



Faculty Commitments & Covenants 2022-2023

Bellfort Early Childhood Center

Houston Independent School District
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Administration

Milliard House	Superintendent
Dr. Denise Watts	Chief School Officer
Dr. Erwin Garcia-Velasquez	Assistant Superintendent
Alecia Bell	School Support Officer
Jesseye Brown	Principal
Alicia Smith-Woodson	Assistant Principal
Nancy Acosta	Teacher Specialist
Edrianna Newell	Behavior Interventionist
Bana Alyamen	Nurse

Purpose of Faculty Commitments & Covenants

The purpose of this book (a compilation of regulations) is to aid staff in adjusting themselves to the commitments of the school; to enable all staff to have, in concise and readily available form, answers to those questions that come up each school year. Undoubtedly those commitments and covenants may be changed from time to time as circumstances change and as we improve by discussing our problems and by experimenting with new ideas.

Philosophy

We at Belfort Early Childhood Center believe that each child is endowed with his or her own individual capacities and characteristics; our school, to the best of our abilities, will provide each child the highest level of education in order to help them reach their full potential.

Mission Statement

The mission of Belfort Early Childhood Center is to create a safe, positive, and challenging environment that will enable students to achieve their highest potential academically and socially.

Belfort Creed

High Expectations
Innovative Teaching & Learning
Vibrant Community Culture Exceptional
Exceptional outcomes for all

Important Days and Holidays 2022 - 2023

Meet The Teacher	Friday, August 19, 2022 - Pre-Kindergarten 12:00pm-1:15pm Friday, August 19, 2022 - Kindergarten 1:30pm-3:00pm
First Day of School	Monday, August 22, 2022
Labor Day	Monday, September 5, 2022
Fall Holiday	Friday, October 5, 2022
Thanksgiving Holiday	Monday- Friday, November 21-25, 2022
Winter Holiday	Thursday, January 5, 2023, Teacher Preparation Day Friday, January 6, 2023 Teacher Service Day
Martin Luther King Day	Monday, January 16, 2023 Teacher Service Day
100 th Day of School	Monday, February 6, 2023
Presidents Day	Monday, February 20, 2023 Teacher Service Day
Spring Break	Monday - Friday, March 13-17, 2023
Chavez-Huerta Day	Friday March 31, 2023
Spring Holiday	Friday, April 7, 2023
Spring Holiday	Friday, April 21, 2023
Teacher Appreciation Week	Monday-Friday, May 1-5, 2023
Memorial Day	Monday, May 29, 2023
Last Day of School	Friday May 31, 2023
Testing & Celebrations	Please adhere to the campus provided schedule for dates

Opening of School Protocol

Reminders for the First Day of School

- Admit to your room only those students whose names appear on your class list or who present an admittance slip from the Main Office.
- Orient your class the first morning of school about fire drill signals and disaster drill procedures. Know where to have your students go during these two drills.
- Positively state the Belfort Early Childhood Center Rules. Be fair and firm. Each teacher is responsible for his/her own discipline in a classroom. **The rules of good conduct apply in the classroom, walkways and cafeteria.**
- Class work should begin immediately the first day of school. Prepare plans for class work. Plan something interesting and exciting for the first day. Use this day to set the tone for the entire year.
- The office staff will be registering new students on the first day. Do not request any other type of school supplies. Try to have what you need in your room on that day. Distribute information items to students and request immediate return of enrollment pack.
- **New students to the building will have a pink enrollment slip before he or she is given an admittance to your room.** Stop 10-15 minutes before dismissal time to review the day's activities.
- It is of most importance to distribute notes going out to parents.
- During the first day of school and possibly some days after, someone from the Main Office will be checking with you for enrollment figures. Be prepared with this information.
- After the first day of enrollment, count each student enrolled (not attendance) even though he/she may be absent.
- Do not allow students into your class after the first day without an admission slip.

- Reminders for the First Day of School (continued)

Procedures for Taking ADA (Daily Members)

Each day for the first 10 days, count the actual students not those on your roll. Complete and submit the **Daily Membership Enrollment Form** by 9:30a.m.

Procedures for Completing the Class Attendance Record (CAR)

- Alphabetize students
- Write last name, first name, and roster. Every student is coded with a "P" on the first day for "Present" and NS "No Show" if the student is not in the classroom by 9:30a.m. on the first day.

Items to be Sent Home

- Code of Student Conduct
- Free Lunch Applications
- Enrollment Pack
- Belfort Early Childhood Family Handbook

Items to be Returned by Students (*by Friday, September 2, 2022*)

- Code of Student Conduct signature page
- Belfort Early Childhood Center Student Handbook signature page
- Completed Free Lunch Applications
- Complete your checklist for returned items.

Bell Schedule

- Breakfast 7:30 a.m- 8:00 a.m.
- Teacher Duty begins 7:25 a.m.
- Students' Day begins 7:30 a.m.
- Dismissal of Students 3:00 p.m. (Monday - Friday)

At 3:10 Teachers should bring any waiting students to the Main Office.

- Teacher Duty ends 3:10 p.m.

School Goals

Target Commitments

General

1. Keep lines of communication open
2. Foster a warm, supportive environment.
3. Work collaboratively as a team.
4. Establish a partnership with the parent/guardian.
5. Set high expectations for all.
6. Emphasize higher level thinking skills and problem-solving strategies.
7. Identify and refer students with learning disabilities and excessive irregular absenteeism.
8. Provide rigorous, relevant instruction daily.
9. Focus on Literacy and Numeracy
10. Provide small group instruction based on data.
11. Implement effective objective focused workstations.

Smart Goals

1. By end of year 2023 70% of Kindergarten students will leave reading on a level D or above.
2. By end of year 2023 70% of Pre-K -4 students will leave reading on level B or above.
3. By end of year 2023 70% of Pre-K 3 students will leave reading on level A or above.
4. By end of year 2023 students leaving Pre-K 3 will leave knowing 10 HFW.
5. By end of year 2023 students leaving Pre-K 4 will leave knowing 25 HFW.
6. By end of year 2023 students leaving Pre-K 3 will leave knowing 100 HFW.

Bellfort ECC Covenant

- Teachers, instructional and support staff are professionals and thus professional attitude, behavior, speech and dress are expected.
- Teachers and staff members are permitted to wear jeans with a Bellfort Early Childhood T-Shirt on Fridays to participate in School Spirit Day. For safety reasons flip flops and sandals are not allowed.
- Be a "Team Player".
- Return all telephone calls and notes.
- Respond to requests for conferences within 1 business day.
- Inform parents immediately when there is a problem and keep extensive documentation.
- Submit items according to deadlines when requested by the administration, and/or designated office staff.
- Monitor student attendance daily. ADA time is 9:30 with reminder bells.
- Display authentic student work.
- Remain calm with Bellfort ECC children, parents, and staff.
- Significantly limit the use of coloring and/or work packet copies for students.
- Read to your students **daily**.
- Refrain from any type of verbal or physical abuse.
- Refrain from "desk sitting" during instructional time.
- Have grade reports completed on time.
- Make sure an adult is always monitoring students.
- Use manipulatives, concrete objects, and visuals frequently.
- Treat each other with dignity, kindness, and respect.
- After Safety, the administration at Bellfort feels the core value of common decency is most important.
- Out of adoption books may be given away but **NOT** trashed. Check with textbook clerk to be certain the books are out of adoption.

Employee Protocols

School Hours for Teachers
Professionalism
Payroll Checks
HISD Identification Badges

Absences of Employees
Early Departure
Leaving Campus
Personal Leave

School Hours for Employees

A teacher's workday is from 7:25 a.m. to 3:10 p.m. All other employees have individual workday hours as scheduled by the Administration. Teachers are to check in before or by 7:25 a.m.

All other employees are to check in at their appropriate time.

You must clock in and out once you are school property. Failure to clock in and out, will result in loss of pay and disciplinary action. After 10 minutes of your assigned clock in time, your available leave will be utilized to cover the missing time.

Employees must personally clock "in" and "out" on the digital system in the Reception Area. In your absence The School Secretary will make this notation.

