



# 2018-2019

# FACULTY GUIDEBOOK

*Only Excellence will do. Falcons soar with PRIDE.*

**THE INFORMATION WITHIN THIS PACKET REFLECTS EXPECTATIONS & PROCEDURES REGARDING CULTURE SPECIFIC TO UPLIFT WILLIAMS. ANY CHANGES OR ADDITIONS WILL BE COMMUNICATED TO FACULTY & STAFF.**

1750 Viceroy Drive ~ Dallas, TX 75235 ~ (214) 276-0352  
[www.williamsprep.org](http://www.williamsprep.org)

## Standards of Excellence

All members of the Uplift Williams Preparatory team work together in a cooperative spirit to serve the best interests of our students and community members. As professional colleagues, we observe the following shared standards of excellence.

## Faculty Attendance

### Work Days

- The Uplift Williams work day is from 7:30 am - 4:30 pm, Monday through Friday, not including office hours (tutorials).
- Faculty will remain on campus until 4:30 pm on Wednesday's shortened schedule, as this is time set aside for professional learning.
- On Wellness Wednesday you may leave at 2:30. If you have after school duty 3:00.
- **Every Wednesday afternoon there will be a mandatory staff huddle at 2:45 pm (except on Wellness Wednesday). All staff are required to attend as important announcements are given regarding upcoming events, deadlines and staff celebrations. Please head to your duty stations until the staff huddle.**
- Please arrive to meetings and assigned duties on time. **Failure to consistently miss meetings and assigned duties will result in a written reprimand.**
- All classes should begin and end on time.

### Office Hours (Tutorials)

#### *Before/After-School Office Hours (tutorial)*

- All faculty members must tutor struggling scholars.
  - All non-core teachers must complete a minimum of 1 hour **after-school** office hours (tutorial) per week.
  - All core teachers must complete a minimum of 2 hours of office hours (tutorials) per week, **one hour must be in the afternoon.**
  - All office hours must be posted on your outside bulletin board and included in your syllabus.

### Lateness

- If you know you will be arriving to work later than 7:30 am, contact your assigned coach by no later than 7:00 am immediately **via phone call or text**. Leave a voicemail with approximate time of arrival if there is no answer or text if necessary.

Mauricio Dominguez 972-571-9646

Katherine Gomez 817-903-7740

Stephanie Durrett 818-585-5516

Shannon Green 469-955-1119

## ABSENCES

All leave must be approved by the employee's supervisor before it is taken. A request for leave should be submitted to the employee's supervisor in the TEAMS ESC at least three (3) days in advance. Leave may be denied at certain critical times during the academic school year.

- Uplift Employee Policy, p. 27

**Scholar and teacher attendance is critical to overall to the school's academic success. As a result, William's Attendance Goal is 97%.**

## Personal Day Requests

- Personal day requests should be submitted to your Admin Coach with THREE DAYS notice. Email and texting are NOT ACCEPTABLE means of communication. **If the steps below are not followed, it is likely that leave will not be approved as it is on a first-come, first-serve basis.** Please follow these steps:
    1. Complete Personal Day Request Form **and give to your admin coach via paper copy or email**;
    2. Have face-to-face conversation with your Admin Coach discussing absence and possible substitute plans;
    3. You will receive a calendar invite of your approval. Your absence is NOT approved until you receive the calendar invite. **DO NOT put it in TEAMS until you have received a calendar invite.**
    3. After approval, as soon as you receive the calendar invite enter the absence in TEAMS and create substitute lesson plans and photocopies.
- If more than two faculty members request the same time off, Campus Director has discretion to approve or deny requests.***
- Excessive absences and tardies will affect faculty member's mid-year and end of year final review and renewal of work agreement, unless special circumstances are made aware to Uplift Williams and Uplift HR Department.
  - If you cannot be present due to an emergency, please ensure that you have followed the school procedure for obtaining a substitute. **(see below under "calling out sick.")**

**Blackout dates exist to ensure that our scholars receive instruction during the most crucial times of the year and to ensure that we are fully staffed for testing, as subs cannot proctor most types of exams.**

Blackout Dates include:

- Uplift Summer PD Days
- CA Collaboration Days
- STAAR Testing Days
- AP Testing Days
- **ACT Testing Days**
- Final Exam Testing Days
- Fridays before holidays
- Mondays after holidays
- First day of school
- **First and** Last day of each quarter
- College Signing Day
- Graduation Day
- Parent Conference Days

***Any exception must be approved by Campus Director and Managing Director.***

## Calling-In Sick

1. Email and call or text your Admin Coach no later than 7:00 pm the day prior of the absence to ensure coverage.
2. On the email copy all Deans and Directors your grade level leader and Richard Morrison at [rmorrison@uplifteducation.org](mailto:rmorrison@uplifteducation.org)

3. Your admin coach must have your emergency sub plans or you must attach them to your email.
4. If emergency happens after 7:00 pm the day prior, you must send a text message to your admin coach no later than 6:00 am the day of your absence and complete steps 1, 2 and 3.
5. After approval, enter your absence in the TEAMS substitute system ASAP. *If no substitute is available, school leadership will arrange adequate coverage with the support of team members before 7:30.*
6. If a faculty member is unable to complete the work day due to an unforeseen emergency, s/he should immediately contact the Campus Director to ensure coverage for classes.

## Substitute Plans

- Each faculty member will provide their Admin Coach a minimum of THREE emergency lesson plans per semester **in a substitute folder by August 17, 2018 and December 17, 2018. Please print out a class copy and give to your admin coach before the due date.**
- Teachers will keep the following documentation in the substitute folder:
  - Teacher Class Schedule, including lunch and duty;
  - Attendance Rosters for each class;
  - Emergency lesson plans and photocopies for each class;
  - Any special substitute instructions (i.e. Front Desk ext. 240000 and any other contacts or procedures)
- Place substitute folder in plain sight on the observation station.

## Consecutive Sick Days

- Early communication is essential to providing classes with adequate coverage. By 7:00 pm, inform Deans and Director if you will not be returning to school or if you will be absent the following day, and follow the substitute protocol to request the absence in TEAMS.
- Human Resources will be notified if faculty/staff are absent for 3 consecutive days. Staff are required to present a doctor's note for absences that extend three or more days.

## Professionalism

***Professionalism is a competency upon which your performance is evaluated.*** All Uplift Williams colleagues maintain professionalism at all times, including, but not limited to:

- Using cell phones at appropriate times (not during meetings, during class, professional learning, **lunch duty or morning/after school duty**, etc. unless there is an emergency).
- Directing all media inquiries to Uplift's Public Relations department and Campus/Managing Director.
- Upholding confidentiality and maintaining the dignity of all scholars, parents, colleagues, and Uplift Williams community members.
- Close doors to office/classroom/**teachers' lounge** when privacy is needed, i.e. parent conferences, meetings, and conversations about students. **Please do not allow scholars in the teachers' lounge, there is confidential information in here and tests are left unsupervised.**
- Maintain a professional and cordial demeanor with parents, students, and staff. If assistance is needed, call the front desk. **Teachers should not be friends with scholars on Facebook or any other social media until the scholar has graduated from High School.**

- All scholars are expected to go to lunch. Any scholars who pick up their lunch from the cafeteria and take it back to the classroom for tutoring **MUST** have a pass from the teacher. This should be on an emergency basis only.
- Unsupervised classrooms – No scholars are allowed to be in a classroom without a teacher during lunch, before or after school. If teacher leaves the class for lunch or for the day, the teacher must lock their classroom.
- Support, uphold, and communicate the expectations of the Uplift Williams Parent/Student Handbook at all times.
- Scholars should not have teachers' cell phone numbers. If you need to contact your scholars for announcements, etc., use GroupMe or Remind. Several teachers can show you how to set this up. Never communicate with your scholars outside of school about anything other than classwork/assignments. If they try to bring up a personal conversation, do not engage. This is to protect you and the scholars.

## Blackboard

- Blackboard is a professional learning platform for our network. As a shared expectation, please use this tool to follow scope and sequence, reference content material, search for resources, **and collaborate with colleagues from across the network.**

## Email Etiquette

- Staff are expected to check and respond to their email first thing in the morning and one additional time **each work day.**
- 48-hour Rule: Reply/ respond to all emails (parents, leadership, staff, and community) within 48 hours.
- If you are asked to sub via email please respond via email immediately that you are able to sub.
- Do not send mass emails to school faculty without prior Campus Director **or Dean** approval. **Do not hit reply all or send out a staff-wide email until you have received permission. This will help to ensure, that inboxes do not become cluttered and that teachers do not become overwhelmed.**
- Please do not send an all staff email that you need a bathroom break or misplaced an item. Please contact a buddy teacher or admin via phone in case you need a bathroom break or there is an emergency. If you misplaced an item, place a notice in the Teacher's Lounge.
- All emails are subject to the Open Records Act. They are public record and can be subpoenaed in a Court of Law. **When discussing scholars, initials should be used instead of full names.**
- If a request cannot easily be resolved after **a few** emails, please set up a face to face conversation.

## Weekly Memo

- **No later than Wednesday evening,** leadership will send a weekly memo with instructional and culture updates for the upcoming three weeks, current announcements, shout-outs, action items, and best practices. Thoroughly read the memo in its entirety before the start of the new week to prepare and prioritize adequately.

## Outlook Calendar

- Microsoft Outlook is a tool used to maintain communication about upcoming deadlines, meetings, and action items.
- Upon receipt of an Outlook Invite, respond within 24-hours (accept, tentative, decline). Also maintain any shared calendars to ensure collaboration and communication with teams and knowledge of school-specific events.
- **We will continue to utilize an Excel Calendar this year with important dates. It is your responsibility to remember these dates. Feel free to add any and all dates to your Outlook Calendar.**

## **Parent Communication**

- In accordance with Uplift Policy, faculty members should communicate with parents/guardians either via phone conversation, face-to-face, or email. Texting parents/guardians is an UNACCEPTABLE method of communication. Teacher must follow the outlined parent communication plan given during summer professional development. This must include the parent call log for students who are failing.
- **If you have a scholar who is failing and you have sent out multiple emails and parent links without a response back from parent, it is the teacher's responsibility to call the parent to inform him or her that his/her scholar is failing due to missing work, low test grades, etc. During this call, the teacher should share the mandatory tutoring times, the potential of failing the quarter and document the phone call on the parent call log. Please note that if a scholar is going to fail your class for the semester, at minimum a personal phone call (with translation help as needed) needs to be placed to the parents. We will request this documentation when we collect grade verification reports each quarter.**

## **Confidential and Privileged Information**

- You may not disclose any confidential or privileged information except with parents/legal guardians and professionals that have an educational interest. Please use initials of the student in the subject line and omit last name from email.
- Confidential information includes but is not limited to: student records, financial information, personnel records, payroll records, computer codes and passwords, personal information regarding school parents and students.
- If you believe confidential information must be disclosed to a third party, you should consult with the Campus Director prior to the disclosure.

***There is no excuse for the disclosure of confidential information. Failure to follow this policy will result in disciplinary action.***

## **Personal Appearance / Dress Code**

The properly groomed and attired faculty member helps to create a professional atmosphere at Uplift Williams. All faculty are expected to groom and dress in a professional manner. If you report to work improperly dressed or groomed, your Campus Director, at his or her discretion, may instruct you to return home to address attire. Disciplinary action will follow.

## **General Expectations**

- Faculty wears clothing that is neat and clean, and that is not tight, revealing, short, torn, tattered, dirty and excessively faded. Faculty also does not wear clothing with visual, written, or implied messages that are likely to disrupt the school environment.

### **Jewelry/Accessories**

- Noisy, distracting jewelry/accessories that could cause a safety hazard may NOT be worn.
- In keeping with professional decorum, earrings may be worn by female and male employees, and ears are the only exposed area of the body on which pierced jewelry may be worn.
- Tattoos must be covered.
- Natural hair color only

### **Shoes**

- Footwear must be worn at all times. Shoes traditionally worn around the home, such as slippers or flip-flops, are not permitted.
- Men: Socks must be worn with shoes.
- Women: Low heels, dressy flats, close-toed shoes, and peep-toe sandals are acceptable.
- Sneakers may not be worn except during College Spirit, Uplift Williams or **Friday** Spirit Days. Physical Education teachers may wear sneakers daily.

### **Women's Attire**

- Women can wear dress or business casual slacks of appropriate material, including professional, to the ankle, capri pants. Pant fit should be modest and professional (ie. no form-fitting, curve-hugging pants).
- Women's skirts/dresses should be no shorter than at the knee. Slits, flaps, or openings in skirts/dresses may not be shorter than one finger-tip length.
- Leggings may be worn ONLY under dresses/skirts, but not as the main covering.
- Tank-tops, backless apparel, midriffs, sleeveless tops that are revealing (deep or low cut), or see-through blouses without camisoles are not acceptable. Camisoles should be worn with a sweater.

### **Men's Attire**

- Men must wear dress or casual slacks with a belt.
- Men must wear button-up dress shirts (short or long-sleeved) on professional dress Monday's or Tuesday if Monday is a holiday. PE teachers are permitted to wear athletic polos.
- Men must wear ties on Mondays, unless specified.
- Hair shall be well-groomed and not extend below the base of the neck.
- Men are permitted facial hair if neatly trimmed and moderate in style.

### **Specific Dress Days**

- **Monday:** Professional Attire
- **Tuesday to Thursday:** Business Casual
- **Friday:** Faculty/Staff may wear the following:
  1. Uplift Williams Polo or t-shirt with jeans or khakis (sneakers allowed)
  2. College attire with jeans or khakis (sneakers allowed)
  3. Hoodies are not permitted.

### **Teacher Duty**

*Duty is an essential part of our school safety and culture. We are all responsible for ensuring our students are safe and adhering to our school-wide culture outside of the instructional hours while on campus.*

- All faculty and staff will have duty assignments one day of the week to help monitor scholar actions and hold them to high expectations.
- Morning duty is from 7:30 am - 7:50 am.
- Afternoon duty is from 4:05 pm - 4:30 pm or until the car line is clear (2:35pm - 3:00pm on Wednesdays).
- Hallway duty is for the **first 5 minutes of your planning period. During this time, you will track scholars who are in the hallway after the tardy bell rings as tardy in Hero and let them into their classes.**
- Faculty and staff should arrive to duty on-time, be present, and actively monitor for the entire time (no use of cell phones or laptops at this time).
- **It is your responsibility to find a colleague to cover your duty if you are absent.** Please ensure that you have a verbal and written agreement from a colleague to cover your assigned duty to ensure the safety of all scholars. After you have arranged coverage, email grade level lead, Deans and Director. **If you do not assign coverage, there will be no one at your duty and this poses a safety hazard. You will be given a verbal reprimand that can lead up to a write up.**

### **Lunch Duty**

*Teacher presence during lunch is vital and decreases scholar misbehavior. This is a great time to build relationships with the scholars outside of the classroom. In order for our level of consequences to work and remain sustainable teachers will assist administration in identifying scholars assigned to lunch detention.*

- Teachers will be assigned one lunch duty once or twice a month.
- Teachers will arrive on time and stay until the end of lunch.
- Assist administration in identifying scholars on the lunch detention list.
- Actively monitor – **Have eyes on the full cafeteria. No cell phones or lap tops should be used while you are on duty. You may sit down and eat your lunch provided you are actively monitoring the scholars in the cafeteria.**

**Failure to report to teacher or lunch duty will result in the following:**

- First time – Face to face conversation with admin
- Second time – Email warning, CCing Director
- Third time – Written, formal reprimend

# **TEACHING AND LEARNING**

## **Classroom environment**

Teachers are expected to maintain an engaging and professional learning environment. Please reference the expectations for how to set up the learning environment in the documentation given out during Summer PD.

## **Planning**

- Well thought out instructional plans are vital to the success of scholars. Please follow the planning guidelines for both unit and lesson planning given out during Summer PD. If you are

unable to meet the planning deadlines, your admin. coach will take the following steps (within the semester):

- **First incident:** Face to face conversation
- **Second incident:** Email warning CCing Director
- **Third incident:** Written, formal reprimand

## PROFESSIONAL LEARNING

In order to promote an environment of collaborative teaching and learning, all teachers are assigned to a vertical/content team and a grade level team. Grade level teams will meet at minimum of once a month and vertical/content teams will meet weekly for a PLC meeting and once a month for content based PD. Please see additional documents handed out during Summer PD for specific protocols.

### Instructional Coaching

- Every teacher at Uplift Williams Preparatory will meet with their admin. coach on a monthly basis to discuss the following:
  - Weekly lesson plans
  - Unit plans
  - Observation/feedback debrief
  - Scholar data
  - Teacher performance

### Wednesday Professional Development/Meeting

- Wednesday PD occurs from 3:00 pm - 4:30 pm.
- Reference the yearly calendar for dates of Wednesday PDs and Wellness Wednesdays
- Wednesday PDs are a part of your professional duty time. It is a professional expectation to be on time and be present for the entirety of the PD/meeting.

## Grading Policy

### Grading Scale

Categories	Weights
Summative (Tests, Projects)	50%

Letter Grade	Percentage on a 100 scale	On 4.0 Scale
A+	100-97	4.0
A	96-93	4.0

Formative (Quizzes, Exit Tickets, Checkpoints, etc.)	30%
Classwork (Do Nows, Independent practice, Group work, etc.)	10%
Homework	10%

A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
F	69 and Below	0

Semester grades are determined by the following equation:

$$Q1 = 40\% \quad Q2=40\% \quad \text{Final Exam}=20\%$$

$$(.40 + .40 + .20)/3 = S1 \text{ Grade}$$

**Failing to master essential content and skills is NOT an option.** Scholars who do not demonstrate their ability to do master essential concepts and skills through successful completion of the assigned class work and/or homework will be assigned to tutoring and will need to re-take tests in order to be successful. Friday Night Lights for scholars who consistently do not meet expectations will be assigned on a case-by-case basis.

**Common Assessment Curve:** All teachers must use the common assessment curve when given by the district. These curves are made using copious amount of data to reflect the needs and progress of scholars.

### **Late Work Policy:**

Scholars who turn in any homework assignment or project past the due date, will lose ten percentage points per day that the assignment or project is late, NOT including weekends. The teacher must accept late work up until the point in which it becomes a zero.

- 1 day late: Maximum grade of 90%
- 2 days late: Maximum grade of 80%
- 3 days late: Maximum grade of 70%
- 8 days late: Maximum grade of 20%
- 10 days late: Scholar receives a zero

### **Absent Work Policy**

Scholars who have missed work due to excused absences will have the opportunity to conference with the teacher during the next class period. Missed assignments need to be turned in by the next class period. For example, if a scholar misses Monday, they meet with the teacher Wednesday and have until Friday to complete the work. If absent work is not given to the teacher following this timeline, it will immediately revert to the late work policy.

If a scholar misses a quiz or test due to an excused absence, the teacher and scholar will make an arrangement when they conference with the teacher as to when they will make the quiz/test up. If a scholar does not show up to the agreed upon make up time, the teacher will need to assign that scholar Friday Night Lights (the teacher must give the admin on duty the test). If the scholar misses Friday Night Lights, they will earn a zero.

### Quiz Test/Retake Opportunities

Scholars will not have the opportunity to retake any quizzes, no matter the grade they receive. This will hold scholars to taking responsibility for being prepared for quizzes. Scholars will have one week from the date that they receive a test back from the teacher to re-take a test. They must schedule a re-take with the teacher; it is up to the teacher’s discretion as to when to provide the retake opportunities (during class or before/after school). Any scholar that receives less than an 80% can retake the test for up to an 80%. For example, a 100% retake = 80%, an 87% retake = 80%, a 74% retake = 74%, a 65% retake = 65%. If for some reason, the retake grade is lower than the original grade, scholar receives original grade.

### Extra Credit

- It is up to the teacher as to if extra credit will be made available to whole class or to individuals.

### Grade Books

Gradebooks must be updated at a minimum of once every two Fridays. When gradebooks are updated, at least 4 new grades must be entered. Progress will be distributed to scholars every three weeks, starting the third week of school. The advisory teacher will be responsible for printing and distributing progress reports to their advisory scholars. They must have scholars sign that they received their report card.

Categories	Weights
Summative <ul style="list-style-type: none"> <li>• Within a quarter, teachers must assign at least 3 summative grades (not including the CA or final)</li> </ul>	50%
Formative <ul style="list-style-type: none"> <li>• Within a quarter, teachers must assign at least 4 formative grades</li> </ul>	30%
Classwork <ul style="list-style-type: none"> <li>• Within a quarter, teachers must assign at least 6 classwork grades</li> </ul>	10%
Homework <ul style="list-style-type: none"> <li>• Within a quarter, teachers must assign at least 5 homework grades</li> </ul>	10%

Quarter grades in the gradebook need to be no less than a 50% in order to allow the scholar an opportunity to come back from his or her poor academic and behavior decisions. This is in accordance with Uplift Policy.

### Road to College (RTC)

Road to College (RTC)- The Uplift Education RTC program includes academic preparation and support, college research and exposure, assistance with college applications and financial aid, and transition to college success. The Road to College Counselor Academic will provide support for students before any academic issue becomes a crisis, mentor students in the college process, and engage students through small groups and one-on-one exchanges.

### **Extra-Curricular Activities**

Uplift Williams Preparatory recognizes that the learning process is not confined to the classroom and that school life and social interchange are very important aspects of the educational process. We endeavor to provide a well-balanced extracurricular program to supplement the basic educational programs and to provide opportunities for students to learn in various school settings.

### **Athletics**

Here at Uplift Williams, we believe that physical activity is an integral component of a student's intellectual and emotional development. The athletic program of Uplift Williams Preparatory is designed to complement and foster our academic goals. We offer every student the opportunity to participate in a variety of programs provided they are able to maintain a level of academic performance and behavior management consistent with our school mission and culture. ***All scholars participating in athletics must pass all classes (including specials) and have no major disciplinary infractions.*** Our goal is to develop scholars who can balance the demands of rigorous curriculum as well as the challenges of our sports program.