

Roscoe Collegiate ISD

Employee



Handbook

2022 - 2023

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Roscoe Collegiate ISD Mission Statement

Roscoe Collegiate 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 that are necessary to be productive members of our community and society.

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

Motto

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

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 Associate 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.

Roscoe Elementary and Montessori Early Childhood Center Mission Statement

The Roscoe Elementary and Early Childhood Center community of educators, students, and families create an enriched learning environment where all feel safe, valued, and prepared to reach their full potential. Students are immersed in a detailed curriculum structured by Roscoe CISD using state standards and the authentic Montessori method of instruction through developmental progressions to encourage students to grow as self-motivated, intellectually-engaged learners who will serve their larger communities as both accomplished students and ambassadors of peace.

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 Collegiate ISD. 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 Collegiate ISD 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 Collegiate ISD 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 Collegiate ISD.
- 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 Collegiate ISD 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 Collegiate ISD.
- 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 Collegiate ISD 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 backups of my material in the resources.

I understand that my use of computer resources is primarily educational and professional, not personal purposes and that any information contained on the resources or related to my usage are accessible by Roscoe Collegiate ISD. 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 continues to apply.

EMPLOYEE/VOLUNTEER AGREEMENT

I have read and agree to the Roscoe Collegiate ISD 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. Each room has a color coded map guiding you and your students to the nearest safe location.

FIRE/EMERGENCY EVACUATION PLAN

See your chart on the wall for Evacuation Procedures.

District Calendar

Dates to remember:

First Day of School
 Labor Day
 Columbus Day
 Thanksgiving
 Christmas Break
 MLK Day
 President's Day
 Spring Break
 Good Friday
 Last Day of School
 High School Graduation
 Staff Development
 Bad Weather Day
 Summer School

Aug. 10
 Sept. 5
 Oct. 10
 Nov. 21 - 25
 Dec. 19- Jan. 2
 Jan. 16
 Feb. 20
 March 13- 17
 April 7
 May 18
 May 18
 Aug. 1-9/ Jan. 2/May 19-24
 April 28
 June 5 – June 29

AUGUST '22						
S	M	T	W	Th	F	S
	S	S	S	S	S	6
7	S	S	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	E	24
25	26	27	28	29	30	

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	H	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER '21						
S	M	T	W	Th	F	S
		1	2	3	E	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	H	H	H	H	26
27	28	29	30			

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	E	E	E	17
18	H	H	H	H	H	24
25	H	H	H	H	H	31

JANUARY '23						
S	M	T	W	Th	F	S
1	S	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	E	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28				

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	H	H	H	H	H	18
19	20	21	22	23	24	25
26	27	28	29	30	E	

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	H	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	B	29
30						

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	E	E	E	S	20
21	S	S	S	25	26	27
28	29	30	31			

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY '22						
S	M	T	W	Th	F	S
						1
2	H	H	H	H	H	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Offices will be closed July 3 – 7

Early Release Dates:

Sept. 23, Nov. 4, Dec. 14-16, Feb. 10, March 31, May 16-18
 Fall Exams Dec. 14 - 16
 Spring Exams May 16 – 18

Grading Period Starts

Grading Period Ends

Aug. 10	Sept. 23
Sept. 26	Nov. 4
Nov. 7	Dec. 16
Jan. 3	Feb. 10
Feb. 13	March 31
April 3	May 18

Contact Information

High School.....	325-766-3327
Elementary School.....	325-766-3323
Early Childhood Center.....	325-766-2220
Administrative Office.....	325-766-3629

Superintendent – Guillermo Mancha, Jr.
gmancha@roscoe.esc14.net

Asst. Superintendent – Tecka Heaps
theaps@roscoe.esc14.net

Higher Education Coordinator – Vanessa Galvan
vgalvan@roscoe.esc14.net

Secondary Principal – Brandon Head
bhead@roscoe.esc14.net

Elementary Principal – Lindsay Freeman
lfreeman@roscoe.esc14.net

Assistant Principal – Brittany Arellano
barellano@roscoe.esc14.net

Early Childhood Principal – Katherine Jackson
kjackson@roscoe.esc14.net

Secondary Counselor – Heather Ward
hward@roscoe.esc14.net

Elementary Counselor –
@roscoe.esc14.net

Athletic Director – Jake Freeman
jfreeman@roscoe.esc14.net

-  = School Holiday
-  = Early Release
-  = Bad Weather Day
-  = Staff Development
-  = 1st Six Weeks
-  = 3rd Six Weeks
-  = 4th Six Weeks
-  = 5th Six Weeks
-  = 6th Six Weeks
-  = Summer School

Web Links:

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

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

STAAR CALENDAR

<https://tea.texas.gov/student.assessment/calendars/>

UIL CALENDAR

<https://www.uiltexas.org/calendar>

UIL ORIENTATION PACKAGE

https://www.uiltexas.org/files/policy/21-22_Orientation_Packet.pdf

Employee Email Addresses

Janie Abrigo	jabrigo@roscoe.esc14.net	Jamie Maloney	jmaloney@roscoe.esc14.net
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Christy Little	clittle@roscoe.esc14.net		
Nancy Lopez	nlopez@roscoe.esc14.net		
Martin Luna	mluna@roscoe.esc14.net		

Employee Birthdays

Belma Hope	Aug. 2	Ana Islas	Aug. 5
Carri Delacruz	Aug.5	Stacy Floyd	Aug. 6
Joe Smith	Aug. 9	Rebecca Barnhart	Aug. 11
Nancy York	Aug. 15	Patricia Rangel	Aug. 16
Monica Perez	Aug. 27	Jack Cox	Aug. 27
Delinda Eaton	Aug. 31		
Delbert Davis	Sept. 3	Vanessa Galvan	Sept. 5
Julie Villa	Sept. 6	Genifer Nachlinger	Sept. 6
Janet Renfro	Sept. 8	Billy Floyd	Sept. 10
Kristi Martin	Sept. 10	Martin Luna	Sept. 12
Lindsey Evans	Sept. 15	Mark Golden	Sept 16
Guillermo Mancha	Sept. 21	Kalyn Presley-Tate	Sept. 22
Gabriella Munoz	Sept. 25	Heather Greenwood	Sept. 29
Stefanie McCambridge	Sept. 29	John Dedwylder	Sept. 30
Alexandra Massey	Oct. 3	Nancy York	Oct. 3
Rachel Mancha	Oct. 5		
Alex (Skip) McCambridge	Oct. 6	Katie Ralph	Oct. 6
Nancy Lopez	Oct. 7	Janie Abrigo	Oct. 12
Jennifer Moncada	Oct. 12	Brittany Arellano	Oct. 15
Maria Montoya	Oct. 18	Tommy Ray	Oct. 23
Socorro (Coco) Saavedra	Oct. 23	Norma Solis	Oct. 25
Sonya Massey	Oct. 27	Gus Willman	Oct. 31
James McFaul	Nov. 1	Lindsay Freeman	Nov. 5
Margaret Vega	Nov. 9	Javier Leanos	Nov. 17
Shawn Speck	Nov. 22	Jacklyn Covington	Nov. 23
Jake Freeman	Nov. 27	Rhonda Wilson	Nov. 29
Sheila Womack	Dec. 3	Adriana Islas	Dec. 11
Kaitlyn Barnhill	Dec. 16	Kevin Lavalais	Dec. 17
Brandi Kaufmann	Dec. 22	Shella Arnwine	Dec. 23
Christina Frith	Dec. 24		
Iris Gonzalez	Jan. 5	Ashley Pickens	Jan. 10
Jerry Pugh	Jan. 16	Amy Austin	Jan. 22
Amanda Zamora	Jan. 22	Joe Rackley	Jan. 23
Tecka Heaps	Jan. 24	Jennifer Jennings	Jan. 28
Maria Orozco	Feb. 4	Brandon Head	Feb.5
Russel Kotzur	Feb. 6	Brittany West	Feb. 24

Dana Elmore	Mar. 11	Robyn Welch	Mar. 13
Lucy Rico	Mar. 15	Kelcee Drake	Mar. 20
Christina Little	Mar. 25		
Justina Morales	Apr. 13	Heather Ward	Apr. 17
Lou Ann Wilson	Apr. 27		
Juanita Cisneros	May 5	Vernon Carey	May 6
Marissa Duran	May 6	Feliciano Campa	May 10
Veronica Cuellar	May 20	Jimmy Moses	May 21
Elida Solis De Villa	May 21	Shelley Gunter	May 24
Jamie Maloney	May 24	Virginia Rangel	May 28
Brenda Menken	June 5	Kay Smith	June 9
Sonia Flores	June 13	Lindsay Toothman	June 15
Jana Young	June 16	Krystal Acevedo	June 19
Katherine Jackson	June 22	Jacob Calloway	June 27
Linda Hatcher	June 29	Tara Moses	June 29
Melissa Garcia	June 30		
Maria Villa	July 3	Jessica Morris	July 5
Crystal Rackley	July 9	Cathy Morgan	July 11
Jacee Cheney	July 12	Jessica Ughanze	July 13
Dennis Campbell	July 15	Johnny Martin	July 19
Rosa Rocha	July 21		

District Site Based Committee Calendar for 2022-2023

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 4:15 p.m., in the AVID annex room. September will be held in August to accommodate Labor day. We do not have a meeting in January. The dates are as follows:

August 29, 2022

October 3, 2022

November 7, 2022

December 5, 2022

February 6, 2022

March 6, 2022

April 3, 2022

May 1, 2022

Site Based Committee Members 2022-2023 High School

Dr. Guillermo Mancha	Superintendent
Tecka Heaps	Assistant Superintendent of C & I
Brandon Head	Administrator
Britanny Arellano	Administrator
Heather Ward	Counselor
Vanessa Galvan	Higher Education Coordinator
Jamie Maloney	Business Coordinator
Lou Ann Wilson	School Nurse
Katie Ralph	Foreign Language/S. Studies
Heather Greenwood	PBL/ IC
Genifer Nachlinger	AVID
Dana Elmore	Blended IC
Sheila Womack	RTI/Reading IC
Janie Abrigo	Special Education
Katie Barnhill	Math
Joe Rackley	CTE
Jason Freeman	Community
Savannah Little	Student

AVID Site Based Committee 2021-2022

Members are on a volunteer basis only. This should be administrators and teachers at all levels and multiple subjects. Please contact AVID site coordinator if you are interested.

Tecka Heaps - Assistant Superintendent of Curriculum & Instruction

Heather Greenwood - AVID Director

Genifer Nachlinger - HS AVID

Jessica Ughanze - JH AVID

Brandon Head - HS Principal

Heather Ward - HS Counselor

Katie Ralph- Hist, Spanish

Janie Abrigo- Special Education

Jennifer Jennings- Science

Martin Luna- Math Instructor

Early Childhood Center Site Based

Katherine Jackson	Administrator
Lindsay Freeman	Administrator
NEW	Counselor
Sheila Womack	Interventionist/Instructional Coach
Dana Elmore	Interventionist/Instructional Coach
Kristi Martin	Teacher
Stefanie McCambridge	Teacher
Lucy Rico	Teacher
Maria Montoya	Paraprofessional
Sharon Gardner	Community Member
Annette Rivera	Parent
Maegan Taylor	Parent

Elementary Site Based

Lindsay Freeman	Administrator
Katherine Jackson	Administrator
Tecka Heaps	Assistant Superintendent of C & I
NEW	Counselor
Sheila Womack	Interventionist/Instructional Coach
Dana Elmore	Instructional Coach/BL/GT
Heather Greenwood	Instructional Coach/PBL/AVID Dir.

Nancy York	SpEd Teacher
Julie Villa	Technology
Tara Moses	Teacher
Lindsay Toothman	Teacher
Kelcee Drake	Teacher
Candace Alford	Parent
	Community Member

Sponsors 2022-2023

Class Sponsors 2022 – 2023

Seniors	M. Luna, V. Cuellar, G. Nachlinger
Juniors	J. Maloney, J. Abrigo, S. McCambridge
Sophomores	I. Gonzalez, T. Ray, K. Barnhill, S. Speck
Freshman	S. Arnwine, B. Floyd, S. Gunter, J. Rackley
8th Grade	J. Marin, S. Floyd, M. Golden
7th Grade	A. Franke, D. Campbell, J. Jennings, K. Ralph
6th Grade	J. Ughanze, K. Tate, J. Leanos

Organizational Sponsors

Student Council	TBD
Junior High UIL	TBD
High School UIL	Iris Gonzales
Debate	TBD
FFA	Shelley Gunter
H.S. One Act Play UIL	TBD
J.H. One Act Play UIL	
H.S. Cheerleader Sponsor	Feliciano Campa

J.H. Cheerleader Sponsor	Dana Elmore
Spanish Honor Society	Katie Ralph
Yearbook	Brenda Santiago
AVID	Heather Greenwood
Band	Tommy Ray
Athletic Director	Jake Freeman

2022-2023 Early Childhood Center Schedule

Monday - Thursday

Breakfast	(7:15 for bus & staff students only) 7:30 – 7:50
Morning Meeting	7:50 - 8:05
Three Hour Uninterrupted Work Period	8:05 - 11:05
Clean up & Transition	11:05 - 11:15
Lunch/Recess	11:15 - 12:15
Specials (ipad, music, & PE)	12:15 - 1:15
Kindergarten Work Period/Nap	1:15 - 2:45
Pre-K Phonics/Kinder Science & SS/Art	2:45 - 3:15
Closing & Dismissal	3:15 - 3:30
Bus Recess (Staff students only!)	3:30 - 3:45

Friday

Dismissal is at **3:15**, instead of 3:30.

Early Release Time for the 2022-2023 school year is 12:30.

Elementary Bell Schedule 2022-2023

Monday – Friday

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

***Dismissal on Fridays will be 3:30.**

High School Bell Schedule 2022-2023

Monday & Wednesday A Days – Periods 1, 2, 3, 4, 8, & 9

Tuesday & Thursday B Days – Periods 5, 6, 7, 8, & 9

Period	Time	Duration
Tutorials	7:20 - 7:50	30 minutes
1	7:50 – 8:45	55
2 & 5	8:50 – 10:20	90
3 & 6	10:25 – 11:55	90
Lunch (6th, 7th)	12:00 – 12:30	30
Lunch (8th - 12th)	12:35 – 1:05	35
4 & 7	1:10 – 2:15	55
8	2:20 – 3:10	55
9	3:15 – 4:10	55

Friday - Alternates A Day / B Day each week

Period	Time	Duration
Tutorials	7:20 - 7:50	30 minutes
1	7:50 – 8:35	45
2 & 5	8:40 – 10:10	90
3 & 6	10:15 – 11:45	90
Lunch (6th, 7th)	11:50 – 12:20	30
Lunch (8th - 12th)	12:25 – 1:55	35
4 & 7	1:00 – 2:00	55
8	2:05 – 2:50	45
9	2:55 – 3:40	45

Detention Schedule 2022-2023

Roscoe Collegiate High School
 Detention is from 4:10 to 4:40 Monday – Thursday

Week No.	Date	After School Detention
Week 1	Aug. 10 - Aug. 12	No Detention
Week 2	Aug. 15 - Aug. 19	J. Ughanze
Week 3	Aug. 22 - Aug. 26	G. Nachlinger
Week 4	Aug. 29 - Sept. 2	K. Barnhill
Week 5	Sept. 6 - Sept. 9	J. Maloney
Week 6	Sept. 12 - Sept. 16	K. Tate
Week 7	Sept. 19 - Sept. 23	D. Campbell
Week 8	Sept. 26 - Sept. 30	A. Franke
Week 9	Oct. 3 - Oct. 7	M. Luna
Week 10	Oct. 10 - Oct. 14	J. Martin
Week 11	Oct. 17 - Oct. 21	M. Golden
Week 12	Oct. 24 - Oct. 28	J. Jennings
Week 13	Oct. 31 - Nov. 4	R. Mancha
Week 14	Nov. 7 - Nov. 11	S.Gunter
Week 15	Nov. 14 - Nov. 18	K. Ralph
	Nov. 21 - Nov. 25	Thanksgiving Holiday
Week 16	Nov. 28 - Dec. 2	I. Gonzalez
Week 17	Dec. 5 - Dec. 9	J. Ughanze
Week 18	Dec. 12 - Dec 16	No Detention/Semester Finals
	Dec. 19 - Jan. 2	Holiday
Week 19	Jan. 3 - Jan. 6	G. Nachlinger
Week 20	Jan. 9 - Jan. 13	S. Floyd
Week 21	Jan. 17 - Jan. 20	T. Ray
Week 22	Jan. 23 - Jan. 27	J. Leanos
Week 23	Jan. 30 - Feb. 3	J. Arbrigo
Week 24	Feb. 6 - Feb. 10	D. Campbell
Week 25	Feb. 13 - Feb. 17	R. Mancha
Week 26	Feb. 21 - Feb. 24	M. Luna
Week 27	Feb. 27 - Mar.3	J. Martin
Week 28	Mar. 6 - Mar. 10	J. Jennings
	Mar. 13 - Mar. 17	Spring Break
Week 29	Mar. 20 - Mar. 24	I. Gonzalez
Week 30	Mar. 27 - Mar. 31	K. Barnhill

Week 31	Apr. 3 - Apr. 6	K. Ralph
Week 32	Apr. 10 - Apr. 14	S. Floyd
Week 33	Apr. 17 - Apr. 21	J. Leanos
Week 34	Apr. 24 - Apr. 27	J. Arbrigo
Week 35	May 1 - May 5	M. Golden
Week 36	May 8 - May 12	A. Franke
Week 37	May 15 - May 18	No Detention/Semester Finals

ECC Morning Duty Rotation 2022-2023

All classroom paras are assigned to the cafeteria for breakfast duty from 7:30-7:50.

<i>Week</i>	<i>Date</i>	<i>Outside Car Duty</i>	<i>Inside Hall Duty</i>
1	Aug. 10-12	Martin, McCambridge, Young	Rico, Rocha, Saavedra
2	Aug. 15-19	Rico, Rocha, Saavedra	Martin, McCambridge, Young
3	Aug. 22-26	Martin, McCambridge, Young	Rico, Rocha, Saavedra
4	Aug. 29 - Sept. 2	Rico, Rocha, Saavedra	Martin, McCambridge, Young
5	Sept. 6-9	Martin, McCambridge, Young	Rico, Rocha, Saavedra
6	Sept. 12-16	Rico, Rocha, Saavedra	Martin, McCambridge, Young
7	Sept. 19-23	Martin, McCambridge, Young	Rico, Rocha, Saavedra
8	Sept. 26-30	Rico, Rocha, Saavedra	Martin, McCambridge, Young
9	Oct. 3-7	Martin, McCambridge, Young	Rico, Rocha, Saavedra
10	Oct. 11-14	Rico, Rocha, Saavedra	Martin, McCambridge, Young
11	Oct. 17-21	Martin, McCambridge, Young	Rico, Rocha, Saavedra
12	Oct. 24-28	Rico, Rocha, Saavedra	Martin, McCambridge, Young
13	Oct. 31-Nov. 4	Martin, McCambridge, Young	Rico, Rocha, Saavedra
14	Nov. 7-11	Rico, Rocha, Saavedra	Martin, McCambridge, Young
15	Nov. 14-18	Martin, McCambridge, Young	Rico, Rocha, Saavedra
16	Nov. 28 - Dec. 2	Rico, Rocha, Saavedra	Martin, McCambridge, Young
17	Dec. 5 -9	Martin, McCambridge, Young	Rico, Rocha, Saavedra
18	Dec. 12-16	Rico, Rocha, Saavedra	Martin, McCambridge, Young
19	Jan. 3-6	Martin, McCambridge, Young	Rico, Rocha, Saavedra
20	Jan. 9-13	Rico, Rocha, Saavedra	Martin, McCambridge, Young
21	Jan. 17-20	Martin, McCambridge, Young	Rico, Rocha, Saavedra
22	Jan. 23-27	Rico, Rocha, Saavedra	Martin, McCambridge, Young
23	Jan. 30-Feb. 3	Martin, McCambridge, Young	Rico, Rocha, Saavedra
24	Feb. 6-10	Rico, Rocha, Saavedra	Martin, McCambridge, Young
25	Feb. 13-17	Martin, McCambridge, Young	Rico, Rocha, Saavedra
26	Feb. 21-24	Rico, Rocha, Saavedra	Martin, McCambridge, Young
27	Feb. 27 - March 3	Martin, McCambridge, Young	Rico, Rocha, Saavedra
28	March 6-10	Rico, Rocha, Saavedra	Martin, McCambridge, Young

29	March 20-24	Martin, McCambridge, Young	Rico, Rocha, Saavedra
30	March 27-31	Rico, Rocha, Saavedra	Martin, McCambridge, Young
31	April 3-6	Martin, McCambridge, Young	Rico, Rocha, Saavedra
32	April 10-14	Rico, Rocha, Saavedra	Martin, McCambridge, Young
33	April 17-21	Martin, McCambridge, Young	Rico, Rocha, Saavedra
34	April 24-28	Rico, Rocha, Saavedra	Martin, McCambridge, Young
35	May 1-5	Martin, McCambridge, Young	Rico, Rocha, Saavedra
36	May 8-12	Rico, Rocha, Saavedra	Martin, McCambridge, Young
37	May 15-18	Martin, McCambridge, Young	Rico, Rocha, Saavedra

ECC Paraprofessional Bus Duty Rotation 2022-2023

<i>Week</i>	<i>Date</i>	<i>Bus Recess Duty</i>
1	Aug. 10-12	Ms. Coco/Mrs. Evans
2	Aug. 15-19	Ms. Coco/Mrs. Montoya
3	Aug. 22-26	Ms. Coco/Mrs. Welch
4	Aug. 29 - Sept. 2	Ms. Coco/Mrs. Evans
5	Sept. 6-9	Ms. Coco/Mrs. Montoya
6	Sept. 12-16	Ms. Coco/Mrs. Welch
7	Sept. 19-23	Ms. Coco/Mrs. Evans
8	Sept. 26-30	Ms. Coco/Mrs. Montoya
9	Oct. 3-7	Ms. Coco/Mrs. Welch
10	Oct. 11-14	Ms. Coco/Mrs. Evans
11	Oct. 17-21	Ms. Coco/Mrs. Montoya
12	Oct. 24-28	Ms. Coco/Mrs. Welch
13	Oct. 31-Nov. 4	Ms. Coco/Mrs. Evans
14	Nov. 7-11	Ms. Coco/Mrs. Montoya
15	Nov. 14-18	Ms. Coco/Mrs. Welch
16	Nov. 28 - Dec. 2	Ms. Coco/Mrs. Evans
17	Dec. 5 -9	Ms. Coco/Mrs. Montoya
18	Dec. 12-16	Ms. Coco/Mrs. Welch
	Second Semester	
19	Jan. 3-6	Ms. Coco/Mrs. Evans
20	Jan. 9-13	Ms. Coco/Mrs. Montoya
21	Jan. 17-20	Ms. Coco/Mrs. Welch
22	Jan. 23-27	Ms. Coco/Mrs. Evans
23	Jan. 30-Feb. 3	Ms. Coco/Mrs. Montoya
24	Feb. 6-10	Ms. Coco/Mrs. Welch
25	Feb. 13-17	Ms. Coco/Mrs. Evans
26	Feb. 21-24	Ms. Coco/Mrs. Montoya
27	Feb. 27 - March 3	Ms. Coco/Mrs. Welch
28	March 6-10	Ms. Coco/Mrs. Evans
29	March 20-24	Ms. Coco/Mrs. Montoya

30	March 27-31	Ms. Coco/Mrs. Welch
31	April 3-6	Ms. Coco/Mrs. Evans
32	April 10-14	Ms. Coco/Mrs. Montoya
33	April 17-21	Ms. Coco/Mrs. Welch
34	April 24-28	Ms. Coco/Mrs. Evans
35	May 1-5	Ms. Coco/Mrs. Montoya
36	May 8-12	Ms. Coco/Mrs. Welch
37	May 15-18	Ms. Coco/Mrs. Evans

Morning Duty Roster

Roscoe Elementary
2022-2023

	Date	Cafeteria	Greeter	Gym	Library
Week 1	Aug. 10-12	Wilson	Menken	Morales/Cheney	Smith
Week 2	Aug. 15-19	Wilson	Menken	Morales/Cheney	Smith
Week 3	Aug. 22-26	Wilson	Menken	Morales/Cheney	Smith
Week 4	Aug. 29-Sept. 2	Wilson	Menken	Morales/Cheney	Smith
Week 5	Sept. 6-9	Wilson	Menken	Morales/Cheney	Smith
Week 6	Sept. 12-16	Wilson	Menken	Morales/Cheney	Smith
Week 7	Sept. 19-23	Morales	Wilson	Menken/Cheney	Smith
Week 8	Sept. 26-30	Morales	Wilson	Menken/Cheney	Smith
Week 9	Oct. 3-7	Morales	Wilson	Menken/Cheney	Smith
Week 10	Oct. 11-14	Morales	Wilson	Menken/Cheney	Smith
Week 11	Oct. 17-21	Morales	Wilson	Menken/Cheney	Smith
Week 12	Oct. 24-28	Morales	Wilson	Menken/Cheney	Smith
Week 13	Oct. 31-Nov. 4	Menken	Morales	Wilson/Cheney	Smith
Week 14	Nov. 7-11	Menken	Morales	Wilson/Cheney	Smith
Week 15	Nov. 14-18	Menken	Morales	Wilson/Cheney	Smith
Week 16	Nov. 28-Dec. 2	Menken	Morales	Wilson/Cheney	Smith
Week 17	Dec. 5-9	Menken	Morales	Wilson/Cheney	Smith
Week 18	Dec. 12-16	Menken	Morales	Wilson/Cheney	Smith
Week 19	Jan. 3-6	Wilson	Menken	Morales/Cheney	Smith
Week 20	Jan. 9-13	Wilson	Menken	Morales/Cheney	Smith
Week 21	Jan. 17-20	Wilson	Menken	Morales/Cheney	Smith
Week 22	Jan. 23-27	Wilson	Menken	Morales/Cheney	Smith
Week 23	Jan. 30-Feb. 3	Wilson	Menken	Morales/Cheney	Smith
Week 24	Feb. 6-10	Wilson	Menken	Morales/Cheney	Smith
Week 25	Feb. 13-17	Morales	Wilson	Menken/Cheney	Smith
Week 26	Feb. 21-24	Morales	Wilson	Menken/Cheney	Smith
Week 27	Feb. 27-Mar.3	Morales	Wilson	Menken/Cheney	Smith
Week 28	Mar. 6-10	Morales	Wilson	Menken/Cheney	Smith
Week 29	Mar. 20-24	Morales	Wilson	Menken/Cheney	Smith
Week 30	Mar. 27-31	Morales	Wilson	Menken/Cheney	Smith
Week 31	Apr. 3-6	Menken	Morales	Wilson/Cheney	Smith
Week 32	Apr. 10-14	Menken	Morales	Wilson/Cheney	Smith

Week 33	Apr.17-21	Menken	Morales	Wilson/Cheney	Smith
Week 34	Apr. 24-27	Menken	Morales	Wilson/Cheney	Smith
Week 35	May 1-5	Menken	Morales	Wilson/Cheney	Smith
Week 36	May 8-12	Menken	Morales	Wilson/Cheney	Smith
Week 37	May 15-18	Menken	Morales	Wilson/Cheney	Smith

Afternoon Duty Roster

Roscoe Elementary School
2022 - 2023

All Teachers are responsible for helping with dismissal. Vests and stop signs are in the front office.

	Date	Bus	Car/Walk-Up
Week 1	Aug. 10-12	Munoz	All Classroom Teachers
Week 2	Aug. 15-19	Munoz	All Classroom Teachers
Week 3	Aug. 22-26	Munoz	All Classroom Teachers
Week 4	Aug. 29-Sept. 2	Munoz	All Classroom Teachers
Week 5	Sept. 6-9	Munoz	All Classroom Teachers
Week 6	Sept. 12-16	Munoz	All Classroom Teachers
Week 7	Sept. 19-23	Munoz	All Classroom Teachers
Week 8	Sept. 26-30	Munoz	All Classroom Teachers
Week 9	Oct. 3-7	Munoz	All Classroom Teachers
Week 10	Oct. 11-14	Munoz	All Classroom Teachers
Week 11	Oct. 17-21	Munoz	All Classroom Teachers
Week 12	Oct. 24-28	Munoz	All Classroom Teachers
Week 13	Oct. 31-Nov. 4	Munoz	All Classroom Teachers
Week 14	Nov. 7-11	Munoz	All Classroom Teachers
Week 15	Nov. 14-18	Munoz	All Classroom Teachers
Week 16	Nov. 28-Dec. 2	Munoz	All Classroom Teachers
Week 17	Dec. 5-9	Munoz	All Classroom Teachers
Week 18	Dec. 12-16	Munoz	All Classroom Teachers
Week 19	Jan. 3-6	Munoz	All Classroom Teachers
Week 20	Jan. 9-13	Munoz	All Classroom Teachers
Week 21	Jan. 17-20	Munoz	All Classroom Teachers
Week 22	Jan. 23-27	Munoz	All Classroom Teachers
Week 23	Jan. 30-Feb. 3	Munoz	All Classroom Teachers
Week 24	Feb. 6-10	Munoz	All Classroom Teachers
Week 25	Feb. 13-17	Munoz	All Classroom Teachers
Week 26	Feb. 21-24	Munoz	All Classroom Teachers
Week 27	Feb. 27-Mar.3	Munoz	All Classroom Teachers
Week 28	Mar. 6-10	Munoz	All Classroom Teachers
Week 29	Mar. 20-24	Munoz	All Classroom Teachers
Week 30	Mar. 27-31	Munoz	All Classroom Teachers
Week 31	Apr. 3-6	Munoz	All Classroom Teachers
Week 32	Apr. 10-14	Munoz	All Classroom Teachers

Week 33	Apr.17-21	Munoz	All Classroom Teachers
Week 34	Apr. 24-27	Munoz	All Classroom Teachers
Week 35	May 1-5	Munoz	All Classroom Teachers
Week 36	May 8-12	Munoz	All Classroom Teachers
Week 37	May 15-18	Munoz	All Classroom Teachers

Student Tardy Sheet

Student Name: _____ Date: _____

Class: _____ Teacher: _____

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

Six Week 1 2 3 4 5 6

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

Detention will be assigned with the 3rd tardy. The detention times are 7:20 to 7:50 (Morning Detention), (Lunch Detention) or 4:10 to 4:40 (After School Detention). The detentions will start on the same day or first available time. You receive two detentions for every tardy, beginning with the third tardy..

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 5 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

Secondary Student Disciplinary Referral

Student Name: _____ Date: _____

- | | | | | |
|-------------------------------------|--|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> J. Abrigo | <input type="checkbox"/> S. Arnwine | <input type="checkbox"/> K. Barnhill | <input type="checkbox"/> D. Campbell | <input type="checkbox"/> A. Franke |
| <input type="checkbox"/> J. Cox | <input type="checkbox"/> V. Cuellar | <input type="checkbox"/> D. Davis | <input type="checkbox"/> S. Floyd | <input type="checkbox"/> B. Floyd |
| <input type="checkbox"/> J. Freeman | <input type="checkbox"/> B. Arellano | <input type="checkbox"/> I. Gonzalez | <input type="checkbox"/> J. Ughanze | <input type="checkbox"/> D. Eaton |
| <input type="checkbox"/> S. Gunter | <input type="checkbox"/> B. West | <input type="checkbox"/> L. Hatcher | <input type="checkbox"/> J. Jennings | <input type="checkbox"/> J. Leanos |
| <input type="checkbox"/> M. Luna | <input type="checkbox"/> G. Nachlinger | <input type="checkbox"/> J. Maloney | <input type="checkbox"/> J. Martin | <input type="checkbox"/> M. Golden |
| <input type="checkbox"/> B. Head | <input type="checkbox"/> J. Rackley | <input type="checkbox"/> K. Ralph | <input type="checkbox"/> T. Ray | <input type="checkbox"/> K. Lavalais |
| <input type="checkbox"/> S. Speck | <input type="checkbox"/> K. Tate | <input type="checkbox"/> H. Ward | <input type="checkbox"/> R. Mancha | |

Time of infraction: _____ Grade: _____ Substitute: _____

Description of infraction: _____

Corrective efforts/Assignments:

Parent contacted previously by the teacher?

Yes, this is a recurring incident Date of contact: _____

Mode of communication: Phone Note sent home In person

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

Parent contacted by office via:

- Mail
- Phone
- In Person
- Email

Office Use Only

Consequences:

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

Principal Signature

Offense No: _____
Offense Code: _____

Witness Signature (if needed)

(revised 7/16/21)

Elementary & ECC Student Disciplinary Referral

Student Name: _____

Date: _____

- | | | | | | |
|--------------------------------------|--|--|---|---------------------------------------|---|
| <input type="checkbox"/> Mrs. Heaps | <input type="checkbox"/> Mrs. Wilson | <input type="checkbox"/> Mrs. Toothman | <input type="checkbox"/> Mrs. Womack | <input type="checkbox"/> J. Renfro | <input type="checkbox"/> G. Munoz |
| <input type="checkbox"/> Mrs. Menken | <input type="checkbox"/> Mrs. L. Freeman | <input type="checkbox"/> Ms. Solis | <input type="checkbox"/> Ms. Schroedter | <input type="checkbox"/> T. Moses | |
| <input type="checkbox"/> Mrs. Creed | <input type="checkbox"/> Coach Freeman | <input type="checkbox"/> J. Cheney | <input type="checkbox"/> Mr. Ray | <input type="checkbox"/> J. Covington | |
| <input type="checkbox"/> N. York | <input type="checkbox"/> A. Massey | | <input type="checkbox"/> Mrs. Rackley | <input type="checkbox"/> K. Smith | <input type="checkbox"/> Ms. Cisneros |
| <input type="checkbox"/> S. Massey | <input type="checkbox"/> Pickens | <input type="checkbox"/> J. Moncada | <input type="checkbox"/> Ms. Zamora | <input type="checkbox"/> S. Arnwine | <input type="checkbox"/> Mrs. Jackson |
| <input type="checkbox"/> Mrs. Elmore | <input type="checkbox"/> Mrs. Greenwood | | <input type="checkbox"/> K. Drake | | <input type="checkbox"/> Mrs. Martin |
| <input type="checkbox"/> Mrs. Little | <input type="checkbox"/> K. Acevedo | <input type="checkbox"/> Ms. Morris | | | <input type="checkbox"/> Mrs. McCambridge |
| | | | | | <input type="checkbox"/> Mrs. Rico |
| | | | | | <input type="checkbox"/> Mrs. Rocha |
| | | | | | <input type="checkbox"/> Mrs. Young |

Time of infraction: _____ Grade: _____ Substitute/Other: _____

Description of infraction:

Pre-referral corrective efforts by staff:

Parent contacted previously by teacher?

Yes, this is a recurring incident Date of contact: _____

Mode of communication: Phone - Note sent home - Reflection - In person

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

Principal Signature

Witness Signature (if necessary)

Office Use Only	
Consequences:	
_____	Warning
_____	Time Out
_____	After School Detention: Date Served _____
_____	Lunch Detention: Date Served _____
_____	Callisthenic Exercise
_____	Isometric Exercise
_____	Corporal Punishment: _____ swats
_____	In-School Suspension (ISS): _____ days

Parent contacted by office via:

_____ Folder

_____ Mail

_____ Phone

_____ In Person

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

Criteria for the Spanish Honor Society

- Completed three semesters 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
- **Powerlifting** – Advance beyond district competition
- **Golf** - Advance beyond district competition

Fine Arts

- **Band** – Minimum of 12 points (based on accomplishments and participation)
- **One Act Play** – 2 year 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 completed** in a speaking event
- **Satisfactorily participated** in 1 career development even

P-TECH

- **UAV-** minimum of 1 year participation and passing FAA part 107 exam
- **Vet Tech-** minimum of 1 year participation and obtaining the Certified vet assistant certification

- * 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 organizations, without quitting the previous 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 the 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 have morning announcements on the intercom/phone system. 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 (grades 7 -12) 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. Grades 1-6 will be given a 6 weeks check point.

Attendance – Teachers ***be sure to check attendance at the beginning of each class period*** in Gradebook. If a student is tardy, without permission, fill out the new tardy form, have them sign it and turn it into the office (HS/JH). If you need to change a tardy or an absence, be sure to inform Mrs. Campa, 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 (HS/JH).

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

Cafeteria Service – **Only 1** Charge will be allowed.

Adult Breakfast - \$3.00	Adult Lunch - \$4.46
Student Breakfast – FREE	Student Lunch – \$2.40

Classroom 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 adults.

Classroom Doors must remain locked at all times. All exterior doors must remain locked and closed and never propped open.

Detention – High School: Noon and after school detentions will be primarily used for policy infractions. It will be your responsibility to request failing students 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 situations.

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 – Students in grades 8 – 12, who are currently taking high school courses will have the opportunity to be exempt from semester finals based on grades and attendance. 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. **For the purpose of exemptions all absences count. Absence from one class period counts for a full day absence.**

- 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 Collegiate ISD will be evaluated as specified by TEA using T-TESS. 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 growth.

Extra-curricular Calendar - It is imperative that anyone who schedules an activity or event 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. **Jeans may be worn on Thursdays with a collared college shirt and on Fridays with a Roscoe spirit shirt.**

Faculty Meetings – As Needed per administrator

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

Gate Duty – All Elementary & ECC teachers will have gate duty for JH/JV home football, volleyball, and basketball games. High School teachers will have gate duty for HS home football, volleyball, and basketball games.

GRADING POLICY AND PROCEDURES

****Grades need to be updated on a regular basis.**

Secondary - The grading formula for six week grades is as follows: 60% Test and or Major Projects and 40% Daily Homework. Each six weeks we need to have a minimum of ten (10) daily grades and a minimum of two (2) major grades per class. Students who fail anything other than 6 weeks and semester exams should be assigned tutorials and given the opportunity to retake for a higher grade based on an increase in knowledge and/or mastery. A minimum of two daily grades or one test/major grade will need to be entered into the Ascender gradebook each week by 8:00am on Monday.

Early Childhood Montessori - Progress for students in the Montessori PreK and Kindergarten classes will be based on Mastery of the Content as demonstrated by the student and observed by the teacher.

PreK and Kindergarten progress will be reported every six weeks through a report card.

The first report card for all grade levels must be obtained by the parent in a parent/teacher conference scheduled at the best possible time for both.

Elementary - The grading formula for six week grades is as follows: 20% Tests and or Major Projects and 80% Daily Homework. Each six weeks we need to have a minimum of ten (10) daily grades and a minimum of two (2) major test grades per class. Students who fail anything other than 6 week checkpoints should be assigned tutorials and given the opportunity to retake for a higher grade based on an increase in knowledge and/or mastery. **A minimum of two daily grades or one test/major grade will need to be entered into the Ascender gradebook each week by 8:00 am on Monday.**

Elementary progress reports will be sent home every 3 weeks. Report cards will be sent out every 6 weeks. The first report card for all grade levels must be obtained by the parent in a parent/teacher conference scheduled at the best possible time for both.

Elementary students who do not complete their work may need to come before school the next day.

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

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

ALL - 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.

High School:

College Class Grading Policy

At the 5 week grading period if a student has a grade less than 70 in a course, they are assigned to Saturday School, until the next 5 week grading period or until they can show they are in good standing in the class. These students can be assigned to Saturday School at any time their grade falls below 70 if deemed necessary by the instructor, facilitator, or administrator.

Saturday School will provide them the support they need to correct the failing course grade.

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

Length of Teaching Day – The normal school day will begin at 7:20 a.m. for teachers and paras at the main campus and ends at 4:20 p.m. The Early Childhood teachers and paras will begin at 7:20 a.m. and will end at 4:10 p.m. Some paraprofessionals will be on an earlier schedule. Everyone needs to be

punctual in the morning and leave at the appropriate time in the afternoon. Please communicate with your administrator should emergencies arise.

Lesson Plans – Everyone teaching a class is required to have daily lesson plans. Lesson plans need to be accurate and complete, where anyone can come into your classroom and know what you are doing. Lesson plans for the week are due in Eduphoria Forethought by 8:00 am on Monday.

Maintenance – Everyone 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. If you have any issue that needs attention from maintenance, let the office know.

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 Announcements 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 1-6 will be escorted to the pep rallies and monitored by their homeroom teachers. 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 after the football team does.

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 someone present to supervise your class. **We do not need to use our own cell phones during a class period.**

District Collaboration (DC) - TBA

***Pledges of Allegiance** – Will take place in Morning Assembly or the teacher will lead this in the classroom at the beginning of 1st Period, followed by Moment of Silence and the Announcements.

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

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. Six-weeks tests, checkpoints, and semester exams may not be corrected or given again as a retest.

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 absence, let Mrs. Campa know so she can correct it.

Rounds and Observations - Everyone will be involved in Rounds, both as an observer and as the classroom being observed. The schedule will be created and disseminated by the Instructional Coaches. Everyone is expected to complete their observations during the week assigned.

Saturday School Protocols

- Arrive by 8:45 at the latest.
- Students should be seated facing the kitchen and computer screens facing the office.
- There should be two students per table.

- Cell phones should be collected and placed on the administrator table.
- Students who are there to test only should spend one hour studying before the test. (9:00-10:00 to study, 10:00 start test).
- All other students will stay until 10:00, unless the Principal of Secondary Students has approved an early dismissal for someone.
- Students doing online work should be reminded to print work before submitting (printed work should be turned in to the administrator before leaving Saturday School).
- Students should be allowed to retrieve printed materials and supplies from lockers (one-student-at-a-time).
- Students should be allowed to use the restroom in the cafeteria only (one-student-at-a-time).
- Administrators on duty should walk around and monitor student work on a regular basis.
- Headphones/Earbuds for videos only

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. is not required, what better way to show your students that you genuinely care about them and the Roscoe CISD community.

