
SUGAR GROVE ACADEMY

FACULTY & STAFF HANDBOOK



2016-2017

Building a Culture of EXCELLENCE in Teaching and Learning!



LION PRIDE!!

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ABSENCE AND EARLY DEPARTURE PROCEDURES

Faculty and staff may not leave the campus during school hours other than during their duty-free lunch, without permission from the principal. Any faculty or staff member who leaves for lunch is required to sign out when leaving and sign in when returning from lunch on the designated sign-out sheet located in the receptionist area.

When requesting an absence or early departure, Teachers must do the following:

1. For absences of a full day or more, login into OneSource and submit a leave request online, a minimum of two business days in advance. Make sure to indicate what type of leave to use from what you have available.
2. For absence of less than one day (leaving early, ½ day absences), complete the “Request for Leave” form and submit to Mrs. Whitfield a minimum of two business days in advance. Forms are available in the Main Office.
3. Request an Associate Teacher through the automated system, AESOP by calling 1-800-942-3767 or logging on to www.AESOPonline.com
4. Provide a current substitute folder that contains lesson plans, current class rosters, classwork, nurse pass, fire evacuation procedures, copy of dismissal duty/details, and detailed instructions for an Associate Teacher for two days. The folder will be placed on your desk for the Associate Teacher.

In the case of an emergency, upon returning to school, it is the teacher or staff member’s responsibility to complete the mandatory “Absence From Duty Report Form”. Once complete, he or she should return the form to the school secretary, who will file it for auditing purposes.

Early departure will be deducted from your personal business leave.

APPRAISALS

Administrators will conduct walk-throughs and formal appraisals throughout the school year.

HISD’s Teacher Appraisal & Development System 2016 - 2017 is made up of:

- Instructional Practice
- Professional Expectations
- Student Performance

There are four levels of teacher performance:

- Level 1 - Ineffective
- Level 2 - Needs Improvement
- Level 3 - Effective
- Level 4 - Highly Effective

Criterion scores are assigned using an evidence-based approach. Guidelines for an evidence based approach:

- Appraisers observe teacher and student actions and/or behaviors, as well as collect artifacts prepared by the teacher, students, or others.
- Appraisers cite specific, observable evidence, not personal judgments or vague assumptions.
- Appraisers' base scores only on the evidence collected and on the specific behaviors outlined in the rubric, not on preconceived notions of a teacher's performance level.
- Observation and walkthrough criterion scores should be based ONLY on evidence collected during a specific observation or walkthrough.
- Any criterion score, whether assigned after an observation, during the progress conference or at the end of the year, should be supported by documented evidence.

Appraisers use multiple sources of evidence to assess teachers' instructional practices.

Examples of sources of evidence to be used as Instructional Practice criteria:

- Classroom Observations
- Walkthroughs
- Review of lesson/unit/annual planning materials
- Review of student work samples
- Review of student assessment data and tracking systems
- Direct interactions with students during an observation
- Third party evidence

** This is not a comprehensive description of the new appraisal system.*

Updates and additional information can be found on the TADS website, and in district-level trainings

ARRIVAL / DEPARTURE TIMES AND PROCEDURES

Faculty and staff must sign in upon arrival to campus, and sign out prior to their departure for the day. The sign-in sheets are in the front receptionist area. Do not sign in or out for anyone else on the staff. Punctuality is most important as it sets the tone for the rest of the instructional day. The table below states the official sign in / sign out time for staff.

	Sign In	Sign Out
Teachers	7:35 AM	3:25 PM

Teachers should be prepared to accept students at 7:40 am in their classrooms.

Any faculty or staff member who leaves for lunch is required to sign out when leaving, and to sign in on the designated sign-out sheet located in the receptionist area, upon their return. Leaving to pick up something for lunch and returning to eat on campus are a part of your 30-minute lunch time. If a teacher is gone longer than the designated 30 minutes, he or she will be docked one hour.

DUTY: MORNING & AFTERNOON

When you are assigned a duty, make sure to report on time. Morning duty begins at **7:35am** and afternoon duty ends at **3:25pm**. If you cannot perform your duty, please inform an administrator.

DUTY: HALLWAY

All teachers will be on duty in the hallway for 10 minutes at the beginning of their conference period to assist with clearing the halls. Duty will start at the tardy bell corresponding with your grade level. According to HISD Board Policy DL (Legal), "A planning and preparation period may not be less than 45 minutes within the instructional day." Since there are 74 minutes each period, all teachers still have at least 45 minutes a day and 450 minutes per week.

REPORTING LATE:

All faculty and staff members are expected to arrive on time by 7:35 AM. In case of an emergency, which might cause a delay, you must notify the Front Desk Receptionist and Mrs. Ramirez via phone call--not text or email. Also notify your appraiser via phone call. Upon arrival, notify the school secretary, so that he/she can sign you in at your time of arrival. Repeated failure to comply will be assessed as failure to follow administrative directives and can be grounds for due process.

BELL SCHEDULE

Grade	Class Period	Start Time	End Time
6 th	Advocacy	7:45 AM	8:05 AM
7 th	Advocacy	7:45 AM	8:08 AM
8 th	Advocacy	7:45 AM	8:11 AM
6 th	First	8:08 AM	9:22 AM
7 th	First	8:11 AM	9:25 AM
8 th	First	8:14 AM	9:28 AM
6 th	Second	9:25 AM	10:39 AM
7 th	Second	9:28 AM	10:42 AM
8 th	Second	9:31 AM	10:45 AM
6 th	Third	10:42 AM	12:32 PM
7 th	Third	10:45 AM	12:35 PM
8 th	Third	10:48 AM	12:38 PM
6 th	Lunch	10:45 AM	11:15 AM
7 th	Lunch	11:25 AM	11:55 AM
8 th	Lunch	12:08 PM	12:38 PM
6 th	Fourth	12:35 PM	1:49 PM
7 th	Fourth	12:38 PM	1:52 PM
8 th	Fourth	12:41 PM	1:55 PM
6 th	Fifth	1:52 PM	3:15 PM
7 th	Fifth	1:55 PM	3:15 PM
8 th	Fifth	1:58 PM	3:15 PM

CELL PHONES, TELEPHONES, AND EMAIL

Teacher cell phones and electronic devices should remain on silent or off during the school day. Teachers are not to use their cell phones for texting or talking during instructional time.

Students are permitted to use cell phones and other electronic communication devices before and after school; or for instructional purposes, as indicated in the teacher's lesson plan.

Telephone messages will be placed in staff mailboxes. Telephones are available for use in the Teachers' Workroom. Please limit all your telephone calls to 3 minutes. The telephone in the office should only be used by office personnel.

Every staff member of Sugar Grove Academy Middle School has access to district email. This is a communication tool that you are expected to check on a daily basis. During class time, students need your full attention. **At no point during instructional time can a teacher check / read or access his / her e-mail.** Emails are to be checked during conference periods, planning periods, lunch, or before and after school. School-wide emails may be sent out using the following guidelines:

- Emails must be school related
- Do not send emails containing jokes, warnings, solicitations, etc., to all staff
- Please respect others' time when writing your e-mails
- Parent emails should remain factual; teacher opinions and feelings should not be a part of these emails
- Remember that communication via email is not always the most effective method. If, after two email exchanges, the issue remains unresolved, please call or arrange for face-to-face communication with the parent.

CHILD ABUSE

If you suspect that a child is being abused or neglected, please report it immediately to any administrator, our school nurse, and police officers. In addition, contact Texas Abuse/Neglect Hotline @ 1-800-252-5400 or <https://www.txabusehotline.org> to file a report, and obtain a case number. Section 261.101 of the Texas Family Code requires that a person having cause to believe that a child's physical health or welfare has been or may be adversely affected by abuse or neglect by any person shall immediately make report as follows: *"If a professional has cause to believe that a child has been abused or neglected, the professional shall make a report no later than the 48th hour after the hour the professional first suspects that the child has been abused or neglected. A professional may not delegate to or rely on another person to make the report."*

All reports of abuse and neglect are routed through the Texas Department of Family and Protective Services (DFPS) Statewide Intake Hotline. In addition to the Hotline, DFPS has launched a SECURE web site designed specifically for use by professionals who are mandated by law to report abuse, neglect or exploitation. These professionals include teachers, attorneys, day care employees, clergy, medical professionals, social workers, law enforcement officials, juvenile probation/correctional officers, and mental health professionals/providers.

When you link to the web site, you will be prompted to create an account and log in. The old professional log in will no longer work; you must create a personal account, which provides more secure reporting than the old, generic professional log in. Once a report is filed, you will receive an e-mail from Statewide Intake acknowledging receipt of your report.

Secure Web Site: <https://www.txabusehotline.org>
Phone #: 1-800-252-5400

The website should not be used in life threatening or emergency situations. In those cases, please contact your Principal and local law enforcement or 911.

CLASSROOM EXPECTATIONS AND PROCEDURES

APPEARANCE

The appearance of the classroom is an important part of the instructional program. Room arrangement should invoke student pride and enhance instruction. Be sure your room and bulletin boards are attractive for the first day and each day thereafter.

- The cabinets and shelves should be neat and orderly at all times.
- **Bookshelves will be used to display the district provided Literacy In the Middle sets of Classroom Libraries.**
- Boxes should not be stacked on top of cabinets.
- Keep cabinet doors closed.
- Bulletin boards should be changed or updated a minimum of once per 2 weeks. Bulletin boards should be used as teaching tools and should display student work, as this is part of our SIP. Please do not use a majority of commercially produced materials on the bulletin boards. Do not glue any materials to the painted walls or windows. Use masking tape to display work inside your classroom and when displaying work in the hallway (Formica part only).
- Teachers are also expected to display student work in the hallway. Displays must be of excellent quality.
- Windows on the doors should not be covered.
- Do not place any items on windowsills that impede the closure of your mini-blinds.
- Blinds should be opened each morning and closed at the end of each day. Always protect the carpet with plastic sheeting when involved in art projects using paint, glue, plaster, etc.

ATTENDANCE

It is required that teachers document absences and tardies of each student in GradeSpeed for each period daily. When a child has an excused or unexcused absence, the student has the right to make up any work, including tests. The student is allowed 1 day per absence to complete make-up work. Teachers are expected to follow HISD Board Policy *FEC & FEB (LEGAL)* regarding student absences and make-up work. The official Attendance ADA must be taken at 9:45 am daily. During ADA time, a student is either present or absent for the day, depending on whether or not he or she is in class/building/office at the time that the official attendance is taken (9:45). Failure to take attendance every period is a serious compliance issue. This will be monitored closely.

CLASS PARTIES

Classroom parties are not permitted. Students are not allowed to eat during class unless appropriate documentation has been provided to the nurse. Teacher discretion regarding food as a reward is absolutely essential. Certainly no "treat" should ever be taken from one classroom to another. Where a party for a class seems appropriate the teacher should discuss the matter with the appropriate administrator.

CLASSROOM NON-NEGOTIABLES

The following must be in every classroom:

1. **Classroom Rules/Expectations/PBIS:** (RAP: Be Respectful and Responsible, dress and Act Accordingly, be Prepared and Positive), Emergency procedure instructions, Pledge of Allegiance and Texas Pledge
2. **Standard Base Board Configuration:** Objective, TEKS, Agenda, Essential Question(s) Opening/Do Now and activities, Word of the Day posted with the correct definition, Homework, Literacy Strategies that will be used during the lesson
3. **Word Wall or Interactive Concept Wall:** Vocabulary and key concepts.
4. **Classroom Library or Departmental Resources:** **Literacy in the Middle classroom libraries provided by the district**, Dictionaries, thesauruses, and content related materials
5. **Display of Current and Relevant Student Work:** Display should include a rubric or scoring guide-- No older than 30 days
6. **Visible Substitute Binder:** The binder must include current/relevant lesson plans, activities/or copies for all students if needed, seating charts, current class rosters for every class period, emergency procedures, and other info that will be helpful for a substitute teacher.
7. **Lesson Plans Binders Visible and Accessible:** Lesson Plans binders should be on the teacher's desk or easily accessible to anyone observing the classroom.
8. **Student Data (TEKS Trackers):** Be sure that your data wall displays data tracking for EVERY student. Your tracking method should allow everyone to view progress. Mastery level is at 80% or above.
9. **Recognition Board:** Recognize students! Examples: student birthdays, student of the week, students who are making progress in academics and behavior, class competitions, upcoming events showcasing student participants.
10. **College Corner:** Local, state, and national institutions of higher education.

COPY MACHINE

All staff members are to adhere to the following copy machine guidelines:

1. The copy machine use is for school business only.

2. Copy machines in offices are for office staff only. Teachers must use the copy machines in the teacher's lounge or front office lounge.
3. No students are allowed to make copies or request copies to be made.
4. Teachers must neither leave their classrooms to make copies nor send students to the front office with a request for copies to be made.
5. Making wise use of paper (double-sided, what is necessary) is highly recommended.
6. Staff members must pick up all copies promptly and leave the copy area clean after use.

CUSTODIAL SERVICE

If there is a need for repairs or extensive services, put it in writing by submitting a maintenance request using the custodial form from Mr. Rivera. Please make a copy of the request and place in Dean Rivera's mailbox. The building will be cleaned daily. If your room is not being cleaned, you have other classroom needs, or any area(s) of potential safety/health hazard, please report this to Mr. Rivera via email.

Students and teachers are urged to take pride in the appearance of their classrooms. It must become a matter of routine for children to inspect the floor around their desks and in other parts of the classroom before leaving each day. Students should place their chairs on top of the desk at the end of the day.

DAILY ANNOUNCEMENTS

Teachers who would like an announcement made over the intercom should fill out the appropriate form located in the Main Office. Place announcements in the basket by the phone at least 24 hours prior to announcement times. Announcements should include day and time to be announced, and must be approved by an administrator. Announcements should be short and stated in a POSITIVE manner.

DATA CONFERENCE REPORTS

After all district and common assessments, teachers will be required to completely analyze their students' data and be prepared to discuss their results with the staff. Teachers will also be required to update their students' data on the school's data wall, which will be located in the Data Den.

DETAINING STUDENTS AFTER SCHOOL

If students are kept after school for any reason (detention, clubs, helpers etc.), a 24-hour notice to parent or guardian is mandatory. Cancellation of club meetings must be in writing and sent 24 hours in advance. Sponsors must supervise all students until they have been picked up after the activity. Students must make ride arrangements in advance. Use of the telephone to call home should only be for emergencies.

DISCIPLINE AND STUDENT CONDUCT

Please see the HISD Code of Student Conduct for guidance and procedures. Discipline is both a cooperative and individual effort. To maintain discipline, all teachers should be able to handle their own classrooms. However, there are times when assistance may be required. Teachers are responsible for including their discipline management plan in their class syllabus. This plan must:

1. Be posted in the classroom
2. Follow district policy
3. Be clearly stated and positive.
4. Involve parents when frequent misbehaviors are observed

TEACHER RESPONSIBILITIES

It is extremely important that you, as a teacher, read the Student Code of Conduct. It is the basis by which the school administrators will accept discipline referrals, and if so, how it will be handled. The Student *Code of Conduct* ensures uniformity of discipline policy enforcement by SGA administrators.

Teachers must keep their Whole Child Support Binder to document inappropriate behavior and the steps taken by the teacher to correct student behavior. If it becomes necessary to send a student to the principal's office, send him/her with the Student Discipline Referral Form and all of the documentation to support that each of the steps has been followed. A copy of this form is sent to the parent so please ensure that it is correctly and neatly filled out. Please do not include the names of other students. The "Code of Student Conduct" booklet is an excellent reference. Students must follow classroom and school-wide rules.

Discipline must be handled in accordance with District Policy. Policy does not allow any form of corporal punishment. Corporal punishment is defined as any physical contact with the child that could possibly be construed as punishment. Paddling, shaking, pinching, hitting, grabbing, shoving, using tape on a child's mouth, and standing a child with nose against the wall, are forms of corporal punishment and is NOT permitted. Students should be disciplined reasonably, fairly, and with patience. Student discipline provides education, motivation and preparation for society. Consistency in this matter is very important.

All students are expected to obey and demonstrate respect by following R.A.P. rules.

1. Be Respectful
 - a. Walk to the right in the hallway and outside corridors in an orderly fashion
 - b. Speak softly in the hallways and outside corridors
 - c. Keep their hands and feet to themselves
 - d. Use appropriate language
 - e. Demonstrate respect and courtesy toward all school personnel, community patrons and fellow students
2. Dress Appropriately (School uniform is mandatory)
3. Be Prepared and Positive
 - a. Be present in school by 7:45 a.m. every day
 - b. Complete all class work and homework assignments
 - c. Work cooperatively on class and/or team assignments

Class rules, consequences and rewards must be posted in the classroom. Class rules must be stated in a positive manner informing students of expected behavior. Discipline referrals

can be obtained in the Dean's office. Teachers will implement the campus-wide Positive Behavior Intervention System (PBIS) in order to promote good behavior by students.

SENDING STUDENTS TO THE DISCIPLINE OFFICE

Students who are determined by the teacher to be persistently disruptive to the educational process should be referred to the office after the appropriate steps have been documented and followed. Only then should students be sent to the office with a properly completed HISD Discipline Form. A copy of this form is placed in the student's file and sent home to the parent, so make sure the form is filled out correctly and neatly. The "Code of Student Conduct" booklet is a resource that should be used when completing the Discipline Form.

In the event that the administrator is not able to handle the disciplinary issue at the time the student is sent, the student will be sent back to the classroom for further instruction and the disciplinary infraction will be handled at a later time. At no time should students be sent to stand/sit outside of the classroom. Except in cases of immediate threat to safety of those in the room, students must remain in a classroom until referrals are processed. Students CANNOT be placed in the halls as a form of discipline.

SUMMARY

- Explain the discipline system to students.
- Create and post a set classroom rules for teachers and students. Rules should be stated positively.
- Give incentives (SGA Bucks) and recognition for good conduct. Celebrate!
- For each grading cycle, all teachers must provide a copy of their parent contact log to their appraiser.
- All teachers will implement the school-wide PBIS program.
- Students cannot be placed in the halls as a form of discipline. **NO EXCEPTIONS!**

DISPENSING MEDICINE

It is against the policy of the HISD Board of Education for school personnel to give medication of any kind, including aspirin or any other drugs except as provided below. Legal liability could result from the administration of drugs to minor children without the advice of a physician and the written consent of a parent.

If a physician states in writing that a student should have a certain medication during school hours, he should describe the type of preparation-pill, tablet, capsule or liquid, color of the preparation, and the quantity and frequency of administration. This should be accompanied by written permission from the parent to give the medication. Any medication brought to school by a student must be sent immediately to the Nurse's Office.

The policy of the School Health Department also prohibits the school nurse from administering medications in any form to school personnel. This includes oral medicines, injections, applications, etc. Legal liability could result from this practice.

DISPLAY CASES AND BOARDS

All faculty and staff members will be responsible for setting up a display case or board. A schedule will be given at the beginning of the school year. All display cases are to include the following: student mounted and edited works, color coordinated multi-dimensional work, and the creator's name and grade-level.

Display cases and boards should be a reflection of the excellence that is expected at Sugar Grove Academy, and should serve as an example of the high quality of work that is done within our classrooms!

FACULTY LOUNGE

- No food or drink (except water) should be consumed in the classroom. Teachers should not eat or drink at any time in front of students while in the classroom, except during their lunch time.
- A refrigerator and microwave oven are located in the faculty lounge in the cafeteria. Teachers may keep their lunches in the refrigerator. The refrigerator will be cleaned out and all food items will be thrown away on Friday of each week.
- Smoking is not permitted in any place on school property or grounds.
- **The lounge is off limits to unaccompanied students.** Please do not send a student to for any reason.

GRADING AND GRADESPEED

Teachers will no longer be required to print and submit paper grade books at the end of the school year. All teachers are required to track student grades using GradeSpeed. When a teacher selects the *Verify* button in the online grade book, this is the teacher's electronic signature, indicating that the grades are complete and correct. Students will receive grades in all subject areas including art, P.E., and health/safety. Enough grades should be taken to adequately assess students' progress (at least 2 grades per week per subject, entered into GradeSpeed). It is mandatory that attendance be kept in GradeSpeed and recorded daily. Students should be tested in each subject area weekly, and test grades documented in the grade book. At the end of school, the copy of each report card should be filed in the student permanent folders in the Main Office. All grades, attendance, and assignments entered into GradeSpeed are viewable by parents and students. Keeping timely updates in GradeSpeed is necessary to provide adequate and accurate information to parents and students. **Any teacher who plans to issue a "U" in conduct must have approval from an administrator.** For each student, a detailed discipline report should be prepared and signed by an administrator and the teacher, stating specific incidents and dates. **Under no circumstance may conduct infractions be used to affect the student's academic grade.**

Reports for students receiving accommodations/modifications in the classroom should include data tracker documentation. Updated IEPs will be completed by the Special Ed. Teacher. Assessment strategies may, as always, involve a physical demonstration, observation of a developmental skill, construction of a project, examination of a work sample, an oral review, a written test, and other types of portfolio and performance assessment. One of the most important things to remember is that your evaluation strategies must be based on sound teaching.

Grading Weights

Grades in each class will be weighted by assignment type. This must also be reflected in GradeSpeed.

Classwork	40%
Assessments	30%
Quizzes	20%
<u>Homework</u>	<u>10%</u>
Total	100%

Make up work/Failing Grades

The District Grading Policy, HISD Board Policy EIA (LOCAL), includes the following provisions:

- Students **must** be given the opportunity to make up work missed due to excused and unexcused absences. Reasonable time frames for the completion of assignments must be established.
- A student may be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

HALL PASSES

No student should be in the hallway during instructional time without an approved pass! Passes must be completed in ink. The student's name, period, date, time out, and Teacher signature must be included on the pass.

15/15 RULE:

No students are allowed out of class the first or the last fifteen (15) minutes of each period. This means that students cannot go to the nurse, bathroom, office, etc. – the first or last 15 minutes of each period.

HISD PERSONNEL POLICIES

HISD Board policies regarding personnel and employment are available on the district website (log in to the Employee Portal homepage, then go to Quick Links, and click on the link to Board Policy Manual Online). Please ask an administrator if you have questions or concerns regarding personnel policies.

HOMEWORK

All academic skills should be introduced and practiced in class. Homework should be designed to strengthen these skills and broaden experiences in all areas and be an outgrowth of classroom work. This is also applicable in areas of oral and written language development such as E.S.L. Homework must be assigned according to the grade level time allotment, appropriateness of age, needs, and interest of the child. In general, 20-40 minutes is appropriate. Homework should be assigned daily, Monday through Thursday. Be consistent about assignments. Keep in mind holidays and school activities (programs, field day, etc.). Often the only parent knowledge of school progress and activities is based on the type of work

sent home. Both the teacher and the school are judged by this activity. Therefore, the teacher must make sure that homework assigned is of quality and indicative of the classroom experience. Homework will count as 10% of a student's grade in each class.

LEAVES AND ABSENCES BOARD POLICY

As outlined in the Board Policy Manual:

The District has established a state personal leave program consisting of five days full paid leave annually, as required by law. Under authority of Education Code 22.003 and to preserve the employee's leave benefit while minimizing disruption to the instructional program, the Board requires employees to differentiate between uses of personal leave.

Discretionary leave: Up to five days of earned state personal leave per year may be taken. A notice of request for discretionary state personal leave shall be submitted to the principal/work location supervisor or designee in advance of the anticipated absence; discretionary personal leave shall be granted on a first-come, first serve basis. The principal or designee shall notify the employee in advance whether the request is granted or denied.

Discretionary personal leave may not be taken for more than three consecutive days.

Discretionary leave shall not be allowed during or on:

- The first week of a new semester,
- The day before or after a school holiday,
- Days scheduled for end-of-semester or end-of-year exams,
- Days scheduled for STAAR or other state and district mandated tests, or
- Professional or staff development days.

LOCAL LEAVE

Employees may use local leave with full pay when unable to report to work due to personal illness, illness of an immediate family member, or for a death in the immediate family. Up to three days of paid local leave may also be used for excused personal business.

Certification by a doctor who is duly registered and licensed under the Medical Practice Act of Texas, a licensed chiropractor, a Christian Scientist practitioner, or a licensed podiatrist (chiroprapist) shall be required for personal illness absences in excess of seven consecutive duty days. When an employee's absences become a concern or a pattern of absences becomes established, the principal/supervisor may review with the employee the reason for such absences. Such absences may be subject to medical verification.

Leave shall be used in the following order until balances are exhausted:

- State personal leave
- State sick leave accumulated prior to the 1995-96 school year
- Local leave
- Vacation leave
- Supplemental Sick Leave Bank (SSLB)

Regular employees eligible for the comprehensive leave program may receive funeral leave and be absent without loss of pay and without deduction from their accrued leave in the case of death of a spouse, child, parent, current parent-in-law, or any person residing in the employee's home at the time of death, for a period not to exceed three days per occurrence.

Additional information regarding Leaves and Absences can be obtained from the Board Policy Manual in the HISD Portal under Section D (Personnel), Compensation and Benefits: Leaves and Absences

LESSON PLANS

Written lesson plans are required of every teacher as mandated by district policy. The lesson plans are collected at the end of the school year, since it is a state auditable item. Lesson plans must be submitted by 3:30 pm every Thursday to your HUB folder and should also be placed in the lesson plan binder. The binder should be visible and easily accessible or plans can be posted at the door for easy access to classroom visitors.

Careful planning is the backbone of good teaching. Lesson plans should reflect use of district guides and should be detailed enough (including: description of objectives, activities and exercises to be taught, reference to text and resources, homework assignments, etc.) so that a substitute will have adequate directions to carry on the instructional program in your absence. Included in your lesson plan binder should be a current roster for each class and accommodations for students who receive special education services.

LUNCH

Your scheduled lunchtime begins when your class arrives at the cafeteria entry. Teachers are to promptly pick up their students at the scheduled time to avoid congestion and back up of the lines. Teachers may eat lunch in the cafeteria, the patio, or in the faculty lounge when students are at lunch. You must clean up after yourself. Eating is only permitted in classrooms during scheduled duty-free lunches.

Any staff member who leaves for lunch is required to sign out on the designated sign-out sheet located in the receptionist area. Staff must sign out when leaving and sign back in when returning from lunch. Leaving to pick up something for lunch and returning to eat on campus are a part of your 30-minute lunchtime. If a teacher is gone longer than the designated 30 minutes, he / she will be docked one hour.

EMERGENCY PROCEDURES AND INFORMATION

An Emergency Preparedness Folder and Emergency Procedures Flip Chart has been placed in each room. These should be reviewed from time to time so that you are familiar with procedures. They should be posted adjacent to the classroom entrance. In the event of an emergency, contact the principal or office staff immediately. Use the emergency button or send the Code Red Card to the office. Code Red Card is to be used if an emergency situation occurs in your classroom or when you are outside on campus. Send the Code Red Card provided with your room number to the office immediately. Receipt of this card will alert us that there is an emergency in your class and that you need help. The Code Blue Card is to be used for medical emergencies. Instruct your Class Leader to watch for your signal regarding

when the Code Blue card needs to be sent to the office in the event that you are unable to press the panic button.

FIRST AID IN THE CLASSROOM

At the beginning of the school year, the nurse will distribute to each teacher a small first aid kit containing bandages, cotton balls and iodine swabs. A pad of referral slips will be included to fill out and send with a sick child to the clinic. Students found with signs or symptoms listed below should be sent to the clinic or main office:

- Nausea or vomiting
- Chills or convulsions
- Dizziness, faintness or unusual pallor
- Skin rash or eruption of any kind
- Runny nose
- Red or watery eyes
- Sore or inflamed throat
- Acutely swollen gland in neck
- Frequent coughing or sneezing
- Headache or earache
- Fever
- Nits or lice

STUDENT INJURY

When a student receives any type of injury, however minor, the student must be sent to the school nurse for observation. All students should be walked to the office by a classroom helper. If judged appropriate by the nurse, a report will be made and submitted by her on the "Student Accident and Injury Report" within 24 hours of the injury. The school nurse will be responsible for contacting the parent or guardian to inform them of a serious injury or medical concern. Teachers must contact the parent or guardian of any student that has received a minor injury by telephone or note.

MAJOR ACCIDENTS

If a student or an employee becomes gravely ill or seriously injured, contact the nurse, an administrator, or the office staff immediately. Use your emergency button or Code Blue Card. If an ambulance is needed, the nurse or an administrator will contact 911 to request an ambulance. A notebook is kept on the secretary's desk at all times containing emergency information on every employee such as a doctor's name and phone number, the number of the employee's preferred hospital, the number of a relative or close friend, and any known allergies to medicines or medical conditions. Information provided is voluntary and will be kept confidential.

EMPLOYEE INJURY

When an employee is injured on the job, the employee must report to the school nurse to fill out an accident report, "Investigation Report of Employee Accident or Injury". A verbal report of the accident must be called in to the Worker's Compensation Office, and the written report must be mailed within 72 hours to Worker's Compensation, Rt. 10. This report is very important to the injured employee and to the District if the employee is to be eligible for Worker's Compensation payments, should the injury result in doctor visits and time lost from work. If the nurse is not available, the school secretary will fill out and submit these reports.

INTERVENTION ASSISTANCE TEAM

If you find that a student in your class is having a very difficult time with the subject area being taught, the student can be referred to the IAT committee. The Intervention Assistance Team (IAT) is a Pre-referral Support Process for all students at the campus level. The team is composed of an administrator and well - intentioned, capable teachers who have established successful learning environments for all students. Other personnel with specialized expertise may be included. The purpose of the IAT is to improve student academic, social, and behavior performance. These individuals meet to define the areas of concerns for the student. The team seeks creative ways to maximize the use of available resources. This collaboration model provides a forum for routine and timely problem solving. The IAT will meet this year on the following dates:

Sept. 8 th	Oct. 6 th	Nov. 3 rd	Jan. 12 th
Feb. 2 nd	Mar. 2 nd	Apr. 6 th	May 4 th

Pre-referral Support Process:

- Call the parents with your concerns
- Discuss the student with your team members
- Discuss various accommodations/modifications that can be tried
- Try the accommodations/modifications
- Keep a record of these communications and efforts at modifications. You will need this information if the IAT process becomes necessary.
- If modifications are unsuccessful at this level, the IAT process may begin.

Referral process (utilized upon completion of the Pre-referral Support Process)

- Team leader initiates the completion of IAT paperwork.
- Upon completion of IAT paperwork, a meeting is scheduled in coordination with the administrator.
- The interdisciplinary team serves as the IAT committee. The parents have the option to be a part of the IAT process. Parents must be notified and invited to be a part of this process.

Referrals: 504/Special Education: All referrals for students are handled through the student's dean.

- **When a parent** requests a referral for Special Education referral or a 504 referral, the parent should be directed to speak with his/her child's administrator in regards to the referral.
- **When an interdisciplinary team** requests a referral, the team leader should speak with his/her Dean who will coordinate the referral along with the IAT/RTI administrator.
- **Non-team teachers** of a student will coordinate with the student's interdisciplinary team.
- All referrals for students who are suspected of having disabilities are made through the Dean. The Dean will collect the required documentation from the parent(s) and teachers, and then the referral will go to the Campus Referral Committee after the IAT process.

The usual referral source is the classroom teacher, but other individuals, including parents, physicians or representatives of other agencies, may refer a student to the Dean, who will notify the Campus Referral Committee of the requested referral.

PARENT-TEACHER COMMUNICATION

The teacher will:

- Initiate a conference when a student is not progressing satisfactorily. This should be scheduled during the teacher's cluster period or the planning period.
- **Teachers must prepare and sign a notification letter if a student is failing at progress report time.** Once complete, one copy must be given to the student to take home and another copy submitted to your appraiser to be mailed home. The teacher should also keep a copy for their records.
- Never schedule conferences to be held during instructional time.
- Have samples of the student's work and the grade book available for review by the teacher and parent at the parent conference.
- Present the student's behavior patterns in a positive and professional manner.
- Be prepared to discuss the student's classroom participation and work.
- Work with the parent to solve the problem and maintain a parent contact log.
- A record must be maintained of parent conferences, contacts, or student evaluations and must be readily available for administrative review at any time. This record must be filed at the end of the year with your appraiser.

PLANNING TIME

Each teacher is to have a planning period during the day. This time should be used for individual and group planning, or for parent conferences. Teachers may not leave the building at this time without prior permission from the principal.

The teacher workroom will include: laminating machine, Xerox machine, and etc. Please follow guidelines posted above the machines. Ask assigned aide for assistance. Students are NOT allowed in the workroom. NO EXCEPTIONS!

PRIOR APPROVAL

Creativity is encouraged at Sugar Grove. Teachers and staff members must, however, have the principal's approval prior to implementing any special activities (i.e.: cooking activities, animals in class, special science experiments). The principal must be appraised of, and approve all field trips, programs, classroom speakers, etc., before the event is scheduled. Always give the principal detailed information regarding proposed activities and secure signature approval prior to sending any letters home to parents. Teachers must leave a copy of the approved letter with the office.

PROFESSIONAL DRESS AND APPEARANCE

According to Board Policy DH(Local), "The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent."

For the purpose of establishing and maintaining a high standard of dress and professionalism, staff members shall maintain dress and grooming standards that are appropriate for their assignments, and in accordance with the following guidelines:

- The minimum dress standard is business casual, unless specified under particular circumstances
- The following are examples of unacceptable clothing:
 - Shorts of any length (unless in gym)
 - Sweat or jogging suits
 - Leggings, jeggings, tights, or form-fitting pants
 - Miniskirts (above mid-thigh)
 - Dress or top with spaghetti straps or no straps
 - Tank tops
 - Midriff baring tops
 - Low-cut, revealing tops
 - Slippers, house shoes, flip-flops, and crocs
- All tattoos must be covered during school hours.
- Staff should feel free to wear comfortable and professional appearing shoes such as flats, heels, and loafers (flip-flops are NOT ALLOWED).
- Campus administrators have the discretion to make exceptions as per the job assignment of the employee.
- Staff may wear jeans in good condition when accompanied by the official Sugar Grove T-shirt, polo shirt, or sweatshirt on designated Spirit Days.
- Gentlemen should refrain from wearing earrings. Ladies should avoid wearing long, dangling hoop or large earrings, or other fashion jewelry that is not considered professional or businesslike.
- **Dress code will be enforced for ALL staff members, including paraprofessionals!** If the item is in question, refrain from wearing it,

REMEMBER: SAFETY IS OUR NUMBER ONE CONCERN. Please dress accordingly.

PROFESSIONAL DEVELOPMENT REQUEST

Checklist for Professional Development

1. Professional development must be aligned with curriculum, and based on student needs.
 2. Fill out and secure signatures on the Professional Development Request Form. Filling out this form does not guarantee approval to attend or for funding. Trips involving travel must be approved at least 8 weeks before the date of the trip. Trips out of state must be approved by our SSO. Please be mindful of timing.
 3. The Professional Development Committee will meet monthly (or as funds are available) to review all requests. You will be notified concerning the status of your request after the monthly meeting.
 4. Upon approval, fill out Off-Campus-Duty form and secure necessary signatures.
 5. Develop a plan or strategy to share new information and/or materials. Fill out evaluation form.
-

PROFESSIONAL LEARNING COMMUNITIES (PLC)

Professional Learning Communities (PLC) are designed to give teachers of a specific academic discipline the time and ability to plan, design and implement effective instruction. Teachers within the PLC are encouraged to collaborate on what will be taught, how it will be assessed, what effective strategies could be used, and how to change instruction if data indicates a need for change.

Professional Learning Communities (PLC) meetings will be held every other day in assigned locations. All teachers must attend. Professional conduct is required and it is expected that all participants are on-time, prepared, pay attention and are ready to participate.

SCHOOL DAY

The teacher school day begins at 7:35 am, and ends at 3:25 pm. All other employees will work 8-hours during regular school days. If you must leave the building during the school day, please sign out in the Main Office.

SECURITY AND SAFETY

Students are not to be released to anyone directly from the classroom. The person who is picking up a student must first come to the office. The office will notify the classroom teacher whether to send the student or that a staff member will go pick up the student at the class.

Read over Sugar Grove Security Plan below and make sure to discuss with your class.

- All visitors must register in the main office upon arrival.
- All visitors must wear visitor badges.
- Code Red procedures will go into effect during emergencies.
- School staff before and after school will monitor the building and grounds.
- HISD police will monitor our campus regularly.
- Classroom doors must be locked when the class leaves.
- No student should be released from class to an adult who does not have a special permit from the office.
- Students will not be allowed to go near or handle stray animals.

ALL visitors on campus must receive an office pass before going to a classroom. NO EXCEPTIONS! This includes personal visitors for all staff members. If you plan on having a visitor on campus for more than one hour (i.e. guest speaker, observer, etc.) you must obtain written approval from an administrator. Since the school has the legal responsibility of providing a safe environment, **non-school related visitors, including family members, are not allowed for an extended period of time during the school day.** While the teacher cannot be held responsible for all accidental occurrences in activities under his/her supervision, he/she can be legally responsible for the consequence of his/her negligence, which has proven injurious to one or more of the children. Liability occurs when the teacher is held responsible for a given situation and proves to be negligent.

Class time is not to be used for conferences, unless scheduled through the Main Office. Conferences can be scheduled before or after school, or during a planning period.

Make sure your students are supervised by an adult at all times, whether in class or going from one place to another on campus. In case of an emergency where you must leave the room, notify the office immediately and let the teacher next door know you will be gone. Do not leave a student in charge of your class.

SOCIAL MEDIA GUIDELINES

The Houston Independent School District (HISD) realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning and sharing in these digital environments is a part of 21st century learning. To this aim, the Houston Independent School District has adapted the following guidelines to provide direction for instructional employees, students and the School District community when participating in online social media activities. Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. Free speech protects individuals who want to participate in social media, but the laws and courts have ruled that school districts can discipline employees if their speech, including personal online postings, disrupts school operations.

These guidelines have been created as a resource for you. It is important to create an atmosphere of trust and individual accountability. Keep in mind that information produced by HISD employees is a reflection on the entire District and is subject to the District's Acceptable Use Policy. **With this in mind, faculty and staff are asked to refrain from speaking to the media without approval from HISD's Media Relations Department.** Personal postings, even if marked private, may also be subject to relevant HISD policies and procedures, as well as to the relevant local, state and federal laws. By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or district use, you agree to abide by these guidelines. Please read the guidelines carefully before participating in any social media application. The guidelines can be accessed on the following website:
<http://www.houstonisd.org/Page/106719>.

STUDENT ABSENCES / TARDIES / WITHDRAWALS

Students are expected to be on time and present in school every day. Students are tardy after morning announcements have been made. Students must sign the tardy log for each occurrence. Teachers must document all tardies in GradeSpeed. After 3 student tardies, teachers must make and document contact with parents. This information will be submitted to your appraiser each six weeks.

For an excused absence, the reason must be stated in writing and signed by the parent/guardian of the student. The written excuse must be received by the school within three days after the absence or tardy. Students are to give his / her note to the Attendance clerk. The attendance officer assigned to the school may investigate any case. A student found guilty of misrepresenting the validity of an excuse or permit is subject to disciplinary action.

A student is considered to have an unexcused absence if he/she does not present a written excuse within three days or is away from school participating in an activity not approved by the district as excusable. A student can have no more than 3 excused to be considered for promotion. Unexcused absences may be reviewed by the School Attendance Committee in determining whether or not to grant a student credit for a class in which the student failed to meet the attendance guidelines, but who met all other academic requirements for passing. Schools shall attempt to notify parents/guardians of all unexcused absences immediately. Any unexcused absences are to be investigated by the attendance officer assigned to that school.

School districts are required to provide make-up work for students who have been excused for the purpose of observing religious holy days. Students are to be given a reasonable amount of time, but no more than five (5) days to complete make-up work. When a student is suspended from school, all days missed by the student during the suspension periods will be considered excused absences. The student will be required to make-up all work missed during the days of suspension. Students who present acceptable excuses for absences will be given the opportunity to make up class work. Work missed during unexcused absences may be made up at the discretion of the teacher.

STUDENT DRESS CODE

Teachers need to ensure that all students wear their school uniforms. Grade levels will develop incentives in order to encourage the use of school uniforms. In case of violations, parents must be contacted to correct student's dress before the student may attend class. It is each teacher's responsibility to send the name and phone number of any child who is violating the dress code to the office.

- Grade level polo (blue, red, or gray)
- Khaki Pants (no cargo khakis)
- Black/Brown Belt

STUDENT NOTEBOOKS / FOLDERS

All students are required to have binders and take Cornell Notes. AVID students will have a different color binder they are required to use. Keeping student work in a binder helps encourage organization. Binders allow students to review work easily as well as note progress they have made. Each notebook/folder should have a title page, dated entries, and titled assignments. Quality work is expected and each page is to be checked by the teacher. Your class should keep between 3 to 6 different notebooks depending on your grade level. You may use a separate notebook for each subject area or you may combine subjects that are related.

STUDENT SUPERVISION

According to schedules, select teacher paraprofessionals are on duty in the cafeteria from 7:00 am – 7:40 am. Sixth-grade and some elective teachers must pick up their students at the designated areas each morning promptly at 7:40 am. All teachers will receive an assigned duty during dismissal. Make sure to report to your duty as soon as you walk your students out

of the building and remain there until 3:25. Duty is not a time to socialize with other staff members. Teachers must actively monitor students at all times.

Since children are subject to compulsory attendance laws, the school has the legal responsibility of providing a safe environment. Teachers, as individuals, share this responsibility. While the teacher cannot be held responsible for all accidental occurrences in activities under his/her supervision, he/she can be legally responsible for the consequence of his/her negligence, which has proven injurious to one or more of the children. Liability occurs when the 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 reasonably prudent person would act under the circumstances. Foresee ability is the key to whether or not there is negligence. If the teacher could have foreseen the causes leading to the injury, and fails to take the action a prudent person would, then the ruling of negligence can result.

Teachers may keep themselves free from negligence liability by following the procedures outlined below:

- A. Never leave a class unsupervised. This is especially important if dangerous equipment is being used. If an emergency occurs, and a teacher must leave the class or students, the teacher must notify the Main Office immediately that an emergency has occurred notify the closest professional staff member to his/her room and request this teacher to supervise the students during the teacher's absence. Do not leave a student in charge of the class.
- B. Do not involve students in dangerous situations. (Examples: moving cafeteria tables, transporting A-V equipment. etc.)
- C. Do not assign an activity or exercise until you have thoroughly explained and demonstrated it, and given students an opportunity to try it at a leisurely pace.
- D. Make sure the students with known disabilities are assigned only those activities that they are fully capable of performing without undue danger to themselves. Do not challenge students beyond their skill and physical capacity to perform.
- E. Provide safe equipment and facilities. Inspect your equipment at regular intervals. Send a written report regarding defective equipment to the principal.
- F. Do not transport students in your car unless you have legal authorization to do so.

SUPPLIES

There are a limited number of various kinds of supplies available. You must check with your department chair to see if they have the supplies you need. Department chairs will be responsible for requisitioning supplies through the front office for members of their department. Please be proactive in planning as teachers will not be allowed to individually request supplies from the front office.

TEACHERS' MAILBOXES

Check and empty your mailboxes everyday especially for phone messages. Students are not allowed to go into mailboxes.

TEAMWORK

A school cannot function without the cooperation of the entire staff. No staff member is more or less important than another. We should strive to work as a team and do our best to cooperate, communicate, and help each other as much as possible. Teachers are encouraged to plan as a grade level weekly and as a vertical team monthly. **Together Everyone Achieves More!!!**

TEXAS ESSENTIAL KNOWLEDGE AND SKILLS (TEKS)

Teachers must be familiar with and teach the T.E.A. Texas Essential Knowledge and Skills (TEKS). Students must master at least **80%** of these grade-level proficiencies and meet the HISD promotion standards in order to be promoted to the next grade. It is the teacher's responsibility to document students' progress in each academic subject in the grade book throughout each six-week period. Instructional activities must be planned which provide opportunities for students to master TEKS.

VALUABLES

During the day, make sure to lock your money, cell phone, valuables, purse, etc. in the closet. Never leave money and/or valuables overnight in your classroom. Make sure that you lock your door and close your blinds when you leave at the end of the day. The school or district is not responsible for any missing personal items.

WRITTEN REQUESTS FOR ADMINISTRATORS AND OFFICE STAFF

The administration and office staff is here to assist and support all Sugar Grove staff members as efficiently and effectively as possible. In order to facilitate this, please make any requests in writing. Even with all good intentions, verbal requests are sometimes unintentionally forgotten.

2016-2017 Progress Report/Report Card Schedule

Grades Due	Cycle	Issue Date
9/6/16	Cycle I Progress Report	9/12/16
9/30/16	Cycle I Report Card	10/7/16
10/14/16	Cycle II Progress Report	10/21/16
11/4/16	Cycle II Report Card	11/11/16
11/22/16	Cycle III Progress Report	11/29/16
1/3/17	Cycle III Report Card	1/6/17
1/17/17	Cycle IV Progress Report	1/23/17
2/10/17	Cycle IV Report Card	2/17/17
2/24/17	Cycle V Progress Report	3/3/17
3/31/17	Cycle V Report Card	4/7/17
4/13/17	Cycle VI Progress Report	4/21/17
5/22/17	Cycle VI Report Card	5/25/17

2016-2017 Early Release Days

Wednesday, September 21, 2016
 Tuesday, October 11, 2016
 Wednesday, November 16, 2016
 Wednesday, January 25, 2017
 Wednesday, February 22, 2017

2016 – 2017 Faculty Meeting Dates

Faculty meetings will be held the 1st Wednesday of every month except December

September 7, 2016
 October 5, 2016
 November 2, 2016
 January 11, 2017
 February 1, 2017
 March 1, 2017
 April 5, 2017
 May 3, 2017

2016 – 2017 Open House

Tuesday, September 13th, 6-8 p.m.

Fall Literacy Night

Wednesday, November 9th, Time TBD

HISD 2016-2017 Academic Calendar

Houston Independent School District

JULY 2016 	AUGUST 2016 	SEPTEMBER 2016
OCTOBER 2016 	NOVEMBER 2016 	DECEMBER 2016
JANUARY 2017 	FEBRUARY 2017 	MARCH 2017
APRIL 2017 	MAY 2017 	JUNE 2017

Key Holidays Early Dismissal Days (2 1/2 hours early) Teacher Service Days Teacher Preparation Days Make-up Day (if needed) Teacher Prep day moves to May 30	Holidays September 5, 2016 October 12, 2016 November 23-25, 2016 December 19, 2016 - January 2, 2017 January 16, 2017 March 13-17, 2017 April 14, 2017 Labor Day Fall Holiday Thanksgiving Winter Break Martin Luther King, Jr. Day Spring Break Spring Holiday
Significant Dates August 8, 2016 August 22, 2016 December 16, 2016 January 4, 2017 May 25, 2017 May 26, 2017 Teachers report to work First day of school Last day of first semester First day of second semester Last day of school Last day for teachers	Grading Periods 6 Cycles Aug 22 - Sept 30 29 days Oct 3 - Nov 4 24 days Nov 7 - Dec 16 27 days Jan 4 - Feb 10 27 days Feb 13 - Mar 31 30 days Apr 3 - May 25 38 days 4 Cycles Aug 22 - Oct 21 43 days Oct 24 - Dec 16 37 days Jan 4 - Mar 10 47 days Mar 20 - May 25 48 days Report Card Dates October 7, 2016 November 11, 2016 January 6, 2017 February 17, 2017 April 7, 2017 May 25, 2017 ES/MS June 1, 2017 HS Prekindergarten Grading Periods 3 Cycles Aug 22 - Nov 4 53 days Nov 7 - Feb 10 54 days Feb 13 - May 25 68 days Report Card Dates November 11, 2016 February 17, 2017 May 25, 2017

Sugar Grove Academy • Staff Handbook • 2016 – 2017

This certifies that I _____ (print name)
have received the Sugar Grove Academy Middle School's Staff Handbook, and I will adhere to
the guidelines therein.

Signature

Date

Position

Employee ID #