

Planting Seeds for Success



Kelton School 2005—2006

STAFF HANDBOOK

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Kelton Independent School District
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Kelton Independent School District

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2005 - 2006

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KELTON INDEPENDENT SCHOOL DISTRICT
STAFF HANDBOOK
2005 – 2006

ATTENDANCE ACCOUNTING

Stacey Horton will develop procedures for attendance accounting in accordance with State Laws. She will inform the teachers of these procedures. Attendance will be kept in accordance with law. Official attendance will be taken August 18, 2004 through May 25, 2006. We must all work to stress good attendance by all students. In order to have better accounting procedures, students who are present at school at 9:00 a.m. will be count present for the day. Students who have “doctor’s appointment” during the school day, but are at school at ANY time during the school day will be counted present for the entire day.

CHANNELS OF AUTHORITY

Under the direction of the Board of Trustees of the Kelton Independent School District, Jay Watson, Superintendent of Schools, is the chief executive officer of the school district. Other members of the staff work under the direction of the Superintendent.

To facilitate effective school operations, all school staff members will please bring any problem or other matter to the attention of the Superintendent. This is not a suggestion; it is an ironclad rule. These channels of authority are emphasized for one reason: to insure the effective operation of the school system. They are not to be construed as restrictive. It is emphasized so that a free and open flow of ideas between all levels of a school personnel system is to function as it should.

CLASSROOM VISITATION

The Superintendent will visit classrooms. These visits are formal observations and are made for two reasons:

They are required by Texas law to direct and evaluate the instructional program of the District. This cannot be done without observing the instruction in progress.

Making such a visit enables the Superintendent to support you more effectively if parents or citizens question your competence.

All appraisals will be conducted as required by the Professional Development Appraisal System (PDAS).

CORRESPONDENCE

Official school letterhead is available in the Office of the Superintendent. All official school correspondence should be approved by the Superintendent of Schools.

CUSTODIAL SERVICES

Custodial services are provided in the Kelton I.S.D. The custodian is an essential part of the school program. He needs our help and we need his help! He has many rooms to clean and maintain. It is imperative that faculty, students, and the administrator assist in keeping the

buildings clean. You are urged to report what you consider to be substandard custodial service to the Superintendent as soon as it occurs and as often as it occurs. A classroom teacher may expect her room to be cleaned each day with the following specific actions being taken.

- ✓ Floor cleaned
- ✓ Chairs straightened
- ✓ Wastebaskets emptied

Periodically she should anticipate:

- ✓ Chalk trays wiped
- ✓ Erasers dusted/cleaned
- ✓ Boards cleaned

DISCIPLINE

Discipline is both a cooperative and an individual effort. The Superintendent is in charge of discipline, but only a teacher can be responsible for classroom behavior. The Superintendent will aid you and support you to the limit. If you will follow these procedures, you will find that the administration will be able to give you full support.

- A. The first action that teachers should take in handling a problem is to have a private talk with the student concerned. You may feel a good “chewing out” is appropriate. Fine! But **never** use demeaning, insulting language to any student. (Example: You stupid slob! You little runt! Etc.) Convince the student that you are trying to help rather than hurt him. You may wish to contact his parents if you feel it would help. You are encouraged to come to the Superintendent and discuss major or minor discipline problems.
- B. You may wish to punish a student yourself. You are authorized to do so. However, the punishment should fit the offense and be neither too severe nor too lenient. The punishments listed in the Student Discipline Plan are acceptable.

The following punishments are unacceptable at all times.

- Deducting points or credit from a student’s class work, grades, or average. Since our purpose is to educate, using education as punishment is unacceptable.
- Insulting personally a student or any member of his/her family.

If you wish guidance as to the acceptability of a particular punishment, see the Superintendent. Remember, that punishment is designed to correct rather than to complicate a bad situation.