Sponsors – It is imperative that you set the example for your organization in all things. All school sponsored meetings 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 meetings and functions. Students are to follow all school policies when participating in extracurricular 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/Staff 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 use a personal day or want to schedule a workshop, you need to **let the administrator know a week in advance by filling out the absence from duty form at the following link. [Absence Form](#)**

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 sub's job easier
- A complete schedule that identifies time and room schedule for each class
- Textbooks and all needed materials already run off
- All materials should be easy to locate for the sub, secretary, or principal
- Please call by 3:00 p.m., if you are going to need an additional day.

- **All requests for leave of absence forms need to be turned in to the campus administrator, NOT the secretary.**

Elementary Teachers are required to file 1 full day of sub plans and materials to be used in case of emergencies. If these plans and materials are used, the teacher will need to replace them.

SICK LEAVE

Each year employees receive 5 local sick leave days. Sick leave days only accumulate to 30. Once an employee has used 5 sick days in a school year, a doctor's note is required on the 6th sick leave day. If a doctor's note is not submitted with the absence from duty form, the employee is docked for that day and any sick leave day thereafter that employee does not have a doctor's note until September 1st of the next school year.

SICK LEAVE COVERS THE FOLLOWING:

Personal illness, illness or death in the immediate family (husband, wife, child, father, mother, brother, sister, grandparents, mother-in-law and father-in-law)

STATE PERSONAL LEAVE

Each year employees receive 5 state personal leave days. State personal leave days accumulate without limit. Once an employee has used 5 state personal leave days in a school year, the employee is docked on the 6th personal leave day taken and thereafter until September 1st of the next school year.

Five (5) days prior approval is required for state personal leave days. Not to be taken on the first or last day of the school term or on a day immediately preceding or following a school holiday.
Board Policy: Only five (5) discretionary days per year may be taken and no more than two (2) consecutively.

Testing Policy – (For High School) We need to give three tests per six weeks, one of them being the Six Weeks Test. Semester exams are not optional in any subject. Six weeks and semester exams will be filed digitally in the office. Please email the test to an administrator and include the 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. Elementary will follow the guidelines previously outlined in the grading policy.

Teacher Training – All teachers who were 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 turned into the campus office and the Administration office.

Teacher Workroom – The teacher's workroom is prohibited territory for students. **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 may be allowed one overnight 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 CISD

Please mark your calendar for these important dates below.

Six - Week Grading Periods

- 1st Six Weeks – August 10, 2022 - September 23, 2022
- 2nd Six Weeks – September 26, 2022 - November 4, 2022
- 3rd Six Weeks – November 7, 2022 - December 16, 2022
- 4th Six Weeks - January 3, 2023 - February 10, 2023
- 5th Six Weeks – February 13, 2023 - March 31, 2023
- 6th Six Weeks – April 3, 2023 - May 18, 2023

Progress Reports – For Secondary, progress reports will be run on the Monday following the end of the three-week grading period. At the Elementary, progress reports will go home on Thursday prior to that Monday. The following dates are the end of the three-week grading period

	Progress Reports – HS	Progress Reports - Elem
● Friday, Sept. 2	September 5, 2022	September 1, 2022
● Friday, October 14	October 17, 2022	October 13, 2022
● Friday, November 25	November 28, 2022	November 28, 2022
● Friday, January 20	January 23, 2023	January 19, 2023
● Friday, March 3	March 6, 2023	March 2, 2023
● Friday, April 21	April 24, 2023	April 20, 2023

Summer School Dates

June 5th – June 29th, 2023 Monday through Thursday from 8:00 - Noon.

All District Offices will be closed July 3, 2023 - July 7, 2023

UIL ELIGIBILITY DATES

Students gain or lose eligibility at the end of the school day on Friday at 3:40 pm

1ST SIX WEEKS: August 10th – September 23rd, 2022

Eligibility lost on Friday, September 30th, for the 1st six weeks

2nd SIX WEEKS: September 26th – November 4, 2022

* Three Week Grade Check is on Friday, October 14th

** Regain eligibility on Friday, October 21st

Eligibility lost/regained on Friday, November 11th for the 2nd six weeks

3rd SIX WEEKS: November 7th – December 16th, 2022

* Three Week Grade Check is on Friday, November 25th

** Regain eligibility on Friday, December 2nd

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

All students are eligible during the Christmas and New Year Holiday

December 19, 2022 – January 2, 2023

4th SIX WEEKS: January 3rd – February 10th, 2023

* 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, 2023

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

** Regain eligibility on Friday, March 10th

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

All students are eligible during the Spring Break Holiday

March 13th – March 17th, 2023

6th SIX WEEKS: April 3rd – May 18th, 2023

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

** Regain eligibility on Friday, April 28th

WTC GRADE CHECKS *for Saturday School assignment*

Fall Semester: August 10th – November 29th, 2022

1st 5 Weeks: Grade Check will be September 19th, 2022

2nd 5 Weeks: Grade Check will be October 24th, 2022

End of First Semester - November 29th, 2022

Spring Semester: January 11th – May 1st, 2023

1st 5 Weeks: Grade Check will be February 21st, 2023

2nd 5 Weeks: Grade Check will be April 3, 2023

End of Semester: Grade Check will be May 1, 2023

ROSCOE COLLEGIATE PROFESSIONAL GROWTH SYSTEM TIMELINE

2022 - 2023

Roscoe Collegiate Professional Growth Appraisal System (T-TESS)

Wednesday, August 3rd	Training
Friday, September 2, 2023	Goal Setting due
September 6 - March 24	Ongoing Observations
September 6 - March 24	Ongoing Evaluations
March 24, 2022	All Formal Evaluations completed

STAAR Testing Calendar

<https://tea.texas.gov/student-assessment/testing/student-assessment-overview/testing-calendars>

RCISD TRAVEL APPROVAL FORM

https://docs.google.com/document/d/1KP2fSuonX0q_ggz-47Yupa_mXMpEMLjYnSOLrVpBHWI/edit?usp=sharing

EXTRA CURRICULAR/CO-CURRICULAR ACTIVITY DISMISSAL FORM

https://docs.google.com/document/d/1KP2fSuonX0q_ggz-47Yupa_mXMpEMLjYnSOLrVpBHWI/edit?usp=sharing

PURCHASE REQUISITION FORM

https://docs.google.com/document/d/1KP2fSuonX0q_ggz-47Yupa_mXMpEMLjYnSOLrVpBHWI/edit?usp=sharing