

Cromack Elementary

Brownsville I.S.D.

2009-2010



Carmelita Rodríguez, Principal

Cynthia Lopez, Asst. Principal

Betsy Sheets, Facilitator

There are three types of people in this world: those who make things happen, those who watch things happen and those who wonder what happened. We all have a choice. You can decide which type of person you want to be. I have always chosen to be in the first group.

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BISD, no discrimina a base de raza, color, origen nacional, sexo, religión, edad o discapacidad ene.
Empleo en la provisión de servicios o actividades.*



BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

1900 Price Road • Brownsville, Texas 78521 • (956) 548-8000 • www.bisd.us

2009

| July | | | | | | | August | | | | | | | September | | | | | | |
|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | |
| | | | | | | | 30 | 31 | | | | | | | | | | | | |

| October | | | | | | | November | | | | | | | December | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | |

First Class Day August 24
 Last Class Day June 3
 Make-up Days February 26, April 5

PEIMS Snapshot October 30
 Early Dismissal February 25
 New Teacher Inservice August 13-14
 January 9, 16
 Teacher Preparation Days . August 20-21
 January 18, June 4

High School Graduation Dates ... 7:30 PM
 Rivera June 5
 Hanna June 6
 Pace June 7
 Lopez June 8
 Porter June 9

Staff Development Days
 Campus August 17-18
 District August 19

Staff Development Waiver Days
 Campus TBD
 District TBD

Early Dismissal Schedule
 High Schools 1:00
 Middle Schools 11:45
 Elementaries 12:15
 Pre-K AM 10:15
 PM 12:15
 All day Pre-K 12:15

Six Weeks Grading Periods

| Period | Total Days | Last Day |
|---------------------------------|----------------|----------------|
| 1st 6 Wks. | 29 Days | Oct. 2 |
| 2nd 6 Wks. | 30 Days | Nov. 13 |
| 3rd 6 Wks. | 32 Days | Jan. 15 |
| 1st Sem. | 91 Days | Jan. 15 |
| 4th 6 Wks. | 28 Days | Feb. 25 |
| 5th 6 Wks. | 33 Days | April 23 |
| 6th 6 Wks. | 28 Days | June 3 |
| 2nd Sem. | 89 Days | June 3 |
| TOTAL Instructional Days | 180 | |

2010

| January | | | | | | | February | | | | | | | March | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | | | | | | | 28 | 29 | 30 | 31 | | | |
| 31 | | | | | | | | | | | | | | | | | | | | |

| April | | | | | | | May | | | | | | | June | | | | | | | |
|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 25 | 26 | 27 | 28 | 29 | 30 | | 30 | 31 | | | | | | 27 | 28 | 29 | 30 | | | | |

School Schedule

High Schools 8:50-4:00
 Middle Schools 7:40-2:50
 Elementaries 8:15-3:15
 All Day Pre-K 8:15-3:15
 Pre-K AM 8:15-11:15
 PM 12:15-3:15
 Half Day Pre-K Lunch 11:15-12:15

Holidays and Vacations

Independence Day July 3
 Labor Day September 7
 Thanksgiving November 25-27
 Christmas Dec. 21-Jan. 1 (Employees)
 Christmas Dec. 21 - Jan. 1 (Students)
 Charro Days February 26
 Spring Break March 15-19
 Easter April 2, 5
 Memorial Day May 31

| | | | |
|----|-------------------------------|----|---------------------------------------|
| 24 | Holiday | 24 | Staff Dev. Campus |
| 24 | End of Six Weeks | 24 | Staff Dev. District |
| 24 | Make-Up Day | 24 | Staff Development District Waiver Day |
| ○ | Early Dismissal (All Schools) | 24 | Campus SD Waiver Day |
| 24 | Teacher Preparation | 24 | New Teacher Inservice |

Board Approved: April 15, 2008

BISD does not discriminate on basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.

SCHOOL MAP

*Faculty Handbook
Table of Contents*

A. Staff Assignment

*Professional Staff
Para-Professional Staff
New Staff Members and Teacher Buddies
Lead Teachers
Attendance Committee
Crisis Team Committee
Dyslexia Committee
Inclusion Committee
SBDM Committee
Parental Involvement Committee
Promotion/Retention Committee
Safety Committee
Safety Patrol Committee
SAP/BEST Committee
Student Incentive Committee
Technology Committee
G/T Assignment Classrooms
LPAC Committee*

B. Campus Guidelines and Procedures

*General Guidelines
Code of Ethics and Standard Practices for Texas Educators
Substitute Employment Management System (SEMS)
Electronic Registrar Online (ERO)
General Attendance Rules and Procedures
Fire Drill Map and Procedures
Inclement Weather Procedures
Procedures for Releasing Students*

C. Schedules

*Administrators/Office Staff
Custodians
Para-Professionals
Lunch Schedule
Lunch Duty Schedule
Early Dismissal (Lunch)
PK-1st Student Pickup Schedule
Bus Transportation Schedule
Café Bulletin Schedule
(Other Schedules)
Pledge of Allegiance Schedule
Lesson Plans
PDAS
Traditional Calendar*

*STAFF
ASSIGNMENTS*

CROMACK ELEMENTARY

3200 E. 30th Street
Brownsville, Texas 78521

Carmelita Rodriguez/ *Principal*

Cynthia Lopez/ *Asst. Principal*

Betsy Sheets/ *Facilitator*

2009-2010

3 YEAR OLD PROGRAM

Lorraine Castro 14

PRE-KINDERGARTEN

Maria E. Calderoni 302

Elsa Garcia 303

(L.T.)Maribel Quiroz 304

Celinda Martinez 305

KINDERGARTEN

Frances Varela 26

Letty Cano 27

Erika Guajardo 28

Sylvia Huerta 29

(L.T.) Abigail Gonzalez 30

FIRST GRADE

Sarahi Guajardo 10

Margarita Perez 11

Elizabeth Hernandez 12

Patricia Garcia 13

(L.T.)Thelma Hinojosa 15

SECOND GRADE

(L.T.)Priscilla Bellamy 19

Blanca Valero 20

Ana C Ochoa 25

Mary Robles 101

Lorena Moya 102

Natalia Lozano 103

THIRD GRADE

Griselda Abete (CSR) 104

Evelia Juarez 105

Elda Sotelo 106

Adrian Bolado 107

(L.T.)Tomas Garza III 108

Ludi Leija 109

Virginia Zamarripa 110

Patricia Balderas 111

FOURTH GRADE

Angelica Garza 201

Noemi Titone (CSR) 202

(L.T.)Licea April 203

Nancy Harris 204

Ruth Flores 205

M.L. Castillo 206

FIFTH GRADE

Belinda Cavazos 207

Nancy Mendez 208

(L.T.)Enedelia Rodríguez 211

Dolores Perez 212

PHYSICAL EDUCATION

Marisela Garcia gym

(L.T.)Zabdiel Leal gym

CROMACK ELEMENTARY

3200 E. 30th Street
Brownsville, Texas 78521

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Cynthia Lopez / *Asst. Principal*
Betsy Sheets / *Facilitator*

2009-2010

TECHNOLOGY

Felipe Barrera 306/307

DYSLEXIA

Rolando Orozco 8B

INCLUSION/RESOURCE

(L.T.)Zelda Aguilar 301
Melba Nunnery 24

BI UNITS

Hector Almanza 18
Peter Rivera 5

DIAGNOSTICIAN

Norma Perez 301

MUSIC

(L.T.)Lynne Silva 16&17

LIBRARIAN

Claudia Garcia Library

READING COACH

Maricela Franco 9

COUNSELORS

Sofie Balderas 6
Tony Rivera 6

ART

Cynthia Stevens 7

ADAPTIVE P.E. INSTRUCTOR

J. David Lucio 24/Gym

SPEECH

Caroline Skill-Hernandez 8A

SCIENCE LAB

Jose Gonzalez 21/22

NURSE

Susana Briones

CAFETERIA 64

FIRE ALARM = (Emergency + 0 + Enter)

ALL CALL = (Page + Enter)

MUSIC (all call) = (Program + Enter)

CUSTODIAN CALL = (Custodian + Page) will ring

CROMACK ELEMENTARY

3200 E. 30th Street
Brownsville, Texas 78521

Carmelita Rodriguez / *Principal*

2009-2010

Cynthia Lopez / *Asst. Principal*

Betsy Sheets / *Facilitator*

PARA-PROFESSIONAL STAFF

OFFICE STAFF

| | |
|------------------|----------------------|
| Eric Austin | Secretary |
| Inez Betancourt | Office Clerk/Records |
| Diana Garza | Data Clerk |
| Belia De La Cruz | Home Visitor |
| Horacio Rivas | Clerk |

SPECIAL PROGRAMS

| | |
|---------------|--------------------------------|
| Lilly Angeles | ½ Day AM Library |
| | ½ Day PM 2 nd Grade |
| Cathy Gomez | Computer Lab |

NURSE AIDE

CUSTODIANS

Socorro Maldonado (Head Custodian)
Jorge Vilano
Ma. Angeles Castillo
Enrique Lucio

CAFETERIA

Belinda Garza (Cafeteria Manager)
Maria G. Trevino
Miguel Angel Sandoval
Maria O. Rosales
Clara Navarrete
Angelica Gonzalez

B.I. UNITS

| | |
|--------------------|----|
| Angie Leal | 05 |
| Adrian Garza | 05 |
| Norma Hernandez | 18 |
| Norma Linda Gracia | 18 |

3 YEAR OLD PROGRAM

| | |
|--------------|----|
| Irma Pedraza | 14 |
|--------------|----|

PRE-KINDERGARTEN

| | |
|----------------------|-----|
| Linda Salas | 302 |
| Hortencia Guerrero | 303 |
| (L.P.P.) Letty Muñoz | 304 |
| Hilda Gutierrez | 305 |

KINDERGARTEN

| | |
|---------------------|----|
| Juanita Estrada | 26 |
| Sonia de los Santos | 27 |
| Joanna Rivas | 28 |
| Crystal Chapa | 29 |
| Gabriela Mascorro | 30 |

1st GRADE

Joanna Garcia
Alicia Flores

2nd GRADE

Gisela De la Garza (1/2 Day) AM

INCLUSION/RESOURCE/DIAGNOSTICIAN

| | |
|---------------|-----|
| Emilia Tamayo | 301 |
|---------------|-----|

DYSLEXIA

Gisela De la Garza (1/2 Day) PM

PHYSICAL EDUCATION

| | |
|-----------------|------|
| Julio Arredondo | P.E. |
| Graciela Moreno | P.E. |

CROMACK ELEMENTARY
NEW STAFF MEMBERS AND TEACHER BUDDIES
2009-2010

New Staff Member:

Crystal Chapa

Alicia Flores

Teacher Buddy:

Joanna Rivas

Joanna Garcia

CROMACK ELEMENTARY
LEAD TEACHERS
2009-2010

| | |
|--------------------|--------------------|
| Pre-Kindergarten | Maribel Quiroz |
| Kindergarten | Abigail Gonzalez |
| First Grade | Thelma Hinojosa |
| Second Grade | Priscilla Bellamy |
| Third Grade | Tomas Garza III |
| Fourth Grade | April Licea |
| Fifth Grade | Enedelia Rodriguez |
| Special Education | Zelda Aguilar |
| Special Programs | Lynne Silva |
| Physical Education | Zabdiel Leal |
| Para-Professional | Letty Muñoz |

CROMACK ELEMENTARY
ATTENDANCE COMMITTEE
2009-2010

| | |
|----------------------|------------------|
| Carmelita Rodriguez. | Principal |
| Cynthia Lopez | Asst. Principal |
| Betsy Sheets | Facilitator |
| Sofie Balderas | Counselor |
| Tony Rivera | Counselor |
| Susana Briones | Nurse |
| Diana Garza | Data Entry Clerk |
| Belia De La Cruz | Home Visitor |

**CROMACK ELEMENTARY
CRISIS TEAM COMMITTEE
2009-2010**

| | |
|---------------------|-----------------|
| Carmelita Rodriguez | Principal |
| Cynthia Lopez | Asst. Principal |
| Betsy Sheets | Facilitator |
| Sofie Balderas | Counselor |
| Tony Rivera | Counselor |
| Susana Briones | Nurse |
| Eric A. Austin | Secretary |
| Dolores Perez | Teacher |
| Belia De La Cruz | Home Visitor |
| Socorro Maldonado | Custodian |
| Maricela Garcia | Coach |
| Lorraine Castro | Teacher |
| Ruth Dekic | Parent |
| BISD Police | |

**CROMACK ELEMENTARY
DYSLEXIA COMMITTEE
2009-2010**

| | |
|---------------------|---------------------|
| Carmelita Rodriguez | Principal |
| Cynthia Lopez | Assistant Principal |
| Betsy Sheets | Facilitator |
| Rolando Orozco | Dyslexia Teacher |
| Gisela De la Garza | Para-Professional |

CROMACK ELEMENTARY
INCLUSION COMMITTEE
2009-2010

| | |
|--------------------|---------------------|
| Ms. Norma Perez | Diagnostician |
| Mrs. Zelda Aguilar | Inclusión |
| Mrs. Melba Nunnery | Resource |
| Mrs. Millie Tamayo | Inclusion Assistant |
| Ms. Cynthia Lopez | Asst. Principal |

CROMACK ELEMENTARY
SBDM / EFFECTIVE SCHOOLS COMMITTEE
2009-2010

| | |
|---------------------|---------------------|
| Principal | Carmelita Rodriguez |
| Asst. Principal | Cynthia Lopez |
| Facilitator | Betsy Sheets |
| Counselor | Sofie Balderas |
| Counselor | Juan A. Rivera |
| Reading Coach | Maricela Franco |
| Pre Kinder | Elsa Garcia |
| Kinder | Leticia Cano |
| First Grade | Patty Garcia |
| Second Grade | Blanca Valero |
| Third Grade | Griselda Abete |
| Fourth Grade | Ruth Flores |
| Fifth Grade | Belinda Cavazos |
| Physical Education: | Marisela Garcia |
| Special Programs | Felipe Barrera |
| Special Education | Hector Almanza |
| Parent | Ruth Dekic |

**CROMACK ELEMENTARY
PARENTAL INVOLVEMENT COMMITTEE
2009-2010**

| | |
|---------------------|-------------------|
| Carmelita Rodriguez | Principal |
| Cynthia Lopez | Asst. Principal |
| Betsy Sheets | Facilitator |
| Lorraine Castro | 3 yr. old program |
| Belia De La Cruz | Parent Liason |

(Plus all SBDM Members)

**CROMACK ELEMENTARY
PROMOTION/RETENTION COMMITTEE
2009-2010**

| | |
|---------------------|------------------|
| Carmelita Rodriguez | Principal |
| Cynthia Lopez | Asst. Principal |
| Betsy Sheets | Facilitator |
| Sofie Balderas | Counselor |
| Tony Rivera | Counselor |
| Diana Garza | Data Entry Clerk |
| Belia De La Cruz | Parent Liason |
| (Teacher) | |
| (Parent) | |

CROMACK ELEMENTARY
SAFETY COMMITTEE
2009-2010

| | |
|---------------------|--------------------|
| Carmelita Rodriguez | Principal |
| Cynthia Lopez | Asst. Principal |
| Betsy Sheets | Facilitator |
| Sofie Balderas | Counselor |
| Tony Rivera | Counselor |
| Maricela Garcia | Physical Ed. Coach |
| Socorro Maldonado | Head Custodian |
| Felipe Barrera | Teacher |

**CROMACK ELEMENTARY
SAFETY PATROL COMMITTEE
2009-2010**

Mr. Julio Arredondo

P.E. Assistant

Mrs. Gracie Moreno

P.E. Assistant

(1) Parent

(3) Student Representatives

CROMACK ELEMENTARY
RTI COMMITTEE
2009-2010

| | |
|-------------------|-----------------|
| Cynthia Lopez | Asst. Principal |
| Betsy Sheets | Facilitator |
| Maricela Franco | Reading Coach |
| Sofie Balderas | Counselor |
| Tony Rivera | Counselor |
| Susana Briones | Nurse |
| Classroom Teacher | |
| (Parent) | |

**CROMACK ELEMENTARY
STUDENT INCENTIVE COMMITTEE
2009-2010**

| | |
|---------------------|-----------------|
| Carmelita Rodriguez | Principal |
| Cynthia Lopez | Asst. Principal |
| Betsy Sheets | Facilitator |
| Sofie Balderas | Counselor |
| Tony Rivera | Counselor |

**CROMACK ELEMENTARY
TECHNOLOGY COMMITTEE
2009-2010**

| | |
|---------------------|------------------|
| Carmelita Rodriguez | Principal |
| Cynthia Lopez | Asst. Principal |
| Betsy Sheets | Facilitator |
| Felipe Barrera | Technology |
| Nancy Harris | Teacher |
| Maricela Garcia | P.E. Teacher |
| Cathy Gomez | Paraprofessional |

CROMACK ELEMENTARY
GT ASSIGNED CLASSROOMS
2009-2010

All Cromack teachers are G.T. certified and must complete **6** ongoing G.T. hours.

CROMACK ELEMENTARY
LPAC COMMITTEE
2009-2010

| | |
|---------------------|-------------------|
| Carmelita Rodriguez | Principal |
| Cynthia Lopez | Asst. Principal |
| Margarita Perez | Lead LPAC Teacher |
| Adrian Bolado | Teacher |
| Noemí Titone | Teacher |
| Lorena Moya | Teacher |
| Belinda Cavazos | LPAC alternate |
| Enedelia Rodríguez | LPAC alternate |
| Diana Garza | Data Entry Clerk |
| Patricia Silva | Parent |

SUPPORT STAFF

| | |
|----------------|--------------------|
| Sofie Balderas | Counselor |
| Tony Rivera | Counselor |
| Felipe Barrera | Technology Teacher |
| Rolando Orozco | Dyslexia |
| Ruth Flores | Teacher |

*CAMPUS
GUIDELINES AND
PROCEDURES*

GENERAL GUIDELINES AND PROCEDURES

| Job Description | Time In & Out | Lunch |
|--------------------------|---------------|------------|
| Teachers | 8:00-3:30 | 30 minutes |
| Librarian | 8:00-3:30 | 30 minutes |
| Counselor | 7:30-3:30 | 1 hour |
| Instructional Aides | 7:30-4:00 | 30 minutes |
| Physical Education Aides | 7:30-4:00 | 30 minutes |
| Secretary | 7:00-4:00 | 1 hour |
| Data Entry/Records Clerk | 7:30-4:00 | 30 minutes |
| Home Visitor | 7:30-4:00 | 30 minutes |
| Nurse | 8:00-3:30 | 30 minutes |

1. Absences should be reported as far in advanced as possible. Teachers/Paraprofessionals who are unable to report for work must notify/enter absence in the “SEMS” and report to administrator in charge no later than 6:00 am. **PLEASE CALL:** Mrs. C. Rodriguez at 399-4106 home or 455-1642 cell. **Excessive absenteeism and tardiness are expensive, disruptive, and place an unfair burden upon other employees. Any three (3) separate occurrences of absence or tardiness within a thirty (30) day period will be considered excessive.**
2. Teacher and Teacher Aides will sign-in and out each day (for them only). Sign-in folders will be located outside Secretary’s office. (Biometric Time Clocks will be located in the Main Office and Cafeteria)
3. All teachers will open their classrooms at 8:00 and prepare for class.
4. Teacher aides will monitor cafeteria/gym areas from 7:30 to 8:00a.m. and will direct students to their assigned areas.
5. Students **SHOULD NOT EAT IN GYM.**
6. Teachers will pick up their students by 7:55 a.m. daily at their designated areas.
7. “Each teacher is to accompany his/her class at all times when the class is moving in a group” whether it be the playground, cafeteria, library, computer lab, assemblies, fire drills, etc.
8. The teachers will take students to P.E. and will also be responsible in picking them up at the assigned time. We ask that teachers pick up their students on time since P.E. coaches will have another class coming in.
9. Teachers will take their class for a water and restroom break in the morning and afternoon, but may not leave their class unattended.
10. Teachers are not to leave their class unattended at any time. If an emergency occurs and the teacher has to leave the class, he/she should ask the nearest teacher to look in on the class and notify the Principal or Asst. Principal immediately.
11. Teacher aides should not leave the campus during working hours. All doctor’s appointments for all personnel should be scheduled after working hours. If this is not possible ½ day of sick leave will have to be used for Certified Personnel. Classified Personnel will have to sign-in/sign-out at the time of departure and will be docked accordingly. (see handbook on excessive absence)
12. Teachers should be cautious about releasing students from the classroom. **DO NOT RELEASE ANY STUDENTS TO ANY PERSON, PARENTS INCLUDED, WITHOUT CONSENT FROM THE SCHOOL OFFICE.**

13. All parents and visitors must report to the office upon arrival at the campus. Parents & visitors are prohibited from going to the classrooms to see a student or a teacher unless they are cleared through the office AND MUST be accompanied to the classroom by a Teacher or staff member.
14. Students may not be transported to school functions in private cars by teachers, aides or parents. The BISD does not approve the transporting of students in private vehicles for school functions, and will not assume responsibility for accidents or injuries which may be the result of this transportation.
15. Teachers should not send students off the school grounds on errands at any time for any reason.
16. Teachers should not stand students outside of the room for disciplinary reasons.
17. Teachers should not permit students to take pencils, crayons or other in appropriate articles to the restroom.
18. Never leave money or other valuables in the classroom. The teacher is responsible for money left in his/her care.
19. Do not collect money from students for any reasons without approval from the Principal.
20. Do not allow students to chew gum in the classroom. This is not conducive to good learning situations. (Teachers should set the example.)
21. PRC's are to be kept in the office, but may be checked out from office personnel during the day and returned that same day. These records must not leave the school. At no time can a record be given to a student.
22. The Brownsville schools provide the elementary teachers with a planning period during the school day. Teachers are to remain in the classrooms during the planning period unless otherwise authorized. **This is not an OFF period, but a period for work and planning.**
23. The "Daily Schedule" should be posted where it may be seen in every teacher's classroom.
24. A Bilingual education program will be planned for LEP students who are limited in English proficiency, according to individual student needs.
25. It is recommended that teachers meet with grade chairpersons to plan appropriate daily schedules for each grade-level. Grade chairpersons will meet with the Principal as the need arises.
26. Lesson Plans may be made for **one or two weeks** in advance and will be due in the office on Tuesday afternoon, beginning September 01, 2009. They will be checked by the Principal, Instructional Facilitator, Assistant Principal and Lead Teacher. All required information should be filled in as soon as possible. **Do NOT turn in lesson plans for the entire six weeks at one time.**
27. Lesson Plans should follow the District's policies and should reflect the TEKS and Stanford 9 or TAKS objectives being taught.
28. Under no condition are students, teacher aides or substitutes permitted to check the roll and/or make entries on the attendance report. This is the sole responsibility of the **Teacher.**
29. Homework should be evaluated by the teacher whenever it is given. Be reasonable with length of homework assignments.
30. Do not use red ink on report cards. Failing grades are to be in the same color of ink (preferably black) as the other grades.

31. Failing Notices should be sent home on Friday of the third week of each Six Weeks Period. Progress Reports will be sent out every 3 weeks.
32. Teachers should record a minimum of one grade per subject weekly. Refer to district policy.
33. Teachers should not deduct points from a student's academic grade as disciplinary measure.
34. The staff is expected to use common sense and should use good taste in their manner of dress. **No blue jeans should be worn, unless other wise stated by Principal.**
35. All questions concerning payroll or other matters should be directed to the campus Principal.
36. Teachers are required to have two parent-teacher conferences for each child during the year. These should be scheduled during your conference time. In addition, teachers should confer with parents each six weeks when a child fails a course subject area. All parent-teacher conferences should be documented.
37. Announcements on the PA system will be utilized in the mornings and afternoons. Teachers should check their mailboxes regularly, and should read all notices posted on the bulletin board in the teacher's lunchroom. E-mails should be read daily before or after school or planning time. **Mail boxes are NOT for STORING FOOD.**
38. All teachers will be responsible for implementing the campus assertive discipline plan in their classroom. School rules should be posted in the classroom and reviewed by the students. Class rules should be written by the students on the first day of school. These should also be posted in the classroom and reviewed periodically.
39. "Students must be taught from the first day that courtesy, obedience; punctuality, daily attendance and respect are of the utmost importance. Teach the students to respect the authority of all teachers, aides and other school personnel."
40. Attendance and Discipline will continue to be stressed. Without these two important factors, learning cannot take place!"
41. "Encourage all children, teachers, aides and staff personnel to speak English at all times except when engaged in Spanish instruction. This is important in Brownsville as many of our children have little opportunity to hear or practice the speaking of English."
42. Teachers are to lock their classroom doors at all times when leaving the room.
43. Writing samples of students' work should be submitted along with your daily lesson plan book every 4 weeks to the office. Submit samples of work for different students every week.

Cromack Elementary

Responsibility Organizational Chart

2009-2010

| <p>Eric A. Austin School Secretary 7:00 AM -4:00 PM Lunch 12:30 PM-1:30 PM</p> | <p>Diana Garza Data Management 7:30 AM -4:00 PM Lunch 12:00 PM-12:30 PM</p> | <p>Inez Betancourt Records Management 7:30 AM -4:00 PM Lunch 12:00 PM-12:30 PM</p> | <p>Belia De La Cruz Home Visitar 7:30 AM -4:00 PM Lunch 12:30 AM-1:00 PM</p> | <p>Horacio Rivas Clerk 7:30 AM – 4:00PM Lunch 12:30 – 1:00</p> |
|---|---|--|---|--|
| <ul style="list-style-type: none"> • <i>Certified Absence From Duty Report Forms</i> • <i>Substitutue Teachers</i> • <i>Leave of Absences</i> • <i>Payroll Checks</i> • <i>Certified Time Sheets</i> • <i>Student Motivation Fund (Checks)</i> • <i>Classroom Keys</i> • <i>Purchase Requisitions</i> • <i>Field Trips (Bus Request)</i> • <i>Reports to Area Superintendent</i> • <i>Maintenance request</i> • <i>Other duties as assigned</i> | <ul style="list-style-type: none"> • Attendance • PEIMS • Withdrawals • Re-entries/Tardies • Student Registration • Medication (Nurse is not available) • Answer Intercom • Maintains and updates PRCS • Other duties as assigned | <ul style="list-style-type: none"> • Answer Front Gate Entrance • Answers Intercom • Re-entries/Tardies • Withdrawals • Student Registration • Before and after school duty • Maintains and updates PRCS • Receptionist • Other duties as assigned | <ul style="list-style-type: none"> • Home Visits • Attendance • Parental Involvement • Student Incentives • Assemblies • Before and after school duty • Lunch Duty • Monitor Attendance • Mail • Answer Front Gate Entrance | <ul style="list-style-type: none"> • Answer front gate entrance • Answer phone • Answer Intercom • Re-entries/Tardies • Before and Afterschool duties • Receptionist duties • Other duties assigned • Mail |

TEXAS ADMINISTRATIVE CODE PACK INFO

**CROMACK ELEMENTARY
2009-2010 SCHOOL YEAR**

GENERAL ATTENDANCE REQUIREMENTS

An attendance is a legal document.

1. The **teacher** is responsible for the accuracy of the report and attests to the validity of the data with his or her signature (**also print full first and last name**).
2. All entries on the attendance should be made **only** with **black ink** and under **no circumstances** use other than black ink, **do not use pencil, eradicator or use an eraser** in any attendance record.
3. If errors are made: make **one line** through the error and initial next to it.
4. The attendance sheet must be printed in a clean front/back paper (**do not use recycled paper**), if the attendance gets any kind of stains: coffee, lipstick, juice, etc. a **clean original** attendance **must** be made.

CODES: “1” = Student’s first day of school **OR** Student entering
BISD for the first time on present school year.
“A” = Absent
“W” = Student withdrawals from this school.
“D” = Student changing classroom within the school.
(Teacher dropping student)
“S” = Student changing classroom within the school.
(Teacher receiving student)
“C” = Student coming in this school from another BISD
campus during the same school year.

I have read, understood and received a copy of this memo.

Teacher’s Name

Teacher’s Signature

Date

PLEASE SIGN AND RETURN TO DIANA GARZA AT THE OFFICE WITH ATTENDANCE.

Attendance Procedures

1. Post attendance at 9:40 a.m. (when bell rings)

Only count the students present if they are in your class at 9:40 a.m. (neither before nor after). If they are not in your class they must be counted **ABSENT** even if you were told by someone else that the child is coming in late.

2. If a student comes in on the day he/she was counted absent sent in an Absence Correction form as soon as possible to the office **with doctor's excuse and office re-entry slip.** The child will then show **MED** on calendar (health care appointment) which is considered present for the day.
3. If the student comes the next day or any other day after the absence day with doctor's excuse...send **Absence Correction form with Doctor's excuse to the office.** The child will show an **EXA** on the calendar (excused absence) for the day which is considered an absence but excused which will not fall under truancy.
4. If the child arrives between 8:15 a.m. and 9:39a.m. a **TARDY must** be marked on attendance which will show the child as present but this way we are monitoring the tardiness.
5. Written excuses or any other excuse aside from doctor's excuse will be approved only by Mrs. C. Rodriguez.

* Teachers please make sure to enter attendance as accurate as possible and turn in Absence Correction Form as soon as possible to the office.

*There are times when parents need forms to be signed at school verifying if student is meeting with attendance requirements so we need to have the calendars updated daily.

*We also have Intra-District Students and Administration needs to review the calendar.

* We also need to monitor the absence for Truancy purposes.

PROCEDURES FOR RELEASING STUDENTS

1. All visitors will report to the office.
2. When a parent or guardian requests that a child be released during the school day the office staff will refer to the Student Release Form that is on file.
3. The office staff will verify the name of the individual listed on the Student Release form and will be asked to show an ID.
4. The parent/guardian will be asked to sign-out the student on the sign-out log that is maintained in the office. The log includes: the date, name of the child, time of release, reason for the release, and their signature.
5. The office staff will notify the classroom teacher via the PA system to send the student to the office. **PK & KG students** must be accompanied by the teacher aide or teacher to the office.
6. If the parent or person requesting the release of a child is **NOT** listed on the Student Release form, the student will **NOT** be released.
7. It is emphasized that a child is **NOT** to be released to anyone unless clearness has been obtained from the office staff.

Announcing “LOCKDOWN”

*Bring children in from the outside

*Lock and secure your doors.

*People near restroom may check to see if area is secure

***DO NOT** open your door for any reason

*Wait until you hear:

**CANCEL
LOCKDOWN!**

INCLEMENT WEATHER / SHELTER IN PLACE

Tornado

Do you Know What to “Do?”

TORNADO WATCH: This means that there is a chance of dangerous winds; maybe a tornado.

SIGNAL: Verbal DO THIS: Stand by for Additional Information.

TORNADO WARNING: This means that a tornado has been seen.

SIGNAL: Verbal DO THIS: Go quickly to inside rooms within the building; stay away from outside walls.

YOU SEE OR HEAR A TORNADO COMING: Don't wait! Go to the shelter area right away. Curl up on the floor and protect yourself. Be sure you cover your head.

Learn these tornado warning signs.

Bad Thunderstorms: Thunder, Lightning, hard rain, strong winds.

Hail: Bullets of ice from a dark cloudy sky.

Roaring Noise: Like ten jet planes or a hundred railroad trains.

Funnel: a dark column from the sky to the ground.

HURRICANE WARNING INFORMATION

Unlike tornados, hurricanes are followed for many days before landfall. As such, schools are not in session when a hurricane might strike our area. School buildings and some school personnel may be involved with RED CROSS shelter programs. During hurricane season school personnel should: **BE ALERT** to hurricane and tropical storm advisories. Listen to news broadcasts and NOAA weather radio for advisories.

HURRICANE WATCH- Means a “possible” hurricane within 24 to 36 hours.

HURRICANE WARNING- Means a hurricane is expected within 24 hours or less

- Listen carefully to local officials and evacuate the area if told to do so. Rumors develop and move rapidly during emergencies. Listen only to information from officials.
- Secure outdoor items or bring them indoors. These items become dangerous projectiles during a hurricane.
- Draw enough water to last for several days. Large garbage containers and bath tubs serve this purpose.
- Fuel Vehicles

AFTER THE STORM

Listen to officials for advice

Drive carefully, watching for downed electrical wires, flooded low spots and undermined roads.

Report broken or damaged water, sewer or electrical lines.

Check for gas leaks, structural or water damage.

Cautiously re-enter buildings you may have evacuated.

CROMACK ELEMENTARY

Crisis Management Plan: School Advisory System Actions & Recommendations

LOCKDOWN:

1. Bring any/all students into your/or nearest classroom.
2. Lock Doors.
3. Turn off lights.
4. Move student to corner of classroom, out of sight.
5. Do not allow anyone to leave classroom for any reason.
6. **DO NOT OPEN DOORS FOR ANY REASON.**

MEDICAL EMERGENCY

1. Bring any/all students into your/or nearest classroom.
2. Close doors.
3. Students may **NOT** leave classroom.
4. **CAN** continue with class instruction.

SECURITY ALERT

1. Bring students into classroom.
2. Check hallway for students not belonging to your grade level and alert administration.
3. Call office if you see **ANY PERSON** not belonging to campus and alert administration.

SHELTER IN PLACE

(Inclement Weather)

1. All outdoor activities/resources are cancelled.
2. Students may **ONLY** be released for emergencies.
3. Keep students away from windows.

TORNADO

1. Move Students to center hall way.
2. Have students crouch down and cover their heads with hands.
3. Wait and listen for instructions.

FIRE DRILL

1. Exit students from building and close classroom door.
2. Follow evacuation plan.
3. Wait and listen for instructions.

CODE 10:

1. EMERGENCY!! Administrator is needed.

**EMERGENCY PROCEDURES
QUICK REFERENCE GUIDE FOR
TEACHERS**

**Texas Reading First Non-
Negotiable
Campus Information**

SCHEDULES



CROMACK ELEMENTARY
Home of the Lion Pride!
3200 E 30th Street, Brownsville TX 78520
(956)548-8820 Fax (956)548-8824



Bell Schedule 2009-2010

8:15 AM – Beginning of Instruction

9:40 AM – Attendance Posting
3yr Old A.M. Program & PK thru 5th

1:30 P.M. Attendance Posting
3yr Old P.M. Program

3:15 – End of Day

CROMACK ELEMENTARY

Work Schedule

ADMINISTRATORS

Carmelita Rodriguez. 7:30 - 5:00 (1 hr. lunch) 12:30-1:30
(Principal)

Cynthia Lopez 7:30 – 5:00 (1 hr. lunch) 12:30-1:30
(Asst. Principal)

Betsy Sheets 7:30 – 5:00 (1 hr. lunch) 12:30-1:30
(Facilitator)

***Administration’s lunch is flexible and will be adjusted based on ARDS, Meetings and emergencies.**

OFFICE STAFF

Eric A. Austin 7:00 – 4:00 (1 hr. lunch) 12:30-1:30
(Secretary)

Diana Garza 7:30 – 4:00 (1/2 hr. lunch) 12:00 -12:30
(Data Entry Clerk)

Inez Betancourt 7:30 – 4:00 (1/2 hr. lunch) 12:00 – 12:30
(Record Clerk)

Belia de la Cruz 7:30 – 4:00 (1/2 hr. lunch) 12:30-1:00
(Home Visitor)

Horacio Rivas 7:30 – 4:00 (1/2 hr. Lunch) 12:30 – 1:00
(Clerk)

***Office staff ‘s lunch schedules may and will be adjusted based on staff being absent or in trainings.**

MORNING SCHEDULE 2009-2010

Para-Professional Staff

OFFICE STAFF

| | |
|------------------|---------------------|
| Eric A. Austin | Office |
| Inez Betancourt | Office |
| Diana Garza | Office |
| Belia de la Cruz | Rm 6 / Behind Annex |
| Horacio Rivas | Office |

SPECIAL PROGRAMS

| | |
|---------------|--|
| Lilly Angeles | 7:30-8:00 open Library 8:00-8:15 monitor gate & close gate at 8:15 next to room 30. |
|---------------|--|

B.I. UNITS

| | |
|--------------------|----------------------|
| Angie Leal | Bus/Café as assigned |
| Norma Hernandez | Bus/Café as assigned |
| Adrian Garza | Bus/Café as assigned |
| Norma Linda Gracia | Bus/Café as assigned |

COMPUTER LAB

| | |
|-------------|-----|
| Cathy Gomez | Gym |
|-------------|-----|

INCLUSION/RESOURCE

| | |
|---------------|-----|
| Emilia Tamayo | Gym |
|---------------|-----|

DYSLEXIA AID

| | |
|--------------------|-----|
| Gisela de la Garza | Gym |
|--------------------|-----|

COUNSELORS

| | |
|----------------|--------------------------------|
| Sofie Balderas | Morning bus duty/cafeteria |
| Tony Rivera | Drop off area behind cafeteria |

3 YEAR OLD PROGRAM

| | |
|--------------|--|
| Irma Pedraza | 7:30-8:00 Rm# 14 8:00-8:15 monitor & close gate next to Rm#14. |
|--------------|--|

PRE-KINDERGARTEN

| | |
|--------------------|------|
| Hortencia Guerrero | Cafe |
| Letty Muñoz | Cafe |
| Linda Salas | Cafe |
| Hilda Gutierrez | Cafe |

KINDERGARTEN

| | |
|---------------------|------|
| Juanita Estrada | Cafe |
| Sonia de los Santos | Cafe |
| Joanna Rivas | Cafe |
| Crystal Chapa | Café |
| Gabriela Mascorro | Cafe |

1st GRADE LAB

| | |
|---------------|--|
| Joanna Garcia | 7:30-8:15 BUS/monitor drop off area by cafeteria & close gate next to cafeteria at 8:15am. |
| Alicia Flores | 7:30 – 8:15 Bus/monitor playground/black top area covers gym area when necessary |

PHYSICAL EDUCATION

| | |
|-----------------|--|
| Julio Arredondo | 7:30 – 8:15 monitor traffic & crossing areas/Close gate next to parking area behind gym. |
| Gracie Moreno | 7:30 -8:15 monitor traffic & crossing areas. |

Professional Support Staff on duty 8:00 to 8:15

| | |
|-----------------|--|
| Felipe Barrera | Front of school/Drop off area |
| Maricela Garcia | 200 Hallway/Escort students to class |
| Lynn Silva | 100 Hallway/Escort students to class |
| Cynthia Stevens | PK-Kinder area |
| Zabdiel Leal | 1 st -2 nd grade outdoor classes |

