

Roscoe Collegiate ISD

Employee



Handbook

2020 - 2021

Table of Contents

Roscoe Collegiate ISD Mission Statement	4
EMPLOYEE/VOLUNTEER ACCEPTABLE USE POLICY	5
EMERGENCY DRILL SIGNALS	7
FIRE/EMERGENCY EVACUATION PLAN	8
District Calendar	9
Web Links:	10
Employee Email Addresses	11
Employee Birthdays	12
District Site Based Committee Calendar	14
Site Based Committee Members 2020-2021 High School	15
Sponsors 2020-2021	18
Early Childhood Center Schedule	19
Elementary Bell Schedule 2020-2021	20
High School Bell Schedule 2020-2021	21
Detention Schedule 2020-2021	23
Morning Duty Roster	24
Afternoon Duty Roster	25
ATW / Detention Duty	26
Student Tardy Sheet	27
Secondary Student Disciplinary Referrals	28
Elementary Student Disciplinary Referral	29
Parent Conference Report	30
Teacher Incident Report	31

Criteria for the Spanish Honor Society	32
Criteria for Letter Jacket Awards	32
Reminders for Teachers	33
UIL ELIGIBILITY DATES	
Students gain or lose eligibility at the end of the school day on Friday at 3:10 pm	40
WTC GRADE CHECKS for Saturday School assignment.	41
ROSCOE COLLEGIATE PROFESSIONAL GROWTH SYSTEM TIMELINE	42
STAAR Testing Calendar	43
https://tea.texas.gov/student-assessment/testing/student-assessment-overview/testing-calendars	43
RCISD TRAVEL APPROVAL FORM	43
EXTRA CURRICULAR/CO-CURRICULAR ACTIVITY DISMISSAL FORM	43

Roscoe Collegiate ISD Mission Statement

The goal of the Roscoe Collegiate P-20 System Model for Student Success is to develop a collaborative, sustainable and replicable model for breaking the generational poverty cycle through higher education (EARLY COLLEGE) while supplying critical agricultural STEM workforce shortage areas that will be critical to meeting the daunting challenge of feeding and clothing nine billion people on the planet by 2050.

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, proactive and productive members of 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.

- o Committing fraud on another person or entity.
- o 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 continue 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

Roscoe Collegiate ISD 2020 – 2021 Calendar

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	S	S	S	S	S	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '20						
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	28	29	30			

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	S	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER '20						
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	H	H	H	28
29	30					

DECEMBER '20						
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	19
20	H	H	H	H	H	26
27	H	H	H	H		

JANUARY '21						
S	M	T	W	Th	F	S
					H	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
31						

Dates to remember:

First Day of School	Aug. 10
Labor Day	Sept. 7
Columbus Day	Oct. 12
Thanksgiving	Nov. 26
Christmas	Dec. 21 - Jan. 1
Spring Break	March 15 - 19
Last Day of School	May 14
High School Graduation	May 14
Staff Development	Aug. 3-7/Oct. 12/May 15
Bad Weather Day	May 15
Summer School	May 31 – June 25

Early Release Dates:

Fall Exams	Dec. 16 - 18
Spring Exams	May 12 - 14
Grading Period Starts	Grading Period Ends
Aug. 10	Sept. 18
Sept. 21	Oct. 30
Nov. 2	Dec. 18
Jan. 4	Feb 12
Feb. 15	Apr 5
Apr 6	May 14

Contact Information

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

Provost – Andy Wilson
awilson@roscoe.esc14.net

Dean of Continuing Education – Morgan Martin
mmartin@roscoe.esc14.net

Dean of Academic Affairs – Marina Wilcox
mwilcox@roscoe.esc14.net

Dean of Secondary Education – Joe Elmore
jelmore@roscoe.esc14.net

Dean of Elementary Education – Tecka Heaps
theaps@roscoe.esc14.net

Dean of Early Childhood – Dana Elmore
delmore@roscoe.esc14.net

Dean of College Readiness – Kellie Seals
kseals@roscoe.esc14.net

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

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

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

- = School Holiday
- = Early Release
- = Bad Weather Day
- = Staff Development
- = 1st Six Weeks
- = 2nd Six Weeks
- = 3rd Six Weeks
- = 4th Six Weeks
- = 5th Six Weeks
- = 6th Six Weeks
- = Summer School

FEBRUARY '21						
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						

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	H	H	H	H	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL '21						
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	

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	S
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE '21						
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 '21						
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	31

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/20-21_Orientation_Packet.pdf

Employee Email Addresses

Janie Abrigo	jabrigo@roscoe.esc14.net	Mandy Lara	mlara@roscoe.esc14.net
Nick Anthony	nanthony@roscoe.esc14.net	Javier Leanos	jleanos@roscoe.esc14.net
Kim Alexander	kda@roscoe.esc14.net	Nancy Lopez	nlopez@roscoe.esc14.net
Marsha Alexander	malexander@roscoe.esc14.net	Skylar Mahan	smahan@roscoe.esc14.net
Shella Arnwine	sarnwine@roscoe.esc14.net	Kathryn Makuta	kmakuta@roscoe.esc14.net
Amy Austin	aaustin@roscoe.esc14.net	Ben Malone	bmalone@roscoe.esc14.net
Kaitlyn Barnhill	kbarnhill@roscoe.esc14.net	Jamie Maloney	jmaloney@roscoe.esc14.net
Shelley Berringer	sberringer@roscoe.esc14.net	Johnny Martin	johnnym@roscoe.esc14.net
Cynthia Black	cblack@roscoe.esc14.net	Kristi Martin	kmartin@roscoe.esc14.net
Dan Boren	dboren@roscoe.esc14.net	Morgan Martin	mmartin@roscoe.esc14.net
Shannon Boren	sboren@roscoe.esc14.net	Anne Marie May	ammay@roscoe.esc14.net
Lea Ana Burnett	lab@roscoe.esc14.net	Stefanie McCambridge	smccambridge@roscoe.esc14.net
Feliciana Campa	fcampa@roscoe.esc14.net	Maria Montoya	mmontoya@roscoe.esc14.net
Vernon Carey	vcarey@roscoe.esc14.net	Justina Morales	jumorales@roscoe.esc14.net
Juanita Cisneros	jcisneros@roscoe.esc14.net	Cathy Morgan	cmorgan@roscoe.esc14.net
April Collins	acollins@roscoe.esc14.net	Tara Moses	tmoses@roscoe.esc14.net
Jacklyn Covington	jcovington@roscoe.esc14.net	Carol Parsons	cparsons@roscoe.esc14.net
Jack Cox	jackcox@roscoe.esc14.net	Monica Perez	mperez@roscoe.esc14.net
Delbert Davis	ddavis@roscoe.esc14.net	Melissa Perryman	mperryman@roscoe.esc14.net
Jana DeLoach	jdeloach@roscoe.esc14.net	Brandi Payne	bpayne@roscoe.esc14.net
Ryan Dillon	rdillon@roscoe.esc14.net	Crystal Rackley	crackley@roscoe.esc14.net
Marissa Duran	mduran@roscoe.esc14.net	Joe Rackley	jrackley@roscoe.esc14.net
Dana Elmore	delmore@roscoe.esc14.net	Katie Ralph	kralph@roscoe.esc14.net
Joe Elmore	jelmore@roscoe.esc14.net	Tommy Ray	tray@roscoe.esc14.net
Sonia Flores	sflores@roscoe.esc14.net	Lusia Rico	lrico@roscoe.esc14.net
Jake Freeman	jfreeman@roscoe.esc14.net	Rosa Rocha	rocha@roscoe.esc14.net
Lindsay Freeman	lfreeman@roscoe.esc14.net	Jared Seals	jseals@roscoe.esc14.net
Madison Freeman	mfreeman@roscoe.esc14.net	Kellie Seals	kseals@roscoe.esc14.net
Rita Fried	rfried@roscoe.esc14.net	Kirsten Sparkman	ksparkman@roscoe.esc14.net
Vanessa Galvan	vgalvan@roscoe.esc14.net	Christina Speck	cspeck@roscoe.esc14.net
Romana Gomez	rgomez@roscoe.esc14.net	Shawn Speck	sspeck@roscoe.esc14.net
Iris Gonzalez	igonzaez@roscoe.esc14.net	Joe Smith	jdsmith@roscoe.esc14.net
Christina Granado	cgranado@roscoe.esc14.net	Kay Smith	kaysmith@roscoe.esc14.net
Kayla Graves	kgraves@roscoe.esc14.net	Kalyn Tate	ktate@roscoe.esc14.net
Zane Graves	zgraves@roscoe.esc14.net	Lindsay Toothman	ltoothman@roscoe.esc14.net
Heather Greenwood	hgreenwood@roscoe.esc14.net	Bailee Treadway	btreadway@roscoe.esc14.net
Lacy Gregory	lgregory@roscoe.esc14.net	Anabelle Vasquez	avasquez@roscoe.esc14.net
Shelley Gunter	sgunter@roscoe.esc14.net	Cindy Ventura	carmenta@roscoe.esc14.net
Cindy Hamlin	chamlin@roscoe.esc14.net	Julie Villa	jvilla@roscoe.esc14.net
Leah Harviel	lharviel@roscoe.esc14.net	Heather Ward	hward@roscoe.esc14.net
Linda Hatcher	lah@roscoe.esc14.net	Robyn Welch	rwelch@roscoe.esc14.net
Tecka Heaps	theaps@roscoe.esc14.net	Dusty White	dwhite@roscoe.esc14.net
Alfonso Islas	aislas@roscoe.esc14.net	Andy Wilson	awilson@roscoe.esc14.net
Roxana Reyna Islas	rreyna@roscoe.esc14.net	Lou Ann Wilson	lwilson@roscoe.esc14.net
Katherine Jackson	kjackson@roscoe.esc14.net	Rhonda Wilson	rwilson@roscoe.esc14.net
Jennifer Jennings	jjennings@roscoe.esc14.net	Sheila Womack	swomack@roscoe.esc14.net
Victoria Jimenez	vjimenez@roscoe.esc14.net	Jana Young	jgy@roscoe.esc14.net
Lisa Jo Jones	ljones@roscoe.esc14.net	Amanda Zamora	azamora@roscoe.esc14.net
Jordyn Keiser	jkeiser@roscoe.esc14.net		

Employee Birthdays

Ana Islas	Aug. 5	Kellie Seals	Aug. 7
Madison Freeman	Aug. 9	Joe Smith	Aug. 9
Rebecca Barnhart	Aug. 11	Patricia Rangel	Aug. 16
Kirsten Sparkman	Aug. 20	Monica Perez	Aug. 27
Jack Cox	Aug. 29		
Delbert Davis	Sept. 3	Vanessa Galvan	Sept. 5
Julie Villa	Sept. 6	Kristi Martin	Sept. 10
Rita Fried	Sept. 15	Kalyn Tate	Sept. 22
Heather Greenwood	Sept. 29	Stefanie McCambridge	Sept. 29
John Dedwylder	Sept. 30		
Dan Boren	Oct. 5	Katie Ralph	Oct. 6
Nancy Lopez	Oct. 7	Morgan Martin	Oct. 7
Janie Abrigo	Oct. 12	Anabelle Vasquez	Oct. 17
Maria Montoya	Oct. 19	Cindy Hamlin	Oct. 21
Tommy Ray	Oct. 23	Coco Saavedra	Oct. 23
April Collins	Oct. 24	Alfonso Islas	Oct. 25
Gus Willman	Oct. 31		
James McFaul	Nov. 1	Lindsay Freeman	Nov. 5
Elida Villa	Nov. 13	Melissa Perryman	Nov. 14
Javier Leanos	Nov. 17	Pio Munoz	Nov. 19
Shawn Speck	Nov. 22	Jacklyn Covington	Nov. 23
Jake Freeman	Nov. 27	Romana Gomez	Nov. 29
Rhonda Wilson	Nov. 29		
Sheila Womack	Dec. 3	Christina Speck	Dec. 9
Cynthia Black	Dec. 14	Jared Seals	Dec. 15
Kaitlyn Barnhill	Dec. 16	Shella Arnwine	Dec. 23
Christina Granado	Dec. 24	Jay Tarrant	Dec. 30
Cindy Ventura	Jan. 1	Iris Gonzalez	Jan. 5
Carol Parsons	Jan. 19	Dusty White	Jan. 20
Amy Austin	Jan. 22	Amanda Zamora	Jan. 22
Joe Rackley	Jan. 23	Tecka Heaps	Jan. 24
Jennifer Jennings	Jan. 28	Lea Ann Burnett	Jan. 29
Bailee Treadway	Jan. 29		
Anne Marie May	Feb. 2	Maria Orozco	Feb. 4
Russell Kotzur	Feb. 6	Jordyn Keiser	Feb. 7
Victoria Jimenez	Feb. 22	Andy Wilson	Feb. 27

Marina Wilcox	Mar. 3	Cade Garrett	Mar. 5
Dana Elmore	Mar. 11	Robyn Welch	Mar. 12
Luisa Rico	Mar. 15	Ben Malone	Mar. 19
Joe Elmore	Mar. 20	Zane Graves	Mar. 22
Shelley Berringer	Mar. 24	Lisa Jo Jones	Mar. 24
Ryan Dillon	Mar. 28		
Bailey Garrett	Apr. 3	Mandy Lara	Apr. 5
Jose Sandoval Islas	Apr. 11	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	Feliciana Campa	May 10
Jana DeLoach	May 16	Lacy Gregory	May 16
Jimmy Moses	May 21	Elida Solis De Villa	May 21
Kayla Graves	May 23	Shelley Gunter	May 24
Jamie Maloney	May 24	Kathryn Makuta	May 28
Virginia Rangel	May 28	Shannon Boren	May 31
Kay Smith	June 9	Skylar Mahan	June 11
Sonia Flores	June 13	Lindsay Toothman	June 15
Jana Young	June 16	Katherine Jackson	June 22
Linda Hatcher	June 29	Tara Moses	June 29
Leah Harviel	July 1	Crystal Rackley	July 9
Cathy Morgan	July 11	Dennis Campbell	July 15
Johnny Martin	July 19	Rosa Rocha	July 21

District Site Based Committee Calendar for 2020-2021

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. September will be held in August to accommodate Labor day. We do not have a meeting in January. The dates are as follows:

August	31 st	2020
October	5 th	2020
November	2 nd	2020
December	7 th	2020
February	1 st	2021
March	1 st	2021
April	5 th	2021
May	3 rd	2021

Site Based Committee Members 2020-2021

High School

Andy Wilson	Superintendent
Joe Elmore	Administrator
Marina Wilcox	Counselor
Heather Ward	Counselor
Lou Ann Wilson	School Nurse
Katie Ralph	Foreign Language/S. Studies
Kelly Jo Sexton	Language Arts
Cynthia Black	Science/IC
Janie Abrigo	Special Education
Kellie Seals	AVID
Shawn Speck	Math
Skip McCambridge	Community
Hannah Ward	Student

AVID Site Based Committee 2020-2021

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

Early Childhood Center Site Based

Dana Elmore	Administrator
Tecka Heaps	Administrator
Lindsay Freeman	Counselor
Kristi Martin	Teacher
Katherine Jackson	Teacher
Heather Greenwood	Teacher
Cindy Ventura	Paraprofessional
Josh LaRue	Community Member
Sarah Ann Cox-Kuss	Parent
Annette Rivera	Parent
Katie Zetzman	Parent

Elementary Site Based

Tecka Heaps	Administrator
Dana Elmore	Administrator
Marina Wilcox	Dean of Academic Affairs
Lindsay Freeman	Counselor
Sheila Womack	Interventionist/Instructional Coach
Katherine Jackson	Teacher, ECC Montessori
Linda Hatcher	Technology
Roxana Reyna-Islas	4-H Extension
Anne Marie May	Teacher, 1st-3rd Montessori
Heather Greenwood	Teacher, 1st-3rd Montessori
Shannon Boren	Teacher, 4th-5th Montessori
Kayla Graves	Teacher, 4th-5th Montessori
Brianna Strickland	Parent

Sponsors 2020-2021

Class Sponsors 2020 – 2021

Seniors	Mandy Lara, Zane Graves, Dennis Campbell, Jennifer Jennings
Juniors	Katie Ralph, Vanessa Galvan, Kalyn Tate, Javier Leanos
Sophomores	Lacy Gregory, Dusty White, Carol Parsons, Dan Boren
Freshman	Joe Rackley, John Cox, Jamie Maloney, Janie Abrigo
8th Grade	Jana DeLoach, Tommy Ray, Kaitlyn Barnhill, Shawn Speck
7th Grade	Shella Arnwine, Ryan Dillon, Shelly Gunter, Ben Malone
6th Grade	Johnny Martin, Melissa Perryman, Kellie Seals

Organizational Sponsors

Student Council	TBD
Junior High UIL	Mandy Lara
High School UIL	Jana DeLoach
FFA	Shelley Gunter
H.S. One Act Play UIL	Heather Ward
J.H. One Act Play UIL	Vanessa Galvan
H.S. Cheerleader Sponsor	Linda Hatcher
J.H. Cheerleader Sponsor	Katie Ralph
Spanish Honor Society	Katie Ralph
Yearbook	Carol Parsons
AVID	Kellie Seals
Band	Tommy Ray
Athletic Director	Jake Freeman

Early Childhood Center Schedule

Monday - Thursday

Breakfast	7:40 – 7:55
Three Hour Work Period	8:00-11:00
Lunch	11:00 – 12:00
Afternoon Work Period*	12:00 – 3:00
After Care (Pre-registration required)	3:00 – 3:45

*Recess, music, art, nap time, Kindergarten time, etc. will take place during the Afternoon Work Period.

Friday

Breakfast	7:40 – 7:55
Three Hour Work Period	8:00-11:00
Lunch	11:00 – 12:00
Afternoon Work Period*	12:00 – 3:00

NO After Care on Fridays!

*Recess, music, art, nap time, Kindergarten time, etc. will take place during the Afternoon Work Period.

Elementary Bell Schedule 2020-2021

Monday – Thursday

Period	Time	Duration
Tutorial	7:40 – 8:00	20 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 – 4:05	50

Friday/Planning Training & Collaboration

Period	Time	Duration
Teacher PTC	7:25 – 8:45	80 minutes
Student – Study Hall	8:05 – 8:45	45
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 – PTC	7:25 – 8:45	80 minutes
Student – Study Hall	8:05 – 8:45	45
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	

High School Bell Schedule 2020-2021

Monday & Wednesday A Days – Periods 2, 3, & 4

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

Period	Time	Duration
1	8:00 – 8:45	45
2 & 5	8:50 – 10:20	90
3 & 6	10:25 – 11:55	90
Lunch A 6 th – 8 th Grade	11:55 – 12:25	30
Lunch B 9 th – 12 Grade	12:25 – 12:55	30
4 & 7	1:00 – 2:30	90
8	2:35 – 3:20	45
9	3:25 – 4:10	45

Friday/ Planning Training & Collaboration

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

Modified day Friday/ Planning Training & Collaboration

Period	Time	Duration
Teacher - PTC	7:25 – 8:45	80 minutes
Student – Speaker/Study Hall	8:00 – 8:45	45
1	8:50 – 9:25	35
2 or 5	9:30 – 10:45	75
3 or 6	10:50 - 12:05	75
Lunch A 6 th – 8 th Grade	12:05 – 12:35	30
Lunch B 9 th – 12 Grade	12:35 – 1:10	30
4 or 7 B 6 th – 8 th Grade	12:05 – 1:50	75
4 or 7 A 9 th – 12 Grade	12:35 – 1:50	75
8	1:55 – 2:30	35
9	2:35 – 3:10	35

Modified day Pep Rally Friday

Period	Time	Duration
Teacher – PTC	7:25 – 8:45	80 minutes
Student – Speaker/Study Hall	8:00 – 8:45	45
1	8:50 – 9:25	35
2 or 5	9:30 – 10:45	75
3 or 6	10:50 - 12:05	75
Lunch A 6 th – 8 th Grade	12:05 – 12:35	30
Lunch B 9 th – 12 Grade	12:35 – 1:05	30
4 or 7 B 6 th – 8 th Grade	12:05 – 1:45	30
4 or 7 A 9 th – 12 Grade	12:05 – 1:45	75
8	1:45 – 2:15	30
9	2:20 – 2:50	30
Pep Rally	2:55- 3:10	15

Detention Schedule 2020-2021

Roscoe Collegiate High School

Detention is from 4:10 to 4:40 Monday – Thursday

Week No.	Date	After School Detention
Week 1	Aug. 10 – 13	No Detention
Week 2	Aug. 17 -20	J.T.Elmore
Week 3	Aug. 24 - 27	V. Galvan
Week 4	Aug. 31 – Sept. 3	M. Perryman
Week 5	Sept. 8 - 10	J. Maloney
Week 6	Sept. 14 – 17	K. Ralph
Week 7	Sept. 21 – 24	K. Barnhill
Week 8	Sept. 28 – Oct. 1	B. Malone
Week 9	Oct. 5 - 8	K. Seals
Week 10	Oct. 13 – 15	C. Parsons
Week 11	Oct. 19 – 22	J. Martin
Week 12	Oct. 26 – 29	D. Boren
Week 13	Nov.. 2 - 5	D. White
Week 14	Nov. 9 – 12	M. Lara
Week 15	Nov. 16 – 19	J. Jennings
	Nov. 23 – 27	Thanksgiving Holiday
Week 16	Nov. 30 – Dec. 3	J. DeLoach
Week 17	Dec. 7 – 10	J. Arbrigo
Week 18	Dec.14 – 17	No Detention/Semester Finals
Week 19	Dec. 21 – Jan. 1	Holiday
Week 20	Jan. 4 – 7	D. Campbell
Week 21	Jan. 11 – 14	J. Leanos
Week 22	Jan. 18 – 21	S.Gunter
Week 23	Jan. 25 – 28	K. Tate
Week 24	Feb. 1– 4	T. Ray
Week 25	Feb. 8 – 11	V. Galvan
Week 26	Feb 15 – 18	J. Maloney
Week 27	Feb. 22 – 25	K. Ralph
Week 28	Mar. 1 – 4	B. Malone
Week 29	March 8 - 11	C. Parsons
	Mar. 15 – 19	Spring Break
Week 30	Mar. 22 – 25	D. Boren
Week 31	Mar. 29 – April 1	M. Lara
Week 32	April 5 – 8	J. DeLoach
Week 33	April 12 – 15	D. Campbell
Week 34	April 19 – 22	S.Gunter
Week 35	April 26 - April 29	T. Ray
Week 36	May 3 - 6	J. Freeman
	May 10 - 13	No Detention/Semester Finals

Morning Duty Roster

Roscoe Elementary School

2020-2021

- Teachers are to report to their rooms or other designated location for tutorials each morning by 7:40.
- Tutorials will begin at 7:40 and conclude at 8:00. .
- Morning duty assignments begin at 7:20/7:40 and are daily assignments for the entire year.
- Paraprofessionals who are not assigned morning duty will have other responsibilities during the tutorial time.

Morning Duty Assignments:

Attendant	Location
M. Freeman/Speck/Sparkman/Duran	Elementary Cafeteria
Villa	Gonzalez Classroom greetings
J. Freeman/Mahan/Granado	Gym
Smith/R. Gomez	Library
Zamora/Cisneros/Perez/Covington	Hallway/Front Door Greetings

2020-2021 Club Schedule

Club	Affiliation
Robotics- Spring	4H
4H Introductions	4H
Clothing/Textiles	4H
Garden Club	4H
Sports Club	
Board Games	
Jump Rope	
Water Club	4H
Robotics	4H
AR/ Reading	
Food Club	4H

Lunch Duty

Attendant	Lunch Duty
Cisneros	Elementary Office
Gomez/Smith/Duran/Perez	1-3 Lunch
M. Freeman/Zamora/Covington/Sparkman	1-3 Recess
Speck/Mahan/Granado	4-5 lunch/Recess

Afternoon Duty Roster

Roscoe Elementary School
2020-2021

All teachers are to be outside monitoring students. The following teachers are responsible for crosswalk duty. Stop signs are in the front office.

Week	Date	North	South
Week 1	Aug. 10-14	Moses	Makuta
Week 2	Aug. 17 - 21	Graves	May
Week 3	Aug. 24-28	Harviel	Berringer
Week 4	Aug. 31 - Sept. 4	Jones	Wilson
Week 5	Sept. 8 - 11	Boren	Vasquez
Week 6	Sept. 14 - 18	Keiser	Rackley
Week 7	Sept. 21-25	Toothman	Burnett
Week 8	Sept. 28 - Oct. 2	Moses	Makuta
Week 9	Oct. 5-9	Graves	May
Week 10	Oct. 12 - 16	Harviel	Berringer
Week 11	Oct. 19 - 23	Jones	Wilson
Week 12	Oct. 26 - 30	Boren	Vasquez
Week 13	Nov. 2 - 6	Keiser	Rackley
Week 14	Nov. 9 -13	Toothman	Burnett
Week 15	Nov. 16 - 20	Moses	Makuta
Week 16	Nov. 23 - 24	Graves	May
Week 17	Nov. 30 - Dec. 4	Harviel	Berringer
Week 18	Dec. 7 - 11	Jones	Wilson
Week 19	Dec. 14 - 18	Boren	Vasquez
Week 20	Jan. 4 - 8	Keiser	Rackley
Week 21	Jan. 11 - 15	Toothman	Burnett
Week 22	Jan. 18 - 22	Moses	Makuta
Week 23	Jan. 25 - 29	Graves	May
Week 24	Feb. 1 - 5	Harviel	Berringer
Week 25	Feb. 8 - 12	Jones	Wilson
Week 26	Feb. 15 - 19	Boren	Vasquez
Week 27	Feb. 22 - 26	Keiser	Rackley
Week 28	March 1 - 5	Toothman	Burnett
Week 29	March 8 - 12	Moses	Makuta
Week 30	March 22 - 26	Graves	May
Week 31	March 29 - Apr. 2	Harviel	Berringer
Week 32	Apr. 5 - 9	Jones	Wilson
Week 33	Apr. 12 - 16	Boren	Vasquez
Week 34	Apr. 19 - 23	Keiser	Rackley
Week 35	Apr. 26 - 30	Toothman	Burnett
Week 36	May 3 - 7	Moses	Makuta
Week 37	May 10 - 14	Graves	May

Bus Duty:	M-F	Speck/Cisneros/Gomez/Zamora/Perez
Snack Bar:	M	M. Freeman/Mahan
	T	Granado/Duran
	W	Sparkman/Mahan
	Th	Grando/Covington

ATW / Detention Duty

Roscoe Elementary School

2020-2021

4:10 - 4:30

Week	Date	Teacher
Week 1	Aug. 10-14	Boren
Week 2	Aug. 17 - 21	Rackley
Week 3	Aug. 24-28	Burnett
Week 4	Aug. 31 - Sept. 4	Toothman
Week 5	Sept. 8 - 11	Harviel
Week 6	Sept. 14 - 18	Graves
Week 7	Sept. 21-25	Jones
Week 8	Sept. 28 - Oct. 2	Wilson
Week 9	Oct. 5-9	Keiser
Week 10	Oct. 12 - 16	Vasquez
Week 11	Oct. 19 - 23	Moses
Week 12	Oct. 26 - 30	Makuta
Week 13	Nov. 2 - 6	May
Week 14	Nov. 9 -13	Berringer
Week 15	Nov. 16 - 20	Boren
Week 16	Nov. 23 - 24	Rackley
Week 17	Nov. 30 - Dec. 4	Burnett
Week 18	Dec. 7 - 11	Toothman
Week 19	Dec. 14 - 18	Harviel
Week 20	Jan. 4 - 8	Graves
Week 21	Jan. 11 - 15	Jones
Week 22	Jan. 18 - 22	Wilson
Week 23	Jan. 25 - 29	Keiser
Week 24	Feb. 1 - 5	Vasquez
Week 25	Feb. 8 - 12	Moses
Week 26	Feb. 15 - 19	Makuta
Week 27	Feb. 22 - 26	May
Week 28	March 1 - 5	Berringer
Week 29	March 8 - 12	Boren
Week 30	March 22 - 26	Rackley
Week 31	March 29 - Apr. 2	Burnett
Week 32	Apr. 5 - 9	Toothman
Week 33	Apr. 12 - 16	Harviel
Week 34	Apr. 19 - 23	Graves
Week 35	Apr. 26 - 30	Jones
Week 36	May 3 - 7	Wilson
Week 37	May 10 - 14	Keiser

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

Detentions starts with the 2nd tardy. The detention time for the students is 7:30 to 8:00 (Morning 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, 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

(revised 8/16/17)

Secondary Student Disciplinary Referrals

Student Name: _____ Date: _____

- | | | | | | |
|--------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> S. Arnwine | <input type="checkbox"/> C. Black | <input type="checkbox"/> D. Boren | <input type="checkbox"/> J. Rackley | <input type="checkbox"/> J. Abrigo | <input type="checkbox"/> L. Hatcher |
| <input type="checkbox"/> J. Cox | <input type="checkbox"/> V. Galvan | <input type="checkbox"/> M. Lara | <input type="checkbox"/> C. Hamlin | <input type="checkbox"/> K. Ralph | <input type="checkbox"/> K. Barnhill |
| <input type="checkbox"/> J. Martin | <input type="checkbox"/> R. Dillon | <input type="checkbox"/> D. White | <input type="checkbox"/> B. Malone | <input type="checkbox"/> D. Davis | <input type="checkbox"/> M. Perrymann |
| <input type="checkbox"/> H. Ward | <input type="checkbox"/> S. Gunter | <input type="checkbox"/> L. Gregory | <input type="checkbox"/> T. Ray | <input type="checkbox"/> M. Wilcox | <input type="checkbox"/> C. Parsons |
| | <input type="checkbox"/> J. DeLoach | <input type="checkbox"/> K. Seals | <input type="checkbox"/> J. Freeman | <input type="checkbox"/> D. Campbell | <input type="checkbox"/> S. Speck |
| Tate | | | | | |
| <input type="checkbox"/> J. Jennings | <input type="checkbox"/> J. Seals | <input type="checkbox"/> Z. Graves | <input type="checkbox"/> J. Leanos | <input type="checkbox"/> J. Maloney | <input type="checkbox"/> V. Carey |

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 send 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 7/3/20)

Elementary 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"/> Mrs. Granado | <input type="checkbox"/> Mrs. K. Smith |
| <input type="checkbox"/> Mrs. Berringer | <input type="checkbox"/> Mrs. L. Freeman | <input type="checkbox"/> Mrs. Duran | <input type="checkbox"/> Mrs. Makuta | <input type="checkbox"/> Mrs. Gomez | <input type="checkbox"/> Coach Arnwine |
| <input type="checkbox"/> Ms. Vasquez | <input type="checkbox"/> Coach Freeman | <input type="checkbox"/> Ms. Jones | <input type="checkbox"/> Mr. Ray | <input type="checkbox"/> Mrs. Moses | <input type="checkbox"/> Mrs. Perez |
| <input type="checkbox"/> Mrs. Boren | <input type="checkbox"/> Mrs. Harviel | <input type="checkbox"/> Ms. May | <input type="checkbox"/> Mrs. Rackley | <input type="checkbox"/> Mrs. Covington | <input type="checkbox"/> Ms. Cisneros |
| <input type="checkbox"/> Mrs. Burnett | <input type="checkbox"/> Mrs. Graves | <input type="checkbox"/> Mrs. Mahan | <input type="checkbox"/> Ms. Zamora | | |
| <input type="checkbox"/> Mrs. Elmore | <input type="checkbox"/> Mrs. Greenwood | | | <input type="checkbox"/> Mrs. Speck | |
| <input type="checkbox"/> Mrs. Villa | <input type="checkbox"/> Miss Keiser | <input type="checkbox"/> Mrs. Sparkman | <input type="checkbox"/> Mrs. M. Freeman | | |

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)

Parent contacted by office via:

- Folder
 Mail
 Phone
 In Person

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
 Suspension: _____ days

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

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
- **Power Lifting** – 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 Texas 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 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 alternating groups of students. 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 6 -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. Grade 1-5 will be given a 6 weeks check point.

Additional Time to Work (ATW) – For grades 1 through 5, this is for students who do not turn in assignments on time or are missing work. ATW will be held Monday through Thursday afternoons from 4:05 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* in Gradebook. If a student is tardy, without permission, fill out the new tardy form, have them sign it and turn it into office (HS/JH). If you need to change a tardy or an absence, be sure to inform Mrs. Treadway, 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 - \$2.10

Adult Lunch - \$3.35

Student Breakfast – FREE

Student Lunch – \$2.20 (lunch is free for Prek-5th)

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 the adults.

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 the RCPGS. 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 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 – They will be conducted during the PTC period on Fridays and as needed per the administrators.

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 teachers will have gate duty for JH/JV home football and basketball games. High School teachers will have gate duty for HS home football 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 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 gradebook, so we need to be up to date as much as possible.

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. Progress for students will be measured and recorded in the electronic program, Montessori Compass. This program will be made available to parents.

PreK and Kindergarten progress will be reported every 12 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 - Progress for students in the Montessori 1st-5th grade classes will be based on Mastery of the Content as demonstrated by the student and observed by the teacher. Progress for students will be measured and recorded in the electronic program, Montessori Compass. This program will be made available to parents.

Elementary progress will be reported every 3 weeks. Report cards come 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 will be assigned ATW (4:10-4:30).

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.

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 7:40 a.m. for teachers and paras at the main campus and ends at 4:20 p.m. The Early Childhood teachers and paras (on both campuses) will begin at 7:30 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.

On Fridays, we will begin PTC at 7:25 a.m. and will end the day at 3:10. You are required to stay until after the students have left.

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 are due in Eduphoria Forethought by 8 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 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 1-5 will be escorted to the pep rallies and monitored by their homeroom teachers. Students in grades 6 –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.**

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** – 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. Retests may be given in Saturday School or during Tuesday night School. The highest grade a student may receive on a retest is a 70.

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. Treadway 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 7:45 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 can leave at 10:00 (8:00-9:00 to study 9:00-10:00 to test).
- All other students will stay until 10:00, unless the Dean 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. are 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.**

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. 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. 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 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 Check Date for Six Weeks

- 1st Six Weeks – August 10th – September 18th
- 2nd Six Weeks – September 21st – October 30th
- 3rd Six Weeks – November 2nd – December 18th
- 4th Six Weeks - January 4th – February 12th
- 5th Six Weeks – February 15th – April 5th
- 6th Six Weeks – April 6th – May 14th

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, August 28 th	August 31, 2020	August 27, 2020
● Friday, October 9 th	October 13, 2020	October 1, 2020
● Tuesday, November 20 th	November 23, 2020	November 19, 2020
● Friday, January 22 nd	January 25, 2021	January 21, 2021
● Friday, March 5 th	March 8, 2021	March 4, 2021
● Friday, April 23 rd	April 26, 2021	April 22, 2021

Summer School Dates

May 31st – July 23rd, 2021 Monday through Thursday from 8:00 - noon. NO SCHOOL 28 June-2 July.

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 10th – September 18th, 2020

Eligibility lost on Friday, September 25th, for the 1st six weeks

2ND SIX WEEKS: September 21st – October 30th, 2020

* Three Week Grade Check is on Friday, October 9th

** Regain eligibility on Friday, October 16th

Eligibility lost/regained on Friday, November 6th for the 2nd six weeks

3RD SIX WEEKS: November 2nd – December 18th, 2020

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

** Regain eligibility on Friday, November 27th

Eligibility lost/Regained on Friday, January 8th for the 3rd six weeks

All students are eligible during the Christmas and New Year Holiday

December 21st, 2020 – January 1st, 2021

4TH SIX WEEKS: January 4th – February 12th, 2021

* Three Week Grade Check is on Friday, January 22nd

** Regain eligibility on Friday, January 29th

Eligibility lost/regained on Friday, February 19th for the 4th six weeks

5TH SIX WEEKS: February 15th – April 2nd, 2021

* Three Week Grade Check is on Friday, March 5th

** Regain eligibility on Friday, March 12th

Eligibility lost/regained on Friday, April 9th for the 5th six weeks

All students are eligible during the Spring Break Holiday

March 15th – March 19th, 2021

6TH SIX WEEKS: April 5th – May 14th, 2021

* Three Week Grade Check is on Friday, April 23rd

** Regain eligibility on Friday, April 30th

WTC GRADE CHECKS *for Saturday School assignment.*

Fall Semester: August 12th – November 23rd, 2020

1st 5 Weeks: Grade Check will be September 11th, 2020

2nd 5 Weeks: Grade Check will be October 16th, 2019

End of Semester: November 23rd, 2020

Spring Semester: January 13th – May 3rd, 2021

1st 5 Weeks: Grade Check will be February 19th, 2021

2nd 5 Weeks: Grade Check will be March 26th, 2021

End of Semester: Grade Check will be May 3rd, 2021

ROSCOE COLLEGIATE PROFESSIONAL GROWTH SYSTEM TIMELINE

2020 - 2021

Roscoe Collegiate Professional Growth Appraisal System

Monday, August 3rd	Training
Monday, August 24th	Fall Self-Reflection Due
August 10th - April 23rd	Ongoing Informal Observations
August 10th - April 23rd	Ongoing Formal Observations
Friday, April 16th	Spring Self-Reflection Due
Friday, May 7th	Final Review Complete

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