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Administrative Directive

No. 1

To: Principals and Directors
Topic: Maintenance System for Evaluation Documents
From: Larry Appel, Supt.
Date: March 28, 2000

The following procedures shall be followed with regard to summative evaluations and supporting documentation.

1. The campus principal will maintain the official file for each certified and paraprofessional employee assigned to that respective campus. The file shall include the evaluation instruments, supporting documentation, walk-thrus and secondary assignment evaluations such as coaches, band/choir assistants, etc.
2. The campus file will contain all complete evaluation instruments for the duration the certified or paraprofessional is assigned to the campus.
3. If a certified or paraprofessional employee transfers to another campus, the evaluation file will be transferred in its entirety to the new campus.
4. Upon leaving the district, the evaluation file will be transferred to the superintendent's office to be maintained until destroyed in accordance with our record retention schedule.

EFFECTIVE UNTIL RESCINDED OR REVISED

End of Directive

Administrative Directive

No. 2

To: Principals

Topic: Student Enrollment

From: Larry Appel, Supt.

Date: August 15, 2007 (Revised 7/27/09)

All students requesting to enroll in the DISD system shall do so through the Central Enrollment Center, including all students who leave the district and return within the same school year.

Students enrolling after the first day of the school year may visit the campus after completing the enrollment process at the Central Enrollment Center but shall not attend class until the next school day.

Upon initial enrollment, Central Enrollment personnel will enter minimal information in the RSCCC system, including a district ID. The information will be forwarded to the respective campus to allow campus personnel to begin class assignments, etc. The remaining student data will be entered by Central Enrollment personnel as soon as possible.

EFFECTIVE UNTIL RESCINDED OR REVISED

End of Directive

Administrative Directive

No. 3

To: Principals
Topic: Class Rank/Graduation Eligibility
From: Larry Appel, Supt.
Date: December 4, 2002 (Revised July 27, 2004)

Class Rank/Graduation Eligibility
Reference: EIC (Local)

Effective December 9, 2002 and thereafter, students completing graduation requirements shall adhere to the following:

Students shall be considered eligible for graduation at the end of the first semester if local and state requirements have been met as evidenced by transcript grades, grades from concurrent college courses, grades from credit-by-examination, current enrollment in a class (high school or concurrent college course) or current enrollment in an approved correspondence course.

Grades earned by current enrollment in a high school course, concurrent college enrollment, enrollment in an approved correspondence course, or credit-by-examination shall be used in completing graduation requirements. Grades earned earlier, but not submitted, shall not be used to satisfy graduation requirements.

Evidence of elective course credit, of any type, in the core areas used for class rank calculation must be submitted by the end of the first semester; otherwise, the course credit will not be used in the calculation of class rank for the purpose of academic awards recognition.

Failure to meet the above guidelines shall indicate a student is not eligible for graduation, and they shall not have their GPA calculated for class rank purposes.

EFFECTIVE UNTIL RESCINDED OR REVISED

[End of Directive](#)

Administrative Directive**No. 4**

To: Principals/Directors

Topic: Substitute Teachers

From: Larry Appel, Supt.

Date: August 15, 2007

The following guidelines shall be followed with regard to substitute teachers:

A. Prior to substituting

1. Background check completed
2. Substitute training completed
3. Age requirement met

Minimum age of 18 with high school diploma or GED may substitute at elementary and junior high; minimum age of 21 with high school diploma or GED required to substitute at high school.

4. Provided a copy of Administrative Directive No. 4

B. Substitute – Teacher Checklists (copies attached)

1. Substitutes employed for ½ day or more shall complete the Teacher Checklist and leave it in the principal's office prior to departing the building.
2. Teachers will not be required to complete a Substitute Checklist unless the teacher considers the substitute's performance unacceptable.

C. Principal Responsibilities

1. All checklists must be maintained for the school year.
2. The performance of the substitute shall be rated Acceptable or Unacceptable by the principal (designee) based on the content of both Teacher/Substitute Checklists and other
3. The principal (designee) shall initiate the following procedures for Unacceptable ratings:
 - 1st *Unacceptable rating* - contact the substitute and convey concerns, documenting on the Substitute Checklist the time and date of contact
 - 2nd *Unacceptable rating* - conference with the substitute, documenting on the Substitute Checklist the time and date of the conference
 - 3rd *Unacceptable rating*- submit substitute's file to the Assistant Superintendent who will notify the substitute that he/she has been removed from the AESOP program for the respective campus.
4. In situations where three Unacceptable ratings have not been given but the principal (designee) determines the substitute's performance is severely deficient, a conference shall be held and documented. The principal may elect to provide additional opportunities for improvement or recommend to the Assistant Superintendent immediate removal.

D. Appeal

In the event a substitute feels there are extenuating circumstances, he/she may appeal the Assistant Superintendent's decision to the Superintendent. The appeal must be in writing and submitted on or before seven (7) days from the date of the Assistant Superintendent's action.

EFFECTIVE UNTIL RESCINDED OR REVISED

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SUBSTITUTE CHECKLIST (To be completed by the teacher)

Substitute's name _____

Your name _____

Date(s) substitute was in your classroom _____

Campus: _____

(Circle the appropriate response.)

Did the substitute:

Yes No Leave a note about behavior?

Yes No Leave a note about work accomplished?

Yes No Follow (or attempt to follow) lesson plans?

Yes No Maintain overall control of classroom?

Yes No Do the work left for them during the conference period?

Would you want this person to substitute in your class again? Yes No

Why do you consider the substitute's performance unacceptable? _____

Return to the Principal's Office.

Teacher Signature

Date

For Principal Use Only

Performance

Acceptable

Unacceptable

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TEACHER CHECKLIST
(To be completed by the substitute)

Substitute's name _____

Teacher's name _____

Date(s) in this classroom _____

Campus: _____

(Circle the appropriate response.)

Did the teacher:

Yes No Leave detailed lesson plans?

Yes No Were materials easy to find?

Yes No Did you use the substitute folder?

Yes No Were other teachers helpful?

_____ **Overall, were students well-behaved (rate with a score of 1 to 5, with 5 being the high score).**

Additional comments _____

Return to the Principal's Office before leaving the campus.

_____ **Substitute Signature**

_____ **Date**

Administrative Directive

No. 5

To: Elementary Principals

Topic: Class Assignments for K-6

From: Larry Appel, Supt.

Date: April 3, 2000

1. Class assignment rosters shall be developed through the use of an objective random selection/assignment method that is available for review upon request.
2. Class assignments may take into account the special needs of a student and/or teacher recommendation that is objectively based.
3. Parent requests of teacher preference may be honored after the initial class rosters have been developed and shall not violate the integrity of the random process.

EFFECTIVE UNTIL RESCINDED OR REVISED

End of Directive

Administrative Directive

No. 6

To: Principals and Directors
Topic: Probationary Teachers - Termination
From: Larry Appel, Supt.
Date: August 15, 2007 (Revised 7/27/09)

A teacher employed under a probationary contract and being recommended for termination at the end of the contract term shall be afforded the following:

1. Adequate written notice of deficiencies
Adequate as defined by the nature of the deficiency.
2. One or more conferences to discuss deficiencies and written acknowledgement by both parties of corrective action needed and timeframe for compliance.

Prior to the recommendation being considered by the superintendent the following must be complied with:

1. Documentation must be adequate to support the reasons for recommending termination and sufficient to withstand the scrutiny of the board of trustees.
2. The superintendent shall be informed as soon as deficiencies are denoted and have reached the documentation stage.

DISD Policy References: *DCA – Legal*
 DFAB – Legal
 DFAC - Legal

EFFECTIVE UNTIL RESCINDED OR REVISED

End of Directive

Administrative Directive

No. 7

To: Principals
Topic: Length of Term Contracts – Certified Personnel – Pay Grade 7
From: Larry Appel, Supt.
Date: February 10, 2003

Board Policy DCB Legal states the maximum duration of a term contract shall not exceed five (5) years. For many years the Dumas ISD has awarded two (2) year term contracts to certified staff members on pay grade 7 after three (3) years of employment with the district.

Effective February 10, 2003, the district will no longer award two (2) year term contracts to employees on pay grade 7. Those employees currently on or in the middle of a two (2) year term contract shall remain eligible for such. Employees in pay grades 10-14 may be awarded a two (2) year term contract after three (3) years upon the recommendation of the immediate supervisor.

In addition, employees who have had a two (2) year term contract and are awarded a one (1) year term contract shall be eligible for future two (2) year term contracts.

EFFECTIVE UNTIL RESCINDED OR REVISED

[End of Directive](#)

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Administrative Directive

No. 8

To: Principals
Topic: DISD Protocol for Suicide Threat
From: Larry Appel, Supt.
Date: May 18, 2009

The role of the school and school staff in addressing the threat of suicide in the school setting is that of liaison. When a student communicates a threat of suicide, either written or verbal, to a school staff member, the counselor shall make the following decision – Does the situation warrant reporting to CPS? Yes - follow Protocol A No – follow Protocol B

Protocol A

1. Report incident to CPS.
2. The Dumas ISD Police Department will be notified immediately following report to CPS.
3. The student will not be left alone for any reason until an officer arrives. The student may be taken to the counselor's office or principal's office until the officer arrives.
4. The Dumas ISD police officer will take the student into protective custody.
5. The parent or guardian will be notified as soon as possible.
6. The Dumas ISD police officer will transport the student to the Moore County Hospital Emergency Room for a medical evaluation.
7. The Dumas ISD police officer will transport the student to Northwest Texas Hospital if the student is to be committed for treatment.
8. If the student is not to be committed for treatment, the student will be released into the custody of the parent or guardian.

The Protocol for Suicide Threat Complies with the Texas Code of Criminal Procedure
Art. 6.05. *Duty of peace officer as to threats*

Protocol B

1. Notify parent or guardian, complete notification of Emergency Conference form and release student to parent/guardian custody.
2. Dumas ISD Police shall not be notified!

NOTE: Family privacy right must be protected. The school must restrict the flow of any information that may be harmful to the parent/guardian or other children in the family. (34 CFR §99)

EFFECTIVE UNTIL RESCINDED OR REVISED

Administrative Directive

No. 9

To: Principals and Directors
Topic: LEAD Teacher Program
From: Larry Appel, Supt.
Date: August 15, 2007 (Revised 7/27/09)

The LEAD teacher program shall consist of:

- K – 2: Campus coaches at each campus
- 3 – 6: 1 Horizontal District LEAD teacher per grade level in the areas of Language Arts, Reading, Math and Science
- 3 – 6: 1 Vertical LEAD teacher per campus in the areas of Language Arts, Reading, Math and Science
- 7 – 8: 1 LEAD teacher in the areas of Language Arts, Reading, Math, Science and Social Studies
- 9 – 12: 1 LEAD teacher in the areas of English, Math, Social Studies and Science

District wide LEAD teachers in the area of Music (K-6)

The LEAD teacher stipend is \$1000 per year for Vertical and Horizontal grade level or subject areas and \$500 for non-core district wide LEAD teachers. If a teacher serves as both Vertical and Horizontal LEAD, the stipend shall be \$1500.

Horizontal grade level or subject area LEAD teachers shall have one retreat per year and 6 hours of meetings per year. In addition, the curriculum director may schedule one additional retreat day if needed.

Non-core district wide LEAD teachers shall have the 6 hours of meetings per year, but will not have scheduled retreats.

In the event a workday retreat cannot be scheduled, a Saturday retreat is optional at the discretion of the respective curriculum director. If a Saturday retreat is scheduled, the participants will receive a \$75 stipend.

EFFECTIVE UNTIL RESCINDED OR REVISED

Administrative Directive

No. 10

To: Principals, Foodservice Dept.

Topic: Cafeteria Charges

From: Larry Appel, Supt.

Date: August 17, 2009

The following procedures shall be followed with regard to student lunch charges:

1. Students will be allowed to charge lunch meals.
2. The first charge will initiate a note given by the cafeteria manager to the student notifying the parent that the meal balance is zero.
3. A \$10.00 charge balance will initiate notification #2 by the cafeteria manager providing a list to the principal's office for parent notification by letter, email or phone.
4. A \$20.00 charge balance will initiate notification #3 by the cafeteria manager providing a list to the principal's office for parent notification by letter, email or phone.
5. A \$30.00 charge balance will initiate notification #4 by the cafeteria manager providing a list to the principal's office for parent notification by certified mail only. The notification shall include reference to charges being filed in municipal court 14 days after date of letter.
6. All charge balances in excess of \$20.00 remaining at the end of the school year shall result in charges being filed in municipal court. Notification by principal's office by certified mail.

EFFECTIVE UNTIL RESCINDED OR REVISE

Administrative Directive

No. 11

To: Secondary Principals
Athletic Director
Coaching Staff

Topic: Non-Essential Personnel During Athletic Events

From: Larry Appel, Supt.

Date: November 10, 1995

Authorized and essential personnel allowed to be seated on the team bench/sidelines during an athletic contest shall include the head coach, assistant coaches, trainer, student managers, student trainers, student statistician, and team doctor.

Under no circumstances, unless an exception is approved, shall family members, parent volunteers or other unauthorized individuals be allowed to be seated on the team bench/sidelines or in the immediate area of the bench/sidelines.

Exceptions to the above guidelines shall be approved by the Athletic Director or administrator in charge and shall be determined on a contest by contest basis.

EFFECTIVE UNTIL RESCINDED OR REVISED

End of Directive

Administrative Directive

No. 12

To: Principals
Athletic Director
Business Manager
Topic: Pay for Workers at Athletic Events
From: Larry Appel, Supt.
Date: August 15, 2007 (Revised 7/27/09)

WORKERS

Varsity Football Games: \$30.00 per game
Tournaments VB/BB: \$15.00 per game
Other FB/BB/VB: \$15.00 per game

Note 1: JV & Varsity games that follow each other count as 2 games.

Note 2: Junior High A & B games that follow each other count as 2 games.

NON-SANCTIONED OFFICIALS

9TH and JV Basketball only: \$25.00 per game
All other games: \$20.00 per game

EFFECTIVE UNTIL RESCINDED OR REVISED

[End of Directive](#)

Administrative Directive

No. 13

To: Principals

Topic: Academic Awards Banquet and Grade Transfers

From: Larry Appel, Supt.

Date: May 9, 2000

Academic Awards Banquet

Students in grades 9, 10 and 11 must have been enrolled at Dumas High School on the first day of class and thereafter for the current school year to be eligible for academic recognition.

Grade Transfers

Grades received from a sending school on an official transcript shall not be changed for any reason, including points added for honor classes.

The sending school can change the grades provided adequate documentation is provided by the respective principal.

EFFECTIVE UNTIL RESCINDED OR REVISED

[End of Directive](#)

Administrative Directive

No. 14

To: Principals & Directors

Topic: Student Fund Raisers

From: Larry Appel, Superintendent

Date: August 1, 2008 (revised 9/25/08)

In accordance with Board Policy CFD(LOCAL) and Regulation CFD-R1, fund raising by students, student organizations, parent organizations, and booster clubs for charitable donation to individuals or other organizations is prohibited.

All funds raised through approved student fund raising events, regardless of sponsoring organization, shall benefit the students who raised the funds, the campus they attend, or the program in which they participate.

Students may not be solicited for donations for any purpose. Adult staff members may be solicited for donations for charitable purposes but no staff member shall be expected or coerced to give. For purposes of this directive, donation shall mean the giving of money or goods with no resulting benefit to the donor.

Approved student fund raising events shall be limited to two weeks (14 calendar days) per event and the same fund raising event shall be limited to one time per semester.

EFFECTIVE UNTIL RESCINDED OR REVISED

[End of Directive](#)

Administrative Directive

No. 15

To: Principals & Directors
Topic: Attendance Letters
From: Larry Appel, Supt.
Date: August 25, 2000 (Revised July 27, 2004)

The following guidelines shall be used regarding the notification by letter to parents on student absences.

High School Junior High

Students may have absences excused by parents not to exceed 6 per semester at High School or Junior High. Absences in excess of six shall be unexcused unless documentation is provided by an individual standing in a professional capacity.

1st letter shall be sent after the 2nd absence at High School or 3rd absence at Junior High and shall be a general informational letter on rules pertaining to compulsory attendance laws.

2nd letter shall be sent after the 6th absence at High School or Junior High and shall inform the parents of future court action for unexcused absences and the request for future absences to be excused.

Elementary

Students may have absences excused by parents not to exceed 6 per semester.

Absences in excess of 6 shall be unexcused unless documentation is provided by an individual standing in a professional capacity.

1st letter shall be sent after the 2nd absence and shall be a general informational letter on rules pertaining to compulsory attendance laws.

2nd letter shall be sent after the 4th absence containing the same type information as the 1st letter.

3rd letter shall be sent after the 6th absence and shall inform the parents of future court action for unexcused absences and the requirement for future absences to be excused.

All Levels

Three unexcused absences in a four week period

This rule stands separate and apart from the above guidelines and is intended to address unexcused absences that occur before the 4 or 6 absence rule above.

Upon the 2nd unexcused absence, a letter shall be sent informing parents of possible court action for unexcused absences in excess of three in a four week period or 10 in a six month period.

EFFECTIVE UNTIL RESCINDED OR REVISED

Administrative Directive

No. 16

To: Principals and Directors
 Topic: Elementary Field Trip Guidelines
 From: Larry Appel, Supt.
 Date: August 15, 2007

Field Trip Guidelines
 Kindergarten through Sixth Grade

Purpose

Field trips are to be educational in nature, age appropriate, and are to provide experiences to students that enhance, make application of, or expand their knowledge. Field trips to the same location at different grade levels are expected to reflect a different learning experience based on age and curriculum. Field trips are not rewards or play days.

Number of Field Trips Per Grade

<u>Grade</u>	<u>Number per Year</u>	<u>Location</u>
Kindergarten	6	Within Moore County
First Grade	3	2 in town; 1 out of town
Second Grade	3	2 in town; 1 out of town
Third Grade	2	1 in town; 1 out of town
Fourth through Sixth	1	1 out of town

Assessment Reward Trips

Trips to reward students for efforts on state assessments must be made within Moore County and will not be considered as one of the educational trips. Grade levels will be allowed 2 assessment reward trips per year.

Time Limitations for Field Trips

Because of bus requirements for bussing students to and from school, field trips cannot leave before 8:30 am and must return by 3:00 pm.

Field Trip Dates

All bus requests must be submitted by October 1 of each school year.

Cafeteria Notification

If students will not be eating in the cafeteria the day of the field trip, notify the cafeteria manager five (5) days in advance so that lunch will not be prepared for those students.

Science Field Trips

Trips that relate to a field experiment in Science may be made within Moore County and will not be counted against the number of field trips a grade level may take. This applies only to Grades 3-6 and trips must be planned within the county lines of Moore County.

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Approved Locations for Field Trip Sites by Grade Level

The committee of LEAD teachers developed the attached list of sites by grade with input received from all classroom teachers. It is intended to avoid duplication of sites with limited educational value.

The list of approved sites will be periodically reviewed for additions and/or deletions.

Note: The Don Harrington Discovery Center was approved at three grade levels. However, due to the nature of and continuous transition in programs, other grades may attend if the program is age appropriate and an exception has been filed with the principal.

Exception Request Process

An exception process has been included when an opportunity arises that is not on the approved list but from which a teacher believes students would benefit. To request an exception, complete the Field Trip Exception Form at the end of the packet and submit it to the campus principal. The field trip will be approved or not approved by the campus principal and a copy of the signed form returned to you.

The Superintendent must approve field trips outside the timeframe specified above.

Approved Location for Field Trip Sites by Grade Level

Kindergarten

Moore County Museum
Pumpkin Patch
Killgore Memorial Library
Dumas Fire Station
Farm
Dumas Post Office
Pizza Hut
United Grocery
McDonald's
Dumas Airport

Third Grade

In-Town
Moore County Museum
Dumas Post Office
Dumas Police Department
Killgore Memorial Library
Out-of-Town
Nutcracker
Imagination Station
Zoo/Miniature Golf
Newspaper in Borger

Sixth Grade

Out-of-Town
Cal Farley Boys Ranch
An Amarillo Television Station
Western Bowl/Site from list
Owens Corning Fiberglass
Civic Center Productions
Amarillo Quarter Horse Heritage Center and Museum

First Grade

In-Town
Moore County Museum
Pumpkin Patch
Memorial Hospital
A Dumas bank
Dumas Fire Station
Killgore Memorial Library
Out-of-Town
Zoo/Site from list
Amarillo Airport
Don Harrington Discovery Center
Imagination Station

Fourth Grade

Out-of-Town
Western Bowl
American Quarter Horse Heritage
Center and Museum
Civic Center Productions
Amarillo International Airport

Second Grade

In-Town
Moore County Museum
Killgore Library
Moore County Stock Show
Moore County News-Press
Out-of-Town
Square House Museum
Alibates Flint Quarry
Amarillo Little Theater Plays
Amarillo Garden Center
Amarillo Television Station
Zoo/Site from list
Don Harrington Discovery Center

Fifth Grade

Out-of-Town
Panhandle/Plains Historical Museum
Don Harrington Discovery Center
Palo Duro Canyon State Park
Amarillo Globe News
Civic Center Productions

Administrative Directive

No. 17

To: Principals & Directors

Topic: Grant Application Process and Approval

From: Larry Appel, Supt.

Date: August 28, 2000

The process by which DISD employees may apply for grants is as follows:

1. A written narrative detailing the grant availability, grant purpose, and the district obligation during grant period shall be submitted to the superintendent for approval or disapproval prior to submission of an application or intent to apply documents.
2. The grant application shall be submitted with the signature of the superintendent or designee, no exceptions.
3. If the grant is awarded, the business manager shall maintain all authority and responsibility as to the accounting and expenditure of grant funds.

EFFECTIVE UNTIL RESCINDED OR REVISED

[End of Directive](#)

Administrative Directive

No. 18

To: Administrative Team
Topic: Dismissal of At-Will Employees
From: Larry Appel, Supt.
Date: August 1, 2009

DISD Board Policy States:

“At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.”

Dismissal should take place only after reasonable efforts have been made to correct job related deficiencies through conferences and written notices, unless the reason for dismissal is of such nature to warrant immediate termination.

Recommendation for the dismissal of an at-will employee shall be presented to the Assistant Superintendent along with all supporting documentation. The Assistant Superintendent shall meet with the Assistant Superintendent for Business and the Superintendent prior to action being taken.

EFFECTIVE UNTIL RESCINDED OR REVISED

[End of Directive](#)

Administrative Directive

No. 19

To: Principals

Topic: Absences in Excess of Ten

From: Larry Appel, Supt.

Date: January 9, 2001 (Revised 6/20/2005)

Students absent in excess of Ten (10) consecutive days, without reasonable explanation, shall be withdrawn from school effective from the first day of absence.

Students who are withdrawn shall not be afforded the opportunity to make up work missed during the non-enrolled period.

EFFECTIVE UNTIL RESCINDED OR REVISED

End of Directive

Administrative Directive

No. 20

To: Principals & Directors
Topic: Municipal Court Interpreters
From: Larry Appel, Supt.
Date: August 1, 2008

In order to have an interpreter present during municipal court proceedings to serve our students, parents, and the judge the following individuals shall serve in that capacity:

High School

1. Norma Reyes
2. Esther Rivera

Junior High

1. Elda Carabajal
2. Olympia Delacruz

Elementary Campuses

1. Maria Gutierrez
2. Ninfa Cortez

Chief Payne will notify the principal(s) and or director and the assigned interpreter as soon as possible once Municipal Court date and time have been scheduled.

EFFECTIVE UNTIL RESCINDED OR REVISED

[End of Directive](#)

Administrative Directive

No. 21

To: Secondary Principals
Chief of DISD Police
Topic: AEP Placement Schedule
Level I Conference Form
From: Larry Appel, Supt.
Date: August 15, 2007

Attached are the forms to be used at a Level I conference regarding AEP placement at the Junior High and High School campuses

In addition, the AEP placement order forms for both Junior High and High School are included.

EFFECTIVE UNTIL RESCINDED OR REVISED

[End of Directive](#)

Dumas Independent School District
Dumas High School

Principal's Due Process Conference: Level I

Student: _____

Conference Date: _____

Student Status:

- Regular Education
- Previously Placed in AEP
- 504
- Special Education

Placement Schedule

Optional	Mandatory
1 st Offense 14 (2 for 1)	42 (2 for 1)
2 nd Offense 28 (2 for 1)	42 (2 for 1)
3 rd Offense 42 (2 for 1)	42 (2 for 1)

Parent/Legal Guardian: _____

Address: _____
City State Zip Code

Work Phone: _____ Home Phone: _____

Parents were notified of conference on _____ (Date) by: _____ (Administrator)

Offense/Location: _____

Proposed Disciplinary Action: _____

Comments: _____

Conference was conducted in: English Spanish In person By Phone

The Principal's conference was held in a manner in which we were allowed to ask question's regarding the charges and consequences regarding our child.

I understand that I have the right to appeal this level I decision to the Superintendent of Dumas Schools.

Parents/Legal Guardian Signature

Date

Administrator Signature

Date

Interpreter's Signature

Date

Student's Signature

Date

Noticia: Este es un documento de disciplina, su hijo/a _____ esta recibiendo accion disciplinaria por su comportamiento inapropiado. Se Usted tiene preguntas por favor llame a Dumas High School al numero 935-4151.

**Dumas Independent School District
Dumas High School**

Alternative Education Placement Order

Student's Name _____ ID# _____
Last First Middle

Address: _____
No. and street City Zip Code

Telephone: _____
Home Number Emergency Number Other

Date of Birth _____ Sex (M/F) _____ Ethnicity _____ Grade _____

Free Lunch _____ Reduced Lunch _____ Special Ed. _____ 504 _____ ESL _____

Parent(s) _____
Father/Guardian Place of Employment Work Phone
Mother/Guardian Place of Employment Work Phone

Reason for AEP Placement _____

Pertinent Data Attached _____ (FM-R, Police Report, Reference code of conduct, Policy, Other)

Peims Code _____ Length of Placement _____ Starting Date _____

AEP Ordered by _____ Date _____
Administrator

 Student Signature Date

 Parent Signature Date

 Interpreter's Signature Date

Noticia: Este es un documento de disciplina, su hijo/a _____ esta recibiendo accion disciplinaria por su comportamiento inapriado. Se usted tiene preguntas por favor llame a Dumas High School al numero 935-4151.

Note: Original Copy: Assistant Principal

- 1-Copy: AEP Teacher**
- 1-Copy: Special Services if applicable**
- 1-Copy: Counselors**
- 1-Copy: Attendance**
- 1-Copy: Content Mastery**
- 1-Copy: Parent**

Placement Schedule

	Optional	Mandatory
1 st Offense	14 (2 for 1)	42 (2 for 1)
2 nd Offense	28 (2 for 1)	42 (2 for 1)
3 rd Offense	42 (2 for 1)	42 (2 for 1)

Dumas Independent School District
Dumas Junior High School

Principal's Due Process Conference: Level I

Student: _____

Conference Date: _____

Student Status:

- Regular Education
- Previously Placed in AEP
- 504
- Special Education

Placement Schedule

Optional	Mandatory
1 st Offense 10 (7)	32 (24)
2 nd Offense 16 (12)	32 (24)
3 rd Offense 32 (24)	32 (24)

Parent/Legal Guardian: _____

Address: _____
City State Zip Code

Work Phone: _____ Home Phone: _____

Parents were notified of conference on _____ (Date) by: _____ (Administrator)

Offense/Location: _____

Proposed Disciplinary Action: _____

Comments: _____

Conference was conducted in: English Spanish In person By Phone

The Principal's conference was held in a manner in which we were allowed to ask question's regarding the charges and consequences regarding our child.

I understand that I have the right to appeal this level I decision to the Superintendent of Dumas Schools.

Parents/Legal Guardian Signature

Date

Administrator Signature

Date

Interpreter's Signature

Date

Student's Signature

Date

Noticia: Este es un documento de disciplina, su hijo/a _____ esta recibiendo accion disciplinaria por su comportamiento inapriado. Se Usted tiene preguntas por favor llame a Dumas Junior High School al numero 935-4155.

**Dumas Independent School District
Dumas Junior High School**

Alternative Education Placement Order

Student's Name _____ ID# _____
Last First Middle

Address: _____
No. and street City Zip Code

Telephone: _____
Home Number Emergency Number Other

Date of Birth _____ Sex (M/F) _____ Ethnicity _____ Grade _____

Free Lunch _____ Reduced Lunch _____ Special Ed. _____ 504 _____ ESL _____

Parent(s) _____
Father/Guardian Place of Employment Work Phone
Mother/Guardian Place of Employment Work Phone

Reason for AEP Placement _____

Pertinent Data Attached _____ (FM-R, Police Report, Reference code of conduct, Policy, Other)

Peims Code _____ Length of Placement _____ Starting Date _____

AEP Ordered by _____ Date _____
Administrator

 Student Signature Date

 Parent Signature Date

 Interpreter's Signature Date

Noticia: Este es un documento de disciplina, su hijo/a _____ esta recibiendo accion disciplinaria por su comportamiento inapriado. Se usted tiene preguntas por favor llame a Dumas Junior High School al numero 935-4155.

Note: Original Copy: Assistant Principal

- 1-Copy: AEP Teacher**
- 1-Copy: Special Services if applicable**
- 1-Copy: Counselors**
- 1-Copy: Attendance**
- 1-Copy: Content Mastery**
- 1-Copy: Parent**

Placement Schedule

	Optional	Mandatory
1 st Offense	10 (7)	32 (24)
2 nd Offense	16 (12)	32 (24)
3 rd Offense	32 (24)	32 (24)

Administrative Directive

No. 22

To: Principals and Directors
Topic: Absences Due to Weather Conditions
From: Larry Appel, Supt.
Date: August 15, 2007

Absences due to weather-related conditions shall be documented as voluntary leave with a full dock in compensation. The only exception is if TXDOT officially closes the main road from the employee's residence to the workplace. The absence shall be charged as a personal day if the employee has a balance; if not, the full dock in compensation will apply.

EFFECTIVE UNTIL RESCINDED OR REVISED

[End of Directive](#)

Administrative Directive

No. 23

To: Administrative Team and Counselors
Topic: Municipal Court – Judge Schumacher
From: Larry Appel
Date: August 15, 2007

The Municipal Court Judge, Mrs. Schumacher, was appointed by the City Commission for the sole purpose of hearing school related cases.

The Dumas Independent School District, any DISD employee or school board member has no official connection with the judgeship; therefore, respect to the court must be no less than to any other court in our community.

In the future, the following guidelines shall be adhered to:

1. A case, once filed with the Dumas ISD Police Department and placed on the official Court Docket cannot, under any circumstances, be removed other than by action of the judge.
2. A case, once filed with the Dumas ISD Police Department, constitutes an official act and further discussion, decision and/or action is prohibited on the part of any school employee.

A parent/guardian desiring information shall be referred to the DISD Chief of Police, as the case is his and has been released by all other parties involved.

3. Parents/Guardians shall be notified by phone or mail, with a reasonable response time of not less than 3 days, of the intent to file with the Dumas ISD Police department on a specific date. This procedure will allow for any last minute developments that might result in the case not being filed.
4. Employees of the Dumas ISD involved in a specific case shall, in effect, place a personal gag order upon themselves and refrain from discussing the merits of the case prior to the court date.
5. At such time as a decision is rendered by the court, any discussion to agreement or disagreement with regard to the decision is prohibited by any and all school personnel.
6. Campus principal or assistant principal representation at a scheduled court hearing is mandatory.

EFFECTIVE UNTIL RESCINDED OR REVISED

Administrative Directive

No. 24

To: Principals and Directors

Topic: Elementary Eligibility for Participation in Extra-Curricular Activities

From: Larry Appel, Supt.

Date: February 17, 2004

A. Eligibility for Extra-Curricular Participants for the First Six Weeks

All participants are eligible to participate in contests or activities during the first six weeks of the school year.

B. Eligibility for Extra-Curricular Participants After the First Six Weeks

A student who receives, at the end of a six weeks period, a grade below 70 in any class for which a numerical grade is recorded or a student with disabilities who fails to meet the standards in the IEP shall be ineligible for participation. The period of ineligibility shall be for a minimum of three weeks beginning at the end of the school day at the end of the six weeks period in question.

At the end of three weeks, the student's grades shall be computed. The student becomes eligible if all numerical class grade averages for the three week period are 70 or above or if the standards set in the IEP are met. The student's eligibility is effective immediately at the end of the school day at the end of the three week period.

A student who has lost eligibility to participate may only regain eligibility at the end of a three week or six week period by having all numerical class grades average at 70 or above.

A student remains ineligible for the remainder of the six weeks period if he or she has one or more course grades below 70 or has failed to satisfy the standards set in the IEP.

EFFECTIVE UNTIL RESCINDED OR REVISED

End of Directive

Administrative Directive

No. 25

To: Administrative Team
From: Larry Appel
Topic: Elementary Science Lab Schedule and Use
Date: July 15, 2004 (*Revised May 2006*)

The elementary science labs shall be scheduled for use as follows:

- Kindergarten – Once per semester
- First and Second Grades – Once per nine weeks
- Third Grade – Twice per month or a total of 18 times per school year**
- Fourth Grade – Once per week or a total of 35 times per school year**
- Fifth Grade – Twice weekly or a total of 70 times per school year**
- Sixth Grade – Once per week or a total of 35 times per school year**

** - Third through Sixth grade must be in the lab for at least 50% of science experiments. The other 50% may come from class and field experiments.

Priority will be given as follows:

1st – 5th grade

2nd – 4th grade

3rd – 6th grade

4th – Kindergarten through 3rd grade. These classes may conduct some (not all) experiments in the classroom. Please follow campus procedures for documentation.

The following **classroom activities** schedules are recommended:

- Kindergarten – Second Grades – Twice per month

Science teachers must sign up by each Friday for the following week. Days not reserved will be open to all teachers in grades 3-6.

Each campus will designate a science teacher, who will have overall responsibility of the science lab.

Science videos do not constitute a lab experience.

EFFECTIVE UNTIL RESCINDED OR REVISED

Administrative Directive

No. 26

To: Principals & Directors
Topic: Renaissance Literacy and Accelerated Reader Guidelines
From: Larry Appel, Superintendent
Date: August 15, 2007

**Second Grade Reading Renaissance Literacy Program
Spring, 2008**

In an effort to encourage reading and provide practice for second graders during the second semester of the school year, the five elementary campuses will be involved in a web based reading initiative in addition to classroom guided reading. Second graders will have the resource of the web based Renaissance literacy and vocabulary activities. STAR testing will be available to establish appropriate levels of Renaissance Literacy.

Guidelines:

1. Star testing will serve as a guide in establishing the parameters of the leveled books.
Levels of text reading for guided reading and Renaissance learning may differ according to the purposes of the programs.
2. Reports of progress and accountability will be generated by the web-based activities.
3. Campus guidelines will be set within the range of the district recommendations.

Outcomes:

1. The child will be able to choose leveled library books within the range of his/her reading abilities with emphasis for accountability on higher order questioning and vocabulary.
2. Reading practice and web based activities made available at the appropriate levels will allow the child to become a better reader.
3. Reading becomes enjoyment.
4. The program can provide an abundance of books available through the library at the child’s appropriate reading level.

Accelerated Reader Guidelines

Updated August 2007

1. Accelerated Reader (AR) is a program for literature-based reading practice. AR is designed to motivate and encourage children to read more books while enabling teachers to evaluate, monitor, and record student progress.
2. Participation in the AR program begins at third grade and continues through eighth grade. The following are the guidelines for kindergarten through second grade students:

Accelerated Reader Guidelines for K-2

Kindergarten through Second grade will not participate in AR unless they are GT and meet the following criteria:

The student must perform at instructional or independent level (90%-100%) on Level J – Giant in the Forest and comprehension level in the adequate to very good range as specified in the DRA Benchmark Kit in order to be STAR tested. Level I is considered an at risk qualifier at semester.

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RATIONALE: Children have to be able to read to learn – interpret and comprehend. They are able to integrate meaning, structure, and visual cues in a flexible manner.

3. All students may begin the program at the beginning of third grade. Students will be assigned a reading level based on the results of the STAR test. Reading level placement may be adjusted by the teacher as necessary. Students who are reading at their optimum reading level will be able to score between 85% to 92% accuracy on the AR test corresponding to the book read. Three consecutive TOPS reports at or above 92% will move a student to the next level. Three consecutive TOPS reports below 85% will move a student down one level. Students will be allowed to read a book in their Color level as well as one level up and/or down.
4. Students will be awarded points when they read on level and demonstrate at least 85% accuracy rate on the AR test corresponding to the book read. Students will receive awards at specified levels based on campus guidelines.
5. Kindergarten through second grade students who meet the qualifications for participation as set forth above will fully participate in the program according to campus guidelines.
6. Students who are caught cheating on an AR test will lose any points earned on the test and will receive any other disciplinary measures deemed appropriate by the campus principal.
7. There are to be no punitive consequences and/or grades tied to the Accelerated Reader program. (This applies only to the Accelerated Reader program and does not effect guidelines and consequences set forth by the teacher in regards to their regular reading curriculum and/or program.)
8. If a student checks out a book and does not want to finish it, they will be allowed to return it to the library and check out another book without having to test on it. Students do not have to check out AR books. They may choose any book they like, but they only can test on books within their color level.
9. The Accelerated Reader program will be monitored by each homeroom teacher or as assigned by campus principal.
10. Teachers will notify the school librarian when goals/reading levels are changed.
11. To assist in monitoring individual students, a Diagnostic Report will be provided to classroom teachers and principal each week by the campus librarian.
12. TOPS reports should be sent home in Thursday Folders each week.
13. Student AR Folders should be monitored each week.
14. Read-alouds by the teacher may be tested on by students regardless of the student's reading level. (This needs to be closely monitored in case the book level is above their ZPD.)
15. Students that are in ESL, Resource, and/or Content Mastery classes may have modifications as set forth in LPACs and/or ARDs.
16. Attached AR Log Sheet shall be the official log for all AR students.

District Reward Guidelines

- Students will participate in Six Week Rewards based on their individual point level. The specific reward will be determined by each campus. The Point Goals for each level will be:

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- Yellow (0.3-1.5) – .9 points per week/5.4 points per 6 weeks
 - Green (1.6-2.0) – 1.0 points per week/6.0 points per 6 weeks
 - Blue (2.1-2.5) – 1.1 points per week/6.6 points per 6 weeks
 - Red (2.6-3.0) – 1.2 points per week/7.2 points per 6 weeks
 - Pink (3.1-3.5) – 1.3 points per week/7.8 points per 6 weeks
 - White (3.6-4.0) – 1.4 points per week/8.4 points per 6 weeks
 - Orange (4.1-5.0) – 1.5 points per week/9.0 points per 6 weeks
 - 5.1 – up – 2.0 points per week/12.0 points per 6 weeks
-
- Points and averages will start over at the end of each six weeks as determined by the student and the teacher monitoring Accelerated Reader.
 - Students will begin the next six weeks in the color level they were in at the end of the previous six weeks.
 - In order to attend the end of year reward trip, students must meet their six weeks goal 4 out of the 5 six weeks.
 - Accelerated Reader will end the last day of the 5th six weeks.

EFFECTIVE UNTIL RESCINDED OR REVISED

End of Directive

AR Log Sheet

	1	2	Quiz Results		6 Weeks Results			
			3	4	5	6	7	
	Quiz #	Title of Book	% Correct	# of Points on this quiz	Average %	Total 6 weeks Points	% of goal	Teacher Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

EFFECTIVE UNTIL RESCINDED OR REVISED

Administrative Directive

No. 28

To: Administrative Team
Topic: Dress Guidelines
From: Larry Appel, Supt.
Date: August 15, 2007

The following guidelines are applicable to administrative team members and shall be in effect beginning with the first day teachers report in the Fall through the last day of school in the Spring:

Male Dress Code:

Fridays – Spirit Days – Casual Days

- Slacks, docker type pants or jeans
- Polo shirts, oxford shirts, or sweater

Monday – Thursday

- Dress slacks or docker type pants
- Sport coat & oxford shirt with or without tie
- Sport coat & sweater
- Sweater or sweater vest with polo or oxford shirt worn under sweater
- Suit /shirt & tie
- Shirt & tie
- Oxford/polo style shirt with campus/area and position monogram

Female Dress Code:

Fridays – Spirit Days – Casual Days

- Slacks, skirt or jeans
- Polo shirt, oxford shirt, or sweater

Monday-Thursday

- Coordinated outfits such as dresses, pant suits, suits, slacks with sweater, slacks with coordinated blouse.
- Oxford/polo style shirt /blouse with campus/area and position monogram

General

- When representing DISD outside of the district, clothing selection must be within Monday-Thursday options.
- Clothing should be of proper size.
- All guidelines within DISD Regulation DH-R apply as well.
- Individuals in operations, technology, and athletics may elect to wear slacks/docker type pants with polo or oxford shirt with department logo.
- Individual in operations, technology, and athletics may elect to wear slacks/docker type pants with polo or oxford shirt with department logo.
- Summer dress is business casual.

EFFECTIVE UNTIL RESCINDED OR REVISED

Administrative Directive

No. 29

To: Administration Team
Central Office Staff
Topic: Airline Reservation Changes
From: Larry Appel, Supt.
Date: August 15, 2007

Flight arrangements for all DISD employees are made by Beverley Wood based upon information contained on the travel form.

Changes to booked airline reservations at the request of the employee traveling, shall result in any and all up grade charges being paid by the employee requesting the change. All upgrade charges must be paid prior to the date of travel.

Upgrade charges resulting from changes made by district personnel, subject to administrative approval and in the interest of district business, shall be paid by the district.

EFFECTIVE UNTIL RESCINDED OR REVISED

[End of Directive](#)

Administrative Directive

No. 30

To: Principals, Assistant Principals and Directors

Topic: Recorded Surveillance Camera Images

From: Larry Appel, Supt.

Date: August 15, 2007

The following guidelines shall be followed with regard to recorded surveillance camera images to maintain the capability, confidentiality, integrity and location of the surveillance camera system network:

1. Parents, students, etc. will not be permitted to view recorded surveillance camera images unless they obtain a court order to view the images or a court of law requires the school district to present the images in court during the presentation of a court case.
2. Should an incident occur that is captured on a surveillance camera and requires intervention by school officials, the appropriate school officials will review the images and interpret the images. School officials shall inform parents, students, etc. if surveillance camera images of the incident were recorded, what the images showed and an explanation of any school related action initiated as a result of the incident.
3. Any comments or questions with regard to these guidelines shall be directed to the Chief of Police Dumas I.S.D. Police Department.

EFFECTIVE UNTIL RESCINDED OR REVISED

[End of Directive](#)

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Administrative Directive

No. 31

To: Administrative Team and Counselors
From: Larry Appel
Topic: D.I.S.D Protocol for Reporting Abuse
Date: August 15, 2007

Reporting Abuse

Licensed school personnel who suspect child abuse are required by law (PL216.101) to report to Child Protective Services. To maintain consistency, it is the preference of DISD that all reporting of child abuse be coordinated with the counselors, nurses, or administrators. Anyone reporting abuse on behalf of the school district needs to follow these instructions.

1. You will need the student’s full name, address, DOB, SS#, parent’s information, abuser’s information if available.
2. Call CPS 1-800-252-5400 or go on line at <https://reportabuse.ws>
Login name: **professional**; Password: **report1**
3. Contact Chief Larry Payne-**Pager:345-4153, Cell:922-4432, Home 935-4835**
or Officer Jeff Lovell **Pager:345-4154, Cell: 683-3906.**
They will need the case report number and the case priority assignment (I or II) and will report this information to law enforcement agency that will have jurisdiction in the case. An officer will be sent to discuss whether or not the child needs to be removed immediately. *The decision to remove will vary as will the decision to notify parent(s).*
4. Inform your building supervisor.
5. Document date, time, and person to whom the report was made. If the report was made to CPS via the 800 number or online, document date and time.
6. Counselors/teachers will not participate in any conference with parents related to the incident.

***In an emergency situation, repeat a call to Chief Payne or Officer Lovell, or call Dumas Police Dept., Local CPS 935-4375, or the District Attorney’s office 935-5654.**

SCHOOL PERSONNEL:

If a child begins to confide in you, don’t stop him/her unless you need more privacy. The child is probably embarrassed and it has taken courage to open up. Don’t ask questions but be supportive with statements such as, **“I’m sorry”, “I can tell this is hard for you”, “I can tell you are very sad/scared”** and so on. If necessary, take notes. The child does not need to repeat this again. Our goal is to have an **adequate** amount of information prior to the child being interviewed by the professional interviewers at the Bridge. It is not our job to verify the information, nor is it our job to interview the child, but to report. Do not confront the suspected parent or offender.

Requested Reports to Agencies

The police department may request an oral report regarding an incident. If so, counselors will comply with the request. A written report of the oral report may be provided. However, if counselor notes are requested, the counselor must receive a subpoena issued by the court or grand jury. Release of documentation to any other agency will require a written request on agency letterhead.

Public Law:261.101-Persons Required to Report: Time to Report.

(b)If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11 Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, “professional” means an individual who is licensed or certified by the state or who is an employee of facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers.

Public Law:261.109 Failure to Report: Penalty.

*(a) A person commits an offense if the person has cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to report as provide in this chapter.
(b) An offense under this section is a Class B Misdemeanor*

EFFECTIVE UNTIL RESCINDED OR REVISED

Administrative Directive

No. 32

To: Administrative Team
Topic: Energy Management
From: Larry Appel, Supt.
Date: March 9, 2007

Set Back Temperatures

District wide unoccupied setback of 55° except for the following areas:

- A. Unoccupied set back temperature 60° (Attachment A)
- B. Unoccupied set back temperature – discretion of operations department during adverse weather condition period. The set back temperature should be for a period of no more than 48 hours prior to and within 48 hours after conditions clear. During normal weather conditions the unoccupied set back temperature shall be 55°. (Attachment B)

Occupied Mode Schedule

- The occupied mode facility schedule is outlined on attachment C.
- Restrooms and hallways at HS/JH will have an occupied set point of 69° year round, sensors are blocked: 67°-72°.

Summer Shut Down

- Campus facilities shall be set to the unoccupied mode as of the end of the last day of school.
- Central Office – Operations office remain in occupied mode.
- Field House – Coaches office – remain in occupied mode.
- Summer School facilities will remain in the occupied mode determined by a schedule developed by the Superintendent.
- Exceptions shall be considered for approval by the Superintendent or designee upon receipt of work order signed by an Administrative team member.
- Walk in freezers, ice machines (field house/HS training exempt), water heaters and drinking fountains shall be shut down as soon as possible after the last day of school.

Special Event Scheduling – School Related

- Events of 2 hours or less will require the use of the 30 minute option available on room control unit, except for HS South gym which is set at 65° heat - 75° cooling.
- Events of more than 2 hours will be scheduled to the occupied mode for the duration of the activity upon receipt of written work order or phone call request by an administrator to the operations dept.

Rental Agreement

- Activities for which a rental agreement has been made will require scheduling to the occupied mode for a period outlined in the rental agreement.

EFFECTIVE UNTIL RESCINDED OR REVISED

Sensors Not Controlled Automatically By Energy Management Computer
(These sensors are programmable thermostats with lock boxes): 40 units

Dumas High School

Rm. 144 (Art)	Rm. 150	Rm. 152	Rm. 154
Rm. 155	Rm. 156	Rm. 158	Port. 164-165
Port. 162-163	Port. 160-161	Middle Gym	Cracker Box Gym

Jr. High School

West Gym			
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Cactus Elementary

Port. A-B	Port. Center	Port. 9-10	
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Green Acres Elementary

Port. 36-37	Rm. 50		
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Hillcrest Elementary

Port. 200-201			
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Morningside Elementary

Port. 38,40	Port. 42-43	Port. 45-46	
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Sunset Elementary

Port. 140-141			
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Stadium Area

Field House	Visitor Dressing	Home Concession	Demon Dome
New Weight Rm.			

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Identified Areas during Extreme Weather that are Controlled by Energy Management Computer: 38 units

High School

Rm. 142	Rm. 146, 148 (One Unit)	Ag. - Office/Restroom	
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Green Acres Elementary

Rm. 30	Rm. 33	Rm. 34	Rm. 41
Rm. 43	Rm. 46	Rm. 52	Rm. 54
Rm. 57	Rm. 62	Rm. 64	Rm. 66
Teacher's Lounge			

Hillcrest Elementary

Nurse's Office	NW Restroom	NW Storage Rm.	Teacher's Lounge
Kitchen	Rm. 14	Rm. 15	Rm. 20

Morningside Elementary

Rm. 4	Rm. 7	Rm. 9	Rm. 12
Rm. 14	Rm. 16	Rm. 21	Rm. 23
Rm. 26	Rm. 30	Rm. 31	Rm. 33
Rm. 35	Teacher's Lounge		

Occupied Mode
EMS And Programmable Thermostats
Schedules

Elementary Campuses

Location	Schedule	Cactus	GA	HC	MS	Sunset
Office	7:00 AM					
	4:00 PM	X	X	X	X	X
Campus	7:00 AM					
	4:00 PM	X	X	X	X	X
Cafeteria/ Kitchen	7:00 AM					
	4:00 PM	X	X	X	X	X
Gym	7:00 AM					
	4:00 PM	X	X	X	X	X
Restrooms	7:00 AM					
	4:00 PM	X	X	X	X	X

Secondary Campuses

Location	Schedule	JH	HS
Office	7:00 AM - 4:00 PM	X	X
Campus	7:00 AM - 4:00 PM	X	X
Cafeteria /Kitchen	7:00 AM - 4:00 PM	X	X
Gym	7:00 AM - 4:00 PM	X	X
Locker Rooms	7:00 AM - 4:00 PM	X	X
Hallways/Restrooms	7:00 AM - 4:00 PM	X	X
Auditorium	7:00 AM - 4:00 PM	X	X

Facilities

Location	Schedule
Central Office	7:00 AM - 5:00 PM
Demon Dome	7:00 AM - 5:00 PM
Field House	7:00 AM - 5:00 PM
Maintenance/Operations & Shops	7:00 AM - 5:00 PM
Transportation Shop	5:30 AM - 5:30 PM

ATTACHMENT D

End of Directive

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Administrative Directive

No. 33

To: Administrative Team
Topic: Sponsors/Coaches: Extracurricular Activities
From: Larry Appel, Supt.
Date: April 1, 2007

Sponsors/Coaches of extracurricular activities must hold professional certification and must be classified as “exempt” status under the wage and hour laws.
(Effective Date: June 1, 2007)

EFFECTIVE UNTIL RESCINDED OR REVISED

End of Directive

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Administrative Directive

No. 34

To: Principals
Topic: ARD Meetings
From: Larry Appel, Supt.
Date: August 15, 2007

Federal regulations mandate that an ARD committee must include the following members:

1. The parent of the student;
2. At least one regular education teacher of the student (if the student is or may be participating in the regular education environment);
3. At least one special education teacher of the student, or special education provider;
- * 4. A representative of the school who:
 - a. Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of students with disabilities;
 - b. Is knowledgeable about the general education curriculum; and
 - c. Is knowledgeable about the availability of resources of the school district;
5. An individual who can interpret the instructional implications of the evaluation results;
6. Other individuals, invited by the parent or school, who have any knowledge about the student, including related services providers;
7. And the student, when appropriate.

* Representative of the school shall be interpreted as principal or assistant principal.

EFFECTIVE UNTIL RESCINDED OR REVISED

End of Directive

[Table of Contents](#)

Administrative Directive

No. 35

To: Principals
Topic: Transporting Students of Staff Members on Route Buses
From: Larry Appel, Superintendent
Date: August 15, 2007

The transporting of students from their campus to the campus where the parent (staff member) is employed shall be allowed only if the drop off campus is on the scheduled route.

No provisions will be made to make exceptions to a scheduled route to accommodate the transporting of a staff member's child.

EFFECTIVE UNTIL RESCINDED OR REVISED[End of Directive](#)[Table of Contents](#)**Administrative Directive****No. 36**

To: Principals – Athletic Director
Topic: Dress Code – Athletics/Band
From: Larry Appel, Superintendent
Date: August 15, 2007

Team dress to contest and for travel:

We expect our athletes to represent our school and community the best way possible in both performance and appearance. It is very important that we look good when we travel. Team travel attire is to be consistent and meet school dress code when the situation allows. The following are scenarios and acceptable dress:

- Teams traveling to and from a contest where dressing rooms are available must meet dress code.
- The teams which dress here because of the lack of available dressing rooms must travel in school issued equipment. School issued sweats and shirts must be worn as cover ups for the uniform when going into restaurants, etc. (T-shirts are acceptable)
- At all-day tournaments, the athlete must wear school issued equipment. T-shirts are acceptable.
- Your team travel rules may consist of a more professional dress (shirt and tie) and that is great.

EFFECTIVE UNTIL RESCINDED OR REVISED

End of Directive