

Roscoe Collegiate ISD

Employee



Handbook

2024 - 2025

Table of Contents

Roscoe Collegiate ISD Employee Handbook Receipt	3
Roscoe Collegiate ISD Mission Statement	4
EMPLOYEE/VOLUNTEER ACCEPTABLE USE POLICY	6
EMERGENCY DRILL SIGNALS	8
District Calendar	9
Web Links	10
Employee Email Addresses	11
Employee Birthdays	12
District Site Based Committee Calendar	14
Site Based Committee Members 2024-2025	15
School Health Advisory Council	19
Sponsors 2024-2025	19
Early Childhood Center Schedule	21
Elementary Bell Schedule 2024-2025	22
High School Bell Schedule 2024-2025	23
Detention Schedule 2024-2025	24
Morning Duty Roster - ECC	25
Morning Duty Roster - Elementary	28
Afternoon Duty Roster	29
High School Morning Duty	31
Parent Conference Report	32
Teacher Incident Report	33
Criteria for the Spanish Honor Society	34
Criteria for Letter Jacket Awards	34
Reminders for Teachers	35

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico.

Roscoe Collegiate ISD Important Dates	43
ROSCOE COLLEGIATE PROFESSIONAL GROWTH SYSTEM TIMELINE	44
STAAR Testing Calendar	45
https://tea.texas.gov/student-assessment/testing/student-assessment-overview/testing-calendars	
RCISD TRAVEL APPROVAL FORM	45
EXTRA CURRICULAR/CO-CURRICULAR ACTIVITY DISMISSAL FORM	45
District Communication	45

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico.

Tecka Heaps

Assistant Superintendent

PO Box 579 - Roscoe, TX 79545

325-766-3327

theaps@roscoe.esc14net

Roscoe Collegiate ISD Employee Handbook Receipt 2024 – 2025

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Roscoe Collegiate ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

Electronic format on the Roscoe ISD webpage <https://www.roscoe.esc14.net/>

Please indicate your choice by checking the appropriate box below:

- ☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- ☐ I choose to receive a hard copy of the employee handbook and understand I am required to contact Tecka Heaps (Assistant Superintendent) to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provided updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform my supervisor of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the campus principal if I have questions or concerns or need further explanation.

Signature

Date

Roscoe Collegiate ISD Handbook (Revised 6/2023)

Please sign and date this receipt and submit it to your campus principal.

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Administration office.

This handbook serves as a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed by visiting the RCISD website.

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

Through partnerships with TSTC and WTC, Roscoe Collegiate High School will provide each student with the opportunity to receive an accelerated, rigorous, and blended education leading to an Associate Degree (or as many college credit hours as possible), Industry Based Certificate, or a higher education certificate. Additionally upon graduation, students will have the opportunity to earn a STEM, Arts and Humanities, Business and Industry, Multidisciplinary Studies, and/or Public Service endorsement. The staff is committed to providing personalized and supportive instruction that will enable students to meet the high academic standards of state assessments, college expectations, and success in the workforce.

Montessori Early Childhood Center Mission Statement

The Early Childhood Center (ECC) community of educators, students, and families partner to create an enriched learning environment where all students feel safe, valued, and capable of reaching their full potential. We believe as stated by Dr. Maria Montessori that Early Childhood Education is the key to the betterment of society.

Roscoe Elementary Mission Statement

The Roscoe Elementary community of educators, students, and families create an enriched learning environment where all feel safe, valued, and prepared to reach their full potential through the use of state standards and rigorous and relevant instructional strategies.

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

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

© Copyright 2009-2020, All Rights Reserved. The "I Love U Guys" Foundation, Conifer, CO. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP Terms of Use". SRP TxSSC 2021 Poster_EN | V 4.0 | Revised: 04/21/2021 | <http://iloveuguy.org>



Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico

2024 - 2025 RCISD Calendar

AUGUST '24						
S	M	T	W	Th	F	S
	S	S	S	S	S	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







SEPTEMBER '24						
S	M	T	W	Th	F	S
1	H	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					

OCTOBER '24						
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		

NOVEMBER '24						
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	H	H	30

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	E	E	E	21
22	H	H	H	H	H	28
29	H	H				

JANUARY '25						
S	M	T	W	Th	F	S
			H	H	H	4
5	S	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	

	School Holiday
	Early Release
	Bad Weather Day
	Staff Development
	1st Six Weeks
	2nd Six Weeks

Roscoe Collegiate ISD 2024 -2025

First Day of School
Labor Day
Thanksgiving
Christmas Break
Spring Break

Last Day of School
Kindergarten Graduation
High School Graduation
Staff Development
Bad Weather Day
Memorial Day
Summer School

Offices will be closed June 30-July 4

Exam Dates:

Final Exams
Spring Exams
Grading period starts
Grading period ends
Aug. 5.....Sept. 20
Sept. 23.....Nov. 1
Nov. 4.....Dec. 20
Jan. 7.....Feb. 14
Feb. 17.....April 4
April 7.....May 15

Contact Information

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

Superintendent - Guillermo Mancha, Jr.
gmancha@roscoe.esc14.net
Assistant Superintendent - Tecka Heaps
theaps@roscoe.esc14.net
Higher Education Coordinator - Vanessa Galvan
vgalvan@roscoe.esc14.net
Secondary Principal - Britanny Arellano
barellano@roscoe.esc14.net
Elementary Principal - Lindsay Freeman
lfreeman@roscoe.esc14.net
Assistant Principal - Heather Greenwood
hgreenwood@roscoe.esc14.net
Stem Administrator - Alex McCambridge
amccambridge@roscoe.esc14.net
Early Childhood Principal - Katherine Jackson
kjackson@roscoe.esc14.net
Secondary Counselor - Heather Ward
hward@roscoe.esc14.net
Elementary Counselor - Kelcee Drake
kdrake@roscoe.esc14.net
Athletic Director - Jake Freeman
jfreeman@roscoe.esc14.net

Calendar A - 180 Days

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

APRIL '25						
S	M	T	W	Th	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	B	19
20	21	22	23	24	25	26
27	28	29	30			

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

JUNE '25						
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	H					

JULY '25						
S	M	T	W	Th	F	S
		H	H	H	H	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		

	3rd Six Weeks
	4th Six Weeks
	5th Six Weeks
	6th Six Weeks
	Summer School

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico⁹

Web Links:

SCHOOL CALENDAR ECC, ELEMENTARY, 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>

Employee Email Addresses

Janie Abrigo	jabrigo@roscoe.esc14.net	Martin Luna	mluna@roscoe.esc14.net
Krystal Acevedo	kacevedo@roscoe.esc14.net	Jamie Maloney	jmaloney@roscoe.esc14.net
Shella Arnwine	sarnwine@roscoe.esc14.net	Rachel Mancha	rmancha@roscoe.esc14.net
Andrea Barkley	abarkley@roscoe.esc14.net	Felipe Marquez	fmarquez@roscoe.esc14.net
Kaitlyn Barnhill	kbarnhill@roscoe.esc14.net	Kristi Martin	kmartin@roscoe.esc14.net
Heather Bentle	hbentle@roscoe.esc14.net	Alex McCambridge	amccambridge@roscoe.esc14.net
Russell Best	rbest@roscoe.esc14.net	Stefanie McCambridge	smccambridge@roscoe.esc14.net
Sabrina Bishop	sbishop@roscoe.esc14.net	Dianna McElyea	dmcelyea@roscoe.esc14.net
Delma Boston	dboston@roscoe.esc14.net	Kianna McMillan	kmcmillan@roscoe.esc14.net
Feliciano Campa	fcampa@roscoe.esc14.net	Billy Mebane	bmebane@roscoe.esc14.net
Megan Cano	mcano@roscoe.esc14.net	Rebecca Mebane	rmebane@roscoe.esc14.net
Dennis Campbell	dcampbell@roscoe.esc14.net	Brenda Menken	bmenken@roscoe.esc14.net
Jacee Cheney	jcheney@roscoe.esc14.net	Maria Montoya	mmontoya@roscoe.esc14.net
Juanita Cisneros	jcisneros@roscoe.esc14.net	Justina Morales	jumorales@roscoe.esc14.net
Jacklyn Covington	jcovington@roscoe.esc14.net	Cathy Morgan	cmorgan@roscoe.esc14.net
Jack Cox	jackcox@roscoe.esc14.net	Jessica Morris	jmorris@roscoe.esc14.net
Veronica Cuellar	vcuellar@roscoe.esc14.net	Tara Moses	tmoses@roscoe.esc14.net
Delbert Davis	ddavis@roscoe.esc14.net	Gabi Munoz	gmunoz@roscoe.esc14.net
Kristie Denton	kdenton@roscoe.esc14.net	Maribel Ornelas	mornelas@roscoe.esc14.net
Kim Dickson	kdickson@roscoe.esc14.net	Daylyn Pakebusch	dpakebusch@roscoe.esc14.net
Tanji Dunham	tdunham@roscoe.esc14.net	Katie Ralph	kralph@roscoe.esc14.net
Kelcee Drake	kdrake@roscoe.esc14.net	Tommy Ray	tray@roscoe.esc14.net
Martha Espinoza	mespinoza@roscoe.esc14.net	Lusia Rico	lrico@roscoe.esc14.net
Lindsey Evans	levans@roscoe.esc14.net	Tiffany Roach	troach@roscoe.esc14.net
Sonia Flores	sflores@roscoe.esc14.net	Rosa Rocha	rrocha@roscoe.esc14.net
Billy Floyd	bfloyd@roscoe.esc14.net	Jamie Robinson	jrobinson@roscoe.esc14.net
Stacy Floyd	sfloyd@roscoe.esc14.net	Shawn Speck	sspeck@roscoe.esc14.net
Hillary Foreman	hforeman@roscoe.esc14.net	Joe Smith	jdsmith@roscoe.esc14.net
Jake Freeman	jfreeman@roscoe.esc14.net	Kay Smith	kaysmith@roscoe.esc14.net
Lindsay Freeman	lfreeman@roscoe.esc14.net	Norma Solis	nsolis@roscoe.esc14.net
Ryan Gainey	dgainey@roscoe.esc14.net	Seth Summers	ssummers@roscoe.esc14.net
Vanessa Galvan	vgalvan@roscoe.esc14.net	Lindsay Toothman	ltoothman@roscoe.esc14.net
Melissa Garcia	mgarcia@roscoe.esc14.net	Jessica Ughanze	jughanze@roscoe.esc14.net
Jayden Gonzales	jgonzales@roscoe.esc14.net	Julie Villa	jvilla@roscoe.esc14.net
Iris Gonzalez	igonzalez@roscoe.esc14.net	Heather Ward	hward@roscoe.esc14.net
Mortayle Green	mgreen@roscoe.esc14.net	Robyn Welch	rwelch@roscoe.esc14.net
Heather Greenwood	hgreenwood@roscoe.esc14.net	Tina Westbrook	twestbrook@roscoe.esc14.net
Shelley Gunter	sgunter@roscoe.esc14.net	Kasey Williams	kwilliams@roscoe.esc14.net
Linda Hatcher	lah@roscoe.esc14.net	Rhonda Wilson	rwilson@roscoe.esc14.net
Edward Herrera	sixtoherrera@roscoe.esc14.net	Cristy Wolowicz	cwolowicz@roscoe.esc14.net
Tecka Heaps	theaps@roscoe.esc14.net	Marckus Wolowicz	mwolowicz@roscoe.esc14.net
Katherine Jackson	kjackson@roscoe.esc14.net	Sheila Womack	swomack@roscoe.esc14.net
Jennifer Jennings	jjennings@roscoe.esc14.net	Jana Young	jgy@roscoe.esc14.net
Christy Little	clittle@roscoe.esc14.net	Amanda Zamora	azamora@roscoe.esc14.net

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico11

Employee Birthdays

Belma Hope	Aug. 2	Ana Islas	Aug. 5
Stacy Floyd	Aug. 6	Hillary Foreman	Aug. 6
Joe Smith	Aug. 9	Patricia Rangel	Aug. 16
Andrea Barkley	Aug. 21	Monica Perez	Aug. 27
Jack Cox	Aug. 29	Andrew Deleon	Aug. 29
Tina Westbrook	Aug. 30		
Delbert Davis	Sept. 3	Vanessa Galvan	Sept. 5
Julie Villa	Sept. 6	Billy Floyd	Sept. 10
Kristi Martin	Sept. 10	Heather Bentle	Sept. 12
Martin Luna	Sept. 12	Lindsey Evans	Sept. 15
Guillermo Mancha	Sept. 21	Nina Palafox	Sept. 22
Megan Cano	Sept. 25	Gabriella Munoz	Sept. 25
Kalee Rich	Sept. 27	Heather Greenwood	Sept. 29
Stefanie McCambridge	Sept. 29		
Rachel Mancha	Oct. 5	Alex (Skip) McCambridge	Oct. 6
Katie Ralph	Oct. 6	Janie Abrigo	Oct. 12
Alexis McClain	Oct. 17	Maria Montoya	Oct. 19
Tommy Ray	Oct. 23	Norma Solis	Oct. 25
Kasey Williams	Oct. 29	Russell Best	Oct. 30
Gus Willman	Oct. 31		
James McFaul	Nov. 1	Joanna Roemisch	Nov. 4
Lindsay Freeman	Nov. 5	Jacob Haynes	Nov. 13
Pio Munoz	Nov. 19	Dianna McElyea	Nov. 21
Shawn Speck	Nov. 22	Jacklyn Covington	Nov. 23
Jake Freeman	Nov. 27	Rhonda Wilson	Nov. 29
Sheila Womack	Dec. 3	Felipe Marquez	Dec. 6
Maribel Ornelas	Dec. 10	Adriana Islas	Dec. 11
Kaitlyn Barnhill	Dec. 16	Sixto Herrera	Dec. 17
Markcus Wolowicz	Dec. 20	Shella Arnwine	Dec. 23
Sabrina Bishop	Dec. 24	Christina Granado	Dec. 24
Mort'ayle Green	Jan. 4	Iris Gonzalez	Jan. 5
Parker Neff	Jan. 5	Jerry Pugh	Jan. 16
Amanda Zamora	Jan. 22	Tiffany Roach	Jan. 22
Tecka Heaps	Jan. 24	Jennifer Jennings	Jan. 28

Employee Birthdays

Maria Orozco	Feb. 4	Rebecca Mebane	Feb. 4
Kianna McMillan	Feb. 5	Kristie Denton	Feb. 6
Crystal Wolowicz	Feb. 28		
Daylyn Pakebusch	March 3	Robyn Welch	Mar. 13
Lusia Rico	Mar. 15	Seth Summers	Mar. 15
Kelcee Drake	Mar. 20	Martha Espinoza	Mar. 21
Christina Little	Mar. 25		
Mandy Lara	April 5	Billy Mebane	Apr. 6
Kim Dickson	Apr. 10	Justina Morales	Apr. 13
Heather Ward	Apr. 17	Delma Boston	Apr. 29
Ryan Gainey	May 2	Juanita Cisneros	May 5
Marissa Rosas	May 6	Angelica Bailey	May 10
Feliciano Campa	May 10	Veronica Johnson	May 20
Jimmy Moses	May 21	Linda Solis De Villa	May 21
Jaime Robinson	May 21	Shelley Gunter	May 24
Jamie Maloney	May 24	Virginia Rangel	May 28
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		
Lupita Villa	July 3	Jessica Morris	July 5
Cathy Morgan	July 11	Jacee Cheney	July 12
Jessica Ughanze	July 13	Dennis Campbell	July 15
Rosa Rocha	July 21	Sabrina Early	July 28

ROSCOE COLLEGIATE ISD

BOARD MEETINGS

2024 - 2025

Monday, August 19, 2024 @ 7:00 p.m.

Monday, September 16, 2024 @ 7:00 p.m.

Monday, October 21, 2024 @ 7:00 p.m.

Monday, November 18, 2024 @ 7:00 p.m.

Monday, December 16, 2024 @ 7:00 p.m.

Monday, January 20, 2025 @ 7:00 p.m.

Monday, February 17, 2025 @ 7:00 p.m.

Monday, March 17, 2025 @ 7:00 p.m.

Monday, April 21, 2025 @ 7:00 p.m.

Monday, May 12, 2025 @ 7:00 p.m.

(2nd Monday of the Month due to end of 2024-25 school year)

Monday, June 16, 2025 @ 7:00 p.m.

***All Board meetings will be held in the High School AVID room.**

District Site Based Committee Calendar for 2024-2025

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 26, 2024

October 7, 2024

November 4, 2024

December 2, 2024

February 3, 2025

March 3, 2025

April 7, 2025

May 5, 2025

District Site Based Committee Members

2024-2025

Dr. Guillermo Mancha	Superintendent
Tecka Heaps	Assistant Superintendent of C & I
Kim Alexander	CEN
Alex McCambridge	STEM/SAFETY
Rebecca Mebane	HS Principal
Heather Greenwood	HS Assistant Principal
Lindsay Freeman	Elementary Principal
Kelcee Drake	Elementary Counselor
Katherine Jackson	ECC Principal
Heather Ward	HS Counselor
Vanessa Galvan	Higher Education Coordinator
Stacy Floyd	Student Research/IC
Jamie Maloney	Business Coordinator
Hillary Foreman	School Nurse
NEW	LSOA Coordinator
Katie Ralph	Foreign Language/S. Studies
Mark Wolowicz	AVID
Sheila Womack	RTI/Reading IC
Janie Abrigo	Special Education
Sabrina Early	Federal Programs/GT
Katie Barnhill	Math
Rachel Mancha	Science
Iris Gonzalez	ELA
Tommy Ray	Fine Arts
Shelly Gunter	CTE- Animal Science
NEW	Community
Kaleb Martinez	Student
Delma Boston	Elementary Teacher

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico16

Kristi Martin	ECC Teacher
Krystal Acevedo	Reading Interventionist

High School Site- Based Committee

2024 -2025

Dr. Guillermo Mancha	Superintendent
Tecka Heaps	Assistant Superintendent of C & I
Rebecca Mebane	Administrator - Principal
Heather Greenwood	Administrator - Asst. Principal
Skip McCambridge	STEM Administrator
Sabrina Early	Federal Programs Director
Heather Ward	Counselor
Vanessa Galvan	Higher Education Coordinator
Jamie Maloney	Business Coordinator
Hilary Foreman	School Nurse
Ryan Gainy	S. Studies
Stacy Floyd	SRP/ IC
Angelica Bailey	JH AVID
Sheila Womack	RTI/Reading IC
Janie Abrigo	Special Education
Kaitlyn Barnhill	Math
Rachel Mancha	Science
Erik Mendoza	Community
Sophie Gleaton	Student

AVID Site Based Committee 2024-2025

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

Skip McCambridge- STEM Administrator

Heather Greenwood - High School Assistant Principal

Heather Ward - High School Counselor

Tara Moses - Instructional Coach

Janie Abrigo- Special Education

Marckus Wolowicz - HS AVID

Angelica Bailey - JH AVID

Jacob Haynes - JH RLA

Rachel Mancha - HS Science

Kaitlyn Barnhill - HS Math

Ryan Gainey - HS History

Jamie Maloney - CTE

Early Childhood Center Site Based

Katherine Jackson	Administrator
Lindsay Freeman	Administrator
Tecka Heaps	Assistant Superintendent of C & I
Sabrina Early	Federal Programs Director
Kelcee Drake	Counselor
Sheila Womack	Interventionist/Instructional Coach
Kristi Martin	Teacher
Stefanie McCambridge	Teacher
Rosa Rocha	Teacher
Kim Dickson	SpEd Teacher
Lucy Rico	EB Interventionist
Leisa Thompson	Paraprofessional
Sharon Gardner	Community Member
Annette Rivera	Parent
Maegan Taylor	Parent
Cynthia Villegas	Parent

Elementary Site Based

Lindsay Freeman	Administrator
Katherine Jackson	Administrator
Tecka Heaps	Assistant Superintendent of C & I
Sabrina Early	Federal Programs Director
Kelcee Drake	Counselor
Sheila Womack	Interventionist/Instructional Coach
Kim Dickson	SpEd Teacher
Julie Villa	Technology Director
Tina Westbrook	Teacher
Lindsay Toothman	Teacher
Delma Boston	Teacher
Candace Alford	Parent
Timpy Tiemann	Community Member

Early Childhood Center Campus Leadership Team

Katherine Jackson	Administrator
Amanda Zamora	Secretary
Jana Young	Teacher
Kristi Martin	Teacher
Tara Moses	Instructional Coach

Elementary Campus Leadership Team

Lindsay Freeman	Administrator
Kelcee Drake	Counselor
Hillary Foreman	Nurse
Sheila Womack	Instructional Coach
Tara Moses	Instructional Coach
Tina Westbrook	Teacher
Martha Espinoza	Teacher

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico20

Christy Little Secretary

High School Campus Leadership Team

Rebecca Mebane	Administrator - Principal
Heather Greenwood	Administrator - Asst. Principal
Skip McCambridge	STEM Administrator
Heather Ward	Counselor
Billy Mebane	PTECH
Shelley Gunter	AG/STEM
Jacob Haynes	ELA
Jennifer Jennings	Science
Seth Summers	Social Studies
Russell Best	Math
Stacey Floyd	Science/IC
Dennis Campbell	CTE

District Leadership Team

Dr. Guillermo Mancha - Superintendent
 Tecka Heaps - Assistant Superintendent
 Rebecca Mebane - HS Principal
 Heather Greenwood - HS Assistant Principal
 Alex McCambridge - STEM Administrator
 Heather Ward - HS Counselor
 Alexis McClain - Mental Health Counselor
 Sabrina Early - Federal Programs
 Lindsay Freeman - Elementary Principal
 Kelcee Drake - Elementary Counselor
 Krystal Acevedo - Reading Interventionist
 Sheila Womack - Instructional Coach

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico

Tara Moses - Instructional Coach

Stacy Floyd - Research

Jamie Maloney - CTE

Hillary Foreman - District Nurse

Julie Villa - Technology Director

Vanessa Galvan - PTECH

District Leadership Meeting Dates

September 11, 2024

October 18, 2024

November 13, 2024

December 11, 2024

January 15, 2025

February 12, 2025

April 16, 2025

May 7, 2025

School Health Advisory Council

2023 - 2024

Hillary Foreman **District Nurse**

Tecka Heaps **Assistant Superintendent**

Lindsay Freeman **Elementary Principal**

Katherine Jackson **ECC Principal**

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico

Heather Greenwood	HS Assistant Principal
Linda Carter	Cafeteria
Amber Ridenour	Parent
Maegan Taylor	Parent

SHAC Meeting Dates

Sept. 18th

Oct. 16th

Feb. 19th

Mar. 19th

Sponsors 2024-2025

Class Sponsors 2024 – 2025

Seniors	M. Luna, T. Ray, K. Barnhill, S. Speck
Juniors	S. Arnwine, B. Floyd, S. Gunter, R. Best
Sophomores	B. Floyd, S. Floyd, J. Cheney, P. Neff
Freshmen	J. Haynes, D. Campbell, J. Jennings, K. Ralph
8th Grade	A. Bailey, D. Pakebusch, J. Gonzales
7th Grade	I. Gonzalez, V. Johnson, M. Wolowicz

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico

Organizational Sponsors

Junior High UIL	
High School UIL	Iris Gonzales
FFA	Shelley Gunter
H.S. One Act Play UIL	Rachel Mancha
J.H. One Act Play UIL	Jacee Cheney
H.S. Cheerleader Sponsor	Kristi Martin
J.H. Cheerleader Sponsor	Lindsay Toothman
Spanish Honor Society	Katie Ralph
Yearbook	Parker Neff
AVID	Tara Moses
Band	Tommy Ray
Athletic Director	Jake Freeman

2024-2025 Early Childhood Center Schedule

Staff Morning Meeting & Launch	7:15 - 7:20
Breakfast	7:20 - 7:50 <i>(Breakfast serving ends at 7:45.)</i>
Morning Meeting	7:50 - 8:05
Kindergarten Music/PK Phonics	08:05 - 8:35
Three Hour Uninterrupted Work Period	8:05 - 11:05 <i>(Kinders leave after meeting for music.)</i>
Transition Time	11:05 - 11:15
Lunch & Bathroom Break/Recess	11:15 - 12:25
Front Pod lunch/bathroom break 11:15-11:50	
Back Pod lunch/bathroom break 11:50-12:25	
Handwriting & PE	12:25 - 1:25
<i>(Kinder PE 12:25-12:55 & PK PE 12:55-1:25)</i>	
Teacher Conference	12:25 - 1:10
Kindergarten Work Period/Nap	1:10 - 2:30
K Science & SS/iPad Specials	2:30 - 3:00
Closing & Dismissal	3:00 - 3:15 <i>(All students need to be in the hall by 3:10.)</i>
Bus Recess	3:15 - 3:45

Afternoon Rotation

Monday 2:30-3:00 - Kinder Science & PK iPad

Tuesday 2:30-3:00 - PK Phonics & Kinder iPad

Wednesday 2:30-3:00 - Kinder Science & PK iPad

Thursday 2:30-3:00 - PK Phonics & Kinder iPad

Friday 2:30-3:00 - Kinder Social Studies & PK iPad

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico

Elementary Bell Schedule 2024-2025

Monday – Friday

2024-2025 Elementary Bell Schedule							
1st Grade			2nd Grade			3rd Grade	
7:55 - 8:40	Instruction		7:55 - 8:40	Instruction		7:55 - 8:40	Instruction
8:40 - 9:25	Instruction		8:40 - 9:25	Instruction		8:40 - 9:25	Instruction
9:30 - 10:15	Instruction		9:30 - 10:15	Instruction		9:30 - 10:15	Specials
10:15 - 10:55	Instruction		10:15 - 10:55	Instruction		10:20 - 11:05	PE
11:00 - 11:30	Lunch		11:00 - 11:30	Lunch		11:10 - 11:40	Lunch
11:30 - 11:50	Recess		11:30 - 11:50	Recess		11:45 - 12:00	Recess
11:55 - 12:40	PE		11:55 - 12:40	Specials		12:05 - 12:50	Instruction
12:45 - 1:30	Specials		12:45 - 1:30	PE		12:50 - 1:35	Instruction
1:35 - 2:20	Instruction		1:35 - 2:20	Instruction		1:40 - 2:25	Instruction
2:20 - 3:05	Instruction		2:20 - 3:05	Instruction		2:25 - 3:10	Instruction
3:10 - 3:27	Instruction		3:10 - 3:27	Instruction		3:15 - 3:27	Instruction
3:30	Dismissal		3:30	Dismissal		3:30	Dismissal
4th Grade			5th Grade				
7:55 - 8:40	Instruction		7:55 - 8:40	Instruction			
8:40 - 9:25	Instruction		8:45 - 9:30	PE			
9:30 - 10:15	PE		9:35 - 10:20	Instruction			
10:20 - 11:05	Specials		10:25 - 11:15	Instruction			
11:05 - 11:15	Recess		11:20 - 11:50	Lunch			
11:20 - 11:50	Lunch		11:55 - 12:40	Instruction			
11:55 - 12:40	Instruction		12:45 - 1:30	Instruction			
12:40 - 1:25	Instruction		1:30 - 2:15	Instruction			
1:30 - 2:15	Instruction		2:20 - 3:05	Specials			
2:15 - 3:00	Instruction		3:10 - 3:27	Instruction			
3:05 - 3:27	Instruction		3:30	Dismissal			
3:30	Dismissal						

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico26

High School Bell Schedule 2024-2025

Monday-Thursday	Times	Minutes
Teacher Extra Planning	7:20-7:55	35
1st	8:00-8:45	45
2nd/5th	8:48-10:18	90
3rd/6th	10:21-11:51	90
Lunch A/ Homeroom	11:51-12:21	30
Lunch B/ Homeroom	12:21-12:51	30
4th/7th	12:51-2:21	90
8th	2:24-3:09	45
9th	3:12-3:57	45

Friday	Times	Minutes
Teacher Extra Planning	7:20-7:55	35
1st	8:00-8:45	45
2nd	8:48-9:33	45
3rd	9:36-10:21	45
4th	10:24-11:06	45
5th	11:09-11:54	45
Lunch	11:54-12:24	30
6th	12:24-1:09	45
7th	1:12-1:57	45
8th	2:00-2:45	45
9th	2:48-3:33	45

Pep Rally Friday	Times	Minutes
Teacher Extra Planning	7:20-7:55	35
1st	8:00-8:40	40
Pep Rally	8:43-9:00	17
2nd	9:03-9:43	40
3rd	9:46-10:26	40
4th	10:29-11:09	40
5th	11:12-11:52	40
Lunch	11:52-12:24	32
6th	12:24-1:09	45
7th	1:12-1:57	45
8th	2:00-2:45	45
9th	2:48-3:33	45

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico

Detention Schedule 2022-2023

Roscoe Collegiate High School

Roscoe Collegiate High School Detention Duty			
Week Of:	Teacher on Duty	Time	Location
Aug 5	Barnhill	4:00-4:30	Cafeteria
Aug 12	Campbell	4:00-4:30	Cafeteria
Aug 19	SFloyd	4:00-4:30	Cafeteria
Aug 26	IGonzalez	4:00-4:30	Cafeteria
Sept 2	Gunter	4:00-4:30	Cafeteria
Sept 9	Haynes	4:00-4:30	Cafeteria
Sept 16	Jennings	4:00-4:30	Cafeteria
Sept 23	Johnson	4:00-4:30	Cafeteria
Sept 30	Luna	4:00-4:30	Cafeteria
Oct 7	Maloney	4:00-4:30	Cafeteria
Oct 14	Neff	4:00-4:30	Cafeteria
Oct 21	Pakabush	4:00-4:30	Cafeteria
Oct 28	Ralph	4:00-4:30	Cafeteria
Nov 4	Bailey	4:00-4:30	Cafeteria
Nov 11	Wolowitz	4:00-4:30	Cafeteria
Nov 18	Abrigo	4:00-4:30	Cafeteria
Dec 2	Lara	4:00-4:30	Cafeteria
Dec 9	Barnhill	4:00-4:30	Cafeteria
Dec 16	Campbell	4:00-4:30	Cafeteria
Jan 6	SFloyd	4:00-4:30	Cafeteria
Jan 13	IGonzalez	4:00-4:30	Cafeteria
Jan 20	Gunter	4:00-4:30	Cafeteria
Jan 27	Haynes	4:00-4:30	Cafeteria
Feb 3	Jennings	4:00-4:30	Cafeteria
Feb 10	Johnson	4:00-4:30	Cafeteria
Feb 17	Luna	4:00-4:30	Cafeteria
Feb 24	Maloney	4:00-4:30	Cafeteria
Mar 3	Neff	4:00-4:30	Cafeteria
Mar 17	Pakabush	4:00-4:30	Cafeteria
Mar 24	Ralph	4:00-4:30	Cafeteria

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico28

Mar 31	Bailey	4:00-4:30	Cafeteria
Apr 7	Wolowitz	4:00-4:30	Cafeteria
Apr 14	Abrigo	4:00-4:30	Cafeteria
Apr 21	Lara	4:00-4:30	Cafeteria
Apr 28	Barnhill	4:00-4:30	Cafeteria
May 5	Campbell	4:00-4:30	Cafeteria
May 12	SFloyd	4:00-4:30	Cafeteria
Notes:			
Detention is Monday – Thursday.			

ECC Teacher Morning Duty Rotation 2024-2025

All classroom paras are assigned to the cafeteria for breakfast duty from 7:20-7:50.

Mrs. Young will be stationed at the second set of front doors every morning.

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

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico30

30	March 24-28	Martin & McCambridge	Montoya & Rocha
31	March 31-April 4	Montoya & Rocha	Martin & McCambridge
32	April 7-11	Martin & McCambridge	Montoya & Rocha
33	April 14-18 *Bad Weather Day	Montoya & Rocha	Martin & McCambridge
34	April 21-25	Martin & McCambridge	Montoya & Rocha
35	April 28-May 2	Montoya & Rocha	Martin & McCambridge
36	May 5-9 *Bad Weather Day	Martin & McCambridge	Montoya & Rocha
37	May 12-15	Montoya & Rocha	Martin & McCambridge

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico³¹

ECC Paraprofessional Bus Duty Rotation 2024-2025

<i>Week</i>	<i>Date</i>	<i>Bus Duty</i>
1	Aug. 5-9	Cano / <i>Thompson help first week</i>
2	Aug. 12-16	Dunham / <i>Bentle help first week</i>
3	Aug. 19-23	Green / <i>Thompson help first week</i>
4	Aug. 26-30	Ornelas / <i>Bentle help first week</i>
5	Sept. 3-6	Cano
6	Sept. 9-13	Dunham
7	Sept. 16-20	Green
8	Sept. 23-27	Ornelas
9	Sept. 30-Oct. 4	Bentle
10	Oct. 7-11	Cano
11	Oct. 14-18	Dunham
12	Oct. 21-25	Green
13	Oct. 28-Nov. 1	Ornelas
14	Nov. 4-8	Bentle
15	Nov. 11-15	Cano
16	Nov. 18-22	Dunham
17	Dec. 2-6	Green
18	Dec. 9-13	Ornelas
19	Dec. 16-20	Bentle
20	Jan. 7-10	Cano
21	Jan. 13-17	Dunham
22	Jan. 20-24	Green
23	Jan. 27-31	Ornelas
24	Feb. 3-7	Bentle
25	Feb. 10-14	Cano
26	Feb. 17-21	Dunham
27	Feb. 24-28	Green
28	March 3-7	Ornelas
29	March 17-21	Bentle
30	March 31-April 4	Cano
31	April 7-11	Dunham
32	April 14-18* <i>BadWeatherDay</i>	Green
33	April 21-25	Ornelas
34	April 28-May 2	Bentle
35	May 5-9* <i>BadWeatherDay</i>	Cano
36	May 12-15	Dunham

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico.

Morning Duty Roster

Roscoe Elementary
2024-2025

Week of:	Cafeteria	Gym	Library	Greeter
Aug. 5	Morris/Ughanze	Herrera/Westbrook	Solis/Flores	Munoz
Aug. 12	Munoz/Williams	Herrera/McElyea	Covington/Morales	Solis
Aug. 19	Solis/Espinoza	Herrera/Barkley	Morris/Wilson	Covington
Aug. 26	Covington/Menken	Herrera/Toothman	Munoz/Boston	Morris
Sept. 2	Morris/Denton	Covington/Roach	Solis/Robinson	Munoz
Sept. 9	Munoz/Westbrook	Morris/Flores	Covington/Ughanze	Solis
Sept. 16	Solis/McElyea	Munoz/Morales	Morris/Williams	Covington
Sept. 23	Covington/Barkley	Solis/Wilson	Munoz/Espinoza	Morris
Sept. 30	Morris/Toothman	Herrera/Boston	Solis/Menken	Munoz
Oct. 7	Munoz/Roach	Herrera/Robinson	Covington/Denton	Solis
Oct. 14	Solis/Flores	Herrera/Ughanze	Morris/Westbrook	Covington
Oct. 21	Covington/Morales	Herrera/Williams	Munoz/McElyea	Morris
Oct. 28	Morris/Wilson	Covington/Espinoza	Solis/Barkley	Munoz
Oct. 30	Munoz/Boston	Morris/Menken	Covington/Toothman	Solis
Nov. 4	Solis/Ughanze	Munoz/Westbrook	Morris/Flores	Covington
Nov. 11	Covington/Williams	Solis/McElyea	Munoz/Morales	Morris
Nov. 18	Morris/Espinoza	Herrera/Barkley	Solis/Wilson	Munoz
Nov. 25	*****	*****	*****	*****
Dec. 2	Munoz/Menken	Herrera/Toothman	Covington/Boston	Solis
Dec. 9	Solis/Denton	Herrera/Roach	Morris/Robinson	Covington
Dec. 16	Covington/Westbrook	Herrera/Flores	Munoz/Ughanze	Morris
Dec. 23	*****	*****	*****	*****
Dec. 30	*****	*****	*****	*****
Jan. 6	Morris/McElyea	Covington/Morales	Solis/Williams	Munoz
Jan. 13	Munoz/Barkley	Morris/Wilson	Covington/Espinoza	Solis
Jan. 20	Solis/Toothman	Munoz/Boston	Morris/Menken	Covington
Jan. 27	Covington/Roach	Solis/Robinson	Munoz/Denton	Morris
Feb. 3	Morris/Flores	Herrera/Ughanze	Solis/Westbrook	Munoz
Feb. 10	Munoz/Morales	Herrera/Williams	Covington/McElyea	Solis
Feb. 17	Solis/Wilson	Herrera/Espinoza	Morris/Barkley	Covington
Feb. 24	Covington/Boston	Herrera/Menken	Munoz/Toothman	Morris
Mar. 3	Morris/Robinson	Covington/Denton	Solis/Roach	Munoz
Mar. 10	*****	*****	*****	*****
Mar. 17	Munoz/Ughanze	Morris/Westbrook	Covington/Flores	Solis
Mar. 24	Solis/Williams	Munoz/McElyea	Morris/Morales	Covington
Mar. 31	Covington/Espinoza	Solis/Barkley	Munoz/Wilson	Morris
Apr. 7	Morris/Menken	Herrera/Toothman	Solis/Boston	Munoz
Apr. 14	Munoz/Denton	Herrera/Roach	Covington/Robinson	Solis
Apr. 21	Solis/Westbrook	Herrera/Flores	Morris/Ughanze	Covington
Apr. 28	Covington/McElyea	Herrera/Morales	Munoz/Williams	Morris
May 5	Morris/Barkley	Covington/Wilson	Solis/Espinoza	Munoz
May 12	Munoz/Toothman	Morris/Boston	Covington/Menken	Solis

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico33

Afternoon Duty Roster

Roscoe Elementary School

2024 - 2025

All Teachers are responsible for helping with dismissal. Vests and stop signs are in the front office. A detailed schedule will be posted in the hall.

Week of:	Outside Squares	Walkies	Pink Cards/Line	Classroom Monitors	Hall Monitors	Bus
Aug. 9	All Teachers	All Teachers	All Teachers	All Teachers	All Teachers	All Teachers
Aug. 12	*****	*****	*****	*****	*****	*****
Aug. 19	*****	*****	*****	*****	*****	*****
Aug. 26	*****	*****	*****	*****	*****	*****
Sept. 2	*****	*****	*****	*****	*****	*****
Sept. 9	*****	*****	*****	*****	*****	*****
Sept. 16	*****	*****	*****	*****	*****	*****
Sept. 23	*****	*****	*****	*****	*****	*****
Sept. 30	*****	*****	*****	*****	*****	*****
Oct. 7	*****	*****	*****	*****	*****	*****
Oct. 14	*****	*****	*****	*****	*****	*****
Oct. 21	*****	*****	*****	*****	*****	*****
Oct. 28	*****	*****	*****	*****	*****	*****
Oct. 30	*****	*****	*****	*****	*****	*****
Nov. 4	*****	*****	*****	*****	*****	*****
Nov. 11	*****	*****	*****	*****	*****	*****
Nov. 18	*****	*****	*****	*****	*****	*****
Nov. 25	*****	*****	*****	*****	*****	*****
Dec. 2	*****	*****	*****	*****	*****	*****
Dec. 9	*****	*****	*****	*****	*****	*****
Dec. 16	*****	*****	*****	*****	*****	*****
Dec. 23	*****	*****	*****	*****	*****	*****
Dec. 30	*****	*****	*****	*****	*****	*****
Jan. 6	*****	*****	*****	*****	*****	*****
Jan. 13	*****	*****	*****	*****	*****	*****
Jan. 20	*****	*****	*****	*****	*****	*****
Jan. 27	*****	*****	*****	*****	*****	*****
Feb. 3	*****	*****	*****	*****	*****	*****
Feb. 10	*****	*****	*****	*****	*****	*****
Feb. 17	*****	*****	*****	*****	*****	*****
Feb. 24	*****	*****	*****	*****	*****	*****
Mar. 3	*****	*****	*****	*****	*****	*****
Mar. 10	*****	*****	*****	*****	*****	*****
Mar. 17	*****	*****	*****	*****	*****	*****
Mar. 24	*****	*****	*****	*****	*****	*****
Mar. 31	*****	*****	*****	*****	*****	*****
Apr. 7	*****	*****	*****	*****	*****	*****
Apr. 14	*****	*****	*****	*****	*****	*****
Apr. 21	*****	*****	*****	*****	*****	*****
Apr. 28	*****	*****	*****	*****	*****	*****
May 5	*****	*****	*****	*****	*****	*****
May 12	*****	*****	*****	*****	*****	*****

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico.

Roscoe Collegiate High School Morning Duty						
Week Of:	7:00 Cafeteria	Cafeteria	Outside	Gym	New Gym	New Gym
Aug 5	Womack	Gunter	Maloney	Campbell	Freeman	Arnwine
Aug 12	Moses	Johnson	Packabush	Neff	Freeman	Arnwine
Aug 19	Ward	Wolowitz	Bailey	Abrigo	Freeman	Arnwine
Aug 26	Greenwood	Lara	Gunter	Maloney	Freeman	Arnwine
Sept 2	Mebane	Campbell	Johnson	Pakabush	Freeman	Arnwine
Sept 9	McCambridge	Neff	Wolowitz	Bailey	Freeman	Arnwine
Sept 16	Heaps	Abrigo	Lara	Gunter	Freeman	Arnwine
Sept 23	Womack	Maloney	Campbell	Johnson	Freeman	Arnwine
Sept 30	Moses	Packabush	Neff	Wolowitz	Freeman	Arnwine
Oct 7	Ward	Bailey	Abrigo	Lara	Freeman	Arnwine
Oct 14	Greenwood	Gunter	Maloney	Campbell	Freeman	Arnwine
Oct 21	Mebane	Johnson	Packabush	Neff	Freeman	Arnwine
Oct 28	McCambridge	Wolowitz	Bailey	Abrigo	Freeman	Arnwine
Nov 4	Heaps	Lara	Gunter	Maloney	Freeman	Arnwine
Nov 11	Womack	Campbell	Johnson	Pakabush	Freeman	Arnwine
Nov 18	Moses	Neff	Wolowitz	Bailey	Freeman	Arnwine
Dec 2	Ward	Abrigo	Lara	Gunter	Freeman	Arnwine
Dec 9	Greenwood	Maloney	Campbell	Johnson	Freeman	Arnwine
Dec 16	Mebane	Packabush	Neff	Wolowitz	Freeman	Arnwine
Jan 6	McCambridge	Bailey	Abrigo	Lara	Freeman	Arnwine
Jan 13	Heaps	Gunter	Maloney	Campbell	Freeman	Arnwine
Jan 20	Womack	Johnson	Packabush	Neff	Freeman	Arnwine
Jan 27	Moses	Wolowitz	Bailey	Abrigo	Freeman	Arnwine
Feb 3	Ward	Lara	Gunter	Maloney	Freeman	Arnwine
Feb 10	Greenwood	Campbell	Johnson	Pakabush	Freeman	Arnwine
Feb 17	Mebane	Neff	Wolowitz	Bailey	Freeman	Arnwine
Feb 24	McCambridge	Abrigo	Lara	Gunter	Freeman	Arnwine
Mar 3	Heaps	Maloney	Campbell	Johnson	Freeman	Arnwine
Mar 17	Womack	Packabush	Neff	Wolowitz	Freeman	Arnwine
Mar 24	Moses	Bailey	Abrigo	Lara	Freeman	Arnwine

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico 35

Mar 31	Ward	Gunter	Maloney	Campbell	Freeman	Arnwine
Apr 7	Greenwood	Johnson	Packabush	Neff	Freeman	Arnwine
Apr 14	Mebane	Wolowitz	Bailey	Abrigo	Freeman	Arnwine
Apr 21	McCambridge	Lara	Gunter	Maloney	Freeman	Arnwine
Apr 28	Heaps	Campbell	Johnson	Pakabush	Freeman	Arnwine
May 5	Womack	Neff	Wolowitz	Bailey	Freeman	Arnwine
May 12	Moses	Abrigo	Lara	Gunter	Freeman	Arnwine
Notes:						
Report to your duty location at 7:20 AM.						
Students should only be in the cafeteria or new gym in the morning.						
You are responsible for getting your duty covered when you are absent.						
Everyone is responsible for clearing the hallways right after school.						

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
- **Volleyball** - 2 games played in varsity 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. Parents should be contacted.

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 have announcements on the intercom/phone system during 1st period.

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. Grades 6 -12 need 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 1-5 will be given a 6 weeks assessment based on the curriculum scope and sequence and TEKS taught in conjunction with TEKS Resource Management.

Attendance – Teachers *be sure to check attendance at the beginning of each class period* in Ascender. If a student is tardy, without permission, they must have a note from a teacher or the office. If they are more than 10 minutes late without a note for class the student will be counted absent. If you need to change a tardy or an absence, be sure to inform Mrs. Campa, as soon as possible. **Elementary & ECC** will need to check attendance first and second period. If students arrive to your class late, send them to the office to receive a tardy slip.

Personal Use of Electronic Communication

Policy DH

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees.. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employees ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, they employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

Between Classes – All teachers will need to be *standing at their doorway* during class exchanges to help monitor and greet students. Junior High and High School students will not be allowed to use the restroom during passing periods.

Cafeteria Service – Only 1 Charge will be allowed.

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico40

Student Breakfast:

Free to all students

Student Lunches:

Paid: \$2.60

Reduced Price: \$0.40

Adult Breakfast: \$3.00

Adult Lunch: \$5.00

Classroom Management Plan – All teachers will be required to have Social Contracts visibly posted in their rooms. Be sure to review these contracts early and often. The students need to know your expectations. Show respect to earn respect, we are adults. This links directly to **Capturing Kids Hearts**.

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

Detention – High School: N after school detentions will be primarily used for policy infractions.

Discipline – Be fair, consistent and document in all situations in Ascender. Please see campus specific Discipline Matrix.

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

Exemptions – Grades 8 – 12, who are currently taking regular high school courses will have the opportunity to be exempted from semester finals based on grades and attendance. 8th- 10th graders will be required to take two of the four core subjects per semester (Math/ Science the first semester and ELAR and Social Studies the second semester). 11th and 12th graders can exempt all semester finals. For the purpose of exemptions-Students must be in compliance within the 90% attendance rule. 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. If a student is missing work he or she will not be able to be exempt from that class's final. A student can only be exempt if 80 or higher. All exemptions are at the teacher's discretion.

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 college shirt and on Fridays with a Roscoe spirit shirt.**

Faculty Meetings – As Needed per administrator

Field Trips - Teachers will complete a Field Trip Request Form and submit to the campus principal at least two weeks before the trip.

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. High school teachers will need to sign up for 3 duties.

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 8:00 a.m. 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, students will 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 or may be subject to attend an after school work time.

Junior High and High School Teachers may use a different grading policy. If they have a policy in place it must be in a written syllabus, approved by the administrator, and signed by the parents and students.

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 tutorials at lunch (High School) 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.

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

Length of Teaching Day –

Secondary - Begins at 7:20 and ends at 4:15 for teachers, and 7:45 - 4:15 for paras.

Elementary - Begins at 7:20 - 4:00 for teachers, and 7:30 - 3:30 for paras. (Some paras will be on an earlier schedule.

ECC - Begins at 7:15 - 3:45 for teachers and paras. (Some paras will be on an earlier schedule.)

Everyone needs to be punctual in the morning. All staff are required to sign - in each morning. If staff leave during school hours they are required to sign out and sign back in. Please communicate with your administrator should emergencies arise.

Lesson Focus– Everyone teaching a class is required to have a daily written Lesson Focus. The Lesson Focus needs to be accurate and complete, where anyone can come into your classroom and know what you are doing. The Lesson Focus for the week is due in SchoolMint by noon on Friday. Detailed lesson plans may be requested by administration.

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.

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

Pep Rallies – Pep Rallies will begin at 8:43 every Friday for High School football games. Students in grades PK-5 will be escorted to the pep rallies, sit on the gym floor, and monitored by their homeroom teachers. Students in grades 6 –12 are required to attend Pep Rallies. They will sit in the visitor side of the stands. Teachers need to be present and spread out to help lead the cheers and monitor students. No one needs to leave until they are dismissed by their campus administrator. JH Pep rallies will be at 8:45 on home football games and only JH students will attend.

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. **The expectation is that you are not on your phone during class time.**

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.

Restroom Breaks- Junior high and high school students will not be allowed to use the restroom during passing periods. We will also be using the five minute after and before rule. Students can not use the restroom until 5 minutes after the bell and cannot use the restroom 5 minutes before the bell. Only 1 student is allowed out of your classroom at a time, and the student will need a pass to be in the hallway during class time. Elementary students may use the restroom with teacher permission. Do not allow more than one student out of your classroom at a time.

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. Elementary - Six Weeks Tests can be corrected to earn as much as half of the points back.

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.
- 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.

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico

- 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 instructional 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 Collegiate ISD 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

P-TECH- Pathways in Technology Early College High School

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.**

[Absence from Duty 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.**

ECC Teachers are required to file 1 full day of sub plans for PK Phonics/Kindergarten Math & Reading to be used in case of emergencies. If these plans and materials are used, the teacher will need to replace them.

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

Secondary Teachers are required to file 1 full day of sub plans and materials to be used in case of emergencies. Turn them into the office by the second week of school. 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 being the Six Weeks Test. Semester exams are not optional in any subject. All tests should be created in Eduphoria. All exams need to be designed to meet the length of the class and cover all presented materials for the semester.

Elementary & ECC six weeks tests will be created in Eduphoria by the Instructional Coaches/Principals. ICs/Principals will work with the teacher to create the six weeks tests based on the TEKS and YAG. All other tests or assessments will be created by the teacher. Teachers will also utilize Eduphoria for creating tests.

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**, **call** the office so they can find someone to cover your class.

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.

Purchasing Procedures

Policy -CH

All requests for purchases must be submitted with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without prior approval. The district will not reimburse employees or assume responsibility for purchases made without proper authorization. Employees are not permitted to purchase supplies or equipment for personal use through the business office. Purchase requisitions and Student Activity forms **MUST** be completed. Student activity fund purchases **MUST** be approved ahead of time. Contact Sabrina Bishop, sbishop@roscoe.esc14.net for additional information on purchasing procedures or see your immediate supervisor.

[Link to just the purchase requisition form](#)

https://drive.google.com/file/d/132QS1xu1zMDEDBT3Rj8gpXmWmW5kvumH/view?usp=drive_link

[Link to Accounts Payable Google Folder with deposit forms, tax exempt forms, and the purchase requisition forms](#)

https://drive.google.com/drive/folders/1jaPak6CVNEYHUUo_893ISJdH7cYteub3?usp=drive_link

Complaints and Grievances

Policy DGBA (LOCAL)

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time. The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all

Roscoe Collegiate ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: title, address, telephone number, email.

Roscoe Collegiate ISD no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: título, dirección, número de teléfono, correo electrónico⁴⁷

administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=940&code=DGBA>

It is the policy of Roscoe Collegiate ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; Section 504 of the Rehabilitation Act of 1973, as amended.

Roscoe Collegiate ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For more information about your rights or grievance procedures, contact the Title IX Coordinator, Tecka Heaps at theaps@roscoe.esc14.net, 325-766-3327, and/or the Section 504 Coordinator, Heather Ward at hward@roscoe.esc14.net, 325-766 - 3327.

Roscoe Collegiate ISD's Title IX administrators have attended Eichelbaum Wardell Hansen Powell & Munoz P C's "New Title IX and Regulations" series Materials from this series in compliance with Section 106.45 (b) (10) (D) of the regulations can be found here:
<http://www.edlaw.com/materials/new-title-ix-r>

Roscoe CISD- Important Dates:

***Please mark your calendars for these important dates**

Vertical Alignment Meetings 2024 - 2025

September 27 @ 7:20 - 8:40

November 8 @ 7:20 - 8:40

January 6 @ 8:30 - 10:00

February 21 @ 7:20 - 9:00

Six - Week Grading Periods

- 1st Six Weeks – **August 5 - September 20, 2024**
- 2nd Six Weeks - **September 23 - November 1, 2024**
- 3rd Six Weeks – **November 4 - December 20, 2024**
- 4th Six Weeks - **January 7 - February 14, 2025**
- 5th Six Weeks – **February 17 - April 4, 2025**
- 6th Six Weeks – **April 7 - May 15, 2025**

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

	<u>Progress Reports – HS</u>	<u>Progress Reports - Elem</u>
<u>End of 3 Weeks</u>		
Friday - August 23, 2024	Aug. 26	Aug. 22
Friday - October 11, 2024	Oct. 14	Oct. 10
Friday - November 22, 2024	Dec. 2	Nov. 23
Friday - January 24, 2025	Jan. 27	Jan 23
Friday - February 7, 2025	Feb. 17	Feb. 6
Friday - April 25, 2024	April 28	April 24

Summer School Dates-

June 2 , 2025 - June 27, 2025 from 8:00 - 12:00 Monday - Friday

*** All District Offices will be closed June 30 - July 4, 2025!**

ROSCOE COLLEGIATE PROFESSIONAL GROWTH SYSTEM TIMELINE

2024 - 2025

Roscoe Collegiate Professional Growth Appraisal System (T-TESS)

T-TESS Training	July 29, 2024
Goal Setting due	September 2, 2024
Walkthroughs	August - May
Formal Observations	September - December
All Formal Observations Completed	December 17th
Summative Evaluations Completed	March 7th

STAAR Testing Calendar

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

RCISD TRAVEL APPROVAL FORM

[Transportation Form](#)

EXTRA CURRICULAR/CO-CURRICULAR ACTIVITY DISMISSAL FORM

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

PURCHASE REQUISITION FORM

[Link to just the purchase requisition form](#)

https://drive.google.com/file/d/132QS1xu1zMEDBT3Rj8gpXmWmW5kvumH/view?usp=drive_link

[Link to Accounts Payable Google Folder with deposit forms, tax exempt forms, and the purchase requisition forms](#)

https://drive.google.com/drive/folders/1jaPak6CVNEYHUUo_893ISJdH7cYteub3?usp=drive_link

District Communication

Throughout the school year, the Roscoe CISD administration office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

Roscoe Collegiate ISD Website - www.roscoe.esc14.net