- C. When you feel a student’s poor behavior is becoming serious or chronic, send him/her to the Superintendent. After you send a student to the Office, see the Superintendent at your earliest convenience to apprise him of the full facts of the case. **Never** suggest to the student what action will be taken in the case by the Superintendent.
- D. The student may return to your class only after the matter has been completely resolved. Under no circumstances should you admit a student whom you have sent to the Superintendent back to class without clearance from the Superintendent.
- E. Teachers should be very familiar with the Student Discipline Plan as adopted by the Board of Trustees.
- F. Corporal punishment is administered by the Superintendent ONLY.

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Students, teachers and other District employees shall participate in frequent drills of emergency procedures (at least two per month). When the alarm is sounded, students and staff must follow the directions quickly and in an orderly manner

Fire Drills: 3 bells ... Fire; leave the building
1 bell ... Halt; stand at attention
2 bells ... Return to room

Tornado Drill: **one long blast** or more than 3 bells
Tornado; go to designated areas.

EARLY DISMISSAL

Early dismissal days will be on the following days. School will be dismissed at 1:30 p.m. these days.

Friday, September 2, 2005
Tuesday, November 22, 2005
Thursday, December 22, 2005
Friday, March 3, 2006
Wednesday, April 12, 2006
Thursday, May 25, 2006

Buses will run their routes at the early dismissal time.

EMERGENCY CLOSING INFORMATION

During inclement weather or other emergencies, staff, parents, students and school board members will be notified by telephone on the day involved. It is extremely important that Heather, Stacey and I have accurate telephone numbers of the parents. Therefore, please make every effort to maintain the telephone numbers of your students and let Heather, Stacey and I know of any changes.

The District will use a computer generated telephone system to notify staff, parents and students when school will be delayed or cancelled due to weather. I record the announcement and then broadcast it immediately. When your telephone rings, the "computer verifies" that it was answered. This takes approximately 2 seconds (which seems like an eternity) then you heard my voice.

In addition, citizens (students, parents, teachers, and school employees) should listen to the following radio/television stations. Decisions regarding school closing because of weather conditions will be made as soon as possible in the morning on the day in question.

KAMR-TV ... Amarillo ... Channel 4
KCIT-TV ... Amarillo ... Channel 14
KFDA-TV ... Amarillo ... Channel 10
KVII-TV ... Amarillo ... Channel 7

EMPLOYMENT POLICIES

The Texas Education Code requires school districts to provide each professional employee who is on a term contract with a copy of the District's "employment policies". A copy of specific policies is available for your review in the Superintendent's Office and in the Business Office.

FACULTY MEETINGS

Faculty meetings will be called as needed and will be held in accordance with the directions of the Superintendent. Faculty meetings will usually take place in the library.

FEES AND FINES

No fees and/or fines will be charged any students in any grade of the Kelton I.S.D. without the prior approval of the Superintendent of Schools.

FIELD TRIPS

Field trips are an excellent learning activity for all ages and grade levels. They are encouraged as part of the learning program. Teachers who wish to make a field trip *will secure permission **in advance** from the Superintendent.* In addition, **teachers will make appropriate transportation arrangements including the driver of any school bus.** *I hope that we will use the automated telephone service to remind parents and students on the day of the field trip. Please let Heather Marshall know of your field trip plans as soon as possible so that the plans may be posted on the school website.*

FLAGS

State law requires that the American and Texas flags fly in front of every public school in Texas. The Superintendent will develop systematic procedures for insuring that the flags are raised and lowered. Flags will be in place by 8:00 a.m. and be lowered by 3:05 p.m. *daily.* The middle school students will be assigned flag duty. The Pledge of Allegiance to the United States' Flag and the Texas Flag will be made over the inter-school video system each morning at 8:05 a.m.

GRADE BOOK

Grade books have been ordered and have been placed on your desk. All information should be filled in completely. Keep the grade book secure at all times; it is one of the most important records kept in the Kelton I.S.D. Under no circumstances should students be allowed to look through a teacher's grade book or record grades in it for a teacher. The grades of students are confidential and students have the right to have their grades kept secret from other students. Six Week Grades will be given to Stacey Horton not later than 12:00 noon on the Monday prior to report card issuance. Any changes to this procedure will be made by Stacey. Grade books will be turned in to Jay Watson at the end of the school year to be kept on file permanently.