CROMACK ELEMENTARY
LUNCH DUTY SCHEDULE
2009-2010

11:15-11:45 Belia de la Cruz
 Cathy Gomez
11:30-12:10 Gisela de la Garza
12:15-12:55 Millie Tamayo

KINDER SECOND SHIFT

11:35-12:10 Juanita Estrada, Sonia de los Santos
12:20-12:50 Crystal Chapa, Gabriela Mascorro, Joanna Rivas
12:10-12:55 Alicia Flores, Joanna Garcia

The following staff members will stand duty when the need arises:

1. Sofie Balderas
2. Tony Rivera
3. Belia de la Cruz
4. Lily Angeles

****Please note: Do not leave your duty until the next shift has arrived...**

****Pre-Kinder and Kinder Paraprofessional will stand lunch duty with their assigned classroom.**

Note: Pre-Kinder Para's will have lunch immediately after lunch duty. Follow the schedule below. Kinder & Special Program Para's will also have lunch at the assigned time given. Follow the schedule below.

LUNCH SCHEDULES

PRE-KINDER

11:25-11:55 Letty Muñoz, Linda Salas
11:30-12:00 Hilda Gutierrez, Hortencia Guerrero

KINDER & SPECIAL PROGRAMS

11:35- 12:05 Alicia Flores, Joanna Garcia
11:40-12:10 Crystal Chapa, Gabriela Mascorro, Joanna Rivas, Millie Tamayo
12:15-12:45 Sonia de los Santos, Juanita Estrada, Gisela de la Garza, Lily Angeles
11:45-12:15 Cathy Gomez

**CROMACK ELEMENTARY
LUNCH SCHEDULE
2009-2010**

| | <u>On Duty</u> | <u>On Duty</u> | |
|---------------|----------------------------|---------------------------|---|
| 10:50 – 11:20 | M. Quiroz (L. Muñoz) | M. Calderóni (L. Salas) | 1 |
| 10:55 – 11:25 | C. Martinez (H. Gutierrez) | E. Garcia (H. Guerrero) | 2 |
| 11:00 – 11:30 | L. Cano (S. de los Santos) | F. Varela (J.Estrada) | 3 |
| 11:05 – 11:35 | S. Huerta (C. Chapa) | A. Gonzalez (G. Mascorro) | 4 |
| 11:10 – 11:40 | E. Guajardo (J. Rivas) | L. Hernandez | 5 |
| 11:15 – 11:45 | S. Guajardo | T. Hinojosa | 6 |
| 11:20 – 11:50 | P. Garcia | M. Perez | 1 |
| 11:30 – 12:00 | P. Bellamy/H. Almanza | B. Valero | 2 |
| 11:35 – 12:05 | M. Robles | N. Lozano | 3 |
| 11:40 – 12:10 | L. Moya | C. Ochoa | 4 |
| 11:45 – 12:15 | N. Mendez | B. Cavazos | 5 |
| 11:50 – 12:20 | E. Rodríguez/P. Rivera | D. Perez | 6 |
| 11:55 – 12:25 | M. L. Castillo | N. Titone | 1 |
| 12:00 – 12:30 | A. Garza | A. Licea | 2 |
| 12:05 – 12:35 | N. Harris | R. Flores | 3 |
| 12:15 – 12:45 | L. Leija | P. Balderas | 4 |
| 12:20 – 12:50 | E. Juarez | A. Bolado | 5 |
| 12:25 – 12:55 | E. Sotelo | T. Garza | 6 |
| 12:30 – 1:00 | G. Abete | V. Zamarripa | 1 |

Teacher Aides On Duty

Kinder Second Shift:

| | |
|---------------|--------------------------------------|
| 11:35 – 12:10 | Sonia de los Santos, Juanita Estrada |
| 12:15 – 12:45 | Crystal Chapa, Gabriela Mascorro |
| 12: 20 – 1:00 | Joanna Rivas, Alicia Flores |

**CROMACK ELEMENTARY SCHOOL
LUNCH SCHEDULE**

**2009-2010
EARLY DISMISSAL**

| | | | |
|--------------|-------------|--------------|---|
| 9:30 – 10:00 | M. QUIROZ | M. CALDERONI | 1 |
| 9:35 – 10:05 | C. MARTINEZ | E. GARCIA | 2 |
| 9:40 - 10:10 | L. CANO | F. VARELA | 3 |
| 9:45 - 10:15 | S. HUERTA | A. GONZALEZ | 4 |
| 9:50 - 10:20 | E. GUAJARDO | E. HERNANDEZ | 5 |
| 9:55 - 10:25 | S. GUAJARDO | T. HINOJOSA | 6 |

| | | | |
|---------------|-----------------------|------------|---|
| 10:00 – 10:30 | P. GARCIA | M. PEREZ | 1 |
| 10:05 - 10:35 | P. BELLAMY/ALMANZA | B. VALERO | 2 |
| 10:10 – 10:40 | M. ROBLES | N. LOZANO | 3 |
| 10:15 – 10:45 | L. MOYA | C. OCHOA | 4 |
| 10:20 - 10:50 | N. MENDEZ | B. CAVAZOS | 5 |
| 10:25 – 10:55 | E. RODRIGUEZ/P.RIVERA | D. PEREZ | 6 |

| | | | |
|---------------|----------------|-------------|---|
| 10:30 – 11:00 | M. L. CASTILLO | N. Titone | 1 |
| 10:35 – 11:05 | A. GARZA | A. LICEA | 2 |
| 10:40 – 11:10 | N. HARRIS | R. FLORES | 3 |
| 10:45 – 11:15 | L. LEIJA | P. BALDERAS | 4 |
| 10:50 – 11:20 | E. JUAREZ | A. BOLADO | 5 |
| 10:55 – 11:25 | E. SOTELO | T. GARZA | 6 |

| | | | |
|--------------|----------|--------------|---|
| 11:00- 11:30 | G. ABETE | V. ZAMARRIPA | 1 |
|--------------|----------|--------------|---|

*****Please Note: Paraprofessionals please stand your lunch duty at the assigned time of your grade level. Every grade level was moved up 1 hour. Please follow the following schedule. Please be on time.**

Pre-Kinder Para-professionals- Will stand duty with their classes.

Kinder Para-professionals- will stand duty with their assigned classes.

