left clean and neat after the class is finished.** Classes with their own restroom need to be utilized by the classroom. There will be times when community restrooms are opened (outside of the schedule) to take the entire class.

Student Data Trackers/Folders

As part of the Leader In Me expectation, we will move towards Student Led Conferences that are supported by their Student Data Notebooks. This information is also vital to our campus goals towards student achievement. LIM Binders with pre-filled and CILT approved documents will be given to all students. All school lists included a Binder to be used as their student data notebooks.

Student Success Teams (SST)

If considering Tier 1-3 intervention for a student for academic, attendance or behavior concerns, teachers must plan to meet with their designated administrator on the scheduled time when all their

students will be reviewed each 6–9 weeks. The SST will then make further determinations based on student performance.

All students placed on a Tier by a teacher will be required to have documentation maintained by the teacher on an ongoing basis until the student graduates OFF a tier.

- ☐ iReady, mClass, Lectura (anything below a green will be reviewed by SST)
- ☐ Reading Level (below the grade level expectation will be reviewed)
- ☐ TELPAS (anything below what would be deemed appropriate for years the student has been at Douglas will be reviewed SST)
- ☐ Unit, Benchmark, and Interim Assessment (anything below Approaches will be reviewed by SST)
- ☐ Reading Horizons, mClass progress monitoring

*Emergency SSTs may still be scheduled with Ms. Gomez via email, if outside of the scheduled 6–9 weeks one.

Student Supervision

Students are under the supervision of ALL staff members at all times during the school day.

Substitute Teacher Plans/Binders

Substitute teacher plans should include the following:

- A. Prepared lesson plans for 3 days including all materials and other resources to accompany the lessons.
It is recommended to use online solutions that are student-paced to facilitate continued learning in class
with the use of technology in the absence of the teacher.
- B. Daily schedule
- C. Seating chart
- D. Student roster
- E. Student mode of after-school transportation (Mentoring Alliance, Car Rider, Daycare, Walk-ups or Walker)
- F. Dismissal procedures

- G. Names of students who have special needs and/or limitations (medical, special education, Dyslexia, Esperanza, speech, accommodations)
- H. Names of teachers who can assist with implementation of lessons for clarification.
- I. Names of one or two dependable students who may be of assistance to the substitute.
- J. Emergency information and procedures (fire, shelter in place, Lockdown, tornado)
- K. Any additional information that would be helpful to a substitute teacher

SUBSTITUTE TEACHER PLANS must be placed on your desk in the upper right corner

Supplies

Ordering: Confer with your CILT to determine if purchases need to be made for the entire team to avoid duplicate purchases of similar items. Notify the admin asst. via email of your purchase request. Each request will be reviewed by the principal. Items can only be purchased from approved vendors so be sure to ask admin asst if the vendor you are seeking is an option.

Mr. Dixon and Mrs. Alfaro will distribute supplies to teachers– he will keep an inventory so we know what we will need to order next time. He will not be able to complete orders unless a request form has been completed. There will be a basket in the office to return the form. He will check the forms daily to ensure you receive what you need.

Copies– you will use your badge to release requested jobs. If you need color copies, please make arrangements with Mrs. Alfaro. All copy jobs over 100 pages need to be sent to the graphics department by request through Mrs. Alfaro. Please plan ahead, the turn around time is usually 2–3 days

Textbook Procedures

The assistant principal will work with each teacher to ensure that there are sufficient textbooks in each classroom. At the beginning of each school year the assistant principal will review with teachers the procedures for picking up textbooks, requesting additional textbooks, and returning textbooks. Douglas is responsible for all lost textbooks and funds to replace these books are taken out of the campus budget. Once textbooks are assigned to a teacher at the beginning of the year, he or she must have some form of classroom accountability for issuing books to students. Teachers are expected to check their classroom textbooks back to the book room at the end of the school year.

When a student loses a book, report it to the assistant principal who will then inform the teacher of the cost of the book. The teacher and the assistant principal will work together to collect the

money from the student. A teacher is able to check out teacher and student editions over the summer through the Assistant Principal.

Tutorials

2nd–5th grade: After school tutorials will be provided for students the 2nd semester of the year. Teachers should use decisions from their Universal Screener, iReady, mClass, mClass Lectura, Reading Horizons, Unit Assessments or PLC decisions to lead their tutorials.

Visitors on Campus

All Tyler ISD approved visitors are required to sign-in and sign-out at the office and to wear a visitor/name tag. All side doors will remain locked in an effort to maintain a safe environment for our students and staff. All visitors should enter through the front office, do not open any side doors for anyone. Kindly signal them to go to the front doors.

Guests and visitors are limited to activities such as picking up their child from the front office, submitting paperwork, participating in ARD meetings, and all other activities approved by campus administration. Approved Tyler ISD visitors should have a name tag assigned specifically to them. District employees should be wearing their district ID badge. If you find a visitor without proper identification, you are to ask them to report to the office immediately to get the proper ID. If they refuse or there is no one to escort them, notify the office immediately.

- PK, Kinder and 1st parents will be allowed to enter the **cafe only** on the first day of school. Administration will begin to exit PK-Kinder parents by 8:00 am.
- Visitors will not be allowed during lunches for the first 3 weeks of school.