GRADING

Many problems are due in part to grading practices. Grades are taken seriously by parents and students. A teacher should strive to be fair. Here are some suggestions to keep in mind.

- ✓ Record grades in your grade book frequently. Have as many grades as possible on which to base the six weeks and final averages.
- ✓ Familiarize your students with your grading practices – what is expected, how your grades are weighted, etc.
- ✓ If a student is doing unsatisfactory work, telephone the parent if you feel it will help.
- ✓ Also, if a student is doing unsatisfactory work, a low grade warning **MUST** be sent home to the parent.

- ✓ Consider averages **89** for six weeks periods very seriously before placement of such grades on the report card.
- ✓ Middle School teachers will meet with me to discuss the grading procedures for the Middle School students.
- ✓ Remember, since some of our students will be participating in UIL literary contest this year, the “no-pass, no-play” rule is in effect.

GUEST SPEAKERS AND RESOURCE PEOPLE

You are encouraged to utilize appropriate guest speakers and community resource people in the classes you teach. Inform the Superintendent when you plan to invite a guest to your class so that he may welcome him/her to the school and provide other necessary assistance.

HOLIDAYS

The following days are scheduled as holidays from classes at school.

Labor Day – Monday, September 5, 2005
Columbus Day – Monday, October 10, 2005
Thanksgiving – November 23 - 25, 2005
Christmas – December 22 – 30, 2005
Spring Break – March 6 – 10, 2006
Easter – Friday, April 14, 2006

BAD WEATHER DAYS

The following days are scheduled as holidays from classes at school, UNLESS inclement weather prohibits the having school during the year.

Thursday, April 13, 2006
Friday, May 5, 2006

If we must miss school because of inclement weather or any other reason, the April 13th day will be the first day used as “make-up”.

HONOR ROLL

Students are recognized at the end of the school year for maintaining all “A’s”. Also, students who earn all “A’s” will receive a certificate each six-weeks grading period. Students who earn grades of 80 or above in math, English, reading, science, and social studies will be recognized each six-weeks grading period.

JURY DUTY

Staff members will from time to time be called to serve on juries. They may, of course, do so. Persons called for jury duty will inform the Superintendent as soon as possible in order that a suitable substitute may be obtained.

LESSON PLANS

Teachers shall develop adequate lesson plans on a weekly basis, prior to the lesson being taught. The plans will be written in the "Daily Lesson Plan" book provided to each teacher OR on the Palm Zires. Lesson plan books have been placed on your desk. The lesson plan book should remain in the classroom. The lesson plans may be general, but must be specific enough for a *substitute to use on an emergency basis*. The classroom roll, seating arrangements, daily schedules, and times when students leave the classroom for special classes **MUST** be included in the lesson plan book. The plans will reflect the instruction to be given for that current week. The lesson plans should be "scanned" on your scanner and e-mailed to the Superintendent on Monday morning. If you prefer to give me a "hard copy", please place the lesson plans in the box in the lounge. If you use the Palm Zire, e-mail a copy of the lesson plans to me.

LONG DISTANCE TELEPHONE CALLS

All long distance telephone calls must be recorded in the manner determined by the Superintendent.

LOW GRADE WARNINGS

At the end of the third week of each six weeks period, "Third Weeks Report" will be given to the students who have grades that are below expectations. Any comments a teacher might wish to make to the parent may be added to the slip. Also, include the current average on the slip. The reports are to be given to students on the following dates.

Monday, September 12, 2005

Monday, October 24, 2005

Monday, December 5, 2005

Monday, January 23, 2006

Monday, March 20, 2006

Monday, May 1, 2006

MEAL COSTS

The Board of Trustees of the Kelton I.S.D. has set a policy that all students and staff will be served breakfast and lunch at no cost to the individual. Community members are welcome to come and enjoy a delicious breakfast and/or lunch at a very reasonable cost.

NEW STUDENTS

New students often enroll in school. They need special attention. Ms. Alls, Ms. Horton or the Superintendent completes enrolling of new students. Then, the student is sent to his/her class. The classroom teacher should begin here. Discuss with the student his/her progress in your subject in his/her former school and issue a book. Explain to him/her what you expect of him/her. There may not be time for this the first day, but do so as soon as possible. Out of this type of orientation can come a fine transition for the student with the feeling of having established him/herself in this school and in your class.

PAYDAY

Employees of the Kelton I.S.D. are paid on the fifteenth of each month. If the 15th occurs on a Saturday, Sunday, or an extended holiday, payday will occur the last workday prior to the 15th. Expected pays are as follows.

Monday, August 15, 2005
Thursday, September 15, 2005
Friday, October 14, 2005
Tuesday, November 15, 2005
Thursday, December 15, 2005
Friday, January 13, 2006
Wednesday, February 15, 2006
Wednesday, March 15, 2006
Wednesday, April 12, 2006
Monday, May 15, 2006
Thursday, June 15, 2006
Friday, July 14, 2006

PAYROLL DEDUCTIONS

The Kelton I.S.D. provides payroll deduction for various insurances as well as to the teacher credit union. Arrangement for payroll deductions is made through Stacey Horton. Employees of Kelton I.S.D. will participate in a "cafeteria plan" this year. Specifics will be discussed at the general faculty meeting. A Rebecca from First Financial will be on campus on Thursday, August 18, 2005 (the first day of school), all day, to discuss the cafeteria plan with you. You **MUST** meet with the representative on that day. The cafeteria plan can save you money!

PERSON IN CHARGE

Occasionally, the Superintendent is away from school all or part of the day. In the absence of the Superintendent, Stacey Horton should be contacted. If Stacey is at Wheeler ISD, she can be reached at 826-5795. If a decision must be made which Ms. Horton feels she should not make, she will be able to contact the Superintendent for a decision.

PRESS RELEASES

All official releases to the press concerning the Kelton I.S.D. by staff are to be channeled through the Superintendent. I would like to see an article every week in the newspaper concerning the children attending Kelton School. Each of you have a Palm Zire 72 with a built-in camera. I would appreciate seeing pictures of various students in the local newspapers weekly. You can take the picture with your Zire 72 and e-mail them to Bridget Weatherly with a short article of what your class (student) was doing. She will see that it gets to the newspapers.

PROMOTION, RETENTION, AND PLACEMENT IN GRADES K – 6

Students shall be promoted from one grade to the next on the basis of academic achievement. The Superintendent should be consulted regarding specific requirements for promotion by grade. In addition, state law requires that for a child in grade 3 to be promoted to grade 4, the student **MUST** pass the reading section of the TAKS test. Also, a student in grade 5 **MUST** pass both the reading and math sections of the TAKS test to be promoted to the sixth grade.

PUBLIC RELATIONS

Community approval and acceptance of the school and its work are essential to a good educational program. Without it, even the best staff of teachers cannot do an acceptable job. Public relations is nothing more than furnishing information to the public so that they may form an opinion. It is important that the public be furnished with all the facts. The classroom teacher is the key to good public relations. A person's opinion of the school is paralleled to his/her opinion of the people connected with the school. The classroom teacher is the person who most frequently comes in contact with the public. Therefore, the public's opinion of the school is most likely based on their impression of the teachers they meet. Every teacher is affected by the public relations of every other teacher. If the Kelton I.S.D. enjoys the public's confidence, then almost every staff member will enjoy the same confidence. If the people of Kelton, Shamrock, and Wheeler have very little trust and respect for this school, then they will have the same feeling about the teachers. *Do not make the mistake of thinking you can stand alone.*

There are several basic guidelines of good public relations for the classroom teacher.

- Your relationship with parents should be put on a positive rather than a negative basis. Make it a point to contact parents and report something good about their child. **DON'T WAIT TO CONTACT THEM UNTIL YOU MUST REPORT SOMETHING UNPLEASANT.**
- A planned and continuous flow of information about your work to the parent is most helpful. Information must be true, frank, and sincere.
- The student is the key outlet for your public relations. He/She talks about you daily to his/her parents and neighbors. He/She judges you primarily on traits of fairness and approachability, and – above all – on your ability to command respect. (Incidentally, if you are a poor disciplinarian he/she has neither respect nor love for you even though he/she appears to enjoy his/her uncontrolled freedom.)
- **Never listen to or offer the slightest criticism of your fellow teachers. If you criticize another teacher, you are simply adding to the criticism of yourself because the opinion of one teacher inevitably becomes the opinion of all teachers**
- *Public relations should never be used for personal gain. To simply sell you is not sufficient.* Public education, the teaching professional, and the Kelton I.S.D. should be the benefactors of a public relations program. *To sell something, you must be sold on it.* You must have pride and conviction. If you cannot have pride in your work or your associates, you should seek a place where you can enjoy the happiness this pride brings.

PURCHASE ORDERS

The District requires *purchase orders* completed and signed authorizing expenditures **prior** to ordering any materials/equipment. If you wish to order an item other than basic teaching supplies, you must complete the purchase order, bring it to Jay Watson and have me approve the order, then the purchase order forwarded to Stacey Horton for processing. Once I have signed the order, the item(s) will be ordered by either Stacey or me. *This process will take at most one day and usually only minutes.* This will be the standard operating procedure for ordering materials for the 2005 – 2006 school year. Any variance from this procedure must have written approval from the Superintendent **in advance of any purchase.** If you need a purchase order, please see me or Heather Marshall, and we will gladly give you one.

ROOM CARE

All faculty members are to provide for the care and protection of school property. Effective room management can be extremely difficult. However, it can be done. Your specific responsibilities in this area include the following.

- ✓ Insure that the room in which you are teaching is orderly and as conducive to learning as possible.
- ✓ Safeguard and supervise the use of chairs, desks, visual aids, and other items in the room. *Desks and tables **ARE NOT** to be used as ladders to stand on, and they are not chairs. You sit in/on chairs; you use the desktop to serve as a platform for writing.*
- ✓ See that the room is ventilated and lighted properly.
- ✓ Insure that no student under any circumstances writes on school desks, chairs, wall, etc.
- ✓ See that the chalk board (marker board) in the room is free at all times of graffiti and other writing not germane to the instructional program.
- ✓ Report any deficiencies (burned out lights, writing on walls, loose desktops, etc.) to the Superintendent.

SCHOOL RECORDS

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Superintendent is custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, and school officials with legitimate educational interests are the only persons who have general access to a student's records. School officials include any employees, agents, or Trustees of the District, cooperatives, or contractual placement facilities, as well as their attorneys and consultants, who are:

1. Working with the students;
2. Considering disciplinary or academic actions, the student's case, or a handicapped student's individual education plan;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records without prior consent or request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release records transfers to the student.

SIX WEEKS REPORT CARD PROCEDURES

The following chart gives the dates on which the six weeks report cards will be issued.

Wednesday, October 5, 2005

Wednesday, November 16, 2005

Thursday, January 5, 2006

Wednesday, February 22, 2006

Wednesday, April 12, 2006

Last reports will be mailed on Wednesday, June 1, 2006

SMOKING AND USE OF TOBACCO PRODUCTS

Smoking and the use of any tobacco products on school property is **PROHIBITED** by State law. This law applies to all individuals, employees, citizens and students. State law does not allow a "designated smoking area". There are employees who must smoke. Such employees should make arrangements with the Superintendent to leave school property. At school activities, please help "educate" parents and citizens concerning this law by reminding them that Kelton School is a "tobacco-free, drug-free" by State law.

STAFF DEVELOPMENT

State law requires school to have 7 days of staff development/teacher preparation days. Today is one of those days. We will attend the Technology Conference and the At-Risk Conference on August 16 and 17, 2005. We will have a teacher workday on Monday, August 15, 2006. The Board has graciously consented to allow two "comp days". For all staff who give me confirmation of attendance at summer workshops (this summer) or who will attend the Math/Science Conference in October, those individuals will not be required to come to school on August 15th or January 2nd. The final workday will be Friday, May 26, 2005.

SUBSTITUTE TEACHERS

Serving as a substitute teacher is one of the most difficult jobs in any school. The idea of going into a strange classroom with 12 youngsters just waiting to see how "easy" or "tough" the substitute teacher will be is bad enough. Add to that the difficulty of picking up class work midstream with little or no background preparation and you have a situation that would make the most seasoned teacher a bit shaky!

It is even tougher when the regular classroom teacher has *done little or nothing* to smooth the way for substitutes and where the principal and school staff seems indifferent to the substitute.

All teachers in the Kelton I.S.D. are expected to have the following information available for substitute teachers.

- **Lesson plans in written form detailed enough to give the substitute specific directions.**
- An accurate seating chart so each student may be identified by name.

If you happen to be next door to a classroom, which has a substitute teacher, please offer your assistance as required. Substitute teachers in the Kelton I.S.D. are paid at the rate of \$50 or \$42 per day.

As of today we have ONE substitute that is shared with Wheeler ISD and this one substitute can only substitute a total of 90 days. We have two other substitutes that are available on a very restricted basis. Please try to schedule all appointments for *after* school hours. Remember, when we ask someone to “cover” your class, we are really saying “I know you don’t do anything important, so could you ‘take’ my class.” Also, when someone covers your class they are usually neglecting some other duty.

SUPPLIES

Routine teaching supplies (staples, scotch tape, rubber bands, scissors, etc.) are kept in Ms. Alls’ or the Superintendent’s office. They are for your use in teaching. Please use them as necessary. Please keep in mind the high cost of office supplies and conserve as much as possible. Requisition any item you need which is not available from the office. Be sure to complete a purchase order! If the routine items are “out of stock”, Ms. Alls will order what you need.

TEACHER ABSENCE FROM SCHOOL

When you must be absent from school, **notify Ms. Alls** (826 – 5210) as far in advance as possible. If you are ill or are to be absent for other reasons, call Ms. Alls as early as possible. In all cases, absent teachers **must furnish written lesson plans** for the substitute teacher. When you are absent, call Colleen Alls before 4:00 p.m. and tell her if you plan to return the next day or to be absent again. Ms. Alls arranges for substitutes. After informing Ms. Alls (so that a substitute can be located), let me know of your impending absence. If you need to leave school early, please let Ms. Alls and me know so that we can make appropriate arrangements.

TAKS

The Texas Assessment of Knowledge and Skills test will be administered to all eligible students in Grades 3 – 8 during the 2004 - 2005 school year. The test dates are as follows.

- Tuesday, February 21, 2006 –
4th and 7th Grades WRITING**
- Tuesday, February 21, 2006 –
3rd and 5th Grades READING**
- Tuesday, April 4, 2006 –
5th Grade MATH**
- Tuesday, April 18, 2006 –
3rd, 4th, 6th – 8th Grades MATH**
- Wednesday, April 19, 2006 –
3rd and 5th Grades READING Retest
4th, 6th – 8th Grades READING**
- Thursday, April 20, 2006 –
5th and 8th Grade SCIENCE**
- Friday, April 21, 2006 –
8th Grade SOCIAL STUDIES**
- Tuesday, May 16, 2006 –
5th Grade MATH Retest**
- Tuesday, June 27, 2006 –
5th Grade MATH Retest**

Wednesday, June 28, 2006 –

3rd and 5th Grades READING Retest

The Kelton I.S.D. has been rated **ACCEPTABLE** for the 2004 - 2005 school year. We must all give our very best effort to having the children prepared for the TAKS test. As workshops are available during the school year, it is expected that you attend to assist you and your students. The real *pressure* is on the third and fifth grade students. In order to be promoted to grade 4, the students must master the 3rd grade reading TAKS test. In addition, to be promoted to grade 6, the students must master the 5th grade reading AND math TAKS tests. Math has become a major concern in the test results on the TAKS. The District has purchased Saxon Math for grades Kindergarten through Eight. We will have an in-service the afternoon of August 11, 2005 so that we can implement the program to the fullest extent. Saxon Math is NOT the entire answer. We must work together to get the parents involved in their children's education.

TEXTBOOKS

The State of Texas furnishes free textbooks to the school children of the State. **Law requires** that all free public school **textbooks be covered**. Teachers and staff members are urged to place emphasis on covering books to students in all possible ways.

U. I. L. LITERARY CONTEST

The Kelton School will be participating in the District 1A U.I.L. Literary Contest which will possibly held at Fort Elliot CISD this November (November 22?). I have included the list of Elementary/Junior High School events for your review. I would like each grade 2 – 8 to participate in one event this year. (There is the possibility that a grade may participate in more than more event.) The schools in District 1A include: Adrian, Fort Elliot, Channing, Follett, Groom, Hartley, Higgins, Lefors, McLean, Miami, Texline, and Wheeler.

However, Samnorwood has contacted us about possibly hosing a UIL contest in late spring after TAKS and including small six-man schools; possibly Samnorwood, Groom, and Hedley.

VOTING

On election days, teachers voting in Kelton, Shamrock, or Wheeler are encouraged to go vote during their conference period. The general election will be held on Tuesday, November 2, 2004.

WEDNESDAY NIGHTS

School events are not scheduled on Wednesday nights. This is to insure that each person has that night available to attend church if he/she wishes. No event in the Kelton I.S.D. may be scheduled to begin after 4:30 p.m. on Wednesdays without the prior approval, in writing, of the Superintendent.

WORK DAY HOURS

The hours of work on regular student instructional days are 7:45 a.m. until 3:15 p.m. The hours of work for staff development are 8:30 a.m. until 3:00 p.m. The Superintendent may make minor modifications.

KELTON SCHOOL

Elementary (PK-5) Bell Schedule

Buses Arrive	
Breakfast	7:45 a.m. – 8:00 a.m.
Classes Begin	8:00 a.m.
Recess (PK & Kdg.)	9:30 a.m. – 9:55 a.m.
Lunch	
PK – 2	11:30 a.m. – 12:00 noon
3 – 5	12:00 noon – 12:30 p.m.
Recess (Grades 1 – 4)	1:30 p.m. - 2:00 p.m.
End of School Day	3:00 p.m.
Buses Leave School	3:05 p.m.

Middle School (6 – 8) Bell Schedule

Buses Arrive	
Breakfast	7:45 a.m. – 8:00 a.m.
First Period	8:00 a.m. – 9:00 a.m.
Second Period	9:05 a.m. – 10:00 a.m.
Third Period	10:05 a.m. – 11:00 a.m.
Fourth Period (Athletics)	11:05 a.m. – 12:00 noon
Lunch	12:00 noon – 12:25 p.m.
Fifth Period	12:30 p.m. – 1:30 p.m.
Sixth Period	1:35 p.m. – 2:30 p.m.
Seventh Period	2:30 p.m. – 3:00 p.m.
End of School Day	3:00 p.m.
Buses Leave School	3:05 p.m.

Perfect Attendance will be based on attendance at school at 9:00 a.m.

If your child has an appointment with a health care professional (doctor, dentist, optometrist, psychologist, etc.) during the school day **AND** comes to school before or after the appointment, the student is counted in attendance for the entire school day. (No absence will be recorded for that day.)

In Middle School, each class period is individually calculated for attendance.

Special Dates

August, 2005

August 9 th	Felisha Kilhoffer's Birthday
August 15 th	Payday
August 19 th	Misty Tucker's Birthday
August 25 th	Sue Ann Johnson's Birthday
August 30th	OPEN HOUSE 6:00 p.m. until 7:30 p.m. <i>Staff Supper at 5:30 p.m.</i>

September, 2005

September 2 nd	Early Dismissal at 1:30 p.m.
September 7th	GRANDPARENT'S DAY LUNCHEON
September 10 th	Mark Gilmer's Birthday
September 12th	Low Grade Warnings due for 1st 6 Weeks
September 15 th	Payday
September 22 nd	Autumn Begins

October, 2005

October 3 rd	1 st 6 Weeks Grades DUE to Stacey
October 5 th	Report Cards SENT Home
October 10 th	Bridget Weatherly's Birthday
October 10th	Columbus Day HOLIDAY
October 14 th	Payday
October 24th	Low Grade Warnings due for 2nd 6 Weeks

November, 2005

November 1 st	Melinda Stiles' Birthday
November 4 th	Barbie Elmore's Birthday
November 14 th	Colleen Aills' Birthday
November 14 th	2 nd 6 Weeks Grade DUE to Stacey
November 15 th	Payday
November 16 th	Report Cards SENT Home
November 22 nd	Early Dismissal at 1:30 p.m.
November 23-25	Thanksgiving HOLIDAYS

December, 2005

December 5 th	Aletha Bentley's Birthday
December 5 th	Low Grade Warnings due for 3 rd 6 Weeks
December 12 th	Board Meeting
December 15 th	Payday
December 20th	Christmas Dinner with Board of Trustees
December 21 st	Early Dismissal at 1:30 p.m.
December 22-30	Christmas HOLIDAYS
December 23 rd	Stacey Horton's Birthday
December 23 rd	Ronda Rutherford's Birthday
December 28 th	Jill Troxell's Birthday

January, 2006

January 2nd Staff Development Day (comp day)
January 3rd 3rd 6 Weeks Grades due to Stacey
January 5th **Heather Hardcastle's Birthday**
January 5th Report Cards **SENT** Home
January 13th Payday
January 23rd Low Grade Warnings due for 4th 6 Weeks

February, 2006

February 15th Payday
February 18th **Missy Schafer's Birthday**
**February 21st TAKS Tests – 4th and 7th Grades WRITING
3rd and 5th Grades READING**
February 22nd Report Cards **SENT** Home

March, 2006

March 3rd Early Dismissal at 1:30 p.m.
March 6 – 10 Spring Break HOLIDAYS
March 15th **Heather Marshall's Birthday**
March 15th Payday
March 20th Low Grade Warnings due for 5th 6 Weeks

April, 2006

April 4th **Kathleen Reynolds' Birthday**
April 4th TAKS Test – 5th Grade MATH
April 12th Payday
April 12th Report Cards **SENT** home
April 12th Early Dismissal at 1:30 p.m. (IF HOLIDAY TOMORROW)
April 13th Bad Weather HOLIDAY (IF NOT USED)
April 14th Good Friday HOLIDAY
April 18th TAKS Test – 3rd, 4th, 6th – 8th MATH
**April 19th TAKS Test – 4th, 6th – 8th READING
3rd and 5th Reading Re-test**
April 20th TAKS Test – 5th and 8th SCIENCE
April 21st TAKS Test – 8th SOCIAL STUDIES

May, 2006

May 1st Low Grade Warnings due for 6th 6 Weeks
May 15th Payday
May 16th TAKS Test – 5th Math Re-test
May 25th Early dismissal at 1:30 p.m.

June, 2006

June 2nd **Barbara Harris' Birthday**

July, 2006

July 17th **Daniele McKee's Birthday**

The Six Pillars of Character

TRUSTWORTHINESS

Be honest • Don't deceive, cheat or steal • Be reliable – do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal – stand by your family, friends and country

RESPECT

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

RESPONSIBILITY

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act – consider the consequences • Be accountable for your choices

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

CARING

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

CITIZENSHIP

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment