

Roscoe Collegiate ISD

Employee



Handbook

2016-2017

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Roscoe Collegiate ISD

Mission Statement

Roscoe ISD believes that all students will learn and be successful, regardless of their previous life experiences. We believe that it is the purpose of our school to educate all students to their highest level of academic performance, while nurturing positive growth in social / emotional skills.

Roscoe ISD is responsible for preparing its students to meet the challenges that they will face in tomorrow's world. It is our responsibility to: "Produce pro-social, pro-active and productive members for society."

Roscoe Collegiate High School

Mission Statement

Roscoe Collegiate High School through partnerships with TSTC and WTC will provide each student with an accelerated, rigorous and blended education leading to an Associates Degree or as many college credit hours as possible. Along with a STEM endorsement in the Biomedical or Engineering track, upon graduation. The staff is committed to providing personalized and supportive instruction that will enable students to meet the high academic standards of state assessments, college entrance exams and the requirements of college curriculum.

Motto

"Cultivating young minds to meet tomorrow's challenges."

ROSCOE COLLEGIATE INDEPENDENT SCHOOL DISTRICT EMPLOYEE/VOLUNTEER ACCEPTABLE USE POLICY

I understand that my use of the Roscoe Collegiate Independent School District's computer, Internet and email resources is a privilege, not a right. This privilege may be taken away from me at any time for inappropriate use of the resources.

I understand that Roscoe Collegiate Independent School District reserves the right to monitor any and all Internet, email and other activity on the computers purchased and maintained, in whole or in part, by Roscoe CISD. I understand that Roscoe ISD reserves the right to change at any time the terms and conditions of usage of District resources.

Some information on the Internet or that may be transmitted by email may be inappropriate for students, obscene, defamatory, inaccurate, derogatory, abusive, profane, threatening, racially offensive or illegal. Roscoe CISD shall take every responsible precaution to prevent such information from being viewed by students, but I understand that I am responsible for my own actions. I understand that Roscoe CISD strictly prohibits possession and usage of such material. Users found in possession of such materials may be disciplined. The District reserves the right to determine conduct, which is inappropriate.

I understand that the following conduct regarding the computers, Internet and email may subject me to disciplinary action, termination of my employment, and/or the loss of the privilege, determined by the Superintendent or his designee, to use school district computers, Internet and email resources.

- Distributing or releasing personal information, including but limited to a person's address, telephone number, email address, etc., without that person's permission, or if the person is less than 18 years old, without the permission of that person's parent or legal guardian.
- Violating the provisions of the Texas Education Code and the Family Educational Rights and Privacy Act regarding students' rights to privacy.
- Publishing any information, which may violate or infringe upon the rights, either statutory or common law, of any other person.
- Conducting or soliciting any business for monetary profit unless specifically permitted in writing by Roscoe CISD.
- Submitting, publishing, displaying, possessing, using, retrieving or distributing information that contains pornographic, defamatory, abusive, threatening, profane, obscene, or information otherwise inappropriate or offensive to an average person in the community, material at school, on school property, within 300 feet of school property, or at a school related activity.
- Reposting or forwarding personal communication without the author's prior consent.
- Violating copyright infringement laws.
- Conducting illegal activity.
- Using impolite or abusive language or other methods of communication.
Changing or altering computer sites that do not belong to the user.
- Making defamatory or derogatory remarks about a person that would violate common or statutory laws.

- Uploading or downloading software or computer files with the purpose to damage Roscoe CISD or another member's computer, Internet and electronic mail resources.
- Attempting to or harming or destroying data of another user's or entity's computer, Internet or email resources, including other students and Roscoe CISD.
- Seeking to gain or gaining unauthorized access to other computer resources.
- Committing fraud on another person or entity.
- Any political activity prohibited by law.

I understand that Roscoe CISD shall not be responsible for any financial obligations I incur from use, either authorized or unauthorized, of District resources.

I understand that resources could fail or malfunction, and that the District shall not be responsible for my losses. I understand that I should make personal back-ups of my material in the resources.

I understand that my use of computer resources is for the primarily educational and professional, not personal purposes and that any information contained on the resources or related to my usage are accessible by Roscoe CISD. I understand that an individual search may be conducted if there is reasonable suspicion that I have violated this policy.

I understand that the Roscoe ISD policy on employees and volunteers continue to apply.

EMPLOYEE/VOLUNTEER AGREEMENT

I have read and agree to the Roscoe CISD Acceptable Use Policy. I understand that if I violate any rules I may be disciplined or my employment be terminated. I hereby release the District, its personnel, trustees and agents from any and all claims of damage arising from my use of District resources.

Name

Date

Signature

EMERGENCY DRILL SIGNALS

TORNADO 1 LONG HORN

EVACUATION Fire Alarm
(Fire, Disaster, etc... leave building in an orderly manner)

RETURN TO BUILDING..... 2 HORNS
(Return back to the building in an orderly manner)

HALT. 1 HORN
(Stay at your current location)

EMERGENCY NUMBER TO DIAL (911)

- **POLICE**
- **FIRE DEPARTMENT**
- **AMBULANCE**

Tornado Drill Procedures

A Tornado warning or a drill is signified by one long horn. Here are the directions to make sure everyone makes it to a safe area in case of an emergency.

<u>Room #</u>	<u>Description</u>	<u>Destination</u>
Rooms 1-2 Elementary Library Pre-K/Ag.	South Elementary	Room 111
Rooms 3-4 Elementary Library	South Elementary	Room 112
Weight Rm. HS Gym/Foyer (Old)	South/South West Campus	Room 113
Rooms 5-9	Middle Elementary	Room 10
WCTSSA Office Girls/Boys Bathrooms Elementary Offices Conference Room		Room 12
Rooms 14-16	North Elementary	Rooms 14/16
Rooms 17-22 HS Offices Cafetorium Technology Rooms	High School	Rooms 19,21, & 22
Special Events Center Band Hall	New Gymnasium	Dressing Room 103 and 106
Eon Center 1 st & 2 nd Floor		Central Hallway
Play Ground Engineering/Ag. Building/Bus Barn	South Campus	Room 112
STEM Center	Entire Center Report to	Hallway 103B

**ROSCOE CISD
FIRE/EMERGENCY
EVACUATION PLAN**

See your chart on the wall for Evacuation
Procedures.

Web Links for:

**SCHOOL CALENDAR
ELEMENTARY AND HIGH SCHOOL CLASS SCHEDULE**

<http://www.roscoe.esc14.net>

STAAR/TAKS CALENDAR

http://www.tea.state.tx.us/index3.aspx?id=3635&menu_id=793

UIL CALENDAR:

<http://www.uil.utexas.edu/calendar/index.html>

UIL Orientation Package

<http://www.uil.utexas.edu/>

Roscoe CISD Employee E-Mail Addresses

Kim Alexander	kda@roscoe.esc14.net	Brandi Payne	bpayne@roscoe.esc14.net
Marsha Alexander	malexander@roscoe.esc14.net	Lisa Jo Pierce	lpierce@roscoe.esc14.net
Tamara Alexander	talexander@roscoe.esc14.net	Kellie Seals	kseals@roscoe.esc14.net
Crystal Althof	calthof@roscoe.esc14.net	Kelly Jo Sexton	ksexton@roscoe.esc14.net
Greg Althof	galthof@roscoe.esc14.net	Kelly Sheridan	ksheridan@roscoe.esc14.net
Shella Arnwine	sarnwine@roscoe.esc14.net	Kaylie Skoviera	kskoviera@roscoe.esc14.net
Feliciana Campa	fcampa@roscoe.esc14.net	Joe Smith	jdsmith@roscoe.esc14.net
Amy Cruces	acruses@roscoe.esc14.net	Kay Smith	kaysmith@roscoe.esc14.net
Shala Ballew	sballew@roscoe.esc14.net	Carlie Sterling	csterling@roscoe.esc14.net
Christi Beal	cbeal@roscoe.esc14.net	Kalyn Tate	ktate@roscoe.esc14.net
Shelley Berringer	sberringer@roscoe.esc14.net	Jacob Tiemann	jtiemann@roscoe.esc14.net
Cynthia Black	cblack@roscoe.esc14.net	Heather Ward	hward@roscoe.esc14.net
Jeanie Bohall	jbohalla@roscoe.esc14.net	Dusty White	dwhite@roscoe.esc14.net
Dan Boren	dboren@roscoe.esc14.net	Kaylen Whittenburg	kwhittenburg@roscoe.esc14.net
Shannon Boren	sboren@roscoe.esc14.net	Chris Williams	cwilliams@roscoe.esc14.net
Amy Castillo	acastillo@roscoe.esc14.net	Mary Williams	mbw@roscoe.esc14.net
Leslie Cathey	lgc@roscoe.esc14.net	Andy Wilson	awilson@roscoe.esc14.net
Chuck Cathey	ccathey@roscoe.esc14.net	Rhonda Wilson	rwilson@roscoe.esc14.net
Eddie Chance	echance@roscoe.esc14.net	Sheila Womack	swomack@roscoe.esc14.net
John Cox	jcox@roscoe.esc14.net	Jana Young	jgy@roscoe.esc14.net
Ryan Dillon	rdillon@roscoe.esc14.net		
Missy Dunaetz	mdunaetz@roscoe.esc14.net		
Sonia Flores	sflores@roscoe.esc14.net		
Jake Freeman	jfreeman@roscoe.esc14.net		
Lindsay Freeman	lfreeman@roscoe.esc14.net		
Rita Fried	rfried@roscoe.esc14.net		
Vanessa Galvan	vgalvan@roscoe.esc14.net		
Marca Gibson	mgibson@roscoe.esc14.net		
Kayla Graves	kgraves@roscoe.esc14.net		
Zane Graves	zgraves@roscoe.esc14.net		
Heather Greenwood	hgreenwood@roscoe.esc14.net		
Shelley Gunter	sgunter@roscoe.esc14.net		
Linda Hatcher	lah@roscoe.esc14.net		
Katie Heaps	kheaps@roscoe.esc14.net		
Alfonso Islas	aislas@roscoe.esc14.net		
Roxana Reyna Islas	rreyna@roscoe.esc14.net		
Victoria Jimenez	vjimenez@roscoe.esc14.net		
Mandy Lara	mlara@roscoe.esc14.net		
Nancy Lopez	nlopez@roscoe.esc14.net		
Skylar Mahan	smahan@roscoe.esc14.net		
Johnny Martin	johnnym@roscoe.esc14.net		
Kristi Martin	kmartin@roscoe.esc14.net		
Morgan Martin	mmorgan@roscoe.esc14.net		
Sonya Massey	smassey@roscoe.esc14.net		
Anne Marie May	amay@roscoe.esc14.net		
Buffie McAnally	bmcanally@roscoe.esc14.net		
Edward Morales	emorales@roscoe.esc14.net		
Jacinda Morales	jamorales@roscoe.esc14.net		
Cathy Morgan	cmorgan@roscoe.esc14.net		
Gay Lynn Moses	gmoses@roscoe.esc14.net		
Carol Parsons	cparsons@roscoe.esc14.net		
Melissa Pate	mpate@roscoe.esc14.net		

Phone Extensions

2016-2017

Name	Ext.	Name	Ext.
Kim Alexander	2001	Johnny Martin	2220
Marsha Alexander	2203	Kristi Martin	2121
Tamara Alexander	2221	Morgan Martin	2114
Crystal Althof	2108	Sonya Massey	2214
Greg Althof	2232	Anne Marie May	2116
Shella Arnwine	2215	Sonda McGowan	2125
Shala Ballew	2106	Edward Morales	2200
Christi Beal	2201	Jacinda Morales	2112
Shelly Berringer	2119	Gay Lynn Moses	2206
Cynthia Black	2205	Lisa Jo Pierce	2126
Jeanie Bohall	2109	Kellie Seals	2226
Dan Boren	2207	Kelly Jo Sexton	2217
Shannon Boren	2113	Kelly Sheridan	2124
Lea Ann Burnett	2105	Kaylie Skoviera	2115
Feliciano Campa	2100	Joe Smith	2222
Chuck Cathey	2209	Kay Smith	2120
Leslie Cathey	2101	Speech Room (Elem)	2122
Eddie Chance	2227	Carlie Sterling	2103
John Cox	2213	Strat-Aero	2249
Amy Cruces	2003	Kalyn Presley-Tate	2235
Ryan Dillon	2216	Jacob Tiemann	2002
Kelcee Drake	2104	Heather Ward	2231
Missy Dunaetz	2238	Chris Williams	2233
Jake Freeman	2225	Mary Williams	2210
Lindsay Freeman	2123	Andy Wilson	2117
Rita Fried	2000	Rhonda Wilson	2110
Vanessa Galvan	2204	Dusty White	2218
Marca Gibson	2107	Sheila Womack	2111
Kayla Graves	2224	Jana Young	2102
Zane Graves	2219	Admin. Office	766-3629
Heather Greenwood	2118	Admin. Office FAX	766-3138
Shelley Gunter	2208	HS Office	766-3327
Linda Hatcher	2211	HS Foyer	2234
Katie Heaps	2212	HS Office FAX	766-3419
Cafeteria	2223	Elem. Office	766-3323
Alfonso Islas	2230	Elem. Office FAX	766-3605
Roxanna Reyna-Islas	2228	Collegiate Chiropractic	766-3423
Mandy Lara	2229	Wallace HS	728-2392

Roscoe ISD Birthday's

Ana Islas	August 5	Chuck Cathey	August 7
Kellie Seals	August 7	Missey Dunaetz	August 8
Melissa Pate	August 25	Joe Smith	August 9
Patricia Rangel	August 16		
Vanessa Galvan	September 5	Kelly Sheridan	September 7
Kristi Martin	September 10	Tamara Alexander	September 12
Rita Fried	September 15	Gay Lynn Moses	September 22
Heather Greenwood	September 29		
Dan Boren	October 5	Katie Heaps	October 6
Morgan Martin	October 7	Nancy Lopez	October 7
Shala Ballew	October 12	Marsha Alexander	October 16
Edward Morales	October 16	Alfonso Islas	October 25
Crystal Althof	October 25	Sonya Massey	October 27
Gus Willman	October 31		
Lindsay Freeman	November 5	Jacob Tiemann	November 22
Roxana Reyna-Islas	November 23	Jake Freeman	November 27
Rhonda Wilson	November 29		
Sheila Womack	December 3	Cynthia Black	December 14
Mary Williams	December 21	Shella Arnwine	December 23
Harold Jay Tarrant	December 30		
Jacinda Morales	January 5	Carol Parsons	January 19
Dusty White	January 20	Amy Cruses	January 22
Lea Ann Burnett	January 29		
Anne Marie May	February 2	Marca Gibson	February 7
Christi Beal	February 6	Brandi Payne	February 12
Chris Williams	February 13	Victoria Jimenez	February 22
Andy Wilson	February 27		
Ryan Dillon	March 3	Kelly Jo Sexton	March 11
Kelcee Drake	March 20	Zane Graves	March 22
Shelly Berringer	March 24	Lisa Jo Pierce	March 24
Carlie Sterling	March 30	Kaylen Whittenburg	March 31
Eddie Chance	April 3	Evaristo Granado	April 4
Greg Althof	April 5	Mandy Lara	April 5
Jeanie Bohall	May 8	Feliciana Campa	May 10
Leslie Cathey	May 19	Kayla Graves	May 23
Shelley Gunter	May 24	Shannon Boren	May 31
Heather Ward	June 1	Kaylie Skoviera	June 4
Kay Smith	June 9	Skylar Mahan	June 11
Jana Young	June 16	Sonia Flores	June 13
Linda Hatcher	June 29		
Buffie McAnally	July 1	John Cox	July 4
Amy Castillo	July 11	Cathy Morgan	July 11
Kim Alexander	July 18	Johnny Martin	July 19
Ismail Islas	July 24		

**2016-2017 Calendar
for the
Site Based Committee**

The site-based committee will meet on the first Monday of each month, during the school year, except for January. The meeting will begin at approximately 4:05 p.m., in the AVID annex room. The dates are as follows:

September	12 th	2016
October	3 rd	2016
November	7 th	2016
December	5 th	2016
February	6 th	2017
March	6 th	2017
April	3 rd	2017
May	1 st	2017

Roscoe ISD 2016 – 2017
Site Based Committee Members
High School

Kim Alexander	Superintendent
Edward Morales	Administrator
Marsha Alexander	Counselor
Greg Althof	Administrator
Kaylie Skoviera	School Nurse
Katie Heaps	Foreign Language/S. Studies
Kelly Jo Sexton	Language Arts
Cynthia Black	Science/IC
Zane Graves	Special Education
Alfonso Islas	STEM
Kellie Seals	AVID
Heather Ward	Math
Kay Pepper	Community Member
Jovanah Guzman	Student

Elementary

Andy Wilson	Administrator
Tamara Alexander	Counselor
Mary Williams	Technology
Roxana Reyna-Islas	4-H Extension
Shelly Berringer	First Grade (Y1)
Morgan Martin	Third Grade (Y3)
Carlie Sterling	Pre-K Grade (Y3)
Kelly Sheridan	Fifth Grade (Y3)
Crystal Althof	Fifth Grade/IC (Y3)
Lindsay Freeman	Interventionist
Melanie Gibson	Parent

Roscoe ISD 2016 – 2017

AVID Site Based Committee

Greg Althof	Administrator
Mandy Lara	JH Generalist
Cynthia Black	Science/IC
Chuck Cathey	Social Studies
Vanessa Galvan	English
Katie Heaps	Spanish
Heather Ward	Math
Edward Morales	Principal
Ryan Dillon	Science
Kelli Seals	AVID
Carol Parsons	AVID
Kayla Graves	AVID
Kelly Jo Sexton	Language Arts/AVID
Jacob Tiemann	ECHS Director

Class Sponsors 2016 – 2017

Senior	Chuck Cathey, John Cox, & Heather Ward
Junior	Kelly Jo Sexton, Eddie Chance & Zane Graves
Sophomore	Shella Arnwine, Ryan Dillon, Shelley Gunter, Alfonso Ialas
Freshman	Johnny Martin, Sonya Massey, & Kellie Seals
8th Grade	Mandy Lara, Kayla Graves, Chris Williams
7th Grade	Katie Heaps, Vanessa Galvan, & Missey Dunaetz
6th Grade	Cynthia Black, Dusty White, & Carol Parsons

Organizational Sponsors

National Honor Society	Katie Heaps (NHS Council – Marsha Alexander, Chuck Cathey, Zane Graves, and Edward Morales)
Student Council	Zane Graves
Junior High UIL	Sonya Massey
High School UIL	Sonya Massey
FFA	Shelley Gunter
One Act Play UIL	Gay Lynn Moses
H.S. Cheerleader Sponsor	Linda Hatcher
J.H. Cheerleader Sponsor	Kristi Martin
Spanish Honor Society	Kate Heaps
Yearbook	John Cox
SAVE	Kellie Seals
Band	Eddie Chance
Athletic Director	Chuck Cathey

**2016-2017
Elementary Bell Schedule
Monday – Thursday**

Period	Time	Duration
Tutorial	7:30 – 8:00	30 minutes
1	8:05 – 8:50	45
2	8:55 – 9:40	45
3	9:45 – 10:30	45
4	10:35 – 11:20	45
Lunch	11:20 – 11:55	35
5	11:55 – 12:40	45
6	12:45 – 1:30	45
7	1:35 – 2:20	45
8	2:25 – 3:10	45
9	3:15 – 3:55	40

Friday/Common Planning

Period	Time	Duration
Teacher Common Planning	7:25 – 8:45	80 minutes
Student – Study Hall	8:05 – 8:45	40
1	8:50 – 9:25	35
2	9:30 – 10:05	35
3	10:10 – 10:45	35
4	10:50 - 11:25	35
Lunch	11:25 – 11:55	30
5	11:55 – 12:30	35
6	12:35 – 1:10	35
7	1:15 – 1:50	35
8	1:55 – 2:30	35
9	2:35 – 3:10	35

Pep Rally Friday

Period	Time	Duration
Teacher – Common Planning	7:25 – 8:45	80 minutes
Student – Study Hall	8:05 – 8:45	40
1	8:50 – 9:25	35
2	9:30 – 10:05	35
3	10:10 – 10:45	35
4	10:50 - 11:25	35
Lunch	11:30 – 12:00	30
5	12:00 – 12:30	30
6	12:35 – 1:05	30
7	1:10 – 1:40	30
8	1:45 – 2:15	30
9	2:20 – 2:50	30
Pep Rally	2:55	

2016-2017 High School Bell Schedule

Monday & Wednesday A Days – Periods 2, 3, & 4
Tuesday & Thursday B Days – Periods 5, 6, & 7

Period	Time	Duration
Tutorial	7:30 – 8:00	30 minutes
1	8:05 – 8:55	50
2 & 5	9:00 – 10:30	90
3 & 6	10:35 – 12:05	90
Lunch A 6 th – 9 th Grade	12:05 – 12:40	35
Lunch B 10 th – 12 Grade	12:35 – 1:10	35
4 & 7	12:40 – 2:10	90
8	2:15 – 3:05	50
9	3:10 – 4:00	50

Friday/Common Plannin

Period	Time	Duration
Teacher Common Planning	7:25 – 8:45	80 minutes
Student – Speaker/Study Hall	8:05 – 8:45	40
1	8:50 – 9:25	35
2	9:30 – 10:05	35
3	10:10 – 10:45	35
4	10:50 - 11:25	35
5	11:30 – 12:05	35
Lunch	12:05 – 12:35	30
6	12:35 – 1:10	35
7	1:15 – 1:50	35
8	1:55 – 2:30	35
9	2:35 – 3:10	35

Pep Rally Friday

Period	Time	Duration
Teacher – Common Planning	7:25 – 8:45	80 minutes
Student – Speaker/Study Hall	8:05 – 8:45	40
1	8:50 – 9:25	35
2	9:30 – 10:05	35
3	10:10 – 10:45	35
4	10:50 - 11:25	35
5	11:30 – 12:05	35
Lunch	12:05 – 12:35	30
6	12:35 – 1:05	30
7	1:10 – 1:40	30
8	1:45 – 2:15	30
9	2:20 – 2:50	30
Pep Rally	2:55	

Roscoe Collegiate High School

Detention Schedule 2016-2017

Detention is from 4:05 to 4:35 Monday – Thursday

Week No.	Date	After School Detention
Week 1	Aug. 8 - 11	No Detention
Week 2	Aug. 15 - 18	E. Morales
Week 3	Aug. 22 - 25	J. Tiemann
Week 4	Aug. 29 - Sept 1	G. Althof
Week 5	Sept. 6 - 8	C. Black
Week 6	Sept. 12 – 15	S. Gunter
Week 7	Sept. 19 - 22	A. Islas
Week 8	Sept. 26 - 29	M. Dunaetz
Week 9	Oct. 3 - 6	C. Williams
Week 10	Oct. 11 - 13	D. White
Week 11	Oct. 17 - 20	K. Seals
Week 12	Oct. 24 - 27	S. Massey
Week 13	Oct. 31 - Nov. 3	K. Heaps
Week 14	Nov. 7 - 10	V. Galvan
Week 15	Nov. 14 – 17	J. Cox
	Nov. 21 - 22	Thanksgiving Holiday
Week 16	Nov. 28 – Dec 1	M. Lara
Week 17	Dec. 5 - 8	H. Ward
Week 18	Dec. 12 - 15	No Detention/Semester Finals
Week 19	Jan. 3 - 5	No Detention
Week 20	Jan. 9 – 12	K. Sexton
Week 21	Jan. 16 - 19	E.Chance
Week 22	Jan. 23 - 26	C. Black
Week 23	Jan. 30 - Feb. 2	S. Gunter
Week 24	Feb. 6 - 9	A. Islas
Week 25	Feb. 13 - 16	M. Dunaetz
Week 26	Feb. 20 - 23	C. Williams
Week 27	Feb. 27 - March 2	D. White
Week 28	March 6 - 19	K. Seals
	March 13 - 17	Spring Break
Week 29	March 20 - 23	S. Massey
Week 30	March 27 - 30	K. Heaps
Week 31	April 3 - 6	V. Galvan
Week 32	April 10 - 13	J. Cox
Week 33	April 17 - 20	E. Chance
Week 34	April 24 & 27	M. Lara
Week 35	May 1 - 4	H. Ward
Week 36	May 8 - 11	K. Sexton
Week 37	May 15 - 18	No Detention/Semester Finals

Student Tardy Sheet

Student Name: _____

Date: _____

Class: Tutorials

Teacher: Morales

Period: Tutorial 1 2 3 4 5 6 7 8 9

Six Week 1 2 3 4 5 6

Tardy Number 1 2 3 4 5 *6 7 **9

Detentions starts with the 2nd tardy. The detention time for the tardies is 7:30 to 8:00 (Morning Detention) or 4:05 to 4:35 (After School Detention). The detentions will start on the same day or first available time. You receive two detentions for every tardy, starting with the second one.

For example, if you receive a detention any time during the day, your first detention will be after school that same day and your second detention will be the next morning. Remember starting on your 2nd tardy you are to serve 2 detentions for each tardy, from here on out.

Example 2nd tardy equals 2 detention, 3 tardy equals 2 detentions and so on.

By signing this form, you acknowledge that you have received the information and understand it is your responsibility to abide by the policy. A failure to come to D-Hall on the assigned date will result in further disciplinary action.

*** Automatic 1 day ISS + 4 Tardies**

**** Automatic 3 days ISS + 8 Tardies**

3 unexcused tardies equal 1 unexcused absence.

Student signature

Date

Teachers, please turn in the top portion of this form to the office as soon as possible. Preferably right after you give it to a student.

Tear off this portion and keep it for you records

Student: _____

Tardy Date: _____

Tardy Number: 1 2 3 4 5 6 7 8 9

Student Disciplinary Referral

Student Name: _____

Date: _____

- | | | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> S. Arnwine | <input type="checkbox"/> C. Black | <input type="checkbox"/> D. Boren | <input type="checkbox"/> K. Graves | <input type="checkbox"/> C. Cathey |
| <input type="checkbox"/> J. Cox | <input type="checkbox"/> V. Galvan | <input type="checkbox"/> M. Lara | <input type="checkbox"/> L. Hatcher | <input type="checkbox"/> K. Heaps |
| <input type="checkbox"/> J. Martin | <input type="checkbox"/> S. Massey | <input type="checkbox"/> R. Dillon | <input type="checkbox"/> D. White | <input type="checkbox"/> G. Moses |
| <input type="checkbox"/> H. Ward | <input type="checkbox"/> K. Sexton | <input type="checkbox"/> S. Gunter | <input type="checkbox"/> G. Althof | <input type="checkbox"/> E. Chance |
| <input type="checkbox"/> C. Parsons | <input type="checkbox"/> A. Islas | <input type="checkbox"/> K. Seals | <input type="checkbox"/> J. Freeman | <input type="checkbox"/> C. Williams |
| <input type="checkbox"/> B. McAnally | <input type="checkbox"/> M. Williams | <input type="checkbox"/> A. Castillo | <input type="checkbox"/> Z. Graves | <input type="checkbox"/> V. Jimenez |
| <input type="checkbox"/> M. Dunaetz | | | | |

Time of infraction: _____ Grade: _____ Substitute: _____

Description of infraction: _____

Corrective efforts/Assignments: _____

Parent contacted previously by teacher?

Yes, this is a recurring incident

Date of contact: _____

Mode of communication: Phone Note send home In person

No, this was a very serious, non-recurring incident.

Parent contacted by office via:

- Mail
- Phone
- In Person
- Email

day(s)

Principal Signature

Witness Signature (if needed)

Office Use Only

Consequences:

- Warning
- Detention
- Callisthenic/Isometric Exercise
- Corporal Punishment: _____ swat(s)
- In-School Suspension (ISS): _____

Suspension: _____ day(s)

Offense No: _____

Offense Code: _____

Parent Conference Report

Student

Parent

Date

Time

Reason of Meeting

Outcome / Action Taken

Comments

Student Signature

Parent Signature

Teacher Signature

Teacher Incident Report

Name:

Position:

Date:

Time:

Reason:

Outcome / Action Taken:

Comments

Teacher Signature

Administrator Signature

GRADING POLICY AND PROCEDURES

The grading formula for six week grades is as follows: 60% Test and or Major Projects and 40% Daily, homework or participation. Each six weeks we need to have a minimum of eight (8) daily grades and a minimum of three (3) major grades per class. We also need to make sure that we are continuously updating grade speed, with current grades. I know this takes time, but parents have regular access to grade speed, so we need to be up to date as much as possible.

Like years past, you will be collaborating in Project Based Learning Assignments, which will require more class time. Since most projects will have several phases (steps) you will still have plenty of opportunities for daily grades and the final project can be a major (test) grade.

House Bill 2033, states that a student's grade must reflect their content mastery. Students are to receive the grade they earn on all assignments and report cards.

Also our expectations will be that no student will turn in unacceptable work. If it is not done or not done correctly, we need to assign them to morning tutorials or detention that very same day and continue to assign them until acceptable work is turned in. Please make sure a student is aware of his/her tutorial or detention and please make sure they have their work to complete.

Grades Pre-K – Kindergarten will use a skills-based grade reporting system. Any changes to the skill sets currently in place should be approved by Mr. Wilson.

Grading for students in grades one through five will be composed of an average of three categories: Daily grades, Major grades, and Summative assessment grades. Daily grades (class work or homework) will count for 40% of the average. Major grades (test, projects, and special assignments) will comprise 40% of the average. Summative assessments, given every six weeks to determine a student's proficiency in knowledge and skills, will comprise 20% of the average.

Elementary students who do not complete their work will be assigned ATW (4:00-4:30).

Junior High and High School Teachers may use a different grading policy if they have a policy in place (written syllabus) and is approved by the administrator, before school starts.

Remember that if a student is not doing their work it is a disciplinary issue and we want to fix it right away.

Criteria for being inducted to the National Honor Society

- Must be a junior or senior in high school
- Must carry a 90 or higher average in core academic subject areas
Math, Science, Social Studies, Language, and Foreign Language
Grades will be examined at the end of 10th grade year for initial eligibility
Grades will be examined at the end of 11th grade year for maintenance of eligibility or new eligibility
Grades will be examined at the end of the 5th six weeks of 12th grade year for maintenance of eligibility
- Must be a student on the main campus and not in Alternative Education Placement
- Must be on the Recommended or Distinguished Graduation Plan

Must be a participant in one or more extracurricular activities

Criteria for the Spanish Honor Society

- Completed three semester of Spanish
- A minimum of a 90 cumulative average in all Spanish courses
- Enrolled in a Spanish course in the current school year
- A behavioral record free from suspension, instances of academic dishonesty, and/or a pattern of inappropriate behavior
- Teacher recommendation

Criteria for Letter Jacket Awards

Academics

- **UIL Academic Competition** – Point at the district meet
- **National Honor Society** – Jr. or Sr., and met organizational standards
- **Student Council** – Minimum of 2 year or 40 hours of student council service
- **Robotics** – Minimum of 2 years or 40 hours of student participation

Athletics

- **Football** – 2 quarters played in varsity competition
- **Basketball** – 2 games played in varsity competition
- **Track** – Point at the District Meet
- **Cross Country** – Point at the District Meet
- **Power Lifting** – Advance beyond district competition

Fine Arts

- **Band** – Minimum of 12 points (based on accomplishments and participation)
- **One Act Play** – 2 years participation or advance beyond District competition
- **Cheerleading** – Minimum of 1 year participation

FFA

- **Active** member of FFA for 1 years
- **Satisfactorily competed** in at least 1 leadership event
- **Satisfactorily competed** in a speaking event
- **Satisfactorily participated** in 1 career development event

- * A student is eligible for only 1 letter jacket during his/her high school career.
- * A student can opt to wait for his/her letter jacket through another organization, even if he/she is currently eligible.
- * A student may wait until the junior year to receive a letter jacket, even if he/she is currently eligible.
- * A student who is a junior or senior and has participated in one of the aforementioned organization, without quitting the pervious 2 years, is eligible to receive a letter jacket, regardless of other standards stated.
- * The standard letter jacket for Roscoe ISD will consist of a gray wool body with purple vinyl sleeves.

Reminders for Teachers

Accidents – If a person is injured in your class or while under your supervision, be sure to fill out an accident report and file in office.

After School – Sponsors of after school activities are not to allow students back into the school facilities unless under their direct supervision. Sponsors are responsible for securing the facilities before they leave.

***Announcements** – The Elementary will be meeting daily for morning announcements in the Elementary Library. The High School will meet every Monday, Wednesday, and Friday in the Cafetorium, for morning announcements. On Tuesday and Thursday, the first period teacher will conduct announcements in their classroom.

Assessments – We must continuously assess the progress our students are making. Formative assessment should happen daily and summative assessment will be conducted at the end of a Chapter or Unit. Everyone needs to be prepared to conduct a six week assessment test, in Eduphoria, based on the TEKS/Objectives your class has covered according to the Scope and Sequence in TEKS Resource Management System.

Additional Time to Work (ATW) – For grades 1 through 5, this is for students who do not turn in assignments on time. ATW will be held Monday through Thursday afternoons from 4:00 until 4:30, and must be served on the same day.

Attendance – Teachers be sure to check attendance at the beginning of each class period on grade speed. If a student is tardy, without permission, fill out the new tardy form, have them sign it and turn into office. If you need to change a tardy or an absence, be sure to inform Mrs. Heady, as soon as possible. All students who have been absent must present to you an admittance slip for you to sign, on their return to your class.

Between Classes – All teachers will need to be standing at their doorway during class exchanges to help monitor and greet students.

Book Covers – All textbooks should be covered, if the students are keeping them.

Cafeteria Service – Charges will no longer be allowed.

Adult Breakfast - \$2.00 Adult Lunch - \$3.00

Class Management Plan – All teachers will be required to have classroom rules visibly posted in their rooms. These rules should be short, simple and direct, but most of all, be enforced consistently. Remember, students who are busy and on task are less likely to be disruptive. Be sure to review these rules early and often. The students need to know your expectations. Show respect to earn respect, we are the adults.

Detention – Noon and after school detentions will be primarily used for policy infractions. It will be your responsibility to request a failing student to come to your morning tutorial or after school study hall. If you request and they do not comply, then disciplinary action will ensue, as long as administration is made aware.

Discipline – Be fair, consistent and document in all things.

Enforcement of School Policy – It is every faculty member's responsibility and duty to enforce any and all school board policy. If we do not enforce it, we accept it. That makes us just as guilty as the students who break them.

Exemptions – Grades 8 – 12, who are currently taking regular high school courses will have the opportunity to be exempted based on grades and attendance. Exemptions will be for all students in grades 8 – 12. Every student will be required to take two of the four core subjects per semester. Math and ELA first semester/Biology and Social Studies second semester

- Maintain an 80 average per class with 0 absences
- Maintain an 85 average per class with 1 absence
- Maintain a 90 average per class with 2 absences
- Maintain a 95 average per class with 3 absences

If a student has too many absences for 1 class period they lose exemptions for all classes.

If a student owes money for any reason, they will automatically lose all exemptions.

Evaluation of Staff – The professional staff of Roscoe CISD will be evaluated as specified by TEA. This process should be viewed as an instrument to help us become the best we possibly can be. It is a tool for improvement and nothing more.

Extra-curricular Calendar - It is imperative that anyone who schedules an activity or event, that they inform the office as soon as possible. This will help us avoid any conflicts and also spread the word to the rest of the school and community. All Forms need to be completed.

Faculty Dress Code – We need to dress professionally to meet the general standards accepted by the community for business and office wear. Appearance needs to be clean and neat. Coaches need to wear athletic clothing only during athletic periods.

Faculty Meeting – They will be conducted during the PTC period on Fridays.

Formative Assessment – needs to be done daily to measure what the students are learning and to help the teacher adjust lesson plans.

Hall Duty – All teachers are required to be out in the halls and visible to students between classes.

Length of Teaching Day – Normal school day will begin at 7:25 a.m. for everyone, this includes morning duty personnel, and end at 4:15 p.m. Every one needs to be punctual in the morning and leave at the appropriate time in the afternoon.

Lesson Plans – Everyone teaching a class is required to have daily lesson plans. Lesson plans need to be accurate and complete, where any one can come into your class room and know what you are doing. Lesson Plans are due in the office on Friday for the ensuing week.

Maintenance – Every one is responsible for maintaining the facilities. Do your part and keep your classroom or teaching area as clean and as neat as possible. Also it is your responsibility to make sure the students do their part in helping out.

Make up Work – A student, who is absent, has the same number of days to make up work. Example: 2 days absent – 2 days to make up work. **Excused** absences are entitled to full grade. **Unexcused absences can make no higher than a 70.**

***Moment of Silence** – Will take place during Morning assembly or in 1st Period after the Pledges.

Pep Rallies – Pep Rallies will begin at 2:55 p.m. every Friday during football season. Students in grades 7 – 12 are required to attend Pep Rallies. Teachers need to be present and spread out to help lead the cheers and monitor students. No one needs to leave until the football team is out of the gym.

Personal Business and Phone Calls – These matters need to be taken care of during your conference periods or lunch. If an emergency occurs contact the office to have some one present to supervise your class. **We do not need to use our own cell phones during a class period.**

PTC (Planning, Training, & Collaboration: We will have a PTC (Planning, Training, and Collaboration) period on every single Friday morning at 7:25 am in the AVID room.

***Pledges' of Allegiance** – the teacher will lead this in the classroom at the beginning of 1st Period, followed by Moment of Silence and the Announcements. Jr./Sr. High School only

Pre-Test/Post-Test – We will start each semester with a pre-test and will give the post-test and the end of each semester.

Posture – If an activity or project is not in progress, all students need to be seated in an upright position with both feet firmly on the floor.

Re-teaching – Re-teaching is a must. If students are not mastering a concept or showing understanding, re-teaching is required.

Retest – Students have the right to take a retest upon receiving a failing grade for a major exam or they may be allowed to do corrections. Retest need to be given in Saturday School.

Roll Check – Checking roll, on gradebook, needs to be one of the first things you do, when class starts. If you make a mistake on a tardy or absences, be sure to let Mrs. Beal know, so that she can correct it.

Rounds - Everyone will be involved in Rounds at least once a six weeks, as an observer and as the classroom being observed.

School Functions – Teachers are strongly encouraged to take an interest in school functions and show their interest through their attendance. While attendance at athletic contests, school plays, band concerts, etc. are not required, what better way to show your students that you genuinely care about them and the Roscoe ISD community.

Sponsors – It is imperative that you set the example for your organization in all things. All school sponsored meeting and activities must be cleared with an administrator first. The office must be notified if an activity or a meeting is being planned to avoid scheduling conflicts and help prepare. Sponsors need to be present at all meeting and functions. Students are to follow all school policies when participating in extra curricular activities.

STAAR – State of Texas Assessment of Academic Readiness

STEM – Science, Technology, Engineering, and Math

Students Changing Schedule – Students can only change schedules during the first week of each semester or the last week of a semester for the future semester. They must also get approval from the two teachers, counselor, and administrator before a change will be made.

Summative Assessments – We will strive to conduct three summative assessments per six weeks. Two of them can be at the end of a chapter or a unit. The last one needs to be the six week assessment which needs to be made in Eduphoria for data collection. Also the semester exam needs to be comprehensive over the entire semester.

Teacher Absences – If you are ill and need to be absent please notify your campus administrator as soon as possible, preferably before 7:00 a.m., to give us an opportunity to find a sub. If you are going to used a personal day or want to schedule a workshop; you need to let us know (administrators) a week in advance. Required materials for the sub:

- A roll sheet for each class
- An adequate lesson plan with plenty of relevant work for students
- Seating Chart will make a subs job easier
- A complete schedule that identifies time and room schedule for each class
- Textbooks and all needed materials already ran off
- All materials should be easy to located for the sub, secretary, or principal
- Please call by 3:00 p.m., if you are going to need an additional day.
- All request for leave of absence form need to be turned into the campus administrator, not the secretary.

Testing Policy – We need to give three test per Six weeks, one of them being the Six Weeks test. Semester exams are not optional in any subject. Semester exams will be filed in the office and must include: teacher's name, subject and class period. All exams need to be designed to meet the length of the class and cover all presented materials for the semester.

Teacher Training – All teachers who where certified after September 1, 1999 are required to do 150 hours of professional development every 5 years. All certificates of completed training need to be filed in the campus office and in the Administration building.

Teacher Workroom – The teacher's workroom is prohibited territory for student. Teachers only.

Unattended Classrooms - Classrooms should never be left unattended. In case of an emergency find someone to cover or let the office know.

Workshop and or Conference – Teachers/Sponsors will be allowed one over night workshop and or conference during the school year. If a special situation occurs or is needed for more than one it will be with the Principal's approval.

Roscoe ISD

Please mark your calendar for these important dates below.

Six - Week Grading Periods

- 1st Six Weeks – August 8th – September 16th
- 2nd Six Weeks –September 19th – October 28th
- 3rd Six Weeks – October 31st – December 16th
- 4th Six Weeks - January 3rd – February 10th
- 5th Six Weeks – February 13th – March 31st
- 6th Six Weeks – April 3rd – May 18th

Progress Reports - They will be run on the Monday following the end of the three-week grading period. The following dates are the end of the three-week grading period

- Friday, August 26th
- Friday, October 7th
- Friday, November 18th
- Friday, January 20th
- Friday, March 3rd
- Friday, April 21st

Summer School Dates

June 5th – June 29th, 2017 Monday through Thursday

UIL ELIGIBILITY DATES

Students gain or lose eligibility at the end of the school day on Friday at 3:10 pm

1ST SIX WEEKS: August 18th – September 16th, 2016

Eligibility lost on Friday, September 23rd, for the 1st six weeks

2ND SIX WEEKS: September 19th – October 28th, 2016

* Three Week Grade Check is on Friday, October 7th

** Regain eligibility on Friday, October 14th

Eligibility lost/regained on Friday, November 4th for the 2nd six weeks

3RD SIX WEEKS: October 31st – December 16th, 2016

* Three Week Grade Check is on Friday, November 18th

** Regain eligibility on Wednesday, November 30th

Eligibility lost/Regained on Friday, January 6th for the 3rd six weeks

All students are eligible during the Christmas and New Year Holiday

December 16th, 2016 – January 2nd, 2017

4TH SIX WEEKS: January 3rd – February 10th, 2017

* Three Week Grade Check is on Friday, January 20th

** Regain eligibility on Friday, January 27th

Eligibility lost/regained on Friday, February 17th for the 4th six weeks

5TH SIX WEEKS: February 13th – March 31st, 2017

* Three Week Grade Check is on Friday, March 3rd

** Regain eligibility on Friday, March 10th

Eligibility on Friday, April 7th for the 5th six weeks

All students are eligible during the Spring Break Holiday

March 10th – March 18th, 2017

6TH SIX WEEKS: April 3rd – May 18th, 2017

* Three Week Grade Check is on Friday, April 21st

** Regain eligibility on Thursday, April 27th

WTC ELIGIBILITY DATES

Fall Semester: August 18th – December 8th, 2016

5 Week: Grade Check will be September 23rd, 2016

Lose eligibility on Monday, September 26, 2016

Regain eligibility on Friday, October 14, 2016

10 Week: Grade Check will be October 28, 2016

Lose eligibility on Monday, October 31, 2016

Regain eligibility on Friday, November 18, 2016

15 Week/End of Semester: Grades come in on Friday, December 9

Lose eligibility for the next three weeks, Dec. 12–30, 2016

Spring Semester: January 12th – May 5th, 2017

5 Week: Grade Check will be February 17, 2017

Lose eligibility on Monday, February 20, 2017

Regain eligibility on Friday, March 10, 2017

10 Week: Grade Check will be April 1, 2017

Lose eligibility on Monday, April 3, 2017

Regain eligibility on Friday, April 21, 2017

15 Week: Grade Check will be May 5, 2017

Lose eligibility for the last two weeks of school.

PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM TIMELINE

2016 -2017

T-TESS Reports Due

- Monday, August 17th Pending
- Monday, April 11th Pending

T-TESS Reports Due

Monday, August 3rd Pending

Monday, August 24th Pending

Monday, August 24th, 2016 Pending

Monday, April 11th Pending

April 28th, 2017 Pending

**High School
Football Gate Duty
2016**

August 26th v. Haskell Need to be at the gate by 6:20 pm

North Gate: _____, _____

South Gate: _____

September 2nd v. Early (Homecoming) Need to be at gate by 6:00 pm

North Gate: _____, _____

_____ , _____

South Gate: _____

September 30th v. Menard Need to be at the gate by 6:20 pm

North Gate: _____, _____

South Gate: _____

October 21st v. Seagraves Need to be at the gate by 6:00 pm.

North Gate: _____, _____

South Gate: _____

November 4th v. Hamlin Need to be at the gate by 6:00 pm.

North Gate: _____, _____

South Gate: _____

**Elementary JH/JV
Football Gate Duty
2016**

Junior High/JV on Thursday Nights

September 8th v. Albany

North Gate: _____, _____

South Gate: Andy Wilson

September 22nd v. Anson

North Gate: _____, _____

South Gate: Andy Wilson

October 6th v. Roby

North Gate: _____, _____

South Gate: Andy Wilson

October 13th v. Plains

North Gate: _____, _____

South Gate: Andy Wilson

October 27nd v. Tahoka

North Gate: _____, _____

South Gate: Andy Wilson

RCISD TRAVEL APPROVAL FORM

REQUESTOR: _____ **Date:** _____

___ **GET APPROVAL FROM YOUR PRINCIPAL BEFORE YOU DO ANYTHING.**

___ **CHECK WITH YOUR CAMPUS SECRETARY FOR SUBSTITUTE.**

___ **LET MS. RANGEL KNOW HOW MANY STUDENTS WILL BE OUT.**

DATE AND TIME TRIP WILL BEGIN: _____

DATE AND TIME TRIP WILL END: _____

DESTINATION: _____

PURPOSE OF TRIP: _____

LIST OF ALL GOING ON THE TRIP MUST BE ATTACHED.

CHECK ALL THAT APPLY:

_____ SCHOOL VEHICLE

_____ GAS CARD

_____ MEAL MONEY \$ AMOUNT PER MEAL: _____

TOTAL NUMBER OF MEALS: _____

TOTAL \$'s REQUESTED: _____

INCREMENT \$'s NEEDED: _____

_____ HOTEL 1. RESERVATIONS TO BE MADE BY REQUESTOR
2. REQUESTOR MUST USE PERSONAL CREDIT CARD
3. REQUESTOR MUST USE HOTEL TAX EXEMPT FORM
4. REIMBURSEMENT WILL BE PROCESSED WHEN HOTEL RECEIPT HAS BEEN SUBMITTED TO THE BUSINESS OFFICE

_____ **APPROVED** _____ **DISAPPROVED**

CAMPUS PRINCIPAL: _____

DATE: _____

BUDGET CODE: _____

Extracurricular/Co-Curricular Activity Dismissal

Date: _____

Organization: _____

Dismissal Time: _____

Destination: _____

The following students should be dismissed to participate in this extracurricular activity:

