

Raul Yzaguirre Schools for Success
Early Childhood Center Friends First Pasadena



Employee Handbook
2023 – 2024

Raul Yzaguirre Schools for Success
1062 Fairmont Parkway
Pasadena, TX 77504

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Early Childhood Center Friends First Pasadena
1062 Fairmont Parkway
Pasadena, TX 77504
Tel: 281-487-8787

Established: 2023

Mascot: TBD

School Colors: Green and Yellow

Website: <https://www.ryss.org/Pasadena>

The Tejano Center for Community Concerns of Directors and RYSS Board of Education:

David Corpus	TCCC Board Chair and RYSS Board Vice-Chair
Anthony Magdaleno	RYSS Board Chair and TCCC Board Vice-Chair
Margaret Dunlap	TCCC and RYSS Board Secretary
Maria P. Gonzalez	TCCC/RYSS Treasurer Member
Gina De Leon	TCCC Member
Sonia Gonzales	TCCC Member
Genesis Loera	TCCC Member
Marco Martinez	TCCC Member
Joaquin Martinez	TCCC Member

RYSS Superintendent: Adriana Tamez

Early Childhood Academy at First Friends Pasadena Administration:

Mrs. Yesenia Cervantes	Principal
Ms. Margarita C. Aguilar	ECC Director

Raul Yzaguirre Schools for Success
Early Childhood Academy at First Friends Pasadena
1062 Fairmont Parkway
Pasadena, TX 77504

October 2023

Dear Staff,

As we embark on this journey together as a team, family and community of learners, our desire is to support and put in place some structures that will aid our student to grow and make the necessary connections of learning. The process and procedures included in this handbook assist in creating uniformity and allowing each member to contribute to the great work here at RYSS ECC at First Friends Pasadena. Below are some norms that will help us achieve our goals and mission.

Teaching and learning will continue to be our 1st priority at Early Childhood Academy @ First Friend Pasadena. We are all committed to providing quality educational opportunities to all your students as we continue into 2023 and the 2024 school year.

We encourage everyone to follow us on all our social media platforms and visit our school website. You can access important information and get the latest campus and district updates at:

- School Website: <https://www.ryss.org/Pasadena>
- Facebook: @ryssPasadena

Our doors open every morning at 7:30 a.m. to our students. The school day begins at 8:00 a.m. and ends at 3:45 p.m. Please ensure that you are at school promptly every morning by 7:30 a.m. ready to meet and greet your students as they arrive at the classroom.

We look forward to continuing supporting and working with you this school year. Our students are fortunate to have committed, passionate teachers.

Respectfully,

Yesenia Cervantes
Principal

INTRODUCTION

Welcome to Raul Yzaguirre School for Success at First Friends Pasadena for the 2023-2024 school year. The handbook is designed to improve communication between the school and instructional staff. The administration seeks to increase parental involvement to improve the overall academic performance of the students; as well as to nurture the feeling of community at RYSS Early Childhood Academy at First Friends Pasadena

Please note that information in this handbook could change during the school year. If changes are made teachers will be notified in writing of the changes made. The handbook is also located digitally on our campus website at <https://www.ryss.org/Pasadena>.

EARLY CHILDHOOD ACADEMY AT FIRST FRIEND PASADENA **MISSION, VISION, AND MOTTO:**

Vision:

Our vision is to cultivate a student-centered learning environment that fosters creativity, critical thinking, and collaboration among our diverse student body while being globally aware, socially responsible, and equipped with the skills to succeed in a rapidly changing world.

Mission:

Early Childhood Academy at First Friends Pasadena is committed to providing a quality curriculum to our diverse student population that promotes authentic learning opportunities and student achievement that will prepare our students to become successful leaders of the future.

THE TEACHER SIGNATURE PAGE MUST SIGNED AND RETURNED TO SCHOOL OFFICE AFTER THE HANDBOOK IS RECEIVED AND READ

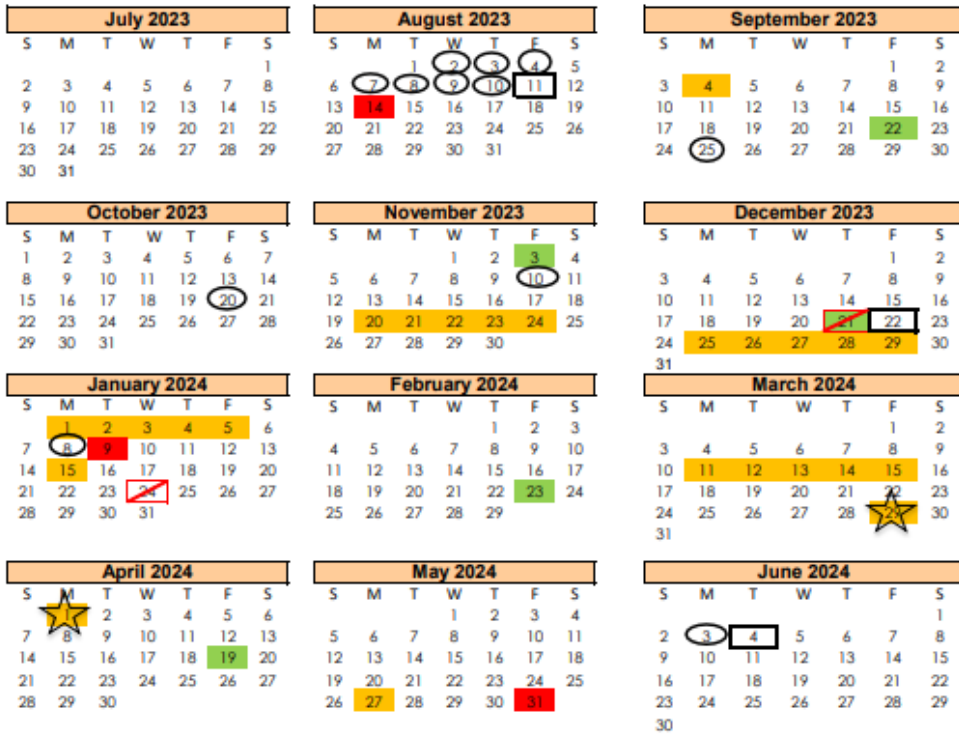
Academic Calendar

RAUL YZAGUIRRE SCHOOLS FOR SUCCESS



RYSS STEM Academy at First Friends Pasadena

2023-2024 Academic Calendar



Key		Holidays - Semester 1	
	Holidays	September 4, 2023	Labor Day
	Teacher Preparation Days (no students)	November 20-24, 2023	Thanksgiving Break
	Teacher Service Days (no students)	December 25, 2023 - January 5, 2024	Winter Break
	Student Half Day	Holidays - Semester 2	
	Make up days	January 15, 2024	MLK Day
	First/Last day and bgn of sem.	March 11-15, 2024	Spring Break
	Cycle Ends	March 29, 2024	Spring Holiday
School Day Start and End Times		April 1, 2024	Chavez/Huerta
7:45 am - 3:45 pm	Elementary Campuses	May 27, 2024	Memorial Day
Significant Dates		Grading Periods Six Weeks	Report Card Dates
August 2, 2023	Teachers report to work	1 Aug 14 - Sept 22	September 29, 2022
August 14, 2023	First day of school	2 Sept 26 - Nov 3	November 9, 2022
December 21, 2023	Last day of first semester	3 Nov 6 - Dec 21	January 12, 2024
January 09, 2024	First day of second semester	4 Jan 9 - Feb 23	March 1, 2024
May 31, 2024	Last day for students	5 Feb 26 - April 19	April 26, 2024
June 4, 2024	Last day for teachers	6 April 22 - May 31	May 31, 2024
March 29 & April 1	Make-up days		

Board Approved: July 25, 2023

RYSS Early Childhood Academy at First Friends Pasadena

Bell Schedule

The primary RESPONSIBILITIES

Primary responsibility of a teacher is to encourage students to learn the course materials defined by the Texas Essential Knowledge and Skills and Raul Yzaguirre Schools for Success. Teachers are to provide students with a safe and secure learning environment daily. Teachers are to collaborate with team members and other professionals to individualize learning opportunities for our students. In addition, teachers are to create collaborative, integrated lessons that are designed to draw connections between the various disciplines at RYSS ECC Academy at First Friends Pasadena.

TEACHER AND NON-TEACHER APPRAISAL

Each teacher will be trained and appraised under the Texas Teacher Evaluation and Support System (T-TESS) and Non-Teachers will be appraised using another instrument. Additional information and forms are available on the RYSS section "[Human Resources](#)."

TEACHER DAILY DUTIES – “NON-NEGOTIABLE(S)”

- Reply to emails within 24 hours
- Return phone calls within 48 hours
- Check mailbox and electronic inbox daily
- Update Parent Communication Log-submitted at the end of month
- Communicate with parents consistently regarding student grades/behavior
- Attend assigned duty daily and be on time

OPERATIONAL INFORMATION

It is our sincere belief that the administrators of the district, department, and building, exist for facilitating the instruction of the students in the classroom. To accomplish this, procedures must be established and abided by to ensure safe day-to-day operation, and these include:

1. HOURS: Teachers: Monday–Friday, 7:30 a.m. – 4:00 p.m. unless otherwise directed by the principal

2. SIGN-IN RECORD: The sign-in sheet is in the Main Office and all employees must sign in upon arrival and sign out at departure time. Failure to sign in properly could result in an absence being recorded for that employee. Personnel who do not sign in by the appropriate time each day will have a memo emailed to them and time will be deducted from their leave. After the 3rd tardy, disciplinary action(s) will be initiated along with time deducted from their pay. Employees should not ask other staff members to sign in or sign out for them. Falsification of district records can be ground for disciplinary actions and possible termination.

DUTY SCHEDULE

For the safety of the students and staff, each teacher is required to adhere to a duty schedule set forth by the administration. For the 2023-2024 school year, duty times have been included in the teachers' workday. Failure to comply with the duty schedule will lead to disciplinary action.

DUTY LOCATIONS

Morning Duty:

Start time for all staff is at 7:30 a.m. Teachers are required to be in their classrooms on time to receive their students promptly for breakfast. Teacher Assistants are required to report to their duty location by 7:30 a.m. Teacher Assistants have assigned duty locations. (see below).

Employee	Morning Duty
A. Espinoza	Carpool duty
J. Jimenez	Carpool duty
S. Jones	Hallway by Stem Lab
D. Palacios	Carpool duty
V. Sanchez	Carpool duty

Afternoon Duty:

Dismissal time begins at 3:45 p.m. and ends at 4:00 p.m. Teachers should begin to line up their students in their designated area at 3:30 p.m. Students should sit on the grey tape on the hallway floor as follows:

Ms. Hernandez and Ms. Lopez - area outside of the ECC Director's office

Ms. Vargas and Mr. Baron – area in front of the teacher lounge and conference room

Teachers Assistants should also arrive at their designated areas on time at 3:30 p.m. to efficiently begin the dismissal process. Afternoon Duty Teacher Assistant assignments are as follows:

Employee	Afternoon Duty
A. Espinoza	Carpool duty
J. Jimenez	Carpool duty
S. Jones	Hallway by Stem Lab
D. Palacios	Carpool duty
V. Sanchez	Carpool duty

Note: *The duty schedule will be distributed to all staff and will be subject to change as needed.*

KEYS

Keys will be issued upon completion of the “Key Release” form. This form is to be signed by the teacher with the school secretary. At the end of each school year, each teacher will be responsible for turning in their room keys and an administrator will sign the “End of Year Checklist” indicating receipt of the room keys. Keys are RYSS property and must be always accounted for. Should you lose the key(s) assigned to you for your classroom, it should be reported to the secretary and a \$5.00 surcharge/per key will need to be paid by the teacher to replace any key(s) lost. Do not place private locks on cabinets in your room nor exchange keys with other staff members. Personal locks will be cut at owners’ expense in order access.

TEACHERS LOUNGE

The teachers’ lounge should remain free of clutter. In addition, the Teacher’s Lounge is always off limits to students. Food left in the refrigerator by Friday afternoon or at the end of the day before a long holiday, will be thrown away. Please take your food and food containers home daily. The microwave in the teachers’ lounge is not to be used to heat up students’ lunches.

LUNCHES

Teachers will have a 30-minute duty-free lunch period. Please refrain from eating in your classroom during instructional time. Office personnel should not eat at their desk unless a door can be closed from public view. **Students are not permitted to leave the cafeteria to eat in the teacher's classroom. Parents are not allowed to bring or eat lunch with their student, unless otherwise announced and approved.**

SMOKING

RYSS School Board has designated that the RYSS property shall be smoke free. Please adhere to board policy and do not smoke on campus. Parents who are found smoking on school premises should be informed that RYSS ECC Academy is a smoke-free zone and be asked to dispose of their cigar, cigarette, or e-cigarette.

PERSONNEL EMERGENCY CONTACT FORM

All employees are to fill out a Personnel Emergency Contact Form on the first week of school. The Personnel Emergency Contact Form is to be handed in to our school secretary for filing. RYSS needs this information in the event of an emergency. If at any time this information changes throughout the year, a new Personnel Emergency Contact form needs to be completed immediately.

