



Silverton ISD Teacher Handbook 2026-2027

Silverton ISD does not discriminate on the basis of race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition or handicap that is not job related, or any other legally protected status.

An Equal Opportunity Employer

PHILOSOPHY OF EDUCATION

The board of education has adopted the following general philosophy as the standard for the educational program of the Silverton Public Schools.

Believing that the democratic way of life contributes the most benefit and happiness to members of society generally, the school as an agency of society, should then be dedicated to the development, improvement, and preservation of all democratic ideals in our republic. All individuals should be given an equal opportunity to develop to the greatest possible extent their capacities for happy, useful, successful lives. This would imply that all individuals regardless of their abilities, past experiences, social or economic statuses have the right:

1. To share the skills, values, and knowledge of the human race.
2. To develop initiative, develop the ability to weigh facts, make judgments, and act cooperatively.
3. To attain a reasonable standard of living.
4. To enjoy the widest share of freedom compatible with equal freedom of other people.
5. To stand on their own feet as an individual and enjoy the benefits of our capitalistic society.

In line with this general statement of the theme of the educational program for the schools of Silverton, the board of education shares the belief that free education should be provided to all children and youth until they have completed a curriculum appropriate to their needs and abilities.

In keeping with this general philosophy of the educational program, the board of education has further adopted the following summary objectives in the various areas of activity affecting the individual school child:

HEALTH—To protect the right of the child to a healthy body through provision of physical education, health education, and necessary preventive health services.

MENTAL GROWTH—To encourage and stimulate the continuous growth in the pupil of his ability to think clearly, logically, and independently, and to know and master his own powers and potentialities and to exercise those powers with due regard to the rights of others.

INDIVIDUAL DIFFERENCES—To provide such modifications in the educational program for each pupil as are required by his particular capacities.

CHARACTER GROWTH—To develop a moral and ethical sense in each pupil so that he will manifest toward others fairness, justice, tolerance, courtesy, and kindness, and for himself achieve an appreciation of his personal worth.

SOCIAL ADJUSTMENT—To prepare the pupil psychologically for a well-balanced and happy individual, social, and family life.

TOOL SUBJECTS—To give each pupil, in so far as his ability permits, a mastery of the tools of learning and communicating, and the use of written and spoken language.

UNDERSTANDING ENVIRONMENT—To develop in each pupil, commensurate with his maturity an understanding of the physical, economic, social and spiritual world in which he lives, and to assist him to adjust himself effectively to his surroundings.

CITIZENSHIP—To develop in each child, youth, and student an understanding and appreciation of the forces and ideals which have made America great, and to foster a sense of his personal opportunities and responsibilities as a citizen of his community, his state, and his nation.

EARNING A LIVING—To help the pupil find his most productive role in life and to develop through work experience good work habits. To give those who do not go to college or a university, enough fundamental science and vocational training so that they will be able to qualify for work at their highest skills and can be properly prepared to earn a living.

AESTHETIC DEVELOPMENT—To provide for each pupil a comprehensive understanding of cultural subjects (music, literature, and art).

RECREATION AND PLAY—To encourage wholesome and creative forms of recreation and play.

COMMUNITY RELATIONS—To make the school an essential part of community life, serving all of the people in various ways according to their needs.

EXPECTATIONS OF ALL EMPLOYEES OF SILVERTON ISD

The Goal of Silverton ISD is to ensure that we provide students with the best educational experience possible. In order for this to occur, we must ensure that we are doing our job to the best of our abilities. The following are expectations for all Silverton ISD employees:

Be punctual- it is imperative that you are on time and where you are supposed to be at all times. Repeated tardiness will have adverse employment consequences, including possible termination of your employment with the District.

Work hard- our goal is to improve Silverton ISD each and every day. In order to do this, we must be doing our jobs in a manner that helps this district improve. Employees need to be proactive, be problem solvers, and be self-sufficient. Employees should be able to do their jobs with minimum supervision.

Do what is best for kids- the students of Silverton ISD are our number one priority. Regardless of our own personal philosophy or beliefs, what is in the best interest of all the students takes priority.

Work together- employees of Silverton ISD will be expected to function as a team. They will work together for the benefit of the students and the district.

Be fiscally responsible- Silverton ISD has a very limited budget, and, because of this, employees should always be looking for more efficient ways to doing their job.

Professionalism- employees of Silverton ISD are to maintain a professional appearance, demeanor, and attitude at all times. Employees are to be advocates for the district.

Chain of Command- employees of Silverton ISD will be expected to follow the chain of command.

Communication- employees of Silverton ISD will be expected to communicate with parents, administrators, teachers, and staff via email, conferencing, website, etc.

DUTIES AND RESPONSIBILITIES OF THE CLASSROOM TEACHER

Each teacher shall be under the general direction of the superintendent of schools and immediately responsible to the principal for the carrying out of policies of the local board of education and the state board of education, and complying with state laws as they relate to the function of the schools, to the classroom, and to the immediate contact with pupils and parents. The teacher's specific responsibilities shall be to:

- Be responsible for an adequate instructional program within the area of specialization for which qualified.

Curriculum:

1. Maintain lesson plans.
2. Be constantly evaluating the teaching methods employed and strive to improve.
3. Work with the administrative staff in developing and improving all phases of the instructional program.
4. **Develop fair and thorough grading standards.**
5. Work with fellow teachers in trying to solve the no-homework, too-much-homework dilemma.

Discipline:

1. Each teacher will be held responsible for continuing evidence of lax discipline in the classroom, halls, and on the campus.
2. Good discipline should be positive, but sometimes negative approaches become necessary. Evaluate the problem and act accordingly.
3. Develop plans for treating all discipline problems in a fair, consistent, and firm way.

Expectations & Administrative Duties:

1. Each classroom is the teacher's domain. Strive to keep it neat and orderly. Do not tolerate abuse by students.
2. Faculty meetings will be kept to a minimum and called only as necessary. Each teacher is expected to attend all faculty meetings.
3. If you must be absent from school, notify the principal as early as possible.
4. No student is to be sent off campus for any reason without first checking out through the office.
5. It is the responsibility of each teacher to turn in all reports asked for by the administration on time.
6. Teachers will be expected to be punctual. Failure to report to classes or scheduled duties on time will not be tolerated.
7. Teachers will be expected to maintain cordial and workable relationships with other members of the staff, as well as administration and members of the community.

Teachers will be assigned a minimum of extra duties. No one will be asked to perform a duty unless it is necessary. Therefore, when you are assigned, you will be expected to be there. Few excuses for failure to carry out an assignment of this nature will be accepted. Other duties will be performed as the need arises as assigned by the principal/superintendent.

Housekeeping Duties:

Check the following each day before leaving:

1. Windows closed and blinds drawn.
- 2. Thermostat set up or down according to the season to help conserve energy.**
3. Lights out.
4. Floor free from paper.
5. The tops of students' desks should be left clear except for chairs.
6. Refrain from using tape on painted surfaces unless it is for a very short time and will not cause damage.

Corporal Punishment:

Corporal punishment should never be the first choice of punishment. Corporal punishment is permitted in order to preserve an effective educational environment, free from disruption. Corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and physical, mental, and emotional condition of the student; the type of instrument to be used; the amount of force to be used; and the part of the body to be struck shall be considered before administering any corporal punishment.

A discipline report form must be filled out for each instance of corporal punishment and turned in to the principal's office the same day of the offense. This report will be mailed by the principal's office within 24 hours.

Corporal punishment shall be limited to spanking or paddling and shall be administered only in accordance with the following guidelines:

1. The student will be told of the reason corporal punishment is being administered.
2. Corporal punishment shall be administered only by the principal or designee.
3. The instrument to be used in administering corporal punishment shall be approved by the principal or his/her designee.
4. When corporal punishment is administered, it shall be done in the presence of one other district professional employee and shall take place in a designated place out of view of other students.

COMMUNICATION WITH THE ADMINISTRATION

The door to the administrators' office is always open. Each teacher is invited to come in at any time to discuss the problems he/she might have in which he/she needs assistance, or to offer suggestions that might help us have a better school. All suggestions and criticisms should be submitted to the principal's office.

RECOGNITION OF SCHOOL EMPLOYEES

Silverton I.S.D. recognizes service of all regular full-time (school year) administrative, teaching, or other working personnel in the following manner:

5 years	\$ 250.00
10 years	\$ 500.00
15 years	\$ 750.00
20 years	\$1,000.00
over 20 years	\$1,500.00

The Board of Trustees reserves the right to administer, interpret, revise, or revoke any or all of the above rules, regulations and provisions as applied to the awarding of savings bonds.

SALARY SCHEDULE

The superintendent, principal, regular teachers, coaches, and nurse shall be paid according to the state salary schedule. Any local supplemental salary will be at the discretion of the school board.

TEACHER TRAVEL

1. All teacher travel must have prior approval of the principal and superintendent.
2. Teachers who do not have travel built into the budget will be given an opportunity to attend special workshops or conferences.

- A. The teacher will be required to request the workshop or conference through the principal's office.
 - B. Opportunities will be provided to teachers on a rotation basis.
 - C. The amount of workshops or conferences allowed for a given year will be dependent on the amount of money available in the budget.
3. When preapproved, teachers will be provided mileage reimbursement at the current state rate per mile when a personal vehicle is used.
 4. When a school vehicle is used, mileage reimbursement will not be provided.
 5. Appropriate lodging will be provided as approved by the principal/superintendent.
 6. Appropriate fees and dues will be provided as approved by the principal/superintendent.
 7. A maximum of twelve dollars per meal will be provided for the appropriate number of meals approved by principal/superintendent. (A maximum of thirty-six dollars per day in total receipts may be allowed if the activity attended is exceptionally expensive.)

POLICIES ON PURCHASING PROCEDURE

1. Complete a **Requisition Form** requesting supplies, materials, equipment, or service.
 - Form must be legible;
 - Complete Requester Name and account to purchase from.
 - Vendor's name, address and number must be complete.
 - Provide as much information as possible regarding the supply, equipment or service being requested (a complete catalog number, model number and color, size, etc. of item requested including price).
 - Attach quote you received for purchasing the item(s).
 - Requisitions are to be totaled. Allow for shipping costs if not included.
 - **PLAN AHEAD:** Allow four (4) working days for processing the requisition to a purchase order.
 - PURCHASE ORDERS: THE ISSUED PURCHASE ORDER WITH NUMBER WILL BE RETURNED TO THE REQUESTER UNLESS A REQUEST FOR THE FRONT OFFICE TO PLACE THE ORDER HAS BEEN COMMUNICATED
2. When receiving your order, verify that all items shipped were received. Complete and sign legibly the attached packing slip as received, and return it to the Isabel Colunga in the front office, keep a copy for your records. Please indicate any items that were not received.

All Receipts must be signed with the purchase order number written on the receipt and all paperwork turned in to the Business Office the first day after returning from the trip.

Purchase Orders:

1. All purchase orders must have the approval of the immediate supervisor and the superintendent/business office before purchase.
2. All purchases must have a purchase order and number.
3. All purchase commitments are to be made using an approved purchase order, issued by the business office.

PAYMENT OF TAXES

All teachers and other employees of the Silverton Independent School District shall be expected to pay all state, county, city, and school taxes which may be assessed against their property while employed by the school.

Teachers are strongly encouraged to register to vote.

PERSONAL OBLIGATIONS

Teachers and other employees of the Silverton Independent School District are expected to take care of their personal obligations promptly.

SECTARIAN VIEWS

No teacher shall be permitted to introduce into the school sectarian views in religion, sectional or partisan views in politics.

CIRCULARS AND ADVERTISING

Literature of political or a religious nature may not be distributed on school premises without the specific authorization of the administration.

CHARITABLE DONATIONS

The school and its teachers will not collect or help collect funds for any organization except those approved by the administration.

TEACHER ABSENCES

Except in cases of illness or emergency a teacher shall not be absent from his or her regular duties without the consent of the principal. In cases of the sort, the teacher shall notify the principal by 6:00 a.m. so that a substitute can be secured. The teacher is not to secure the substitute.

STATE PERSONAL LEAVE POLICY

A state minimum personal leave program consisting of five days per year leave, with no limit on accumulation and no restrictions on transfer among districts, shall be provided for the district's professional employees. All full-time professional employees shall be included irrespective of the source of funds from which the salaries are paid.

In no instance may leave (under this program) be approved for more days than have been accumulated in prior years plus that which will be earned during the employment period in the current school year. Should the recipient of advanced leave, leave the employment of the district prior to accumulating the amount of advanced leave, the district may claim for state reimbursement purposes on the amount of leave actually earned.

Personnel employed 100% of the day shall earn leave at the rate of one-half day for each eighteen days of employment. Not more than five days shall be earned in any one school year. Personnel employed less than 100% of the day, but at least 50% of the day shall earn leave at the rate of one-half day for each thirty-six days of employment. Not more than two and one-half days shall be earned in any one school year.

Leave earned or used is recorded in half days and whole days only.

FUNERAL LEAVE POLICY

The board of trustees has adopted a funeral leave policy stating that employees will not be docked state or local personal leave time for attending funerals. Travel time will be considered on a case-by-case basis by the administration.

LOCAL PERSONAL LEAVE POLICY

Full-time professional personnel shall earn five paid local leave days per school year in accordance with administrative regulations. Full-time para-professional/auxiliary employees shall earn three paid local leave days per school year in accordance with administrative regulations. Local leave shall accumulate to a maximum of 30 leave days. Employees that use more than their allotted personal leave will reimburse the district at their per diem rate according to their salary schedule.

REQUESTING PERSONAL LEAVE

When requesting personal leave an employee must make a request to the principal at least three days in advance of the day(s) for which leave is requested.

If the number of days of leave requested is in excess of the days of personal leave available for the remainder of the year, the employee must make a written request directly to the superintendent.

An employee will not be granted personal leave during the following times:

1. The first five days of classroom instruction.
2. The last ten days of classroom instruction.
3. The day before a regularly scheduled school holiday.
4. The day after a regularly scheduled school holiday.
5. A time in which there cannot be adequate substitutes secured to cover all requests.
(Requests will be honored on a first-come basis.)

Personal leave may be granted at the discretion of the principal or superintendent when an emergency situation arises that causes an employee to request leave on very short notice.

PAYMENT FOR STATE OR LOCAL PERSONAL LEAVE DAYS

Employees going over their state or local personal leave days must pay for that leave not later than the last working day of the month in which leave was taken.

FACULTY MEETINGS

Faculty meetings will be held as planned and scheduled by the principal and/or superintendent.

GRADE BOOKS

The grade book is an auditable document. Each teacher should keep his or her grade book in a professional manner so that upon examination, it will clearly reflect each student's progress in each subject. Grades are determined in the manner set forth in the student handbook. Any deviation from this policy should be cleared with the principal and then noted in the grade book so it is clear to anyone who examines the grade book in the future, how the six weeks grades are determined. The grade book will be filed in the principal's office at the end of the year as a permanent record.

LESSON PLANS

Each teacher is required to turn into the office each Friday a copy of his/her lesson plans for the following week. When absent, all teachers must leave lesson plans for all of their classes that a substitute would be able to follow.

ISSUANCE AND CARE OF TEXTBOOKS

Teachers will issue books to students and record the book number on the book report form for each student. Each teacher must keep this report on file.

Textbook checks should be made periodically during the year to ensure that the books get proper care. If a student damages a book through neglect or carelessness, the teacher should require the student to pay a fine or pay for the book if the book is beyond repair. Fines should be paid when books are damaged or lost instead of waiting until the end of the school year to assess and collect the fines. Record payment of fines on the book report form.

A pupil is required by state textbook laws to pay the full price for each textbook he loses or destroys.

State law requires that all books be covered while being used by the student.

Teachers should require that each pupil write his name in his books.

ANNOUNCEMENTS

Announcements generally will be made once a day during second period. Any announcement a teacher wishes to make must be in writing and turned into the principal's office before second period the day the announcement is to be made.

HANDLING OF ACTIVITY AND OTHER FUNDS

1. No student fees will be collected without administrative approval.
2. All fund-raising activities should be approved in advance by the principal. The sponsor of the activity should secure this approval.
3. A teacher must be able to account for all money that he/she handles at any time.
4. All money collected should be kept locked up until it is turned into the office for deposit.
5. Each teacher is responsible for counting all money collected before turning it in to the office for deposit.
6. Teachers are not to keep money for fundraisers, etc., in their classrooms. All collected money should be turned into the office promptly.

SCHOOL SPONSORED TRIPS

A teacher may take students on school sponsored trips during the year. Sponsors of classes, clubs, and other student organizations are to secure permission from the principal before scheduling a party, field trip, or any special activity of their organization. The following regulations apply to school sponsored trips:

1. Each student must go in school arranged transportation.
2. A student must return by school arranged transportation unless his/her parent *personally* picks him/her up and arranges with the sponsor for the student to return with the parent.
3. Students who miss school on school sponsored educational trips will be required to make up the work missed and be in attendance at school the day following the activity.
4. A teacher who serves as sponsor of a group should require that pupils observe safety precautions while riding in school arranged transportation.

5. A teacher sponsor is responsible for the conduct of pupils under his/her supervision.
6. Each teacher sponsor is responsible to see that each student participating in a school-sponsored trip has turned in a permission slip signed by his/her parents or guardians.

TRANSPORTATION

Any teacher desiring transportation for a group must get approval from the principal and fill out a vehicle request form as far in advance as possible, and at least three days prior to the departure time.

FIRE PREVENTION, WEATHER OR DISASTER EMERGENCIES

Refer to the student handbook for drill and emergency information.

ADMINISTERING MEDICATION TO PUPILS

A student who must take prescription medicine during the school day must bring a written request from his/her parent and the medicine, in its original, properly labeled container, to the nurse. The nurse will either give the medicine at the proper times or designate another employee (superintendent, principal, or counselor) to give the medication as directed. Except in cases of emergency, students will not go to the school nurse without permission from the teacher or the office.

No employee shall administer any medication to a pupil unless the district has received written requests to administer the same from the parent, legal guardian or other person having control of the pupil.

PROFESSIONAL EMPLOYEE DRESS CODE

Professional employees are a role model for students; therefore, professional dress is required for all professional employees. Provocative clothing (showing cleavage, or lycra/spandex/leotard pants, etc.) is not acceptable in the school workplace. The length of skirts and dresses should be at least as long as that required for students. Shorts will be acceptable only in the gyms for p. e./athletic classes and coaches will wear long pants in the academic buildings. **Flip Flop shoes may not be worn.**

I have received a copy of the Silverton ISD Faculty/Staff Handbook and am aware that I am responsible for reviewing its contents. I will be held to these accountable to these standards set forth in the handbook, as well as the information binder that I received on the first day of in-service.

I also realize that this is not all encompassing, and that certain situations may arise that are not specifically addressed in these documents.

Name (please print)

Signature

Date