Payroll Checks

All checks will be deposited into employees' bank accounts. If an employee does not have a bank account, the payroll check will be mailed to the employee's place of residence. Make sure your address is correct. Payroll statements are on-line. If you do not have an access to HISD OneSource please contact the HISD Helpdesk at 713-892-7378, for assistance.

HISD Identification Badges

HISD provides all staff and faculty with HISD Identification Badges. Each employee will receive an identification badge free of charge for the first time. The identification badges should be always worn during the school day at Bellfort Early Childhood and/or other HISD facilities. Your badge must be worn at all times on campus. You will not be permitted into building without employee badge.

Employees will be responsible to pay a fee to replace lost or stolen badges. Badges are made and paid for at the Hattie Mae White Administration Building, 4400 West 18th Street. This must be done as soon as possible at the employee's personal time.

Absences of Employees

When employees are unable to report to duty or are late for any reason, on the morning of the day, he/she must contact O. Brown via cell phone 504-230-7738.

If an employee knows he/she will be unable to report to duty on the next day and it is during school hours, the employee should contact the Main Office by 2:00 p.m. to notify the Administration of the absence for the following day. This information is important to officially release an Associate Teacher if needed.

If office manager O. Brown is not contacted; it will be a documented absence classified "personal business".

It is each teacher's responsibility to contact Mrs. O. Brown to arrange coverage for an associate teacher for the absent teacher's class. It is extremely important that this report be given as early as possible.

Upon return from an absence, an employee must update their substitute tub with new items in the event of a future absence.

1. Document your requested time with the Office manager. No more than 2 people per grade level may be off.
2. Verify your sub tub is up to date and share with your Appraiser.
3. Communicate with Mrs. O. Brown your absence to ensure AESOP reservation.
4. Input your absence in OneSource using your available leave balance.
5. Note: absences a day prior or after a holiday will result in docked pay.

Early Departure

In the event that it is necessary for an employee to leave campus early, permission must be obtained from the Administration, specifically Principal J. Brown. After receiving clearance to leave campus, please meet with administrative assistant O. Brown for appropriate time keeping and reporting, and coverage.

Employees are encouraged to do everything possible to make appointments after school hours.

Leaving Campus

Employees may leave the campus during their duty-free lunch period. Teachers are to obtain and consume lunch during this time. You should refrain from eating in your room as much as possible to increase the cleanliness of the building. This privilege is not extended to a teacher's planning period.

Employees leaving for lunch need to sign out in the Main Office and sign in upon returning using the designated campus sheet.

If it is necessary for an employee to leave campus at any other time, an employee must receive permission from the Administration. Note, this time will be subtracted from the employee leave bank. Speak with Mrs. O. Brown for coverage.

All instructional personnel must leave the building prior to the Custodian Staff's and/or Administration's exit. This is a safety precaution, and it allows the Custodial Staff time to ensure the building is secure. If a teacher is still in the building after 5:00, it is the teacher's responsibility to notify the Custodial Staff and/or Administration.

Personal Leave

Personal Leave is a compensated leave is provided by the district to provide absences for the reasons listed below. The provisions of personal leave shall apply to all Contract, Regular and Probationary employees.

Temporary hourly employees are not eligible for Personal Leave.

Any professional employee under the Minimum Foundations Program transferring to HISD from another school district in Texas shall be allowed to transfer no more than those days allowed by state law. All days absent for any of the following leave categories shall be charged against the employee's accumulated leave balance except Funeral Leave (as specified), mandatory court appearance and Federal and state Jury Duty. Jury Summons/release forms should be submitted to Mrs. O. Brown.

Personal Illness (Sick)

- Employees may be absent with full pay in the case such personal illness makes it undesirable for the employee to be at his/her work because of medical disability resulting from such conditions as illness, injury, or pregnancy.
- All such personal illness time will be provided to a maximum of accumulated personal leave.
- If an employee uses all his/her accumulated personal leave and is still unable to return to assigned duties, the employee shall be placed on an unpaid health leave.
- In accordance with State Law, certification by a doctor who is duly registered and licensed under the Medical Practice Act of Texas, a Licensed Chiropractor, a Christian Science Practitioner, or Licensed Podiatrist (Chiropodist) will be required for personal illness absences more than seven (7) continuous duty days.
- Absences more than thirty (15) days are subject to verification by the Houston Independent School District Health Department. When a pattern of absence becomes established, the principal and or supervisor may

inquire as to the necessity of such absences. Such absences may be subject to medical verification.

Due to the payroll system being converted to PeopleSoft, the following absence codes have been combined: Family Illness/Personal Business-Personal Leave.

Family Illness/Personal Leave

All employees may be absent with full pay in the case of illness of a member of the employee's immediate family (husband, wife, child, brother, sister, father, mother, grandparent, or grandchild; this relationship, where applicable, may be affinity/consanguinity). A signature of attending physician or practitioner is required for more than three (3) consecutive days of illness of relative of the employee's immediate family.

Personal Business/Personal Leave

Employees may use five (5) days of leave time per year at full pay to dispose of personal business that cannot be conducted outside of regular work hours. These days shall be deducted from the employee's personal leave balance. These days **must be approved 24 hours in advance** of the day requested, by the Administration. A Personal Leave Request form must be completed in OneSource and inputted on Absence Calendar in Secretary office. Additional days may be granted upon request with approval of the district assistant superintendent or other appropriate administrator.

Employees May Determine Leave Type Used When Absent

Employees of HISD and other public-school districts in Texas now have the ability to select which type of personal leave they wish to use on days when they are absent from work. [Senate Bill 522](#), which was passed during the 81st Legislative Session on April 28, 2009, allows school-district employees to designate the order in which the various types of personal leave they accrue is used (such as state leave, local leave, state sick leave, or vacation leave), ensuring that those who have a preference regarding whether they are using state or local leave now have the ability to choose.

Worker's Compensation

It is the responsibility of the employee to immediately report any accident that occurs during the school day on school property. An Accident and Injury Form (#40.4355) is available in the Nurse's Office for filing the report. This report form constitutes the basis for the employee's claim for worker's compensation

benefits. All reports must be filed with the Department of Safety Education, HISD, within 24 hours following the injury.

Campus Protocols

* Emergency Folders *Keys * Smoking Policy * Teachers' Lounge * Solicitation *
Teacher Organizations * Planning Periods * Classrooms * Classroom Resources *
Bulletin Boards * Custodial Services * Visitors

Emergency Folders

Each teacher will be responsible for an Emergency Procedure Book (Red Book) and student information list which will be in the teacher's possession at all times he/she is with his/her students outside of the classroom (drills, field trips, etc...).

Report any missing child to the Administration immediately. Use your panic button in your room, or call the Main Office.

Keys

Keys will be given to teachers during the first week of teacher prep days.
Keys will be collected on the last day of teacher prep day.

Teachers are responsible for the keys of the classroom and storage. Keep your room door locked at all times. Lost keys should be reported to the Administration immediately. There is a \$30 charge for missing keys.

Classrooms

A teacher's classroom reflects his/her work. Each classroom is to be kept neat and orderly. Students will cooperate in this endeavor if cleanliness is taught and encouraged. The teacher is to serve as a model for the students. All teachers are encouraged to follow these rules at Bellfort Early Childhood:

- Teaching supplies and student supplies will be maintained in an organized way. Establish a place of storage and keep everything in its place when not in use.
- Develop a **daily routine** of inspecting the floor around student's desk and in other part of the room. Allow a few minutes at the end of each day for students to generally clean up their own area.
- **Do not keep supplies in your room that you do not frequently use. For example, do not store old newspapers and/or magazines that are not currently being used. Store your extra textbooks in your cabinet. Clean out and maintain neat storage areas.**

In the event of a break-in, teachers should notify the Administration and Plant Operator as soon as possible. Missing money, jewelry, and other items of value should be reported to the Administration immediately. The Administration will contact the proper law enforcement agency to investigate.

Classroom Resources

Teachers should have immediate access to District Curriculum, the Faculty Handbook, and the Belfort Early Childhood Center Improvement Plan (SIP) within their classroom at all times.

Bulletin Boards

Student work, rather than commercially prepared materials, is to be the focus of attention on each bulletin board. Duplicated coloring sheets are prohibited. Student work displayed should be the child's best effort. All bulletin boards must be interactive boards to engage student inquiry.

Bulletin boards must be changed once a month. Please refer to campus calendar for due dates*

Custodial Services

Teachers and students are expected to tidy up the classroom by the end of the day. Books, papers, folders, school boxes, etc... must be picked up from the floor. Place breakfast trash bags (tied in a knot) outside your door by 8am.

If additional services are needed outside of standard cleaning already provided, please contact Ms. Cortes at the front desk to notify a custodial member. If the classroom does not meet high standards of cleanliness, please notify the administration team.

Planning Periods

Teachers' planning periods are designated for elementary schools as uninterrupted planning time. Make use of this period to work on lesson plans, review student records, call and conference with parents, grade papers, etc...this time is for instructional based item completion.

Smoking Policy

As dictated by HISD policy, Belfort Early Childhood Center is a non-smoking campus.

Teachers' Lounge

Teachers are requested to take care of the Teachers' Lounge. Empty bottles, cans, or dirty dishes should be appropriately washed or discarded.

- Food items are not to be taken to the classroom during the instructional periods of the day.
- Lunch trays and dishes are to be returned by the teacher to the cafeteria.
- Do not leave personal belongings in the Teachers' Lounge.
- Students are not permitted to enter the Teachers' Lounge.

Teacher Organizations

All teacher organization representatives must report to the office, sign-in, and remain in the office until they can obtain admission to the school from the Administration. The Main Office will notify teachers that the representative is on campus.

Visitors

Parents are encouraged to visit the classroom during the instructional day if it does not interrupt instruction. Otherwise, parents will visit the teacher before and after school or during the teacher's planning time. Be sure to communicate with Administration to receive support and compensation for your time.

All visitors must have a permit from the Main Office. The permit should be visible on the visitor.

Faculty or staff who comes across visitors without a visible permit should immediately ask them to report and escort them to the Main Office.

The main office will notify the teachers if a visitor is expected otherwise, do not allow any individual to enter your classroom without a badge.

Campus Resources

*Classroom Supplies *Library * Teacher Work Room *Audio-Visual Materials
*Copy Machine *Rental Videotapes *First Aid Kits *Parental Involvement

Classroom Supplies

Teachers may request supplies from the Office Clerk. The Office Clerk will fill your request within 48 hours, if available. If supplies need to be ordered, you will be notified of the estimated delivery date.

Teacher Workroom

The workroom is available for teachers and staff. Materials that are needed for the classroom, such as sentence strips, construction paper, chart paper, bulletin board paper, chalk, etc... are located in the shelves or cabinets. If materials are not available, please inform the Staff so that stock can be replenished. Please operate in the mindset of abundance. Hoarding supplies is unnecessary as we will provide what you need upon request and availability. Be sure to clean up after yourself.

Your cooperation in maintaining the workroom will be greatly appreciated.

Do not send or bring students to the workroom. They may not wait in the hallway. Proper planning will ensure that copies are made and delivered to your mail box.

Copy Machine & Poster Maker

Good planning includes knowing what materials are necessary to present an effective lesson. Please plan ahead and prepare the materials you will need before the instructional day begins.

No personal work is allowed. All supplies including paper, ink, oil, masters, etc... are provided by the district and are for school use only. Please create a request for copies made on the poster maker with Mrs. K. Brown. No staff member is to utilize the poster maker without written approval from Mrs. J. Brown

First Aid Kits

First aid kits will be issued by the school nurse and picked up at the end of the school year. Consult with the nurse for additional supplies as needed. Teachers should attend to minor accidents. All students sent to the nurse's office should have a Nurse Referral Form. If the nurse is needed for non-emergencies (speaking with class, ARDS, parent conference, etc.) she must be given a 24 hour notice). If you need to replenish supplies in your First Aid Kit, send an email to Nurse Bana to get items.

Library

The Media Specialist provides instruction in the use of the library and reference skills. Children are exposed to different types of literature and are given an opportunity to check out books. Students check out books starting October. The Media Specialist is not to be interrupted during instruction to retrieve materials for teachers.

Parental Involvement

Parent Teacher Organization (PTO)

Bellfort Early Childhood Center is very supportive of its students and teachers. Staff and faculty members are encouraged to join the Bellfort Early Childhood Center PTO. Attendance of meetings is encouraged.

The first PTO meeting is an opportunity to introduce ourselves, meet parents and plan PTO activities for the school year. Remember attending PTO meetings is a great way of showing parents that we are interested and desire to support the PTO.

Volunteer In Public Schools (VIPS)

Each teacher is expected to work closely with parents and seek the services of at least one VIPS (Volunteers in Public Schools).

Classroom Protocols

*Lesson Plans *Grade books *Recess *Grouping *Associate Teacher Folder
*Field Trips *Homework *Money Raising *Collections *Student Records
*Money Raising Activities

Lesson Plans

Good planning is essential to effective teaching. The HISD curriculum is outlined and copies are available in the HISD Canvas Portal. A copy of teacher lesson plans will be submitted to the Administration every Thursday. It is best to have lesson plans prepared a week in advance; they are to always be kept in the class and readily available for Administration to review.

Lesson plans should be detailed enough and include the following:

- Master Schedule
- TEKS objectives (code numbers may be used)
- Resources: Teacher Editions, textbooks, workbooks, page numbers, student guided/independent assignments, homework assignments, etc...
- Varied strategies
- Literature integration
- GT Modifications

- Special Education Modifications
- Small group

So that an Associate Teacher will have adequate directions to carry on the instructional program in your absence, lesson plans are to be placed on the teacher's desk at the end of each day.

A dated portfolio must be kept on each child's work.

Have the students' work labeled and accessible in file cabinets or crates.

Grouping

Grouping in content areas should be based on the needs of the students in each individual class. All grouping must be flexible.

Associate Teacher Folder

Each teacher is responsible for creating an Associate Teacher bin in cases of absences. Please make sure the yellow bin includes the following:

- Welcome letter
- List of students and seating chart
- Teacher responsibilities
- Basic school information (schedules, emergency folder location, etc...)
- Copies of current lesson plan
- Additional work items for all students

The folder must be completed on or before the 2nd week of school. This folder must be kept with your lesson plans.

HISD has provided Associate Teacher Evaluation forms on the AESOP system. Please inform the administration immediately if you observe a serious problem with an Associate Teacher.

Homework

Homework assignments (Pre-K- Kinder) are common across the grade level.

Homework is required Monday - Thursday. It must include 15 minutes of reading and 15 minutes of math. Student reading logs and Raz-Kids leveled reading books are required*

Sufficient classroom instruction must be given prior to the assignment to ensure that the student is thoroughly familiar with the procedure involved. The student should understand the assignment and be given definite instructions on how to begin the work. This should also be true of any projects assigned. Assignments should be an outgrowth of the work done in the classroom, and it should be possible to complete within a reasonable amount of time.

Homework should be evaluated by the teacher when returned so that students can receive feedback in a timely manner.

Student Records

Teachers are to see that all student records are kept up to date at all times. These records are confidential. All requests for such information must be referred to the campus SIR.

Each student has a complete set of the following records:

- Permanent Record Card
- Test Record Card
- LEP Card - students in a bilingual program
- Health Record Card
- Reading Progress Card
- Parent Contact Log
- Parent Language Survey
- Code of Student Conduct Signature page

Do not remove these records from the school. Never take student records home. If teachers need to use records, they must be checked out by signing the "sign out" sheet in the SIR office. Return all records to the ADA Office by 3:10 p.m.

It is the teacher's responsibility, with the cooperation of the Attendance/Records Clerk, to see that newly admitted students have the necessary health records, birth certificates, etc. Complete the records without delay. When a student transfers, complete updates for all records immediately.

Student Records (*LEP Students*)

All students in a bilingual program are considered ELL students. Please note that there are some ELL students enrolled in a non-bilingual classroom. For teachers with ELL (English Language Learners) students it is the teacher's responsibility to review and or complete the Bilingual Audit Checklist and the LEP Student Assessment Form (found in the Permanent Student Folder).