TELEPHONES

Telephones are available in each classroom for teachers to contact parents and the front office if there is an emergency. The classroom phones are not for student use. Students are not to answer the phone for teachers.

CELL PHONES

Cell phones should be used for emergency purposes only and should not interfere with the learning environment or daily functions of the school day, unless otherwise approved by administration. Teachers can use their cellphone only to conduct instructional checks and, assessments online and with administrator approval. Personal use of cellphones for calls, to view social media in the classroom or training are not allowed. Bluetooth earpieces are not to be worn during the instructional day. Failure to comply to this directive will result in corrective action and may lead to termination.

ANNOUNCEMENTS

The Pledge of Allegiance, Texas Pledge and a moment of silence will be conducted every day at the start of the instructional day. Our state of Texas motto "In God We Trust" must be posted in every classroom.

EARLY RELEASE STUDENTS

Students should not be released from your classroom but be sent to the main office. No student is to be released early to anyone, except through the main office. Please notify the office if a person comes to your room and wishes to remove a student from your classroom.

EQUIPMENT AND FURNITURE

All broken equipment or furniture must be properly handled and reported to the front office for

removal. Do not discard equipment without prior approval to do so. Do not place the items in the hallways since this is a violation of the fire code. The principal must approve the transfer of furniture from teacher to teacher.

FACULTY MAILBOXES

Teacher mailboxes are in the teacher's workroom/lounge. Each teacher is advised to check and clear their mailbox in the morning and in the afternoon. *STUDENTS ARE NOT PERMITTED ACCESS TO THE TEACHER'S MAILBOXES.*

TEACHER WORKROOMS

Teacher workroom is located **on the first floor** in room #144 . Each teacher is advised to clear their copies after using the printer. *STUDENTS ARE NOT PERMITTED TO BE IN THE TEACHER WORKROOMS FOR ANY REASON. Teachers should not leave their classroom unattended to retrieve or print copies.*

CAFETERIA RULES AND PROCEDURES

- Teachers must follow the lunch schedule.
- Teachers are to drop off their students at the lunchroom and proceed to their lunch.
- Students should be retrieved their students from the lunchroom promptly at the designated time.
- Administrators may utilize assigned lunch seating as a disciplinary measure at their discretion.
- Students are prohibited from leaving cafeteria with food trays.
- Food items are government funded and are provided for the students only. Food should not be consumed from the school lunch program by adults.
- Staff should not eat in front of the students at any time.

GUM AND CANDY

Due to the damage done to the building as well as the potential disruption of the instructional period, chewing gum or candy will not be permitted during school time. Teachers are to enforce this policy with students. Please adhere to the Food of Minimal Nutritional Value (FMNV) governing sales and distribution of food items to students. No selling of any FMNV during the school day and any sales must be done after school at the parents' discretion.

INTERNET/E-MAIL

(Employee use) All RYSS employees have access to a district network computer. Per policy and procedures, employees are considered "authorized users" who have access to the district's computer-based systems. An "authorized user" is an employee who has the need to create or obtain data and has been authorized by the principal (at the campus level) to access these computer-based systems. Be advised that all internet activity is monitored by RYSS personnel and unauthorized/inappropriate activity can lead to disciplinary action.

RYSS computers are to be used solely for business/instructional purposes. Teachers are responsible for opening a RYSS email account at the beginning of the school year. **PLEASE CHECK YOUR EMAIL TWICE DAILY.** Any person needing assistance in setting up an

account should see the IT Department. Any employee suspecting that their computer security has been compromised should report such information to their principal immediately. Please be aware that your computer/laptop is RYSS property, and it can be confiscated by school administration and/or other authorized RYSS personnel at any time.

EMPLOYEE PERSONAL TIME/ATTENDANCE

Teachers are expected to fill out an **“Absence from Duty”** form for each absence. Please submit the form to the school secretary. In the event of an absence due to an emergency, teachers are required to call or text the principal or their administrator. Please call the principal and administrator before 10:00 p.m. the night prior to the absence and/or before 6:00 a.m. the following morning of the absence. Failure to call will result in receiving a corrective action memo following immediate disciplinary action(s).

Expectations for Request of Personal Time

1. Non-Emergency absence notifications should be made at least 48 hours in advance to the principal
2. Non-Emergency absence approval and will be up to administrator discretion
3. Non-Emergency absences are considered as any previously scheduled appointments, i.e. doctor’s, dentist’s, parent/teacher conferences, etc.

Failure to submit the proper request for personal time within 48 hours to the administrator will result in denial. If denied, and one still calls in, this action will affect your appraisal.

An “Absence from Work Form” must be completed for each absence. ALL FORMS MUST BE SIGNED AND ON FILE BEFORE A TEACHER CAN BE CLEARED AT THE END OF THE YEAR. If the absence is due to jury duty assignment, **a court release form for your participation at jury duty by the arraigning judge’s court office must be turned in to the school secretary.** Absences of over (3) consecutive days will require the submission of a doctor’s medical release slip. Absences can be reported up to 30 days in advance. Absences such as professional development, off-campus duty, personal business leave *require* principal approval/notification and should ALWAYS be reported during working hours.

Requests for personal business leave need to be submitted in writing and approved by a campus administrator at least 48 hours prior to the time for which the leave is requested. These days will be deducted from the employee’s personal leave balance. Personal business days may not be used to extend holidays, either before or after a holiday. Sick days requested prior to or after a holiday will require a medical release form from a certified medical physician. 12-month employees must have prior approval from the principal before taking personal leave.

Staff members should not exceed more than 10 or more personal leave request in a school year. Personal leave requests of 0 or more workdays, can lead to disciplinary action up to and including termination.

SIGN – IN & SIGN – OUT

Each teacher is responsible for signing in and out daily. Teachers are required to sign in no later than 7:30 a.m. and sign out time is 4:00 p.m. Do not sign in for another teacher or sign in and out simultaneously.

Lunch period: 30 minutes duty free- Teachers and staff may leave campus as needed. Please inform the office when leaving the building out of courtesy.

Conference Period: Administrative approval is required to be off campus during conference period since this time is for planning lessons, collaboration, parent meetings, and parent calls.

Please note: any time that an employee asks to leave the campus for non-instructional or personal reasons, time will be deducted from their personal leave bank.

PROFESSIONAL DEVELOPMENT

To guarantee a strong learning base for our students, staff members are expected to receive in-depth training / professional development from experts in the field. Employees should have a minimum of six hours of professional development per school year. Professional Development can be obtained through training offered outside of RYSS and / or Professional Development offered after school.

All Professional Development outside of RYSS Early Childhood Academy at First Friend Pasadena must be approved in advance by your administrator / appraiser and requests must be submitted no later than 48 hours prior to the scheduled professional development.

LATE ARRIVAL

If you are unable to arrive to school by the designated reporting time of 7:30 a.m., you are required to call or text Ms. Solorzano and your administrator. Upon arrival, sign in using the exact time of your arrival and complete a “Late Arrival” form. A form must also be submitted reflecting the time spent away from campus. Excessive late arrivals are subject to disciplinary action.

<h1 style="margin: 0;">Late Arrival</h1> <p style="margin: 0;"><i>Please complete the form. Thank you.</i></p>	
Teacher: _____	Date: _____
Arrival Time: _____	Who did we contact: _____
Reason of Late Arrival: _____	



INSTRUCTIONAL FOCUS

PROFESSIONAL LEARNING COMMITTEE EXPECTATIONS

PLC members should arrive on time and be actively present to every PLC to work together in collaborative teams to achieve common goal for which they are mutually accountable for. All norms established in a PLC should be followed throughout the school year.

PLC Framework:

- Scope & Sequence
- Lesson Plans
- Pacing Calendar
- Instructional Strategies
- Data Driven Decisions
- Measurement (Assessments, snapshot, cumulative tests etc.)
- Interventions
- Students of Concern
- Student Tracker

All PLC meetings should have an agenda, and a sign-in sheet followed by meeting minutes. All documents should be placed into a binder by the teacher. Administrators will collect binders throughout the school year.

Teachers are responsible for communicating with parents regarding students of concern for attendance, grades, and behavior and meeting during conference period.

LESSON PLANS

Written lesson plans will be required of every teacher to facilitate an efficient, effective instruction of the district curriculum. Use the school lesson plan template from the curriculum guides as prescribed in Teaching Strategies, iReady, Eureka Math and SAVVAS learning. Lesson plans will serve as a means of administrative monitoring of the instructional program. Lesson plans should be submitted the Thursday before the instructional week for review and approval by the administration. This procedure also includes holidays and breaks. Should the first day of the holiday begin on a Thursday, then lesson plans will be submitted on Tuesday to allow administrators to review and approve.

In the absence of the teacher, the lesson plan shall also provide the substitute teacher with a guide for presenting the daily activities. Teachers should submit an emergency folder to the front office for the substitute to follow. Then folder should include the following:

- Welcome message
- List of students
- Attendance sheet
- Seating assignment (if applicable)
- Daily Instructional Schedule
- Clear and detailed instruction of materials

- Sufficient copies of instructional material for student to work with
- List of accommodation for special education students
- Copy of fire exit map and fire drill procedures
- Safety Procedures for all drills

- **SAFETY DRILL PROCEDURES**
 - Evacuate when you hear alarm.
 - Take primary or alternate route as needed
 - Take roll book and accurately account for your class
 - Close classroom door and shut of lights
 - Exit in an orderly manner without rushing or crowding – no talking
 - Go to designated area
 - Notify administration of missing students
 - Return to the building room upon hearing tone the all clear or if instructed to do so

For students with disabilities, a current Individualized Education Plan (IEP) shall be used as the **basis** for the development of lesson plans.

All teachers are to adhere to the Texas Essential Knowledge and Skills (TEKS) objectives. Lesson plans for preK3 and preK4 classes are to be created and submitted through Teaching Strategies to the administrators to review **no later than 4:00 p.m. every Thursday**, including early release days. Lessons plans for Kinder, 1st, and 2nd grade classes will be uploaded weekly to the share drive in the designated folder no later than 4:00p.m. every Thursday including early release days. Failure to turn in lesson plans on time will lead to disciplinary action.

Plans will be reviewed by the administrative team weekly. Teachers must also keep plans visibly posted in the classrooms so that they are accessible.

CLASSROOM EXPECTATIONS

1. Bell – to – Bell Instruction
2. Cell phone should be put away
3. Post and implement entrance and exit procedures and expectations
4. Classroom behavior management procedures
5. Implementation of student profile
6. Daily evidence of a lesson cycle

Special Programs

STUDENTS WITH SPECIAL NEEDS

It is the responsibility of the teacher to implement modifications to the regular curriculum for those students who have been identified as having special needs. If a teacher needs assistance in understanding or implementing modifications, they should immediately contact the Campus Special Education Chairperson for clarification. Modification folders will be distributed to the teachers by the Campus Special Education Chairperson. Modifications for students with special needs should be documented in the lessons plans and noted accordingly. If a student transfers to another teacher's classroom in the middle of the semester or year, please forward the student/s modification folder to the newly assigned teacher.

For **ESL** student modifications, teachers should contact:

Mrs. Terrie Armstrong (Terrie.armstrong@tejanocenter.org)

Students falling under Section 504 guidelines are also required to receive modifications according to their I.E.P. Questions regarding section 504 maybe referred to grade level administrators or the counselor.

INTERVENTION ASSISTANCE TEAMS

Intervention Assistance Teams (IAT) are campus-based committees comprised of administrators, counselors, teachers, nurses, parents/guardians, and social workers. They are designed to serve struggling students who are not currently receiving services under the Special Education or Section 504 (disability) codes and laws.

IATs meet to discuss the status of each referred child and work together to find ways to increase that student's success. Committees focus on high-level classroom instruction at Tier I, as well as progressive Tier II and III interventions that are matched to the changing needs of individual students.

The vision of each IAT is to realize the potential of the "whole" child by positively cultivating the individual's physical, mental, and emotional development.

Eligible children are "regular education" students who may be facing a variety of challenges, such as:

- potential retention (being "held back")
- alternative school/CEP placement excessive academic/behavioral referrals frequent absences otherwise deemed "at-risk"
- Other referrals may include students with: communicable diseases temporarily handicapping conditions permanent handicaps chronic and/or life-threatening diseases or addictions.

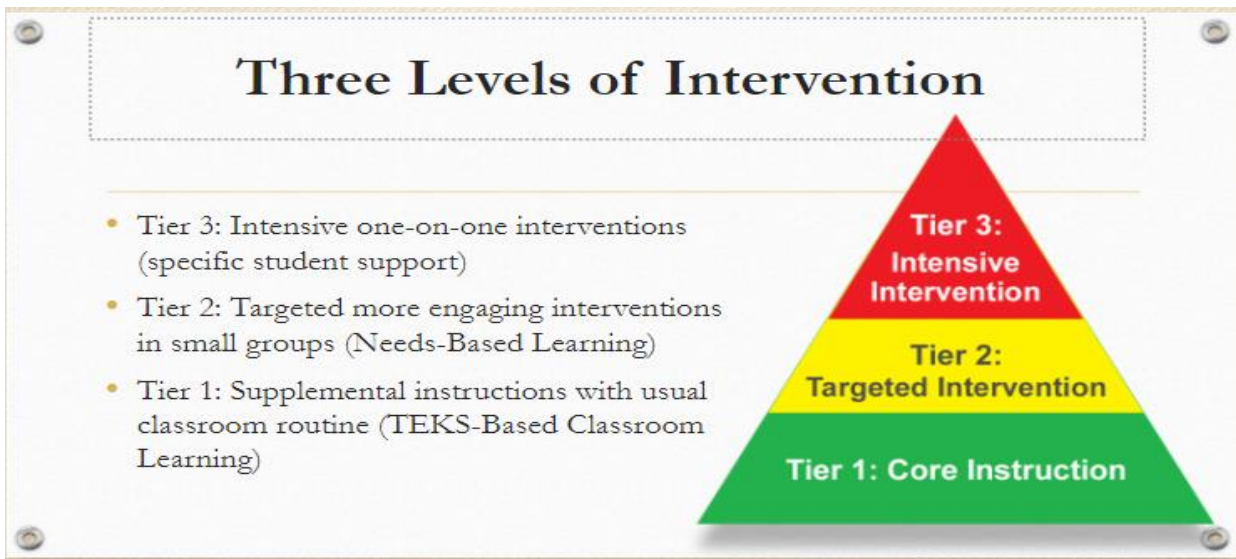
***Please see your grade level administrator for more information on IAT and IAT Forms.

RESPONSE TO INTERVENTION

Student having trouble in reading, writing, spelling, math, behavioral emotional, social or communications skills classroom teachers consults with parents and other teachers and implemental alternative strategies.

Grade level teams will meet to discuss RTI for their students a minimum of three times a year to discuss student achievement.

HOUSE BILL HB4545



Response to Intervention (RtI)

Tier Instructional Supports

TIER	INSTRUCTION PROVIDED	REQUIRED	ADDITIONAL CLASSROOM SUPPORT
Tier 1: Primary Instruction	Whole Group	<ul style="list-style-type: none"> - All students - Research-based instruction - Assessments are taken - Screen students periodically - Consider alternative approaches to measure progress 	<ul style="list-style-type: none"> - Consider who the students are and use respectful tasks - Be flexible in grouping students - Form heterogeneous groups <i>(based on abilities, interests, etc.)</i> - Ensure all students can respond meaningfully by providing an array of response formats - Show students how to make connections between new and already acquired knowledge - Help students to use strategies by modeling - To engage all students, provide choice - To ensure everyone learns, begin where the students are - To show students what they have learned, create an array of assessment vehicles
Tier 2: Secondary Instruction	Whole Group + Small Group Interventions (2 – 3 times a week)	<ul style="list-style-type: none"> - Tier I Requirements + - Increased time and frequency - Data Driven - Reinforce concepts - Aims to supplement but not replace primary instruction - Tracking monitoring system 	<ul style="list-style-type: none"> - Tier 1 Classroom Support + - Extra instructional time - Small group instruction (3 -5) - Narrowed instructional focus <i>(specific skills & strategies)</i> - More frequent assessments of the right kind to gather more data <i>(more data is needed)</i> - Expertise Support (Increase collaboration with specialist to support on the needs of the student(s) and support with planning on the delivery of the lessons and providing instruction to students if needed)
Tier 3: Intensive Intervention	Whole Group + Small Group Interventions (2 – 3 times a week) + Intensive Intervention (can be 1:1 tailored instruction)	<ul style="list-style-type: none"> - Tier I Requirements + - Tier 2 Requirements + - Increased time and frequency - Individualized learning goals (targeted goals) - Content Specialist - Data Driven - Reinforce concepts - Aims to supplement but not replace primary instruction - Tracking monitoring system 	<ul style="list-style-type: none"> - Tier 1 Classroom Support + - Tier 2 Classroom Support + - Extra instructional time - Small group instruction (1 -2) - Narrowed instructional focus <i>(specific skills & strategies)</i> - More frequent assessments of the right kind to gather more data <i>(more data is needed)</i> - Expertise Support (Increase collaboration with specialist to support on the needs of the student(s) and support with planning on the delivery of the lessons and providing instruction to students) delivery of the lesson, providing the instruction to students if needed)

GRADING

Teachers will use Ascender to input students' grades. Please note that parents are also provided access to student information. Modifications for students with special needs and for LEP students should also be noted. (Please note: New teachers will be provided training at the beginning of the school year.)

Administrators will provide timelines for deadlines for each Progress Report (3-week period) and Report card. All grades must be inputted in Ascender and verified when requested. Teachers will be given grade verifications sheets at the end of every report card cycle. Please review for accuracy.

Instructions and timelines will be given regarding what needs to be done during each cut-off period. If grade changes are necessary during the grading cycle, please see the counselor, for a "Grade Change" form. This form will have to be approved by an Administrator before a grade is changed. Please allow time for grade change/s to appear on the report card/s.

TEACHER DRESS CODE

All employees represent the Tejano Center and RYSS; therefore, professional appearance is expected in order to support a positive environment when serving the community and our students.

Dress Expectations for Teachers:

- Clothing should be always neat and clean. Extreme styles are inappropriate if they indecently expose the person or disrupt the educational process.
- Slacks.
- Jeans permitted only on Friday with school spirit shirt.
- Overalls and sweatpants should not be worn.
- Sundresses, tank tops, spaghetti straps, strapless tops, or strapless dresses should not be worn without a jacket or blouse.
- House slippers, fuzzy, terry cloth, flip flops or beach shoes should not be worn.
- Tights, form-fitting leggings, stretch pants, or stirrup pants should not be worn.
- Shorts and skorts should not be worn. Expectations: Shorts and sweatpants are acceptable for coaches and PE teachers.
- The only T-shirts that should be worn are the RYSS t-shirts, or educational, or holiday t-shirts *on designated days*.
- No hats/ bandanas (outside during duty is allowed).
- No visible cleavage.
- No visible undergarments.

TEACHER EXPECTATIONS REGARDING STUDENT ATTENDANCE

In addition to inputting your attendance in Ascender, as required, please keep a hard copy of the daily/period attendance. These may be requested by the administrators at any time throughout the year.

ADA time is: 9:30 a.m. ADA should be posted no later than 9:30 a.m. and failure to comply will result in a memo following disciplinary action from the administrator to the teacher.

Daily attendance should be documented in Ascender as the teacher of record.

If you have submitted your attendance into Ascender and discover an error, please email the school secretary immediately by email, please include the correct period, Student ID, date, and grade level. Please send the email as early as possible once the error has been discovered.

