

2022-2023

Campus Handbook



Aydee Ruiz
Principal

Lisa Ellison
Associate Principal

Ralph Langley Elementary School

Mission Statement

The mission of Ralph Langley Elementary School is to provide a foundation for learning by offering quality instruction in a secure, consistent and supportive environment. We strive to make each student a life-long learner and a productive citizen through hard work and preparation in our culturally diverse society.

Statement of Philosophy

The faculty and administration of Ralph Langley Elementary School, in accordance with Northside Independent School District and Texas Education Agency policy, believe in the education of the total child. Respect for each child's uniqueness and personal needs is the focus of our curriculum.

The education of each child is believed to be an equal partnership with the student, parent(s), faculty and community of Ralph Langley Elementary School. Without equal commitment, the educational process cannot be completely effective.

Ralph Langley Elementary School will maintain a positive climate in which students can be secure, risk-takers and problem solvers while exploring the curriculum throughout the learning process. The ultimate goal is to instill ideals of good citizenship, community pride, integrity and loyalty in every Langley Lobo.

**Ralph Langley Elementary School
Staff Assignments
2021-2022**

Team Leaders

Pre-Kinder and Kindergarten.....	Alexandra Villarreal
First Grade.....	Kelsee Martinez
Second Grade	Charisse Cline
Third Grade.....	Stacy Martinez
Fourth Grade.....	Ion Ortega
Fifth Grade.....	Danny Foster
Specialist Team	Robert Green
Special Education Team.....	Misty Ganberry

**Facilitators, Coordinators
And Representatives**

Language Arts, Writing.....	Stacy Greene
Math.....	Robert Green
Science.....	Hector Torres
Social Studies.....	Pedro Trevino
Bilingual/ESL.....	Sylvia Alvarado
Technology Support Specialist.....	
Special Education Campus Coordinator.....	Misty Granberry
Patrol Sponsor.....	Dorothea Cook
504.....	Lisa Ellison
Building Test Coordinators.....	Lisa Ellison, Jessica Martinez, Misty Granberry
At Risk Coordinator.....	Lisa Ellison
Wellness Coordinator.....	Dorothea Goble Garvin
Parents Assisting in Learning (PALs).....	Lisa Ellison
LPAC Coordinator.....	Sylvia Alvarado
Northside Communication Network (NCN).....	
Special Olympics Coordinator.....	Jenna Brown
Advisory.....	Jessica Martinez
Campus Partnerships Coordinator.....	Lisa Ellison
NEF Ambassador.....	Kelsee Martinez
Museum Rep. (Campus Historian).....	Robert Green
United Way Coordinator.....	Sylvia Alvarado
5K Campus Team Captain.....	Florencia Caniglia
Spelling Bee Coordinator.....	Laura Aldana
Chess Club Sponsor.....	Robert Green
Student Council Sponsor.....	Danny Foster
Robotics.....	Pedro Trevino & Mayra Martinez
Solar Cars.....	Hector Torres & Laura Aldana
Choir.....	Amy Ramos
Campus Mentoring Advisor.....	Eileen Cartwright
Young Astronauts.....	Ion Ortega
Green Team.....	Stacey Martinez & Michelle Paterson
Family Night Coordinator.....	

2022-2023 RALPH LANGLEY PTA BOARD MEMBERS

Contact Board members: ralphlangleypta@yahoo.com

NISD Council of PTAs

5900 Evers Road, SA 78238

Ph: 210-397-8500

OFFICE	NAME	ADDRESS	E-MAIL	BEST PHONE	ALT. PHONE
President	Richard Williams	314 Tahoe Ave 78253	rewilljr1@gmail.com	325-725-6554	
1 st VP- Programs	Tania Palacios	402 Sundance Way 78253	taniapalacios332@gmail.com	857-891-0870	
2 nd VP- Membership	Cassandra Erwin-Cabello	13834 Annuziata 78253	jcassy.cab@gmail.com	956-324-1244	
3 rd VP- Fundraising	Danielle Wolford	911 Palladio Place 78253	drwolffe@gmail.com	830-469-6214	
Secretary	Stacey McCray	823 Tribby 78253	michelleriley129@yahoo.com	831-277-1527	
Treasurer	Robert Green	4303 Saddle Spur	robert.green@nisd.net	210-854-3048	
Yearbook	Teodora Orozco	14215 Sam Houston Way 78253	teodoraorozco@gmail.com	619-852-7749	
Parliamentarian	Cassandra Figueroa	3326 Briscoe Trl 78253	cassandra.figueroa@nisd.net	210-573-6539	
Environmental/ Green Team	Stacey Martinez	11835 Silver Coins, 78254	stacey.martinez@nisd.net	210-392-1034	
Principal	Aydee Ruiz	11835 Wheathill 78253	aydee.ruiz-ufland@nisd.net	397-0160	956-459-3734
Associate Principal	Lisa Ellison	P.O. Box 1198 Lytle, TX 78052	lisa.ellison@nisd.net	397-0150	210-413-5319
Arts in Education	Iris Cardoza	13946 Evelina 78253	iriscardoza667@gmail.com	956-244-2303	
Volunteer Coordinator	Lisa Bueno Young	12602 Point Summit 78253	lbueno922@yahoo.com	210-827-5086	
Volunteer Coordinator Assistant	Amanda Goyet	216 Lucchese St. 78253	amgoyet@yahoo.com	210-748-9897	
Historian	Laurie Vasquez	12206 Painted Daisy 78253	laurie.vasquez@gmail.com	210-834-3981	
Watch D.O.G.S Coordinator	Benito Orozco	14215 Sam Houston Way	benito.orozco@gmail.com	619-852-7860	
Communications /Social Media	Jenna Brown	1924 Artemis Path 78245	jenna.brown@nisd.net	716-704-3753	

School Advisory Team Members

Principal – Aydee Ruiz

Vice-Principal –Lisa Ellison

District Rep –

Community Representative – Diane Garcia

Business Representative – Mrs. Mujica & Mrs. Guerrero

PTA President – Richard Williams

Parent – Kimberly Quitta

Parent –

Parent –

Teacher – Angelica Ruiz

Teacher –

Teacher

First Day of School Activities

1. All students will sit in the hallways outside their classrooms. All classroom teachers are to be on duty with your students by 7:15 in order to find out how children are to go home. Get it in writing if possible.
2. Speech therapist, Counselor, GT Teacher and LST are asked to assist the secretaries in the office answering phones, etc. beginning at 7:15 a.m. until about 10:00 a.m.
3. Teachers will use the *Teacher Access Center (TAC)* to indicate the students who are enrolled and physically present in their classroom on the *first day* of school. Teachers will indicate the student is in the classroom on the attendance list screen. Teachers will print the Attendance Verification Report from the attendance screen in their gradebook. Names of any students that are NOT listed on the class roster and are physically in the classroom should be hand-written on the Attendance Verification Report. Teachers will indicate the number of students in their classroom and sign and date the Attendance Verification report in blue or black ink.
 - Log in to TAC and click the Attendance Chair icon. Call roll to determine students physically present in your classroom. Post these students as Present (P) in your gradebook. Post remaining students in the gradebook as Absent (A).
 - Click Save. A check mark will appear over the Attendance icon on your home page confirming your postings.
 - Click the Printer icon. Print 2 copies of your roster.
 - For any students that are physically in your classroom and are not on TAC; you must hand write their full names at the bottom of your ROSTERS.
 - At the bottom of the printed roster, please write the TOTAL NUMBER OF STUDENTS PRESENT (Example: My warm body count for students *posted Pis 19*).
 - A COPY OF YOU ROSTER will be picked up promptly at 9:00 by the following staff:
 - PK and Kinder – Sylvia Alvarado
 - 1st and 2nd – Stacy Greene
 - 3rd , 4th and 5th – Robert Green
 - **Students, who do not show up after the second day of school at noon, are withdrawn from Langley and counted as no shows. Upon arrival at Langley, the students must be re-enrolled at the office!**
4. All lunch and breakfast will **NOT** be free to students for the 2022-2023 school year.
5. Rotation classes will begin the first day.
6. Issue books and prepare textbook lists in all subjects. Place student's names in all books.
7. **Discuss the following with your class:**
 - A. Lock Down Procedures, Fire exit maps and tornado drill maps should be posted in each classroom.
 - B. Teachers should familiarize students with alternate emergency exits.
 - C. Appropriate expectations for drill behavior (silent and orderly).
 - D. Supply lists.
 - E. Review appropriate items in the policy handbooks.

- F. Review where the students are to be, before school starts each morning.
 - F. Campus expectations for students. Emphasize restroom, cafeteria and dismissal procedures.
 - G. Explain opening exercises.
8. Be sure the children have the following at dismissal time:
 - A. Parent Bulletin
 - B. Medical card
 - C. Insurance Information
 9. Teachers in grades PK-5 will walk children out of the building at the end of the day **(3:10)** and stay outside until at least 3:25 p.m. or until all of their children have been picked up, whichever happens last. All specialists will also be on duty.
 10. Brief faculty meeting at 3:25 p.m.

Policy Items

1. Duty hours for teachers are 7:30 a.m. – 3:15 p.m. **EXCEPT** when on early duty. Counselors are on duty from 7:25 a.m. to 3:25 p.m. Para-professional times are from 7:00 a.m.-3:30 p.m.
2. The first bell rings at 7:40 a.m. and a second bell rings at 7:45 a.m.
3. School hours for 2022 -2023 for students are 7:45 a.m. – 3:10 p.m.
4. Teachers should be in the classroom when children arrive in the morning, from recess, etc. Teachers should be prompt in dropping off and picking up students from rotations and lunch.
5. **Teachers in grades PK-5 will escort their students out of the building at the end of the school day and stay outside until 3:25 or until all of their children have left the campus. All grade levels need to be prompt and watch for parents picking up the children. Teachers will remain with their students who have not been picked up on time and will complete the late pick-up roster in the office, filling in information on who will be coming to pick up the child. The teacher will first call all numbers on the emergency card until they reach someone who will be picking up the child. Teachers will remind parents of the time school is dismissed. Students staying late must be signed out by the parents. If the problem persists, seek the help of the Vice-Principal or Principal to solve this problem.**
6. Keep every Monday afternoon open for faculty meetings, team leader meetings, committee meetings, study groups, etc. These meetings will begin at 3:25 p.m. Faculty meetings can occur any Monday of the month so **please plan to be available until 4:30 p.m. every Monday.** Team leader meetings will be held on Mondays as needed.
7. Team planning will be scheduled for every **Tuesday and Wednesday** during teacher conference times. If the team has an additional planning day please relay this information to the principal.
8. Check mailboxes **daily**. Only emergency calls will be relayed to you immediately. Do not send students to the office for mail or to make copies.

9. It is everyone's responsibility to help keep our lounge clean. Return trays/utensils to the cafeteria **daily** during your lunch period. Remove items from the refrigerator **weekly**. The teachers' lounge and workrooms are off limits to children.
10. Teachers are **strongly encouraged** to attend and participate in our school P.T.A. meetings and activities. Members from each team need to be present at each of the meetings. If your team has a PTA Board member, then the duty to attend the meeting is among the remaining team members. The meeting dates for the year are:
11. If you attend a PTA Meeting you may wear jeans the following day.
12. **Staff Absences:** The automated substitute calling system or the SFE system will be used to secure a substitute when you are going to be absent. The number to call when you are going to be absent is 522-8987 or log onto your portal SmartFind Express.
It will be the responsibility of each staff member to keep his/her own record as to the number of sick leave days he or she has left and in what category they fall. Each year we have had staff members who are docked for taking extra personal business days, because they did not keep track of their absences. Also, please remember that you will be docked if you take a personal day before or after a holiday. (This policy is from Central Office.)
Be sure that you have completed your substitute lesson plans. Since many of you are teaching integrated curriculum, it would be a good idea to have a folder with extra work papers to be used on a day that you are not at school, in case the plans are confusing to a sub.
Ensure your **Substitute Folders** include all emergency drill procedures.
13. All staff will dress professionally and follow the guidelines found in the district handbook.
Teachers may wear jeans with school spirit shirts on Mondays and college shirts on Fridays.
14. **Staff Children Attending Langley:** Children of staff members attending Langley are to follow the same expectations, code of conduct, rules and procedures as our general population of students.
15. **Staff Development:** Professional staff need to keep accurate records of their own staff development. Teachers who are new to the profession have to earn 150 hours of professional development credit every five years. It is important to keep records of training received on contract time.

Instruction

1. **District Honor Roll Criteria:** (Grades 3-5)

The honor roll will consist of two categories:

- A. Students having all A's
- B. Students having all A's and B's with at least one A

Students in either category may not have any N's or U's on the report card with the exception of handwriting, which can have an 'N' but not a 'U'. **Students working below grade level can be placed on the honor roll.**

Parent Communication:

Parent Conferences - All parent conferences will be documented on district adopted Teacher/Parent Conference forms. The form should be filled out during the conference and signed by all parties attending the conference. At least 2 parent conferences are required for the school year.

Zoom/Telephone Conferences - If a telephone conference takes place, fill out the parent conference form, send the second copy home for a signature and retain the original with the notation of the day it was sent home for signature. These conference forms are vital for many reasons.

Classroom Newsletters – Pre K-5th will send home a weekly/bi-weekly newsletter to parents. The newsletters should provide information about units of study, homework, special reminders, special events etc. Bilingual teachers are to send a translated newsletter as well.

2. Textbooks: Accurate record keeping is required. All textbooks will be coded. Issue books to students. The student who was issued the text will pay for a lost book. If a book is lost and it had not been issued to a student then the classroom teacher is responsible for the lost textbook. Payment for lost books will be turned in to the Principal's secretary. If the book is found the students or teacher will be reimbursed.

3. e-Gradebook: Teachers will be required to enter at least 2 grades per subject per week every Friday.

4. Lesson plans are to include the following:

A. Lesson plans are to be completed by Wednesday of each week for the following week and saved on the google drive. Create a format that meets your needs the best.

B. Lesson plans will include:

1. Statement of objective for each subject area - **STANDARD**
2. Procedures and materials
3. Independent (seatwork) activities
4. Evaluation - **ASSESSMENT**

Lesson plans are needed for effective long-range planning and for insuring preparedness in the classroom each day. Lesson plans are to be completed by everyone who teaches children. Administrators will be checking lesson plans regularly.

6. Technology Integration:

All teachers will study TIPPA and work toward high standards of technology usage. The teacher's portfolio will reflect improvements in understanding standards and technology usage.

- The TSS can meet with grade levels during Math and Reading meetings to assist and align integration activities when requested.
- Classroom teachers will conduct training with their classroom, and new students, on the NISD Acceptable Use Policy and maintain district approved forms in the students PRC indicating parent/student approval to access the internet, and to publish student images.
- All classroom teachers will complete a minimum of 6 Technology integration projects.

- Teachers will use a minimum of four different applications used in six different projects.
- A completed copy of the integrated project must be saved on the teacher's portfolio on the campus server.

Technical Support/Assistance:

- The TSS is the first level contact for technical support/assistance with computers, or the classroom display system.

If a Laptop is Lost or Stolen:

The laptop is equipped with tracking software that may enable NISD to recover your laptop if it is stolen or lost.

- **PLEASE REPORT IMMEDIATELY to the TSS and administration!**
- If the laptop is stolen while on NISD property, it is your responsibility to report the theft the next working day/within 24 hours to the NISD Police Department, TSS and administration.
- If it is stolen while off NISD property report it to the police in the jurisdiction where the theft occurred, TSS and administration.

8. Work Samples: Work samples are to be sent home every Friday. Be positive that papers sent home are graded correctly. Do not use students or parents to grade papers. (Homework may be graded numerically and returned to the student.) **It is not allowed to take a grade on homework.** Retain a file of work samples and assessments for each child, which will support your written and/or oral evaluation for each child's progress. Inform parents regularly that samples will be sent every Friday and that they are to be signed and returned. Communicate the State and District Promotion/Retention policy early and regularly.

9. IRI's: The TX KEA will be administered to all students in Kinder -2nd grade. Classroom teachers will administer Reading Inventories to all students in grades 1st – 5th at the beginning of the school year. Those students reading below grade level will be given an IRI at the end of every 9 weeks thereafter.

A classroom teacher must be able to inform a parent of their child's reading level at any time throughout the school year. IRIs must be given one to one to hear the oral reading. Concrete documentation must be available at each grading period. An IRI is only one measure of a student's reading ability, therefore, in addition to IRI testing, informal assessments such as running records on leveled text and theme or unit tests can be used to monitor progress. The Reading Specialist will review IRI guidelines with each team.

10. Report Cards: Report cards will be checked by administration each nine weeks before going home to parents. Please be careful to fill in all areas of the report card. If a student has zero absences or tardies denote it with a zero instead of leaving the area blank. **Take the time to personalize comments on the report cards for the 1st-3rd nine weeks.**

Many students in special education have IEP and BIP report cards that go home with regular NISD report cards.

Teachers must note if student work is being accommodated on the report card by noting ACC.

- 10. ALPHA:** Students have a rigorous day while in ALPHA. With this in mind, the following procedures should be followed:
- A. Classroom teachers may assign homework (to ALPHA students on the day they attend resource classes) as independent practice for reinforcement of skills already taught, making sure that students understand their homework assignments and that they do not have to rely on parents to give them instruction.
 - B. **ALPHA students are not expected to do class work assignments that were done in their absence.** In the infrequent circumstances when these assignments are absolutely necessary for a basic understanding of the required concepts, ample time should be given for their completion.
- 12. Library Services:** All classes will visit the library on a scheduled rotation for lessons and checkout. The integrated library lessons will be curriculum based and address Northside standards. These lessons will encourage higher order thinking skills and problem solving strategies as well as literature appreciation. No overdue charges will be assessed. Fines will be assessed according to the amount of damage, type of damage and general condition of the book before damage, along with replacement cost of the book. **Teachers must remain with their classes during library time. Teachers are there to facilitate the lesson and to ensure that student behavior is appropriate.**
- 13. Speech, Language and Hearing Services:** We have one full time speech pathologist that serves children from 3 years of age up through 5th grade. This includes students in our attendance area that attend private schools or young children who do not qualify for ECSE. Speech is a service provided through the department of special education. Therapy is available only to those students who qualify with significant deficits that impede their educational process in one or more areas. The Speech therapist will send their draft of the speech IEP to most of these ARD's that they serve as a related service. Classes must be made up for students missing speech due to ARD's. Speech therapists provide three basic services:
- A. **Diagnostic Services:** This is the referral and testing process to determine if a student qualifies for services.
 - B. **Consultative Services:** Speech therapists are happy to consult with classroom teachers and attend parent teacher conferences. Therapy cannot be cancelled for these meetings so please check with the therapist in order to schedule the best time. Part of the consultative work is done during ARDs or meetings with other special education specialists.
 - C. **Direct therapy** takes place in the speech therapist's classroom. Students may be pulled during the language arts block as long as it is not during a direct teach. Students are never pulled from PE, art, music, computer literacy, counseling, remedial reading, standardized testing or assemblies.

14. Counselor: The counselor will be actively involved in eRtl on our campus. They will be called on to provide group guidance and counseling (individual and small group). The guidance program will focus on the following priorities:

- A. Responsible behavior
- B. Decision making and problem solving
- C. Motivation to achieve
- D. Self-esteem development
- E. Interpersonal effectiveness
- F. Communication skills and
- G. Cross-cultural effectiveness.

They have a copy of the Guidance Program Framework if you are interested in learning more. They are here for you and your students. Let them know your questions, concerns and needs.

15. Class Meetings: Teachers are required to conduct class meetings every week.

Teachers may conduct **daily Morning Meetings** in lieu of a weekly class meeting. The counselor can help teachers with topics or activities for class meetings.

16. Field Trips: Field trips for education purposes are an important part of the instructional program. They should be planned in advance by the classroom teacher and used as a definite teaching method pertinent to the grade level curriculum. Pre-teaching and follow up activities are needed for each trip. All field trips need to be approved by the principal well before the planned trip in order to secure dates. **Every grade level must attend 1 field trip.**

After securing approval, ask Maria for a field trip transportation form and the teacher is to fill it out.

This needs to be completed 2 weeks prior to the trip. Parent permission slips for field trips must be signed and returned to school prior to departure. **Phone permission for field trips is not allowed.** Parents may be invited to accompany and assist with students but they must have completed the NISD Background check.

Due to the high cost of buses field trips will be limited.

Always inform the cafeteria at least 2 weeks ahead of time if you will not be eating at school because of a field trip. Also let them know if they will need to make sack lunches for that day.

16. Copy limits per month. Each teacher will have his or her own account. (E# with a lowercase e). If you cannot login, please let Maria know.

17. Purchase Orders and Warehouse Orders: a purchase order/requisition form to the principal's secretary must communicate needed materials. **Direct charges or personal expenditures will not be honored or reimbursed without prior approval from the principal.** Items purchased for the school are tax exempt. **Staff will not be reimbursed for any tax paid. Please remember to inform the vendor that your items are to be tax exempt.**

When items arrive at school you will be notified quickly. Go through the items to make sure everything is there and then **turn the invoice to the Principal's secretary**. The secretary will call the company if problems occur or she will let Central Office know that they can pay the company.

HEALTH AND SAFETY

1. **Injuries:** Report all student injuries. **All head injuries must be reported to the nurse.** Send students to the office using a clinic referral form. Students coming from the playground need a clinic referral form.
2. **Clinic Referrals:** Please send students with a clinic referral form. This confirms to the nurse that the student has consulted with an adult before coming to the clinic and also serves as a vehicle for the nurse to communicate observations back to you.

10:00am-1:00pm are extremely busy times in the clinic because of dispensing medications and lunch times of the office staff. Sometimes a student must wait to be evaluated and/or treated, please do not send him or her when there is a time constraint, such as on the way to lunch or just before the dismissal bell.necessary District paperwork about the notification to DHS. The phone number for reporting

3. **Medications:** Children are not allowed to keep any medications with them in the classroom. All medication, including cough drops, nasal sprays and creams must be brought to the clinic. Lip balms such as ChapStick are OK to keep.

Prescription medications will be administered at school with a written request from the parent or guardian for a period of up to two weeks. However, they must be sent in the original, pharmacy-labeled container with the child's name on the label. If a child brings medication that does not fit these rules please send them to the clinic with it and the nurse will call the parents.

Over the counter non-prescription medications are not normally administered. The nurse does not keep a stock of medications for staff use.

4. **Illness:** If students' parents notify you that their child has chicken pox, scarlet fever, strep throat, or other communicable diseases, please let the nurse know so that she can report it to the Public Health Department.

A child with a temperature of 100 degrees will not be allowed to remain in class. Students should have a normal temperature for 24-36 hours before returning to school after an illness.

Child Abuse: If you suspect child abuse, please notify the nurse immediately. If the nurse is not on campus, notify administration. Many times you will become the "Cry Out" person for a child. If this is the case you are then responsible for making the report to DHS and for filling out the abuse is 1-800-252-5400 or the website is <https://reportabuse.ws/> .

5. **Evacuation Maps:** A fire drill map should be posted in each classroom by the exit door.

- 6. Lock Down Procedures:** Review at the beginning of school year and again periodically throughout the school year
- 7. Pets:** Animals may not be brought on the school grounds unless a teacher makes a specific request. Animals brought to school are to remain in the crate or container they arrive in.
- 8. How a student gets home:** Once the parents inform you how their child is to go home daily, adhere to this unless you get a note in writing from the parent or unless the office notifies you.
- 9. Strangers:** Children are not to leave school with anyone not positively known to the school. When a child is to be taken, parents are to come to the office and sign the child out. Children are released to parents at the office during the school day. Parents are not to pick up children from the classroom.

Local Campus Guidelines and Procedures

- 1. Parents are welcome at our school.** Parents are welcome to come into the building to drop off their students and to pick them up. However, due to safety concerns, we are asking that parents **NOT** come to the classroom during instruction and/or recess (any exception to this must be cleared by admin prior). Also, parents will be able to come to campus to have lunch with their child in the cafeteria. They **MUST** check in at the front office with a valid ID before entering the building for lunch.
- 2. It is imperative** that the school has the current address and phone numbers of students at all times. If a parent relays a change in phone number or address to the classroom teacher. Inform the office as soon as possible.
- 3. All children are** to participate in physical education unless a note is brought from home. A note is valid for a period of three days. A note from a doctor is required for a child to be excused from physical education for a period of time longer than one week. If a child brings a note from a doctor excusing them from PE make sure Coach Cook gets the note immediately.
- 4. Keeping students after dismissal time:** THE INDIVIDUAL TEACHER MUST CONTACT PARENTS!
- 5. Each student must** have a **Permanent Record Folder**. The office will request records from all sending schools. A student coming here from another NISD School will have one initiated by a previous school. Do not prepare a new one. Permanent Record Folders are filed in the office. You may check out PRFs when you need them. Discipline records are not to be kept in the PRF.
- 6. Two room parties** are allowed each school year – the day before winter break **Dec 16th** and **May 31st**. Parties begin at 1:45 p.m.

General Guidelines and Behavioral Expectations for Students

- 1.** Children who walk to school or ride with parents should arrive between 7:00 and 7:40 a.m. unless they are eating breakfast. Students eating breakfast should not arrive before 7:00 a.m.

2. Students who ride their bicycles must park them, lock them in the rack and immediately go to their assigned areas. Bicycle riders must walk their bicycles while on the school grounds. Scooters must be walked on the school grounds. They are to be stored in student backpacks in the classroom. **Skateboards are not allowed on campus.**
3. All students will wait in the hallways outside of their classrooms each morning and should not be walking throughout the campus.
4. In the morning students who have breakfast will go directly to the cafeteria to eat then report to their classroom immediately when finished. Students will need a pass to go to the library and restroom. Teachers on duty will have 5 library passes and 2 restroom passes to distribute to their grade level.
5. An adult should supervise students at all times. **Children are never to be left unattended in the hallway for disciplinary reasons.**
6. Students coming to the office must have a pass or referral.
7. **When a student is sent to the office with a discipline referral it should be completed and sent via email to Aydee, Lisa, and Maria.** If you feel it is necessary to escort the student to the office; call the office for assistance.
8. Students should not be kept from attending music, physical education, library, art, computer lab, Alpha, lunch or Field Trips as a discipline measure. A change of lunch location will sometimes be used as a consequence for inappropriate cafeteria behavior.
9. Bus Conduct Reports put in your mailbox are the parent's copy and are to be sent home. In most cases, the administrator will give the student the parent's copy to take home and return signed. If two copies appear in your box one is for you to keep for your records.
10. Children are not to use the vending machines (coke, snacks) at any time. Children should not return lunch bags to the lounge or get sodas for teachers, etc.
12. **Students will be allowed to use the telephone in your classroom for emergencies only. Missing homework and field trip permission forms are not considered emergencies. Students should not use the phone to call and ask parents to pick them up at the end of the day. Arrangements should be made prior to the start of the school day.**

ATTENDANCE AND ABSENCES

1. Stress perfect attendance. Request a note signed by the parent or legal guardian upon the student's return from absence. These notes are sent to Becky in the office. Becky keeps a folder for each student with notes. If a parent emails you an excuse – please be sure to forward that email to Becky. If no note is received, then it is an unexcused absence. Be accurate and consistent on tardies (7:45) unless tardies have been dismissed for the day due to an announcement. Also, if possible, please notate the time the student arrives in the classroom for documentation purposes.

2. When it is necessary for a child to be absent from school, it is required that a written note be sent with the child upon his/her return to school stating the reason for the absence. The note needs to be signed by the parent or guardian. Children who leave early must check out from the school office.
3. Attendance must be recorded (via e-gradebook) by the teacher each day. It cannot be submitted prior to 9:00 a.m.
4. If your student is absent 2 consecutive days, call or email parents and DOCUMENT attempts or conversations. **YOU** as the classroom teacher are the first point of contact. When you call Becky to report excessive absences of a student, **YOU** should have already made or attempted to make contact with the family.
5. TYPES OF ABSENCES
 - A. **Excused Absences** – The only acceptable excuses are as follows:
 1. Personal illness
 2. Illness or death in the family
 3. Quarantine
 4. Weather or road conditions making travel dangerous
 5. Religious holidays
 - B. **Unexcused Absences**: when students are absent from school with or without the knowledge and consent of their parents for any reason other than those listed above is an unexcused absence. In these cases, the teacher will determine if the student is allowed to make-up any schoolwork missed. An unexcused absence is an absence without a written parental or physician's note or an absence with a parental or physician's note deemed unacceptable by the school administrator or the attendance officer.

Langley Elementary Discipline Plan

We expect good behavior of students everywhere they go. When they go to the restroom, library, lunch, counseling, recess, specials, hallways etc... EVERYWHERE. All school adults are responsible for all students at school, not just their own classroom. Consistency is the key!

Students will soon know all school adults are watching.

Engage your Students- Let's help children start each and every day on a positive note. The first step is essential to the success of the day. It begins when we greet the students at the door. As previously noted, **Morning Meetings** or **Class Meetings** are an **EXPECTATION**.

School Wide Rules - Langley Expectations

School wide rules will be followed for school and hallway. Each classroom is also responsible for having classroom rules developed by the teacher and the students and be posted in the classroom. The following will be school wide rules:

- **Be Respectful**

- **Be Responsible**
- **Be Safe**
- **Be Prepared**

Inappropriate teacher discipline includes, but is not limited to yelling at students anytime, belittling comments, sarcasm, and harsh and extreme punishments. Teachers should refrain from these at all times.

Hallway Behavior

Good Hallway behavior is EXPECTED. The following are the school wide hallway rules. Teachers are expected to monitor their class at all times by walking beside the class, at the end of the line, or turning around to make sure all students are visible at all times. Stopping points should be set for the class in order to continuously monitor students and avoid traffic jams. Classes should walk on the right side of the hallway.

Be Safe

★ Stop at corners and stay to the right.

★ 3 seconds at water fountain. **-Water fountains will be closed again 21-22 school year.**

Be Prepared

★ Keep hands and feet to yourself.

★ Walk with hands to your side or behind your back

Be Responsible

★ Walk quietly and in an orderly manner.

Be Respectful

★ Walk quietly to your destination

Positive Behavior Support

We want to recognize and encourage students. If a student has gone out of his/her way to exhibit good behavior and character or has made a tremendous improvement, he/she can be recognized by the administration. The referring teacher can email administration and/or contact the student's parents to let them know about the wonderful things their child is doing at school.

Pre -Office Referrals

Good classroom management and engaging instruction usually minimizes discipline concerns in the classroom. There are some occasions, however, that students need to be sent to the office. Before a student is sent to the office, all the following strategies should be utilized with exception of the Automatic Office Referral:

Classroom Consequences

1. **Verbal Warning/Folder pulled**– discipline folder is not marked. This is considered a reminder.
2. **Conference with teacher** – teacher discusses the incident with the student and they work together to correct the undesired behavior.
3. **Marked Folder and/or Time Out** – Folder is marked and initialed. A grade level may use a time out in the classroom or use the “buddy” system.
4. **Loss of Privilege** – folder is marked and initialed. Field trips or school wide events cannot be a lost privilege. Loss of recess is not an option as a consequence.

5. **Parent Contact** – make sure the folder is marked and initialed. Dates need to be documented for phone calls, notes sent home, and/or conferences. Parents must be notified a discipline ticket will be given on the next occurrence of the action.
6. **School Discipline Ticket** – folder is marked for infraction, and a discipline ticket is sent home with the student, a copy of the ticket must be placed in the Vice Principal's mail box.
 - a. **Persistent Misbehavior**- if a child continues the same behavior, after 3 discipline tickets, the child should be sent to the office with an **office referral to be seen by an administrator. Parent contact must be made in reference to behavior concerns before sending the student to the office to be seen by an administrator.**

Office Referrals/ Disciplinary Steps

Each Referral - Administrator conferences with child, informs parent,

Progressive Consequences

- Warning
- Privileges withdrawn
- Conference with teacher/ counselor/ parent/ student
- Various lengths of ISS/Contract
- Suspension
- AEP recommendation to pupil personnel

Automatic Office Referrals

Students will be automatically sent to the office with a discipline referral and the behavior folder for the following:

1. A student hurts another student or adult
 - a. Kicking, biting, punching, rock throwing, fighting, etc.
2. A student is in possession of any type of weapon, matches, laser pointers, or lighters.
3. A student in possession of any illegal substance, unknown pills, or medications.
4. Failure to respect authority
 - a. Obscene gestures and/or language
 - b. Blatant verbal refusal to comply

In the event that an administrator is not readily available the student will be sent back to class until an administrator is available.

Parents will be notified and the consequence will be decided upon by the administration.

If you are having difficulties with classroom management and discipline, please let your team leader or administrators know. We have many useful ideas that may help you and your students be successful.

NORTHSIDE INDEPENDENT SCHOOL DISTRICT
LANGLEY ELEMENTARY SCHOOL



Discipline Ticket

Grading Period:
__1 __2 __3 __4

Ticket Number:
__1 __2 __3

STUDENT NAME _____ DATE _____

TEACHER _____ GRADE _____

As members of the Langley student body we pledge to:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**
- **Be Prepared**

Actions taken by the teacher:

- Verbal Warning
- Student conference with Teacher
- Marked Folder and/or time out
- Loss of Privilege
- Parent Contact
- School Discipline Ticket

TEACHER/ PARENT
COMMENTS _____

Student Signature

Teacher Signature

Parent Signature

Copy Distribution: -Administration

-Classroom Teacher

-Parent Copy

Langley Elementary Behavior Incident Guide

Level I (Mild)	Level II (Moderate)	Level III (Severe)
<i>Mild behaviors that can be adequately corrected at the time they occur, and which do not require documentation. Isolated Incidences</i>	<i>Misbehaviors that, while not requiring immediate administrative involvement, does require documentation. behavior ticket is sent home and parent is contacted.</i>	<i>Serious misbehaviors that require office referral are emailed to Administration or written on NCR and other, and student (and work) is sent to ISS for processing.</i>
Rough play on playground	Inappropriate language/gestures	*Chronic inappropriate language/gestures
Talking back	Persistent arguing	Fighting
Interrupting/Talking out of turn	Persistent disruption in the classroom that interferes with learning of others	*Chronic disruption of classroom
Taking something that doesn't belong to that child	Taking something that doesn't belong to that child (chronic)	Defacing/destroying school property
Not following individual classroom rules	Chronic yelling at others	Bullying/Harassment
Teasing/Put downs/Name calling	Chronic teasing	Racial/Gender-based teasing
Not following common area rules	Chronic difficulty following common area rules.	Acts or threats that pose a threat to physical safety of self or others
Cheating	Chronic cheating	Inappropriate touching
		Possession of a weapon
Persistent Level I behaviors can be documented as Level II	Persistent Level II behaviors can be documented as Level III	** Chronic Misbehaviors referred to office must have documentation proving previous level procedures

TIPS FOR HANDLING INAPPROPRIATE BEHAVIORS:

- Focus on the positive.
- Walk around the room, using proximity control (standing near the student).
- Redirect the misbehavior to the expected behavior using a calm voice. Be consistent and respectful. Yelling at a student often will escalate the situation.
- Use a silent signal to get the student to stop; head nod, shake head no, finger to lips etc.
- For every negative behavior you address, respond to a positive behavior three more times than the negative.
- Do not let emotions into the redirection.
- Send the student to another classroom in the grade level for a time out.
- Treat this like a business; be calm and professional.
- Remember you are not alone. Ask a teacher or another staff member for assistance when necessary.

Pre-referral Intervention:

Redirection	Positive Reinforcement
Preferential Seating	Contract
Proximity Control	Referral to Counselor
Time Out	Re-Teach Expectations



Langley Elementary Rotation Schedule 2022-2023

Time	Gr	Teacher		1	2	3	4	5
8:35-9:20	1	Kelsee Martinez	TL/ESL	MUS	PE	ART	PE	COM
	1	Lily Brain	BIL	ART	PE	COM	PE	MUS
	1	Norma Cavazos	DL	PE	COM	PE	MUS	ART
	1	Laura Lugo	COL	PE	ART	MUS	COM	PE
	1	Patricia Barahona		COM	MUS	PE	ART	PE
9:25-10:10	K	Alexandra Villarreal	TL/BL/COL	PE	MUS	COM	ART	PE
	K	Pedro Trevino	DL	PE	ART	MUS	PE	COM
	K	Kim Doyle	ESL	ART	COM	PE	MUS	PE
	K	Tiffany King		COM	PE	ART	PE	MUS
	K	Melissa Chavez		MUS	PE	PE	COM	ART
10:15-11:00	2	Charisse Cline	TL/COL/ESL	PE	COM	PE	MUS	ART
	2	Stacey White		PE	ART	MUS	COM	PE
	2	Hector Torres	DL	ART	PE	COM	PE	MUS
	2	Luisafernada Gutierrez	DL	MUS	PE	ART	PE	COM
	2	Kitaria Hamilton		COM	MUS	PE	ART	PE
11:00-12:40		Lunch/Conference/Duty						
12:40 -1:25	3	Briana Mancillas		PE	COM	PE	MUS	ART
	3	Stacey Martinez	TL/ESL/COL	MUS	PE	ART	PE	COM
	3	Florencia Caniglia	BL	ART	PE	COM	PE	MUS
	3	Mayra Martinez	DL	PE	ART	MUS	COM	PE
	3	Emily Murphy		COM	MUS	PE	ART	PE
1:30 -2:15	4	Susy Hernandez	BL/COL	PE	COM	PE	MUS	ART
	4	Ion Ortega	TL	ART	PE	COM	PE	MUS
	4	Karla Gutierrez	BL	PE	ART	MUS	COM	PE
	4	Michelle Beer		MUS	PE	ART	PE	COM
	4	Laura Aldana	ESL	COM	MUS	PE	ART	PE
2:20 -3:05	5	Danny Foster	TL/ESL	ART	PE	COM	PE	MUS
	5	Yolanda Echeverria	BL	PE	COM	PE	MUS	ART
	5	Angelica Ruiz	COL	PE	ART	MUS	COM	PE
	5	Angel Tellez	BL	MUS	PE	ART	PE	COM
	5	Jasania Morales		COM	MUS	PE	ART	PE

Lunch Schedule 2022-2023

Time	Teacher/Door A	Gr	Table
10:30-11:00	L. Vasquez	PK	2
10:33-11:03	K. Villarreal & M. Estremera	PK/ECSE	4
10:36- 11:06	E. Fields	ECSE	6
10:40-11:10	A. Villarreal	K	1
10:43-11:13	P. Trevino	K	3
10:46-11:16	T. King	K	5
10:49-11:19	M. Chavez	K	7
10:52-11:22	K. Doyle	K	8
10:58-11:28	K. Martinez	1	9
11:00-11:30	N. Cavazos	1	10
11:03-11:33	L. Brain	1	11
11:06-11:36	P. Barahona	1	12
11:09-11:39	L. Lugo	1	2
11:15-11:45	C. Cline	2	1
11:18-11:48	S. White	2	3
11:21-11:51	K. Hamilton	2	4
11:24-11:54	L. Gutierrez	2	5
11:27-11:57	H. Torres	2	6
11:30-12:00	F. Caniglia	3	7
11:33-12:03	B. Mancillas	3	8
11:36-12:06	S. Martinez	3	9
11:39-12:09	E. Murphy	3	10
11:42-12:12	M. Martinez	3	11
11:45-12:15	J. Brown	ALE	12
11:50-12:20	I. Ortega	4	1
11:53-12:23	L. Aldana	4	2
11:56-12:26	K. Gutierrez	4	3
12:00-12:30	S. Hernandez	4	4
12:03-12:33	M. Beer	4	5
12:06-12:36	A. Ruiz	5	6
12:09-12:29	D. Foster	5	7
12:12-12:42	Y. Echeverria	5	8
12:15-12:45	A. Tellez	5	9
12:18-12:48	J. Morales	5	10

Professional Morning Duty

For the safety of our students, professional staff who have duty should be in their assigned areas supervising students no later than **7:15am** and until the morning bell rings. Please make sure you are **on time and are actively monitoring students** as safety is our biggest concern. If you are unable to be present during your assigned duty time it is your responsibility to let your team know and find a substitute for your duty.

All teachers NOT on duty should be on campus no later than 7:30 am.

Front Foyer- Ruiz, Ellison, Green, Martinez/Garcia, Fig, Robertson, Castro

Back foyer/hallways – S. Alvarado, Greene, Waldron, Paterson, Granberry

Cafeteria- Ramos, Cook, Cardenas, , TSS, Gonzales

Morning Bus Duty (cafeteria after all buses have been checked in) -

Goodman/Leon/Cardenas/Barrera/Castro

Grade Level Teachers - in assigned hallways

Crosswalk	Calandres 7:00-7:45 (Aug 22 - Sept. 30) Arevalos 7:20-7:45 (Aug 22 - Sept. 30) Calandres 7:00-7:45(Oct. 3- Nov. 4) Robertson - 7:20-7:45 (Oct. 3 - Nov. 4) Calandres - 7:00-7:45 (Nov. 7- Dec. Arevalos 7:20-7:45 (Nov. 7- Dec. 16) Calandres 7:00-7:45 (Jan. 3 – Feb. 17) Robertson 7:20-7:45 (Jan. 3 – Feb. 17) Calandres 7:00-7:45 (Feb. 21- April 14) Arevalos 7:20-7:45 (Feb. 21- April 14) Calandres 7:00-7:45 (April 17 -June 1) Robertson 7:20-7:45 (April 17 -June 1)
Cafeteria	Goodman with PK students V. Cardenas & L.Castro with ECSE students Guerra with ALE students Gonzalez with BMC students
Announcements	Cartwright & Gann

Lunch Duty

)10:40-11:30	Robertson
10:50 -11:35	Guerrero
11:30-11:55	Cook & Ramos
11:50 -12:35	Calandres
11:55 - 12:15	Arevelos
12:15 -12:40	Cartwright & Gann
12:35 -12:55	Arevalos

Afternoon Duty 3:00-3:20 or until students are picked up

Crosswalk	Robertson/Arevalos/Calandres/Gonzales - Rotate
Buses/Daycare pick up	L. Castro & Ramos & Gann(Aug. 22 –Jan. 14),
Buses/Daycare pick up	Guerra & Goodman & Cook (Jan. 18 – June 1)
PreK/Kinder	Reading Specialist & LST
1st Grade	Fig

IA's not on daycare duty- after taking kids to the bus or parent pick up, report to the front of school to help with getting kids in AND afterwards, report back to your classroom unit to assist with disinfecting and/or prep for next day

Afternoon Duty 3:00-3:20 or until students are picked up

Possible Placements or Retentions

Date- TBA

It is time to start conferencing with parents about possible placements or retentions. Please follow these steps:

1. Determine which of your students is a possible candidate for placement or retention.
2. Set up a conference with the parent(s).
3. At the conference discuss progress, standards, assessments, expectations and what can be done to help their child succeed.
4. Fill out a parent conference form at the conference.
5. **Give the parents a copy of the “Possible Placement/Retention” letter and information from the Student / Parent Handbook on promotion guidelines**
6. **Have the parents sign the parent conference form and a copy of the “Possible Placement/Retention” letter.**
7. **Keep a copy of the conference form and the “Possible Placement/Retention” letter for your records. At the end of the year copies will go in the PRF.**

It is critical that parents come in for conferences. Most parents will. There are a few that may be very difficult to reach. You may enlist the help of the Principal or Vice Principal if you have difficulty reaching the parent to set up a conference.

Date - TBA

What to do if the parent has not come in for a conference

1. Mail home two copies of the “Possible Placement/Retention” letter and one copy of the information from the student/parent handbook on promotion guidelines.
2. Ask the parent to sign one copy of the “Possible Placement/Retention” letter and return it to school.

3. Keep a third copy at school and date it and write a note of when you mailed the information.
4. When the signed letter is returned; save it for the PRF.

Print on School Letterhead

(Date)

Dear Parents:

On _____, the _____ grade classes will go to _____. We will be leaving on Northside school buses at _____ and will return by _____.

Please sign the permission slip below and return it to school as soon as possible. Students who do not return their permission slips will not attend the field trip. We must have the permission slip on file in order for your child to attend. Northside ISD will not be held responsible for injuries, accidents or a loss of valuables when students are attending field trips.

*Your child should be dressed appropriately and should wear comfortable shoes, as we shall be doing a lot of walking. *Your child needs to bring a sack lunch, drink (no glass containers), and backpack. *Please see that they have a good breakfast before coming to school.

Sincerely,

_____ Grade Teachers

*Items that can be added

-----DETACH AND RETURN-----

I give _____ my permission to attend the _____ grade trip to _____ on _____. I understand that Northside ISD will not be held responsible for injuries, accidents or a loss of valuables when students are attending field trips.

(Parent's Signature)

(Date)

Emergency Phone Number _____

Classroom/Specialist Schedule 2022-2023

Kinder

8:00-8:30 Rise & Shine
8:30-9:25 Reader's Workshop
9:25-10:10 Rotation
10:10-10:40 Read Aloud
10:40-11:19 Lunch
11:30-11:45 Phonics/Word Study
11:45-12:00 Recess
12:00-12:15 Math Wall
12:15-1:15 Guided Math
1:15-1:30 Recess
1:30-2:15 Science/Social Studies
2:15-3:00 Writer's Workshop/Handwriting

1st Grade

8:00-8:30 Rise & Shine
8:35-9:20 Rotation
9:20-10:05 Reading/Lang Arts
10:05-10:25 Guided Reading
10:25-10:55 Writing
10:55-11:25 Lunch
11:25-11:45 Writing (cont.)
11:45-12:00 Math Wall
12:00-12:30 Math Lesson
12:30-1:30 Guided Math
1:30-1:50 Recess
1:50-3:00 Science/Social Studies
3:00-3:10 Clean/Dismissal

2nd Grade

8:00- 8:30 - Rise & Shine
8:30- 9:35 - Reader Workshop (15 min. phonics)
9:35-10:15 - Guided Reading
10:15-11:00 - Rotation
11:15-11:40 - Lunch
11:40-12:00 - Recess
12:00-12:45 - Writer's Workshop
12:45-1:00 - Math Guided
1:00- 2:15 - Math (MSD)
2:15- 3:00 - Science/ Social Studies

3rd Grade

8:00-8:30 Rise & Shine
8:35-9:05 Math (Whole Group)
9:05-10:05 Guided Math (MSD Groups)
10:05-10:25 Recess
10:30-11:30 Science/Social Studies
11:33-12:06 Lunch
12:15-1:35 Phonics
12:40-1:25 Rotation

1:25-2:25 Reader's Workshop
2:25-3:05 Writer's Workshop

4th Grade

8:00-8:30 Rise & Shine
8:30-9:15 Writer's Workshop
9:15-10:30 Readers Workshop
10:30-11:00 Math (Whole Group Lesson)
11:00-11:57 Guided Math (MSD Groups)
11:54-12:30 Lunch
12:33-12:50 Recess
1:10-1:55 Rotation
1:55-3:00 Science/Social Studies

5th Grade

8:00-8:30 - Rise and Shine (M, T, Th, Fr) Class Meeting (W)
8:30-9:45 - Science
9:45-10:15 - Math (Whole Group) 1 Hour 30 Minutes
10:15-11:15 - Guided Math (MSD Groups)
11:15-11:45 - Reading (Whole Group) 1 Hour
11:35-12:15 - Reading (Small Group)
12:15-12:48 - Lunch
12:50-1:05 - Recess
1:05-1:35 - Writer Workshop/LA 30 Minutes
1:35-2:20 - Social Studies
2:25-3:10 -Rotation
3:10 -Dismissal

Reading Specialist

8:00-8:30 Rise & Shine
8:35-9:35 2nd
9:35-10:25 4th
10:30-11:15 1st
11:15-12:15 5th
12:15-1:00 Lunch
1:00-2:00 3rd
2:05-2:45 Conference

MSD Specialist

8:00-8:30 Rise & Shine
8:30-9:00 Support/Testing/3rd
9:00-10:05 3rd
10:05-11:00 5th
11:00-12:00 4th
12:00-12:35 Lunch
12:35-1:30 1st
1:30-2:20 2nd
2:20-3:10 Conference/Child Mtg

Rotation Schedule

8:00 - 8:30 - Rise and Shine
8:35 - 9:20 - 1st Grade
9:25 - 10:10 - Kinder
10:15 - 11:00 - 2nd Grade
11:00 - 12:40 - Lunch & Duty
12:40 - 1:25 - 3rd Grade
1:30 - 2:15 - 4th Grade
2:20 - 3:05 - 5th Grade

Lunch Schedule

10:30 - 11:00 - PK/ECSE
10:40 - 11:19 - Kinder
10:55 - 11:36 - 1st Grade
11:15 - 11:57 - 2nd Grade

11:30 - 12:12 - 3rd Grade
11:50 - 12:33 - 4th Grade
12:06 - 12:48 - 5th Grade