

THE SCHOOL DAY (Overview)



7:45 am – 4:15 pm for Staff, unless otherwise assigned.

8:15 am – 3:40 pm for Students

All staff must be in the building by 7:45 am. Teachers need to be at their classroom door by 8:00 am in order to greet the students.

Students may enter the building at 7:50 am. They will either wait in the car rider line hallway or may proceed to breakfast. They will be dismissed to their homerooms at 8:00 am. Occasionally we will need to dismiss them earlier than 8:00 (in the case of a special event), and teachers will be given notice.

Morning announcements, the Pledge of Allegiance to the US and Texas Flags, birthday recognitions, and a moment of silence will take place each day beginning approximately 8:15. Please model appropriate listening skills during this time. Many times the announcement include reminders or special messages for teachers!

Please do not ever leave your students unsupervised. This sounds like common sense, but many times during an investigation of a discipline report, the students begin with, “The teacher was out of the room...” Work with a partner to make sure that your children are safely supervised at all times, even in the case of an emergency.

Use your conference/planning period wisely. We value your time and will avoid events during your planning time that are not directly related to your instruction or your students’ needs.

Hourly staff need to clock in at their assigned times and begin working at that time. You may not earn comp time for arriving early unless you are requested to do so. You may not “work through lunch” and earn comp time. All comp time must be approved by the principal and needs to be used by the last day of instruction. Comp time must be used prior to sick/personal days. If you leave the building during the school day, you will need to clock out/clock back in. Questions relating to clocking in/out, comp time, etc., can be directed to the campus secretary.

**Teachers must attend some school activities outside of the school day, as a requirement of their job. (Please note that teachers are NOT hourly employees; this is part of their contract.) Examples may include Open House, Orientations/Parent Meetings, Special Programs or Events. Hourly employees WILL be approved for Comp Time in most situations. See Catherine if you are interested in earning Comp Time by working these events.