- 10:00-10:45- Gisela de la Garza & Belia de la Cruz**
- 10:45-11:15- J. Garcia & A. Flores**
- 11:10-11:40- M. Tamayo & L. Angeles**

Cromack Elementary

2009 – 2010

PK – 2nd STUDENT PICKUP FOR BUS TRANSPORTATION

(Take them to the Gym with their assigned bus group)

PK

| | |
|-------------------|--------------------|
| M. Calderoni #302 | Linda Salas |
| E. Garcia #303 | Hortencia Guerrero |
| M. Quiroz #304 | Letty Muñoz |
| C. Martinez #305 | Hilda Gutierrez |

KG

| | |
|-----------------|---------------------|
| F. Varela #26 | Juanita Estrada |
| L. Cano #27 | Sonia de los Santos |
| E. Guajardo #28 | Joanna Rivas |
| S. Huerta #29 | Crystal Chapa |
| A. Gonzalez #30 | Gabriela Mascorro |

1st

| | |
|------------------|---------------|
| S. Guajardo #10 | Joanna Garcia |
| M. Perez #11 | Joanna Garcia |
| E. Hernandez #12 | Millie Tamayo |
| P. Garcia #13 | Millie Tamayo |
| T. Hinojosa #15 | Lilly Angeles |

2nd

| | |
|----------------|--------------------|
| P. Bellamy #19 | Gisela de la Garza |
| B. Valero #20 | Gisela de la Garza |
| A. Ochoa #25 | Lilly Angeles |
| M. Robles #101 | Alicia Flores |
| L. Moya #102 | Alicia Flores |
| N. Lozano #103 | Cathy Gomez |

NOTE: Para Professionals will begin after school duties at 3:00 p.m.

***Once again if you know you will be out, make arrangements with another Para-Professional to pick up your assigned class.**

Cromack Elementary

2009-2010

Bus Transportation / After-School Schedule

Pick up students or arrive at your designated area at 3:00 p.m.

100 Building (Inside)

Tony Rivera
Melba Nunnery

200 Building (Inside)

Sophie. Balderas
Maricela Franco

Outside Nurse's Office

C. Stevens

Safety Patrol

Julio Arredondo
Gracie Moreno

Black Top Area

Zabdiel Leal

Front Parking Area

Marisela Garcia

Outside Library

Claudia Garica

Corner of 301 and 3rd Gd Hall

Lynn Silva

Front of Annex Building

Zelda Aguilar
Felipe Barrera

Front of Rm 7&9

Rolando Orozco
Caroline Skill-Hernandez

Entrance at the Gym

Hilda Gutierrez (carry radio)

Bus Pick up by Gate

Linda Salas (carry radio)
Crystal Chapa
Joanna Rivas

BUS # Blue

Hortencia Guerrero
Juanita Estrada

BUS # Pink

Gabriela Mascorro
Millie Tamayo

BUS # Red

Alicia Flores
Cathy Gomez

BUS # Yellow

Sonia de los Santos
Joanna Rivas

BUS # Orange

Belia de la Cruz
Joanna Garcia

BUS# Green

Gisela de la Garza
Liliy Angeles

Day Care (gym area)

Letty Muñoz
Irma Pedraza

Students are to be escorted with **one para-professional in front** of the line, **one in the back** and **two in between the line (IF NEEDED CHECK-WITH Hilda Gutierrez)**. After escorting the students **IN THE BUS**, the para-professionals **NEED TO RETURN** to the gym to assist with the other students.

If any para-professional is going to be absent in the afternoon, **please make sure to communicate with Mrs. Rodriguez.**

CROMACK ELEMENTARY
2009-2010
LESSON PLAN BOOKS

Please submit your lesson plan books to Administrators every other Tuesday afternoon, starting on September 1st, 2009.

*Please note lead teachers will be checking lesson plan books on the alternating weeks.

CROMACK ELEMENTARY

Pledge of Allegiance, Thought and Word of the Week 2009-2010

| | | | |
|----------------|----------|---------------------|------------------|
| AUGUST | 24-28 | E. Rodriguez | |
| | 31-4 | Dolores Perez | |
| AUG./SEPTEMBER | 8-11 | Belinda Cavazos | |
| | 14-18 | Nancy Mendez | |
| | 21-25 | M. L. Castillo | |
| | 28-2 | Nancy Harris | |
| SEP. /OCTOBER | 5-09 | April Licea | |
| | 12-16 | Ruth Flores | |
| | 19-23 | Noemi Titone | |
| | 26-30 | Angelica Garza | |
| | NOVEMBER | 2-6 | Elda Sotelo |
| | | 09-13 | Tomas Garza, III |
| 16-20 | | Ludi Leija | |
| 23-24 | | Adrian Bolado | |
| NOV./DECEMBER | | 30-04 | Patty Balderas |
| | 7-11 | Virginia Zamarripa | |
| | 14-18 | Griselda Abete | |
| JANUARY 2010 | 04-08 | Evelia Juarez | |
| | 11-15 | Mary Robles | |
| | 19-22 | Blanca Valero | |
| | 25-29 | Lorena Moya | |
| FEBRUARY | 01-05 | Natalia Lozano | |
| | 08-12 | Priscilla Bellamy | |
| | 15-19 | Sarahi Guajardo | |
| | 22-25 | Margarita Perez | |
| | MARCH | 01-05 | Thelma Hinojosa |
| 08-12 | | Elizabeth Hernandez | |
| 22-26 | | Abigail Gonzalez | |
| MARCH/APRIL | 29-02 | Leticia Cano | |
| | 06-09 | Erica Guajardo | |
| | 12-16 | Frances Varela | |
| | 19-23 | Sylvia Huerta | |
| APRIL | 26-30 | Abigail Gonzalez | |
| MAY | 03-07 | Celinda Martinez | |
| | 10-14 | Elsa Garcia | |
| | 17-21 | Maribel Quiroz | |
| | 24-28 | Maria E. Calderoni | |
| JUNE | 01-03 | Enedelia Rodriguez | |

REMINDER: Maximum of 3 students in the office for the pledge.

CROMACK ELEMENTARY
2009-2010
CAFETERIA BULLENTIN BOARD SCHEDULE

Bulletin should reflect the “CATCH Curriculum”.
Bulletin should be displayed the first Monday of the month beginning in September.

| | |
|------------------|---------------------------------------|
| September | 5th Grade |
| October | 4th Grade |
| November | 3rd Grade |
| December | 2nd Grade |
| January | 1st Grade |
| February | Kindergarten |
| March | Pre-Kindergarten |
| April | P.E./Sp. Ed./Special Programs |
| May | Cafeteria/Home Visitor/Parents |

NOTE: Pictures of CATCH Activities should be taken and turned in to Maricela Garcia. (Teachers should keep up with activities monthly)