To ensure that we are in compliance with TEA regulations, teachers are responsible to check the following:

- Check all permanent records for LPAC files. Non-bilingual teachers should contact the LEP clerk immediately if they discover any in their records.
- Make certain that every student has a parent Survey of Home Language form. It should be signed and dated. If question "1" or "2" on this form indicates any language used or heard other than English, notify the LEP Clerk.

Student Records (Report Cards)

Report cards will be sent to parents on the designated HISD Report Card days. Please place them in students take home binders.

Submitting Reports

It is important that the teachers be prompt in submitting all reports, required data, or information to the office by the specified time and dates. These deadlines are set so that all reports can be tabulated and forwarded to the proper departments. The tardiness of one teacher in filing a required report can delay the reports of the entire school. Please see the monthly calendar and Outlook Calendar for dates.

Recess

Recess activities are to be structured. You may work with the physical education teacher to obtain equipment. Students should be supervised at all times. Teachers are not to take chairs out during recess, but should be actively circulating throughout the yard. No toys or trash should be left on the playgrounds after your visit. Please check behind your students to ensure a clean environment for the next class. Be sure to communicate any safety hazards to administration.

Field Trips

Field trips are encouraged for educational purpose. However, keep in mind the expense to parents. Many of our parents have several children in our schools. Teachers are to discuss field trips with the Administration.

Each grade level is allowed 3 trips per year. Once approved by the Administration, the teachers are responsible for the following:

- Make arrangements with the site to be visited.
- Plan on 60 students per bus. Bus fare is \$200.00 for 4 hours (HISD). Each additional hour is \$50.00 per bus.
- Complete the Field Trip Request Form and submit to the Main Office 4 weeks before the trip. The HISD Transportation Department requires a 3 week notice.
- Complete Field Trip Permission Form with detailed information (times, lunch, cost, and Administrator's signature).

- If school-provided lunch is needed, fill out the Sack Lunch Activity and Production Record Quality Meals to Go Form and submit to the Cafeteria Manager 3 weeks prior to the field trip.
- Distribute the Parent Permission Form, collect and file alphabetically.
- Complete the AF-104 if money is collected. This form and the money must be submitted to the Business Manager 2 days prior to the trip.
- Assure that all groups have the appropriate number of VIPS Approved chaperones (one adult per 10 students).
- Submit a list of students who will not attend the field trip to the Main Office. The list should indicate which classroom the students will be assigned for the day. If 11 or more students from a grade level are not attending, a grade level teacher shall remain with the group.
- If a student is excluded from the field trip for behavioral or safety reasons, send a notice home offering the option for the parent to attend and supervise their child.
- Contact parent personally of any student who cannot attend the field trip because of behavior.
- If a teacher is unable to attend a field trip, another certified teacher must go in place. An Associate Teacher cannot go in place of the absent or teacher-unable-to-attend's place.

Money Raising - Collections

Money may be collected from students only for authorized reasons. Administration approval is required.

When money is collected, use the proper form for reporting - AF 104. This form is available in the Main Office. Please turn in the completed form with each collection. List each student's name and amount of money collected. All orders, for the above-mentioned items, must be processed through the School Activity Fund.

Teachers are never to purchase materials to be paid by the activity fund without written permission from the Administration.

At no time shall money be left in the classroom overnight.

Money-Raising Activities

A money-raising activity may be defined as any activity involving participation of student body or a student group undertaken for the purpose of deriving funds for school or school-sponsored group. Money raising activities are not confined to the school day, but are considered an extension of the school program. Money-raising activities are in the name of the school and all funds become school funds. All activities must be approved by the administration. All monies should be turned in to Administration daily. Monies should not be stored in your classroom from collections.

Communication Protocols

- *Announcements
- *Home Communications
- *Intercom Communications
- *Teacher Mail Box
- *Faculty Communications
- *Superintendent Bulletin
- *Team Planning Meetings
- *Telephone Directory/Communication Fan-out

Announcements

Each day at 7:40 a.m. a morning announcement will be broadcasted. The Administration will approve requests for announcements. Announcement requests can be emailed to Mrs. Newell, cc Mrs. O. Brown

Students will be given the opportunity to participate according to the announcement schedule. Students will recite the Pledge of Allegiance and the Texas Pledge. A copy will be made available to teachers. Schedules will be shared soon. The Administration or designee will make all other announcements.
Bellfort Early Childhood Center

- August Office Staff
- September Office Staff
- October Kindergarten
- November Kindergarten
- December Kindergarten
- January Kindergarten
- February Pre-K
- March Pre-K
- April Pre-K
- May Pre-K

Intercom Communications

The Main Office will use the intercom only for morning/afternoon announcements and emergency announcements. If a teacher is expecting a phone call and would like to be notified when the call comes in, please notify the Main Office. Phone calls will not be transferred to classrooms during instructional time. Any messages during instructional time will be emailed to you.

Faculty Communications

Staff Weekly Bulletins will be e-mailed by each Monday morning. It is important that this notice is read to be informed of school happenings or updates on various policies regarding the school or District. The Weekly Bulletin may often contain directives that must be followed by faculty.

Grade level meetings will be held monthly on an agreed day of each week.

Faculty meetings will be held on second or third Wednesdays. Invitations will be sent electronically and dates added to the campus calendar.

Information on staff development from our staff, HISD, Harris County, or other agencies offering staff development will be sent through email.

Weekly PLC Meetings

Teachers are required to attend Faculty Meetings, Staff Development and In-services, unless officially excused. It is important that teachers and staff arrive on time. If you are unable to attend one of these meetings, discuss this with the Administration, specifically Mrs. J. Brown.

All school personnel will be expected to attend the Meet the Teacher event in August and Open House event in October.

Each grade level will be designated a facilitator, recorder, time keeper and reporter to take minutes and submit to the Administration.

Meetings will focus in the following:

- Norm Referenced Test and Data results
- Aligning curriculum
- SDMC and budget related items
- Plan collaboratively, explore different approaches to working together
- Utilize unit planning, identify, discuss and work the components of effective units
- Examine teaching strategies that address the variety of learning styles
- Discuss the use of manipulatives in all content areas
- Share successes
- Discuss proficiencies in each of the content areas
- Discuss ways to integrate literature across the content areas
- Best Practices
- New Learning

Home Communications

Communications from the school to parents is a very important informational link. Communications must be accurate in terms of information, spelling and punctuation.

The Administration must approve school notices and a copy will be kept on file in the Main Office.

A monthly calendar and newsletter will be sent home to parents.

Teacher Mail Box

Teachers are encouraged to check their boxes at least three times daily. Mailboxes are not for storage. Teachers should check their mailboxes before class, during lunch, during planning period and before leaving for the day. Under no circumstances are students allowed to check a teacher's box.

Telephone Directory / Communication Fan-out

Please take this Inclement Weather Fan-out home. Please keep it in a safe and convenient location in your home for your use in case of an emergency or school closing. Keep in mind; you are not to make any phone calls until you are notified by the person responsible for calling you on this fan-out. You should also be listening to local radio/television stations for news of school closings.

Alyamen, Bana	281-730-9800	McCreath, Paula	876-320-6501
Austin, Anitrice	713-438-3198	Murphy, Dyesha	281-906-0367
Baines, Marissa	832-421-7900	Negrete, Maria	281-691-2785
Beltran, Aracely	832-748-4627	Netty, Cedric	713-562-8219
Brown, Jesseye	832-766-5385	Newell, Edrianna	619-829-9997
Brown, Karen	281-989-3331	Olvera, Daisy	832-359-7116
Brown, Olga Darensbourg	504-230-7738	Perez, Lillian	713-240-7531
Buenrostro Acosta, Nancy	915-309-6437	Pinales, Rafeal	832-798-7352
Chapa, Patricia	713-820-1635	Pinto-Guzman, Fanny	832-488-9574
Contreras, Melissa	281-627-7557	Puma, Shirley	832-367-2472
Cotton, Amber	832-331-0688	Ramírez Rodriguez, Karen	832-443-6606
Cortes, Katelyn	832-202-5261	Richard, Tracie	832-646-6835
Cruz, Lizeth	832-815-3694	Rodriguez, Alexandra	832-420-1192
Cruz, Lucy	832-552-8886	Rodriguez, Gethsemani	832-692-7531
De la Cruz-Perez, Lorena	832-474-5682	Rodriguez, Viviana	832-488-8667
Flores, Laura	832-661-3591	Sandoval, Norma	713-906-1578
Flores, Mariana	832-531-4133	Spears, Endonezia	225-288-8257
Gonzalez-Ardon, Iris	703-869-1104	Taylor, Treshanna	347-551-9187
Hernandez, Karina	713-640-0950	Thompson, Cathy	713-562-6544
Jacob, Verbena	832-620-3845	Thomas, Carmond	713-675-3283
Jamie, Cindy	832-267-9620	Woodson, Alicia Smith	313-289-2170
Laird, Isis	832-248-4897	Zetino, Roxanna	832-602-9871
Lopez, Daysi	713-446-3493		
Lopez, Veronica	832-420-1922		
Marroquin, Nora	832-847-1710		

Student Protocols

*Legal Responsibilities *Before and After School Procedures *Reporting Child Abuse or Neglect *Keeping Students After School *Safety Above All Else *Use of School Telephones *Student Accidents *Students Leaving Campus *Student Attendance *Cafeteria Protocols *Failure and Failing Notices *Lunch Money *Parties *Student Referral for Special Education Testing

Legal Responsibility

Students are subject to compulsory attendance laws. Bellfort Early Childhood Center has the legal responsibility to provide a safe environment. Teachers share this responsibility. While a teacher cannot be held responsible for all accidental occurrences in activities under his/her supervision, he/she can be held legally responsible for the consequences of his/her negligence that has proven injuries to one or more of the children.

Liability occurs when a teacher is held responsible for a given situation and proves to be negligent.

A person is deemed negligent when he/she has failed to act as a reasonable prudent person would act under the circumstances. Foresight is the key to whether or not negligence can result.

Teachers may keep themselves free from negligent liability by following procedures

below:

- Never leave a student or class alone, no matter what the reason. This includes having a student stand/sit in the hall for behavior reasons. This is especially important if dangerous equipment is being used.
- Do not involve students in dangerous situations.
- Do not assign an activity, stunt, or exercise until you have thoroughly explained and demonstrated it, and give students a chance to try it at a leisurely pace.
- Make sure students with known disabilities are assigned only those activities that are fully capable of performing without undue danger to them. Do not challenge students beyond their skills and physical capacity to perform.
- Avoid overmatching. Make certain that only students of similar height, weight, and ability compete against each other in class situations.
- Provide safe equipment and facilities. Inspect equipment at regular intervals. Send a written report of defective equipment to the Administration.
- Do not transport students in any automobile unless there is a secured legal authorization to do so.

Always follow H.I.S.D. policies, rules and regulations. If teachers are unsure if any activity is acceptable, obtain permission from the Administration.

Reporting of Child Abuse or Neglect

It is the legal responsibility of each person who has cause to believe that abuse or neglect of a child has occurred to file a report. It is the duty for the individual, not the school district to make the report. Failure to report a suspected case of child abuse or neglect is punishable by a fine of \$1000.00 and 180 days in jail or both. All cases are to be reported to Children Protective Services. If a Bellfort Early Childhood Center staff member suspects child abuse or neglect, he/she must notify CPS to file a report and then the Administration and/or nurse.

Safety Above All Else

School climate and student discipline are two critical areas. In order to ensure compliance, all teachers and staff are to adhere to the HISD and school safety guidelines.

Student Accidents

All physical accidents must be reported to the Nurse or Main Office immediately.

The Campus Incident Report secured from the Nurse's Office or Main Office must be filled out after all serious accidents. Accidents are reported to the Texas State Agency at the end of each school year.

Students Leaving Campus

No student is permitted to leave school during school hours without permission from the Administration.

Students who are to leave for medical appointments must bring a note from home. Send the note to the Main Office for confirmation.

Do not release a student during the day unless the Main Office calls you. Do not allow a parent to leave with a child from your classroom. Do not advise parents to come pick up students or tell them they are being sent home. That communication will be sent from Administration.

It is considered inappropriate behavior for a student to leave the classroom without permission. If a student should leave the school grounds without permission, notify the Main Office immediately by pressing the panic button.

Student Attendance

It is the teacher's responsibility to emphasize to the students the importance of attending school every day in order to comply with the state law.

The State mandates a 98% daily student attendance (85 days each semester); however, if a child is absent for more than one day, the teacher will notify the Records/Attendance Clerk. An attempt will be made to contact the parent or guardian to find out why the child is absent.

The role of the teacher is:

- Take attendance at the official designated time and maintain accurate attendance records
- Communicate with parents about student's attendance problems daily through calls & class dojo.
- Communicate problem absences to the Attendance Administrator in a timely manner.
- Complete the daily attendance tracking form following the guidelines provided and make daily calls to retrieve students who are absent.
- Note: Tardies are not counted as absences. It is a discipline issue that warrants a teacher/parent conference. Students are tardy when they arrive after 8:00am.

In addition, it is required that the student brings a written excuse within 3 days after the absence from his/her parent after the absence(s). The excuse must be signed by the student's parent and dated. The teacher should submit these forms daily to the campus SIR.

In accordance with Section 21.035 of the Texas Education Code, the only acceptable excuse for absences and tardiness are:

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions
- emergencies
- unusual circumstances recognized by the Administration

When a student is absent 2 days in a row, or if the student has established a record of excessive or pattern absences, the teacher will notify the campus attendance administrator & wrap around resource specialist immediately via email.

This procedure will initiate a home visit by school personnel to follow up on the absences. It is not necessary to wait until a student has missed 2 consecutive days to begin the referral. It is important to notice patterns of irregular attendance (i.e. absences fall on a particular day or a bi-weekly pattern, etc...)

Student Referral to Special Education Testing

Please discuss with the Intervention Assistance Committee Chair any student who is having difficulty in the classroom. The committee will recommend appropriate action to help the student.

The homeroom teacher will handle all documentation of interventions. These are to be done immediately when need is determined. If you have any questions concerning entering information into HISD Powerschool see the IAT Chair.

Before and After School Procedures

Students will be supervised before and after school. Thus, students should be reminded that appropriate behavior is expected before, during, and after school.

At dismissal time, all teachers are to assist to ensure that students leave safely.

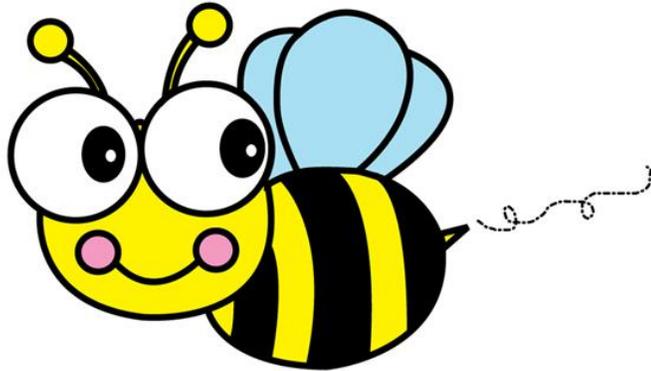
Keeping Students After School

No students are to be kept after school.

Parties

Class parties are limited to two during the school year. Work with your grade level for consistency. All parties or celebrations should be communicated with Administration to ensure student safety is adhered.

Bellfort Early Childhood Center



Discipline Management System **2022-2023**

Discipline Management System

Bellfort Early Childhood School Wide Rules
Behavior Code
Classroom Discipline Policy
Examples of Classroom Management Systems
Discipline Policy

Discipline Referral Procedures
Acts of Violence and Impropriety
Daily Conduct Folders
Student Suspension
HISD Student Discipline Chart

Classroom Discipline Management Procedures

Teachers are responsible for modeling and maintaining appropriate behavior that is conducive to learning.

When a student interferes with the educational progress teachers with inappropriate behaviors, the teacher will implement classroom strategies that correct the behavior. Student inappropriate behavior and applied strategies should be noted in a record for future reference.

Teachers should address inappropriate behavior in the following manner:

- Explain specifically to the student that the behavior is inappropriate and make a reference to the specific classroom rules.
- Assist the student with determining how he/she will correct the inappropriate behavior.

At Bellfort Early Childhood Center we utilize conscious discipline school wide. All individuals are expected to incorporate conscious discipline components daily when working with students.

Conscious Discipline integrates social-emotional learning, discipline and self-regulation so you spend less time policing behaviors and more time teaching vital life skills.

Conscious Discipline is a longtime leader in integrating classroom management and social-emotional learning. It utilizes everyday events rather than an external curriculum, and addresses the adult's emotional intelligence as well as the child's. Learn to respond to daily conflict in a way that transforms it into an opportunity to teach critical life skills, and watch every aspect of your classroom life improve!

Conscious Discipline is a comprehensive emotional intelligence and classroom management system that integrates all domains of learning (social,

emotional, physical, cultural and cognitive) into one seamless curriculum. It evolves from constantly asking, "Is there a better way," and seeking the most current

Classroom Discipline Management Procedures (continued)

information provided by varied disciplines from neuroscience to mindfulness research to developmental psychology and beyond.

Discipline Policy

In accordance with HISD Board Policy, Bellfort Early Childhood Center will function under the following discipline policy:

- Implement Bellfort Early Childhood Center Discipline Plan.
- Do not use techniques that are demeaning.
- Do not use techniques that lower student self-esteem.
- Do not use techniques that may be physically dangerous to students.
- Under no circumstances should a teacher touch a child when disciplining.

Bellfort Early Childhood Center and HISD policy prohibit the use of corporal punishment. Certain physical acts against a student by personnel are not authorized and will be considered as a violation of the corporal punishment policies.

Behavior problems are to be discussed with the Administrator. Corporal punishment is not considered an appropriate behavior modification technique within the framework of the mission of this school.

Slapping, hitting, pinching, shoving, grabbing, pushing in chairs, etc., is considered a violation of HISD Board Policy. Slapping books or rulers on desks, etc., is not acceptable. Please be reminded that no teacher or staff is to hit, strike, pull, or pat a student, even if it is not forceful. It is the policy of Bellfort Early Childhood Center that no teacher or staff is to touch a student when disciplining.

Verbal abuse of children will not be tolerated. Yelling (raising you're the voice above a regular speaking tone) and/or using demeaning verbiage (ex. "shut up and "stupid") is also not acceptable.

At no time are students to be referred to as the "Slow Group" or "Group III"
Discipline Referral Procedures

Teachers will contact parents of students who continue to exhibit disruptive behavior. Records will be kept of personal conferences, phone calls, or notes sent related to student behavior.

After the teacher has attempted to assist the student to develop self-discipline and the inappropriate behavior continues, the student is to be referred to the IAT for assistance. For severe infractions the student should be referred to the Administration.

Discipline Referral should be an anecdotal record and include:

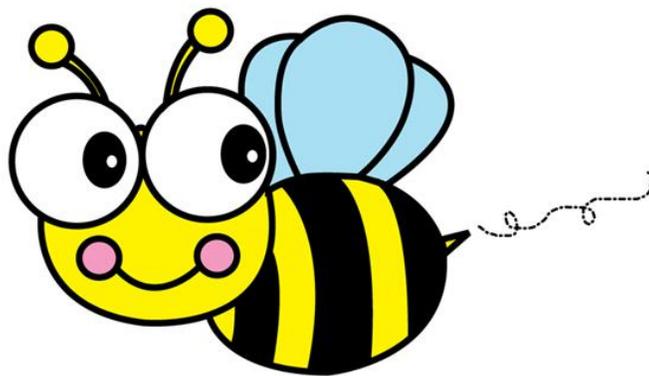
- Date the inappropriate behaviors was observed.
- Specific description of the inappropriate behaviors
- Specific description of the interventions used by the teacher

If the child continues to interrupt the educational process and the teacher or Administrator anticipates a escalated measures are needed, a cumulative record will be gathered on the student to be used as documentation. Parents will be notified in writing by the Administrator if futher actions are necessary.

Acts of Violence and Impropriety

All acts of violence and impropriety between any adults and students must be reported to the Administration in writing. The report must include persons involved, date and time of occurrence.

Bellfort Early Childhood Center



Emergency Plan
2022-2022

Campus Safety Plan
City of Houston Fire Dept.
City of Houston Fire code
Crises Responders
Emergency Personnel List
Emergency Equipment
Crises Plan
Fire Drills

Obstructed Fire Drill Evacuation
Evacuation-Primary and Alternate Routes
Shelter In Place
Inclement Weather
Disaster Drill
Tornado Safety Guidelines
Campus Evacuation Checkout System

Campus Safety Plan

Teachers should report unsafe equipment to the Administration immediately. Examples of unsafe equipment include, but are not limited to the following: broken/rusted parts; loose and missing parts; splinters/points/sharp edges; and pinch/sharp edges; and pinch points/entrapments.

Teachers should ensure that the equipment is used appropriately for the activity.

Teachers should report to the Main Office any damage to all artificial surfaces, such as the concrete area. Such damage includes, but not limited to: holes/large cracks; and bumps/uneven surfaces.

Teachers are encouraged to determine the appropriateness of the use of artificial surfaces for student activities, including wet/slick conditions and whether the surface is too hard for activity.

Teachers should ensure the safety of students on natural fields and grounds. This includes determining the presence of holes; rock and foreign objects; standing water; bumps or changes of level; and ants or other insects, and taking appropriate action.

In order to assure the safety of all persons on the campus, please adhere to the following plan:

Building Security

To report a security problem, buzz the office and state your emergency.

- All outside entrance doors will remain locked from the outside (and can be opened from the inside) during the day. Be sure the door locks behind you. If there is an issue, communicate with the Main Office immediately.
- All staff members will report any non staff or faculty or HISD personnel who is not wearing a "Visitor's Badge" to the office during school hours.
- Custodians will inspect the campus daily for broken glass and other debris that can be harmful. They will also inspect exterior lights daily.
- Teachers will require all parents and visitors to sign-in at the office. If a staff member observes a non-Bellfort or HISD employee on the campus without a permit he/she will direct them to the Main Office.

Campus Safety Plan (continued)

Classroom Security

- Teachers shall not allow any parents or visitors into their classroom without a permit from the office. Teachers must be able to see out their door window in order to see who knocks. Thus, the door window must be kept clear.
- Teachers will report all broken windows and locks to the office.
- All classroom doors should remain locked at all times and shades/blinds should be pulled before leaving for the day.
- Secure all audio visual equipment out of sight.

Student Security

- Students should be supervised at all times. This includes, but is not limited to, classroom, walking to and from the cafeteria and ancillary time. (Note: Do not leave your children unsupervised while you are checking on something in the office or in the workroom).
- Teachers will not allow any students to leave the classroom with a parent or any other person not identified by an HISD badge or Visitor's Badge. All students who are leaving early will be called from the classroom via the intercom.
- Please report to the office immediately any student who is lost or has left the campus or classroom with permission or has not returned in an appropriate amount of time.
- No student should leave the classroom without a hall pass.

Personal Security

- Teachers shall secure their personal belongings. Do not carry large amounts of cash or valuables.
- Teachers who arrive early or stay late should exercise good judgment and caution when walking to and from the building.
- Potentially troublesome parent-teacher conferences should be held with an Administrator present. You are to be respected. Report any disrespect or aggression from anyone to Administration the first time.
- Keep classroom doors locked at all times. When your class is not in the room, the inside and outside doors must be locked (examples: lunch, recess, going to the restroom, etc.) Make sure door is locked immediately after students are dismissed.
- Do not report to school prior to the Plant Operator's opening of the building at 6:30 a.m.
- Do not remain in the building alone.

Campus Safety Plan *(continued)*

Parking Area Security

- Keep car doors locked.
- Do not leave valuables or packages inside the car.
- All staff members should be observant for strangers. Report any suspicious persons to the Main Office.

Visitor Emergencies

- All visitors must get a permit from the office before visiting a classroom. If a permit is not visible, please refer visitor to the Main Office and notify the Main Office via intercom.
- If a guest in the room behaves strangely, buzz the office. If it is an emergency, please request assistance from the Main Office immediately. All employees should stop strangers and walk them to the office for a permit.
- Stand when any visitors enter your instruction area.
- If the visitor is irate and/or irrational, call the Main Office.
- If an attack is made upon a student, call the Main Office immediately.
- If an adult becomes irrational in the presence of students, try to move the adult outside. If this does not work, call the Main Office.

City of Houston Fire Department

The nearest Houston Fire Department Substation is:

HFD Station #26
7111 Dixie Drive
Houston, TX

City of Houston Fire Code

In order to comply with the City of Houston Fire Code, Bellfort Early Childhood Center will adhere to the following guidelines:

- All exits from the building must be unlocked during the day while the building is occupied. No doors can be chained during that time.
- Emergency Folders must be carried at all times. Once out of the building, count the students and check the roll. Failure to do so may result in a \$1,000.00 fine by the Fire Marshall.
- Fire drills must be carried in an orderly manner. Close, lock the door and turn off lights upon departure to indicate no one is in the room.
- Instructional materials can be displayed neatly on the walls in rooms. Make sure edges of charts or reference materials for children are secured to wall and hung loosely from the top.

Crisis Responders

The HISD Primary Preparedness Plan Binders have been given to each teacher. In addition, one has been placed in each of the following areas:

Reception

Teachers' Workroom

Clinic

Principal's Office

Emergency Personnel List

Mrs. J. Brown, Principal	832-766-5385 (cell)
Mrs. Karen Ramirez, Plant Operator	832-443-6606 (cell)
Mrs. Olga Brown , Administrative Assistant	504-230-7738 (cell)

These responders have read the 30 crises/sections and are familiar with the protocols for each emergency. The Administration will designate various duties to each responder according to the type of emergency in progress.

Emergency Equipment

Bellfort Early Childhood Center

Fire extinguishers are located in the following locations:

TYPE	QUANTITY	LOCATION
A	1	HALL NEAR ROOM W-46
A	1	HALL NEAR ROOM W-57
A	1	BACK OF THE CAFETERIA NEAR EXIT SIGN
A	1	SIDE WALL NEAR THE FRONT ENTRANCE OF THE CAFETERIA - W50B
B	1	INSIDE THE KITCHEN BY MANAGER'S DESK W-50
A	1	OUTSIDE MULTIPURPOSE ROOM AND RESTROOMS W40
A	1	HALL (1) ACROSS FROM RECEPTION AND WATER FOUNTAIN

A	1	HALL (3) ACROSS FROM RECEPTION NEAR FRONT DOOR WT1
A	1	HALL (2) ACROSS FROM WATER FOUNTAIN
A	1	HALL (2) NEXT TO ROOM E-02
A	1	HALL (2) NEXT TO ROOM E-14
A	1	HALL (2) NEXT TO ROOM E-11
A	1	HALL ACROSS FROM ROOM E-49
A	1	HALL ACROSS FROM ROOM E-06

A	1	HALL (1) NEAR NURSE STATION AND ADMINISTRATION OFFICE
A	1	HALL NEXT TO ROOM E-07
		PHYSICAL EDUCATION ROOM W-80
		TEACHER WORKROOM W24
		ELECTRICAL ROOM ACROSS FROM RECEPTION W-E1
		MECHANICAL ROOM NEAR MEN' S RESTROOM EM2
		OUTSIDE STORAGE ROOM E-45
		Inside Library W-03

The primary intercom is located in the Main Office. Every classroom has an emergency intercom push button that is referred to the Main Office for assistance.

Crisis Plan

Bellfort Early Childhood Center

Action	Responsibility
Mobilize Security Team (Main Office Staff)	Mrs. J. Brown
Call 911 Emergency if necessary	Mrs. J. Brown
Call HISD Police 713-892-7777 if necessary	Mrs. J. Brown
Call Elementary School Office 713-556-7100	Mrs. O. Brown
Secure witness(es) in the place of the incident and report to the Principal's Office	Mrs. Newell
Notify parents of victim(s), assailant(s) and witness(es) immediately	Mrs. O. Brown
Call HISD Media 713-893-6393. Ask for press assistance if necessary	Mrs. J. Brown
All students will remain in their classroom except in the case of students in the area of the incident. Students in the area of the incident will be moved from this location if deemed necessary for their safety. This decision rests with the first person on the scene.	All Classroom Teachers
Conduct a preliminary investigation before turning the investigation over to HISD or Houston Police	Mrs. J. Brown
Provide a room for parents of victim(s), assailant(s) and witness(es). Use different rooms if necessary.	Ms. Polk
In case of media visits, dispatch custodial crew and other ancillary personnel to entrance of campus until professional help arrives. Media is not allowed on campus until approved by Administration.	Mrs. Ramirez Mrs. J. Brown
Call CPS 1-800-252-5400 if necessary	Mrs. Newell
Call the psychologist 713-556-7100 at Elem. School Office if necessary	Mrs. Newell
Send a letter of assurance home with students to parents/guardians.	Mrs. J. Brown

Fire Drills

Fire Drill Signals - Belfort Early Childhood Center

FIRE	Alarm	March out of the building in an orderly manner without rushing, running, crowding or talking.
RETURN	All Clear	March back to the room in the same way.
HALT	Announcement	Stand at attention
AFTER		
HALTING	Announcement	Signal to march out of building or signal to return to room.

Steps 1 and 2 are usually the only ones needed for fire drills, but in a real emergency, Step 3 may be needed. Please acquaint yourself and your class with these steps. We will include them in some of our drills. If your usual exit from the building is blocked for any reason, the Fire Captain will lead the class outside to the nearest possible exit. Fire drills are held for the safety of all students and staff. They should be conducted with as much efficiency as possible. Be prepared for a fire drill on the first day of school and at least once a month for the remainder of the year.

Fire Drills

Choose a Fire Captain during the first week to ensure all room doors and windows are closed and locked during Fire Drills

A disaster drill will also be held at least once each semester. A map for evacuating the building, as well as rules and procedures for drills, must be posted in your room.

Each teacher will be responsible for an Emergency Book and:

- Student list of information (name, phone numbers, address, emergency contacts)
- Belfort Early Childhood Center Campus Emergency Plan

The Plant Operator or designee will unlock all outside gates, meet with firefighters or emergency vehicles, and check student restrooms (inside and outside).

Once teachers have reached their designated area, roll should be called immediately. For evacuation assemblies, teachers and students will meet at a primary location as indicated in the evacuation map.

Belfort Early Childhood

Primary Assembly Area: Outside Play Area

- Classrooms - exit from classroom entrance doors.

If all students are accounted for, the Fire Tag should be held up showing green. If it is facing red, it will be assumed that you have a student(s) missing. In this case someone will come to you to collect information about the missing student(s).

Administration and Assigned Staff (Nurse, Plant Operator, Office Clerk, and Custodial Staff) will check with teachers at the designated evacuation areas to ensure all have evacuated the campus and radio the Main Office for confirmation.

Students:

- Students are quiet during drills, no talking.
- Students move quickly, but do not run.
- Fire Captains lead the line when classes are moving.
- Classes move in a single file.
- Everyone must obey safety signals immediately.
- Students know their designated place for fire drills and disaster drills.

Teachers:

- Appoint a reliable student to be the Fire Captain to lead the line.
- Check to make certain that all students have exited the room.
- Take Emergency Folder Take and Fire Tag with you.
- Turn off the light
- The teacher is the last one out of the room.
- The teacher closes and locks the class door.
- Never allow a student to go back into the room for any purpose.
- Check roll immediately when you arrive at designated area.
- If all students are accounted for, the Fire Tag should show green.

Fire Drills (continued)

- Teachers will give students complete and specific information on the following:
- Reasons for a fire drill
- Behavior
- Designated areas (from classroom, at recess, from cafeteria)
- Obstructed drill
- What to do if in restroom
- What to do if in cafeteria

Obstructed Fire Drill Evacuation

During an obstructed drill, the teacher is to reroute the students to the nearest exit door. The Fire Captain will lead the line to the designated place, and close the door.

Evacuation - Primary and Secondary Routes

All classrooms will follow their assigned Primary Evacuation Route.

In cases where an alternate route is needed, an announcement over the intercom will redirect classrooms to use their Secondary Evacuation Route.

In cases where an intercom announcement cannot be used, the Administration will assign primary responders to various locations in the building to redirect toward an alternate evacuation route.

Shelter In Place

In cases where there is a threat of hazardous material in the area or an emergency situation occurs and students are safer in locked classrooms, a "coded" announcement will be made over the intercom. This announcement is made for a variety of emergencies such as intruders and/or unwelcome visitors.

The following announcement will be made:

"SHELTER IN PLACE"

This announcement advises all teachers to lock all classroom doors, shut off lights and move children away from the door's window. As teachers lock their doors, they should also collect any student who may be walking nearby hallways on an errand.

Shelter In Place (continued)

Further announcements will be made with specific instructions concerning actions regarding hazardous material release.

During the Shelter In Place, no one is allowed to enter or exit the building. Signs will be posted on all entrance/exit doors to advise visitors.

Teachers are to wait for a second announcement that indicates the campus is secure.

Inclement Weather

- Unplug all electrical cords.
- Move all items away from windows.
- Store audiovisual equipment in a closet.
- Pull all shades down.
- Do not leave anything on the floor that may be damaged

Make your room as secure and safe as possible in case of window breakage, which would cause water and wind damage.

Disaster Drill

In the event that a disaster has been reported near the campus of Bellfort Early Childhood Center, a warning noted by repeating horn sounds followed by detailed instructions will be announced via the intercom system.

If a class is outside the building, the teacher is to escort the class to nearest entrance and report to their classroom.

Tornado Safety Guidelines

The Administration has read the Tornado Safety Guidelines and is familiar with the protocol. An announcement via intercom or assigned primary responders will assist students and teachers on the appropriate action for safety.

In cases of tornadoes, any of the classroom walls away from windows will serve as the most immediate interior shelter area.

- Staff and students will take a kneeling position in a secure area and use arms to protect their heads.

Campus Evacuation Checkout System

In the event of a campus-wide evacuation, the following procedures will be followed.

In case of emergencies where it is necessary to evacuate the campus, Bellfort Early Childhood Center will be evacuated to Lewis Elementary.

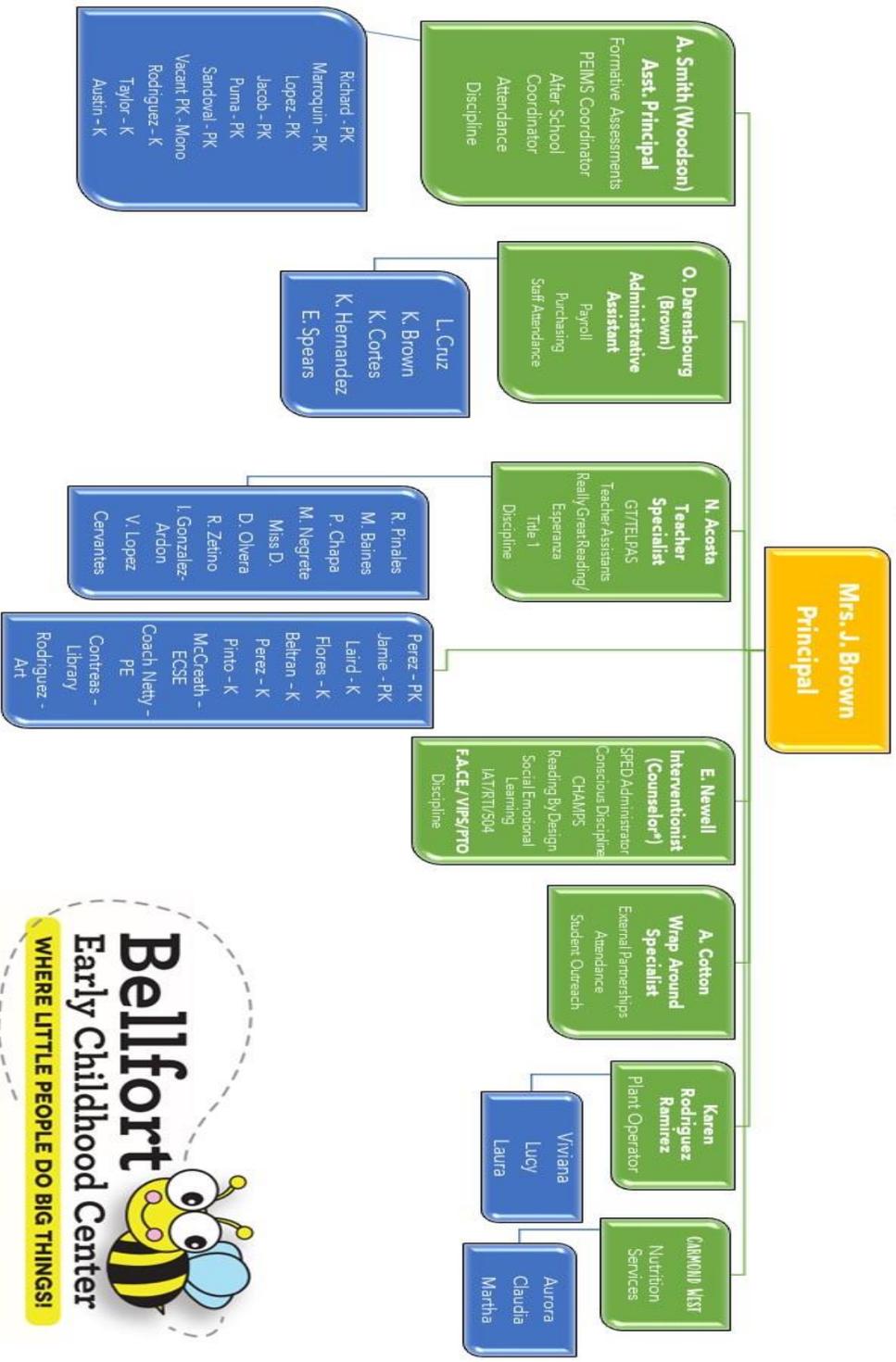
Teachers should be prepared to follow campus-wide evacuation procedures.

In cases when the Primary or Secondary evacuation routes are used, teachers will wait for buses at the Primary Assembly Area (*East and West Sides of Campus*). Before boarding the bus, teachers will check class roll and maintain a copy of attendance at the evacuation site.

The Records/Attendance Clerk, and/or Main Office Clerk will also secure the Student Enrollment Cards.

In the event that buses are not available, Teachers and Staff will walk students to Lewis Elementary.

Belfort Early Childhood Center Organizational Chart



Employee Acknowledgment

I have received a copy of the Employee handbook. I understand that the contents are considered directives and it is my responsibility to abide by them.

Printed Name: _____

Signed Name: _____ *Date:* _____

Please return to Mrs. O. Brown by August 19, 2022

Addendum Campus Dress Code

Areas of Importance

Campus Dress Code					
	Monday	Tuesday	Wednesday	Thursday	Friday
Teachers & Staff	Mint Colored Top Jeans/Slacks	Black Top & Jeans	College Top & Jeans	Yellow/Gold Top & Jeans	School Spirit Top & Jeans
Students	Black, Gold or Blue Tops Khaki or Black Bottoms				Free Dress/Jeans

- Please make sure your top is long enough to cover you **appropriately** when assisting students i.e., Midriffs/Upper back area should not be visible.
- NO flip flops, open toe shoes, or Crocs - unless in sport mode (strap behind ankle), tights, sweats, and **backless sandals are not allowed** to be worn on campus.
- Jeans should not have any tears, cuts or holes that expose your skin.
- Shorts may not be worn (outside of PE Coach - knees should not be visible)
- Dresses may be worn but knees should not be visible.