Teachers are the first line of defense against truancy. Please contact the parents when a student is absent from class the same day of the absence. A notation should be made in the parent/teacher log for the contact, The parent/teacher log should be available for review should an administrator request it.

TRACKING TARDIES FOR STUDENTS

All students are expected to report to class on time. . When a student has been counted tardy 3 times, a parent contact should be made and noted in the parent/teacher log.

Employee Conduct

Employees and staff are the models for our students. It is expected that staff always maintain a level of professionalism. Abusive language, sexual impropriety, and unreasonable force are prohibited and will not be tolerated. Corporal punishment is strictly forbidden.

Any allegations of wrongdoing should be reported to the principal who is then required to report it to the district superintendent. Any confirmed serious employee misconduct will result in a recommendation of termination.

Employees should refrain from using profanity and/or abusive language on campus. Employees who display negative behavior(s) will be counseled by the administrative team. Employees are to maintain discipline using fairness and be consistent.

Parent Communication

Parents should be kept informed regarding student progress or the lack thereof through a selected App by administration. Selected App is Class Dogo When a student begins to fall behind academically or behaviorally, parents should be conducted immediately. Employees shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., , matters relating to class work, homework, and tests;).

All communication sent home to parents that is of a general nature **MUST** be cleared by administration first. A copy of all such correspondence should be maintained in the office. Teachers are expected to return parent communication (phone calls, emails) within 24 hours and maintain a parent phone log.

Time during conference/planning periods should be used for scheduling parent conferences. If a parent is unable to meet during the school day, early morning or after-school meetings may be scheduled. ***Maintain documentation of parent contact.***

Grade books should always contain up-to-date and accurate information.

Employees shall make attempts to limit electronic communication with any student between the hours designated by their campus administration and/or supervisor. An employee may, however, make public posts to a social network site, blog, or similar application only during their personal time and not during the instructional day. The employee does not have a right to privacy with respect to communications with students and parents.

FIRST WEEK-Parent Communication

Teachers are required to provide a grade level handout with teacher contact information including teacher name, subject, email, conference days and times, to parents within the 1st week of school. Teachers will provide documentation of grade level contact information to administration. A list of classroom expectations, arrival and dismissal procedures and instructional scope and sequence shall be included.

Students enrolled after the first week will be provided all necessary documentation by the teacher as needed.

STUDENT SUPERVISION AND SAFETY

Supervision of Students

Students should be supervised at all times. **This includes movement between classes. Leaving students unsupervised at any time is prohibited and disciplinary action will be administered.**

Notation:

Complying with policies and procedures above are imperative to your appraisal outcome. Domains I-V are observed inside and outside of the classroom through class observations and walk-throughs. Domains VI-VIII are observed and require supporting documentation. A documentation binder will be required to be submitted to your administrator.

Students are to always remain supervised and on campus throughout the instructional day. It is the responsibility of the teacher to notify the parent should their child is hurt in class. An incident referral should be submitted to the front office and a parent communication note added to the Parent Teacher Communication log.

Suspected child abuse or neglect:

It is the law that when a staff member or teacher suspects a student of being the victim of abuse or neglect that they report the incident to the National Child Abuse Hotline at 1-800-4-A-Child (422-4453) or at <https://www.childhelp.org>.

CAMPUS VISITORS

All visitors must register through the front desk. The front desk clerk should contact the school secretary to notify them of a visitor by name and the purpose of their visit. They will be given a visitor's pass after they have registered and been cleared by the administrator. The principal should be notified of the visitor on campus and are servicing students or teachers

It is the responsibility of all personnel to maintain a safe and secure campus. If a visitor is spotted without a visitor's pass, they must be immediately directed and escorted to the front desk to obtain a visitor's pass.

Children (employee's children) are not to be brought to school on Teacher Service days or professional development days except in extreme emergencies, . When no other childcare arrangements can be made, then the staff member must obtain prior permission from the administrator before bring the child to school.

Emergency Response Alerts Intruder:

- "We have an intruder inside/outside the building, go into lockdown mode!"
- Fire Drill: PA System
- Bomb Threat: "Code Blue"

CLASSROOMS

Please lock all personal items in cabinets or drawers during the day. The school is not responsible for lost or stolen personal items. Classroom door windows must always remain uncovered unless there is a safety drill.

SAFETY DRILL PROCEDURES

- Evacuate when you hear alarm
- Take primary or alternate route as needed
- Take roll book and accurately account for your class
- Close classroom door and shut of lights
- Exit in an orderly manner without rushing or crowding – no talking
- Go to designated area (Log Cabin)
- Notify administration of missing students
- Return to the building/room upon hearing tone for the all clear or if instructed to do so

RYSS STEM Academy at First Friends Pasadena

HOLD Drill Procedures & Expectations

Action Steps for TEACHERS in the event of a HOLD drill

1. Teachers sweep the hallway for nearby students. Recover any students & staff from hallway
 2. Teacher should close and lock their classroom door
 3. Cover all windows, door glass
 4. Take roll and account for students.
 5. Do business as usual
 6. Keep students in the classroom until 'ALL CLEAR'
- *If you are in the hallway, get students to current classes or nearest classroom*
 - *If you are in outdoors due to gym, get students inside Primary.*
 - *If you are in the cafeteria, lock the cafeteria doors.*
 - *If you are in the courtyard, get students to the cafeteria.*

Action Steps for STUDENTS in the event of a HOLD drill

1. Remain in your classroom until "All Clear" is announced
2. If you are in the restroom/water fountain report to the nearest classroom
 - a. Inform the teacher of the classroom that you entered whose class you belong to
 - b. Teacher will email/text the corresponding teacher of student's current location
3. Continue business as usual until it is safe to move locations/rooms

Action Steps for OFFICE PERSONNEL in the event of a HOLD drill

1. Lock office doors
2. Cover all windows, glass doors
3. Ms. Cervantes will call 911
4. Follow Incident Command System
5. Ms. Cervantes will do a call-out to parents for transportation (if this happens at the end of the day)
6. No press should enter the building
7. Admin will announce the "All Clear" once it is safe to do so

RYSS STEM Academy at First Friends Pasadena

SECURE Procedures & Expectations

Action Steps for TEACHERS in the event of a SECURE drill

1. Teachers sweep the hallway for nearby students. Recover any students & staff from hallway
 2. Teacher should close and lock their classroom door
 3. Cover all windows, door glass
 4. Take roll and account for students.
 5. Do business as usual
 6. Keep students in the classroom until 'ALL CLEAR'
- *If you are in the hallway, get students to current classes or nearest classroom*
 - *If you are in outdoors due to gym, get students inside Primary.*
 - *If you are in the cafeteria, lock the cafeteria doors.*
 - *If you are in the courtyard, get students to the cafeteria.*

Action Steps for STUDENTS in the event of a SECURE drill

1. Remain in your classroom until "All Clear" is announced
2. If you are in the restroom/water fountain report to the nearest classroom
 - a. Inform the teacher of the classroom that you entered whose class you belong to
 - b. Teacher will email/text the corresponding teacher of student's current location
3. Continue business as usual until it is safe to move locations/rooms

Action Steps for OFFICE PERSONNEL in the event of a SECURE drill

1. Lock office doors
2. Cover all windows, glass doors
3. Ms. Cervantes will call 911
4. Follow Incident Command System
5. Ms. Cervantes will do a call-out to parents for transportation (if this happens at the end of the day)
6. No press should enter the building
7. Admin will announce the "All Clear" once it is safe to do so

**Similar to our Lockdown procedures*

RYSS STEM Academy at First Friends Pasadena

LOCKDOWN Procedures & Expectations

TEACHER RESPONSIBLTIY

1. Quickly survey hallway
2. Bring anyone inside the hall inside to the classroom
3. Inform administration who is in the restroom or missing
4. Lock door, turn off lights, keep students away from windows and/or open areas
5. Keep students calm and quiet
6. Close window blinds

Do not open door/unlock; proper authorities will have keys
Do not open/unlock the door until ALL CLEAR announcement

If evacuated, take RED Flipbook with rosters

- *If you are in the hallway, get students to current classes or nearest classroom*
- *If you are in outdoors due to gym, get students inside Primary.*
- *If you are in the cafeteria, lock the cafeteria doors.*
- *If you are in the courtyard, get students to the cafeteria.*

STUDENT RESPONSIBILITY

1. Move away from sight
2. Remain silent
3. Avoid using cell phone
4. Silence cell phones
5. Clear the hallways and remain in your classroom until “All Clear”

OFFICE PERSONNEL

1. Lock office doors
2. Cover all windows, glass doors
3. Ms. Cervantes will call 911
4. Follow Incident Command System
5. Ms. Cervantes will do a call-out to parents for transportation (if this happens at the end of the day)
6. No press should enter the building
7. Admin will announce the “All Clear” once it is safe to do so

RYSS STEM Academy at First Friends Pasadena EVACUATION ON-CAMPUS Procedures & Expectations

TEACHER RESPONSIBILITY

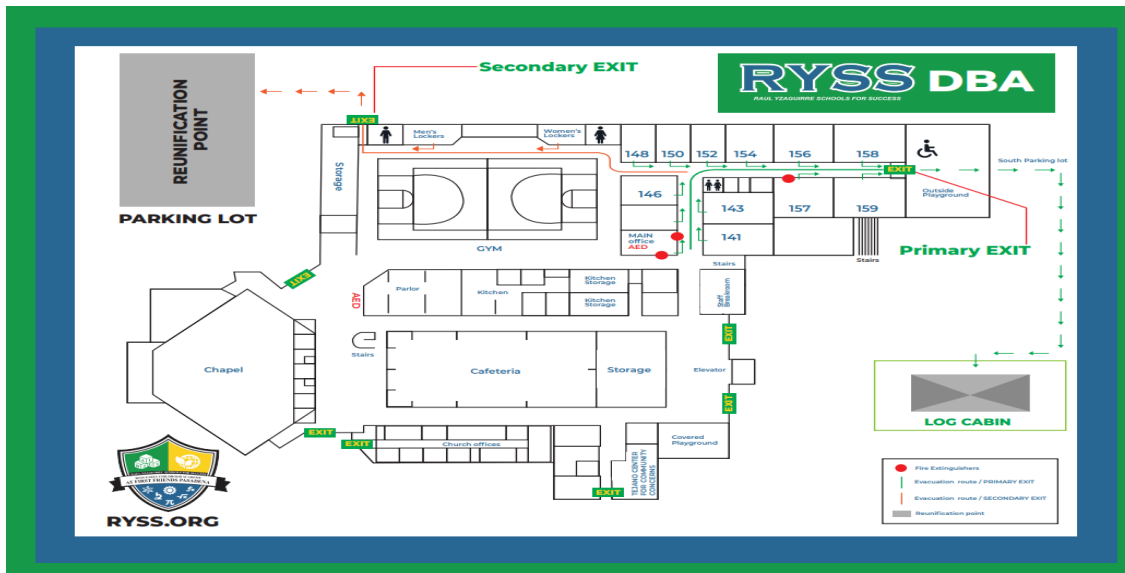
1. Evacuate will be combined with fire drill expectations and procedures
2. Grab RED Emergency Preparedness Procedures with rosters inside
3. Lead students to evacuation location – Safe Zone (Church Parking Lot)
4. Take roll, account for students
5. Report injuries or problems using the RED/GREE Card method

STUDENT RESPONSIBILITIES

1. Leave items behind
2. If possible, bring your phone
3. Report to Safe Zone (Church Parking Lot)

OFFICE PERSONNEL

1. Follow the procedures from RYSS STEM Academy at First Friends Pasadena, Emergency Response Actions and Procedures Flowchart



CRITICAL LOCATIONS FOR EVACUATIONS:

- Do not allow any press into the building
- Refer all media questions to the Public Information Officer under ICS

RYSS STEM Academy at First Friends Pasadena
POLICE LED EVACUATION Procedures & Expectations

DRILL

**POLICE LED EVACUATE may be scheduled with cooperation with the local PD (SROs)*

TEACHER RESPONSIBILITIES

1. Grab RED Emergency Preparedness Procedures with class rosters
2. Take go bag (unless instructed not to take anything with dependent on reason for evacuation)
3. Lead students directly to the transportation/Reunification Site
4. Take roll, account for students
5. Report injuries or problems, to first responders

STUDENT RESPONSIBILITIES

1. Leave stuff behind
2. If possible, bring your phone
3. form a single file line and follow the directions from the law enforcement

RYSS STEM Academy at First Friends Pasadena **SHELTER Procedures & Expectations**

There are **two** types of emergencies that warrant SHELTER IN PLACE:

1. A hazardous chemical emergency
 - a. Hazardous materials release, chemical spill, railroad tank spill, chemical truck accident, gas leak, chemical plant accident/explosion, pipeline rupture
2. Severe, inclement weather emergency
 - a. Severe inclement weather; tornado warning, severe wind, hail, rain, flood

Local fire department(s) will direct the command to SHELTER IN PLACE or to EVACUATE, depending upon the type and severity of the emergency

TEACHER RESPONSIBILITIES IN THE EVENT OF A HAZARDOUS CHEMICAL EMERGENCY

1. Listen to specific directives and follow the directions
2. Use Appropriate Hazards and Safety Strategies
3. Quickly walk your students to shelter area
4. Make pre-arrangements for students with handicaps
5. Take roll, account for students
6. Report injuries or problems, to first responders using Red Care/ Green Card method

STUDENT RESPONSIBILITIES IN THE EVENT OF A HAZARDOUS CHEMICAL EMERGENCY

1. Listen to specific directives and follow the directions
2. Use Appropriate Hazards and Safety Strategies

OFFICE PERSONNEL IN THE EVENT OF A HAZARDOUS CHEMICAL EMERGENCY

1. Follow the procedures from RYSS STEM Academy at First Friends Pasadena Emergency Response Actions and Procedures Flowchart
2. Do not allow any press into the building
3. Refer all media questions to the Public Information Officer under ICS

TEACHER RESPONSIBILITIES IN THE EVENT OF A SEVERE, INCLEMENT WEATHER EMERGENCY

1. Listen to specific directives and follow the directions
2. Use Appropriate Hazards and Safety Strategies
3. Quickly walk your students to shelter area
4. Have students drop, cover, and hold (*earthquake*)
5. Make pre-arrangements for students with handicaps
6. Students in wheelchairs should lock the wheels and cover their head and neck (*earthquake*)

7. If a tornado hits before you have time to enter shelter, have the students protect themselves using drop, cover and hold procedures
8. Take roll, account for students
9. Report injuries or problems, to first responders using Red Care/ Green Card method

STUDENT RESPONSIBILITIES IN THE EVENT OF A SEVERE, INCLEMENT WEATHER EMERGENCY

1. Listen to specific directives and follow the directions
2. Use Appropriate Hazards and Safety Strategies

OFFICE PERSONNEL IN THE EVENT OF A SEVERE, INCLEMENT WEATHER EMERGENCY

1. Follow the procedures from RYSS STEM Academy at First Friends Pasadena Emergency Response Actions and Procedures Flowchart
2. Do not allow any press into the building
3. Refer all media questions to the Public Information Officer under ICS

***DROP, COVER AND HOLD PROCEDURES**



RYSS STEM Academy at First Friends Pasadena
BOMB THREAT Procedures & Expectations

**Do NOT use radios, cell phones, or electronic bells*

** Do NOT turn on/off lights*

IF A BOMB THREAT RECEIVED BY A PHONE CALL	IF A SUSPICIOUS DEVICE IS SPOTTED
<ul style="list-style-type: none"> - Stay calm - Gather as much information as possible - Contact the school administrator(s) - Contact the front desk immediately - Call 911 outside the building via cell phone - Transport students to a shelter/reunification site 	<ul style="list-style-type: none"> - Do not attempt to diffuse or move the object

IF YOU ARE THE PERSON WHO RECEIVES A BOMB THREAT PHONE CALL

Gather as much information as possible. Ask:

LOCATION

- a. When is the bomb going to explode?
- b. Where is the bomb right now?

TYPE

- c. What does it look like?
- d. What will cause it to explode?
- e. What type of?

REASON

- a. Why are you doing this?
- b. Is there anyone you want to remove first from the location?
- c. May I ask for your name?
- d. May I ask where are you calling from?

HAZARDOUS MATERIALS SPILL OR RELEASE

TEACHER RESPONSIBILITIES IN THE EVENT OF A HAZARDOUS CHEMICAL EMERGENCY

1. Listen to specific directives and follow the directions
2. Use Appropriate Hazards and Safety Strategies
3. Quickly walk your students to shelter area
4. Make pre-arrangements for students with handicaps
5. Take roll, account for students
6. Report injuries or problems, to first responders using Red Care/ Green Card method

STUDENT RESPONSIBILITIES IN THE EVENT OF A HAZARDOUS CHEMICAL EMERGENCY

1. Listen to specific directives and follow the directions
2. Use Appropriate Hazards and Safety Strategies

OFFICE PERSONNEL IN THE EVENT OF A HAZARDOUS CHEMICAL EMERGENCY

1. Follow the procedures from RYSS STEM Academy at First Friends Pasadena Emergency Response Actions and Procedures Flowchart
2. Do not allow any press into the building
3. Refer all media questions to the Public Information Officer under ICS

TEACHER RESPONSIBILITIES IN THE EVENT OF A SEVERE, INCLEMENT WEATHER EMERGENCY

1. Listen to specific directives and follow the directions
2. Use Appropriate Hazards and Safety Strategies
3. Quickly walk your students to shelter area
4. Have students drop, cover, and hold (*earthquake*)
5. Make pre-arrangements for students with handicaps
6. Students in wheelchairs should lock the wheels and cover their head and neck (*earthquake*)
7. If a tornado hits before you have time to enter shelter, have the students protect themselves using drop, cover and hold procedures
8. Take roll, account for students
9. Report injuries or problems, to first responders using Red Care/ Green Card method

If thunderstorms and lightning occur and you are outdoors you should:

- *If you are in the hallway, get students to current classes or nearest classroom*
- *If you are in outdoors due to gym, get students inside Primary.*
- *If you are in the cafeteria, lock the cafeteria doors.*
- *If you are in the courtyard, get students to the cafeteria.*

STUDENT RESPONSIBILITIES IN THE EVENT OF A SEVERE, INCLEMENT WEATHER EMERGENCY

1. Listen to specific directives and follow the directions
2. Use Appropriate Hazards and Safety Strategies

OFFICE PERSONNEL IN THE EVENT OF A SEVERE, INCLEMENT WEATHER EMERGENCY

1. Follow the procedures from RYSS STEM Academy at First Friends Pasadena Emergency Response Actions and Procedures Flowchart
2. Do not allow any press into the building
1. Refer all media questions to the Public Information Officer under ICS

***DROP, COVER AND HOLD PROCEDURES**



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Acknowledgement of the Employee Handbook Receipt



**Acknowledgment of Distribution of
RYSS Early Childhood Academy at First Friends Pasadena
2023 – 2024
District and Campus
Employee Handbook**

I have been offered the option to receive a paper copy or to electronically access from the school website <http://www.ryss.org/Pasadena> the 2023-2024 District & Campus Employee Handbook.

I have chosen to:

Accept the responsibility for accessing the 2023-2024 District & Campus Employee Handbook by visiting the school’s web address listed above.

or

Receive a paper copy of the 2023-2024 District & Campus Employee Handbook.

My signature below indicates my understanding that the 2023-2024 District & Campus Employee Handbook contains information that I may need during the school year and that I will be held accountable and will be subject to the disciplinary consequences outlined here for its contents. If I have any questions regarding this Handbook, I should direct those questions to my supervisor.

Printed name of Employee

Signature of Employee

Date