

Roscoe ISD
Teacher's Manual
2010-2011

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Roscoe ISD

Mission Statement

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

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

Roscoe Collegiate High School

Mission Statement

Roscoe Collegiate High School through partnerships with TSTC and WTC, will provide each student with an accelerated, rigorous and blended education leading to an Associates Degree or up to 60 college credit hours upon graduation. The staff is committed to providing personalized and supportive instruction that will enable students to meet the high academic standards of state assessments, college entrance exams and the requirements of college curriculum.

Motto

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

ROSCOE INDEPENDENT SCHOOL DISTRICT
EMPLOYEE/VOLUNTEER ACCEPTABLE USE POLICY

I understand that my use of the Roscoe 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 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 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 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 possession and usage of such material is strictly prohibited by Roscoe ISD. 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.

- 1) 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.
- 2) Violating the provisions of the Texas Education Code and the Family Educational Rights and Privacy Act regarding students' rights to privacy.
- 3) Publishing any information, which may violate or infringe upon the rights, either statutory or common law, of any other person.
- 4) Conducting or soliciting any business for monetary profit unless specifically permitted in writing by Roscoe ISD.
- 5) 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.
- 6) Reposting or forwarding personal communication without the author's prior consent.
- 7) Violating copyright infringement laws.
- 8) Conducting illegal activity.
- 9) Using impolite or abusive language or other methods of communication.

- 10) Changing or altering computer sites that do not belong to the user.
- 11) Making defamatory or derogatory remarks about a person that would violate common or statutory laws.
- 12) Uploading or downloading software or computer files with the purpose to damage Roscoe ISD or another member's computer, Internet and electronic mail resources.
- 13) Attempting to or harming or destroying data of another user's or entity's computer, Internet or email resources, including other students and Roscoe ISD.
- 14) Seeking to gain or gaining unauthorized access to other computer resources.
- 15) Committing fraud on another person or entity.
- 16) Any political activity prohibited by law.

I understand that Roscoe 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 back-ups of my material in the resources.

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

EVACUATION 3 SHORT BELLS
or Fire Alarm
(Fire, Disaster, etc... leave building in an orderly manner)

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

HALT. 1 BELL
(Stay at your current location)

EMERGENCY NUMBER TO DIAL 911

- POLICE
- FIRE DEPARTMENT
- AMBULANCE

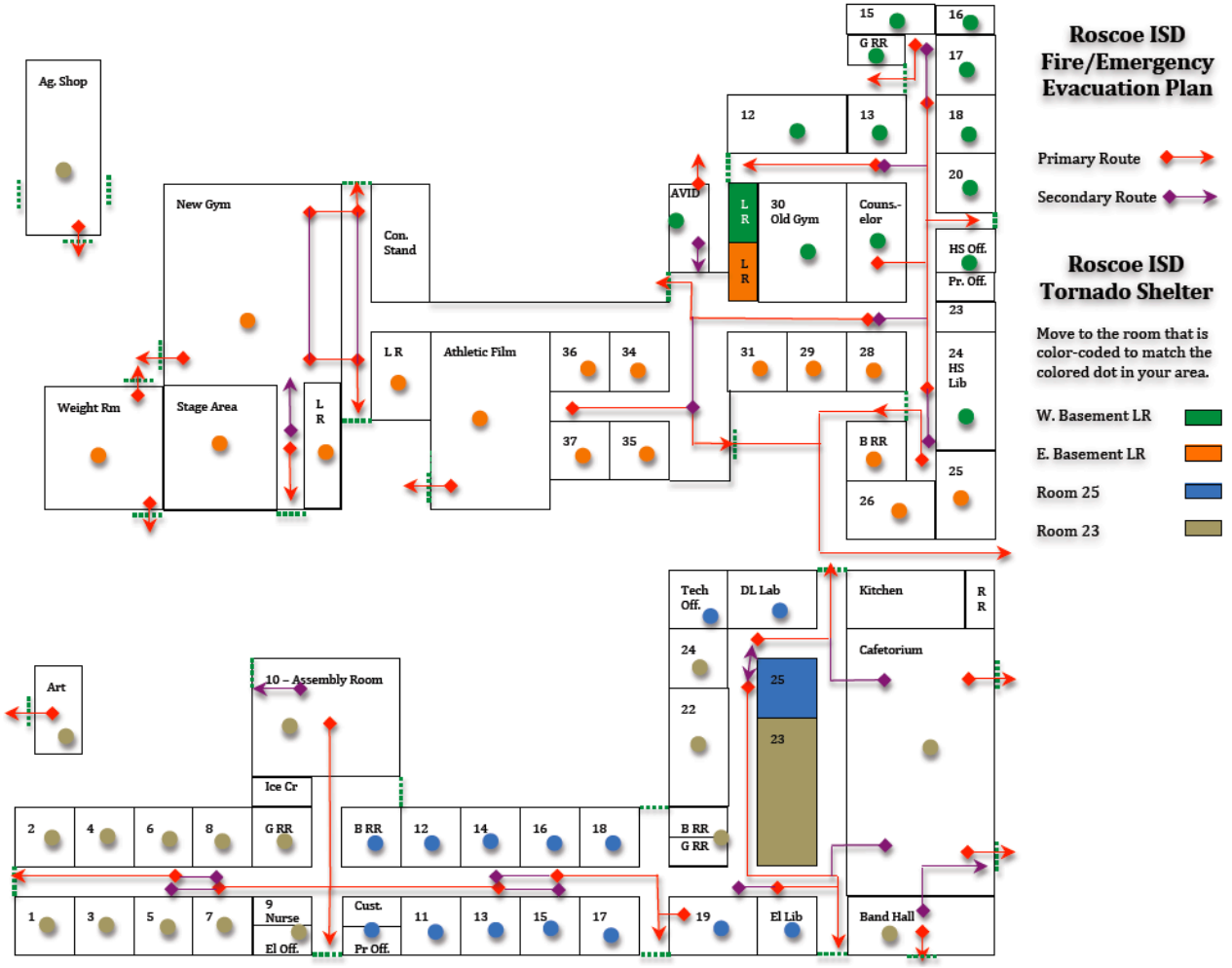
Tornado Drill Procedures

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

<u>Room #</u>	<u>Room Description</u>	<u>Destination</u>
12 – 13 17	Science Room & Lab – Ms. Blackshear Math Room – Ms. Ford	Enter Old Gym through the southwest door and go to the west end basement.
18 20 22	English Room – Ms. Green Geometry Room – Mr. Boren Counselor Office – Ms. Alexander	Enter Old Gym through the northwest door and go to the west end basement.
23 24	Main Offices in High School Library – Ms. Moses	Enter Old Gym through the northwest door and go to the west end basement.
25 26 28	BCIS – Ms. Hughes-Kennedy Testing Room English Room – Coach Ford	Enter the Old Gym through the northeast door and go to the east end basement.
29 31	Spanish Room – Ms. Heaps Social Studies Room - Coach Cathey	Enter the Old Gym through the southeast door and go to the east side basement.
	Art Building – Mr. Sanders Ag. Shop Building – Mr. Tiemann	Enter the Elementary on the South end door and proceed to room 23, Ms. Wehba.
34 35 36 37	J.H. Math – Ms. Massey Resource Room – Ms. Nevins Yearbook Room – Ms. Massey Social Studies – Coach Martin	Enter the Old Gym through the southeast door and go to the east side basement.
38	Coach Williams Room & New Gym Area	Enter the Old Gym through the southeast door and go to the east side basement.
Portable	AVID – Ms. Carson	Enter the Old Gym through the southwest door and go to the west side basement.
	Band Hall Room – Mr. Turk	Will go to Mrs. Wehbas' PreK Room 23.
22-24	Kindergarten – Ms. Cathey	Will go to Mrs. Wehbas' PreK Room 23.
23	Pre – Kindergarten – Ms. Wehba	Will remain in the PreK Room 23
1-9	North Wing of Elementary	Will go to Mrs. Wehbas' Room 23.
19	South Wing of Elementary Technology Center – Ms. Williams	They will all report to Room 25 beside Ms. Wehbas' PreK Room. Will go to Room 25.

ROSCOE ISD

FIRE/EMERGENCY EVACUATION PLAN



Web Links for:

SCHOOL CALENDAR

http://www.roscoe.esc14.net/annual_school_calendar.htm

TAKS CALENDAR

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

UIL CALENDAR:

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

UIL Orientation Package

<http://www.uil.utexas.edu/> (Bottom right-hand side of page)

ECHS Schedule

???

Elementary Schedule

http://roscoe.region14.net/webs/res/teacher_resources.htm

Roscoe ISD PHONE NUMBERS Needs Revision

SUPERINTENDENT	766-3629
SUPERINTENDENT FAX	766-3138
HIGH SCHOOL OFFICE	766-3327
HIGH SCHOOL FAX	766-3419
HIGH SCHOOL LIBRARY	766-2312
ELEMENTARY OFFICE	766-3323
ELEMENTARY FAX	766-3658
ELEMENTARY COMPUTER LAB	766-3605
BAND HALL	766-2220
COACHES OFFICE	766-3844
BUS BARN	766-3817
HOBBS (D)AEP	735-2850
HOBBS FAX	735-3212

EXTENSIONS

HIGH SCHOOL SECRETARY	10	
PEIMS	11	
HS PRINCIPAL	12	
ATHLETIC DIRECTOR	13	?
BOY'S ATHLETICS	14	
GIRL'S ATHLETICS	15	
ELEMENTARY WORKROOM	16	
ART BUILDING	17	
AG SHOP	18	
BUS BARN	19	
ELEMENTARY SECRETARY	20	
ELEMENTARY PRINCIPAL	21	
COACHES OFFICE	22	?
AVID	23	
CATETORIUM	24	
HIGH SCHOOL WORKROOM	25	
NURSE	26	
JUNIOR HIGH	27	
DL OFFICE	28	
COUNSELOR	29	
BAND HALL	30	?
DL LAB	31	
KINDERGARTEN	32	

Roscoe ISD Employee E-Mail Addresses

1.	Kim Alexander	kda@roscoe.esc14.net
2.	Marsha Alexander	mackaya@roscoe.esc14.net
3.	Susie Alford	csa@roscoe.esc14.net
4.	Cynthia Black	cblack@roscoe.esc14.net
6.	Bethany Bryan	bbryan@roscoe.esc14.net
7.	Dan Boren	dboren@roscoe.esc14.net
8.	Shannon Boren	sboren@roscoe.esc14.net
9.	Lea Ann Burnett	lab@roscoe.esc14.net
11.	Darrin Carson	dcarson@roscoe.esc14.net
12.	Chuck Cathey	ccathey@roscoe.esc14.net
13.	Leslie Cathey	lgc@roscoe.esc14.net
14.	Jessica Chavez	jchavez@roscoe.esc14.net
15.	Audrey Duncan	aad@roscoe.esc14.net
16.	Jena Ford	jford@roscoe.esc14.net
17.	Rocky Ford	rford@roscoe.esc14.net
18.	Rita Fried	rfried@roscoe.esc14.net
20.	Jo Ann Gonzales	lag@roscoe.esc14.net
22.	Katherine Hammond	khammond@roscoe.esc14.net
23.	Benny Harris	bharris@roscoe.esc14.net
24.	Jonathan Haseloff	jhaseloff@roscoe.esc14.net
25.	Linda Hatcher	lah@roscoe.esc14.net
26.	Dianna Heady	kheady@roscoe.esc14.net
27.	Katie Heaps	kheaps@roscoe.esc14.net
28.	Susan Hughes-Kennedy	shkennedy@roscoe.esc14.net
29.	Joyce Kingston	jkingston@roscoe.esc14.net
30.	Billie Jean Martin	granbj@roscoe.esc14.net
31.	Johnny Martin	johnnym@roscoe.esc14.net
32.	Sonya Massey	smassey@roscoe.esc14.net
33.	Edward Morales	emorales@roscoe.esc14.net
34.	Pricilla Morgan	pmorgan@roscoe.esc14.net
35.	Gay Lynn Moses	gmoses@roscoe.esc14.net
36.	Debra Nevins	dnevins@roscoe.esc14.net
37.	Doyle Sanders	doyle@roscoe.esc14.net
38.	Brenda Santiago	bsantiago@roscoe.esc14.net
39.	Kelly Jo Sexton	ksexton@roscoe.esc14.net
40.	Bo Simpson	bsimpson@roscoe.esc14.net
41.	Loree Skiles	lskiles@roscoe.esc14.net
42.	Coalia Smith	csmith@roscoe.esc14.net
43.	Jesse Smith	jsmith@roscoe.esc14.net
44.	Joe Smith	jdsmith@roscoe.esc14.net
45.	Alan Steele	asteele@roscoe.esc14.net
46.	Dwenette Stevenson	dstevenson@roscoe.esc14.net
47.	Jacob Tiemann	jtiemann@roscoe.esc14.net
48.	Devin Turk	dturk@roscoe.esc14.net
49.	Joanie Wehba	jwehba@roscoe.esc14.net
50.	Mary Williams	mbw@roscoe.esc14.net
51.	Andy Wilson	awilson@roscoe.esc14.net
52.	Jana Young	jgy@roscoe.esc14.net

--Roscoe ISD Employees Needs Revision

Name	Phone	Cell Phone	Birthday
Felix Abrigo	766-8883		June 19
Kim/Marsha Alexander	766-3152		July 18/Oct. 16
Susie Alford	766-3189		Mar. 4
Cynthia Black	766-3428		Dec. 14
Bethany Book	514-8358		Dec. 11
Dan/Shannon Boren	766-2247		Oct. 5/May 31
Lea Ann Burnett	766-3699		Jan. 29
Darrin Carson			Aug. 8
Chuck/Leslie Cathey	766- 2308		Aug. 7/Mar. 19
Jessica Chavez	766-2061		Mar. 6
Blair Dozier	660-1318		Feb. 15
Audrey Duncan	766-3020		June 8
Rocky/Jena Ford	766-2469		Mar. 13/Oct. 28
Rita Fried			Sept. 15
Jo Ann Gonzales	436-1027		May 16
Evaristo Granado	766-3454		Apr. 4
Katherine Hammond	728-242-3231		Aug. 13
Jonathan Haseloff	766-3019		Dec. 30
Linda Hatcher	725-1782		June 29
Dianna Heady	766-3827		Nov. 11
Katie Heaps	766-3870		Oct. 6
Susan Hughes-Kennedy	235-2575		Mar. 5
Verla Johnson	737-2209		Nov. 4
Joyce Kingston	766- 3858		Aug. 14
Johnny/Billie J. Martin	766- 2204		July 19/Sep. 19
Sonya Massey	766-3045		Oct. 27
Edward Morales	766-3660		Oct. 16
Pricilla Morgan	806-543-2777		Sept. 9
Gay Lynn Moses	766- 8998		Sept. 22
Debbie Nevins	235-1120		Nov, 25
Maria Orozco	766- 2110		Feb. 4
Doyle Sanders	766-2395		Mar. 27
Brenda Santiago	766-2692		Feb. 25
Betty Sasin	766-3466		Apr. 25
Kelly jo Sexton			
Bo Simpson			
Loree Skiles			
Coalia Smith			
Jesse Smith			
Joe Smith	766-3434		Aug. 9
John Solano	338-8158		Oct. 10
Alan Steele			
Dwenette Stevenson	725-0632		
Jacob Tiemann	935-3229		Nov. 22
Joanie Wehba	798-3001		July 29
Mary Williams	766-2325		Dec. 21
Gus Willman	766-2331		Oct. 31
Andy Wilson	370-7219		Feb. 27
Jana Young	766-3944		June 16

2010 -2011 Calendar
for the
Site Based Decision Making Committee

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

September	6 th	2010
October	4 th	2010
November	1 st	2010
December	6 th	2010
February	7 th	2011
March	7 th	2011
April	4 th	2011
May	9 th	2011

**Roscoe ISD 2009 – 2010
Site Based Committee Members**

High School

Kim Alexander	Superintendent
Edward Morales	Administrator
Marsha Alexander	Counselor
Jacob Tiemann	Administrator
Katherine Hammond	School Nurse
Katie Heaps	Foreign Language
Rocky Ford	Language Arts/IC
Cynthia Black	Science/IC
Debra Nevins	Special Education
Charles Ratliff	Community Member
Juan Solano	Parent
Roman Lomas	Student
Titana Aguayo	Student

Elementary

Andy Wilson	Administrator
Marsh Alexander	Counselor
Linda Hatcher	Technology
Loree Skiles	First Grade
Jo Ann Gonzales	Third Grade
Audrey Duncan	Fourth Grade
Bethany Bryan	Intervention
Lus Pantoja	Parent

Roscoe ISD 2010 - 2011
AVID Site Based Committee
Needs Revision

Jacob Tiemann	ECHS Director
Kylie Smith	College Readiness Director
Edward Morales	Principal
Rocky Ford	English/IC
Jena Ford	Math
Sonya Massey	Math/English
Cynthia Black	Science/IC
Chuck Cathey	Social Studies
Johnny Martin	Social Studies

2009 – 2010 Class Sponsors

Needs revision

Seniors	Chuck Cathey and Suzan Hughes-Kennedy
Juniors	Katie Heaps and Kelly Jo Sexton
Sophomores	Debbie Nevins and Bo Simpson
Freshman	Johnny Martin and Sonya Massey
8th Grade	Darren Carson and Jesse Smith
7th Grade	Rocky Ford and Jena Ford

Organizational Sponsors

National Honor Society	Katie Heaps
(NHS Council – Marsha Alexander, Chuck Cathey, Debra Nevins)	
Student Council	
Junior High UIL	Sonya Massey
High School UIL	Jena Ford
FFA	Darren Carson
One Act Play UIL	Gay Lynn Moses
H.S. Cheerleader Sponsor	Linda Hatcher
J.H. Cheerleader Sponsor	
Athletics	Chuck Cathey

Bell Schedule
2010 - 2011 Monday - Thursday

Elementary: PreK -6th Grade

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

J.H. and H.S. Bell Schedule

1	7:45 - 8:35	50 minutes
2	8:40 - 9:30	50
3	9:35 - 10:25	50
4	10:30 - 11:20	50
5	11:25 - 12:15	50
Lunch	12:15 - 12:45	30
6	12:45 - 1:30	45 minutes
7	1:35 - 2:20	45
8	2:25 - 3:10	45
9	3:15 - 4:00	45

**Bell Schedule
2010 – 2011 For Friday**

Elementary: PreK – 6th Grade

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

J.H. and H.S. Bell Schedule for Friday

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

**FRIDAY
PEP RALLY SCHEDULE
2010 - 2011**

Elementary: PreK - 6th Grade

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

* Pep Rally starts at 2:50

J.H. and H.S. Bell Schedule for Friday

1	7:45 - 8:25	40 minutes
2	8:30 - 9:10	40
3	9:15 - 9:55	40
4	10:00 - 10:40	40
5	10:45 - 11:25	40
6	11:30 - 12:10	40
Lunch	12:10 - 12:40	30
7	12:40 - 1:20	40
8	1:25 - 2:05	40
9	2:10 - 2:50	40

* Pep Rally starts at 2:50

**Roscoe Elementary School
Morning Duty Roster
2010-2011**

Week	Date	Hall	Cafetorium	Cafetorium
Week 1	August 23-27	Alford	Kylee Smith	Young
Week 2	Aug. 30 – Sept. 3	Kay Smith	Morgan	Gonzales
Week 3	September 6 -10	Duncan	Santiago	Cathey
Week 4	September 13-17	Kingston	Stevenson	Wehba
Week 5	September 20-24	Burnett	Bryan	Boren
Week 6	Sept. 28 – Oct. 1	Skiles	Dozier	Chavez
Week 7	October 4-8	Alford	Kylee Smith	Young
Week 8	October 12-15	Kay Smith	Morgan	Gonzales
Week 9	October 18-22	Duncan	Santiago	Cathey
Week 10	October 25-29	Kingston	Stevenson	Wehba
Week 11	November 1-5	Burnett	Bryan	Boren
Week 12	November 8-12	Skiles	Dozier	Chavez
Week 13	November 15-19	Kay Smith	Morgan	Gonzales
Week 14	November 22-23	Alford	Kylee Smith	Young
Week 15	Nov. 29 – Dec. 3	Duncan	Santiago	Cathey
Week 16	December 6-10	Kingston	Stevenson	Wehba
Week 17	December 13-17	Burnett	Bryan	Boren
Week 18	January 5-7	Skiles	Dozier	Chavez
Week 19	January 10-14	Alford	Kylee Smith	Young
Week 20	January 17-21	Kay Smith	Morgan	Gonzales
Week 21	January 24-28	Duncan	Santiago	Cathey
Week 22	Jan. 31-Feb. 4	Kingston	Stevenson	Wehba
Week 23	February 7-11	Burnett	Bryan	Boren
Week 24	February 14-18	Skiles	Dozier	Chavez
Week 25	February 21-25	Alford	Kylee Smith	Young
Week 26	Feb. 28-March 4	Kay Smith	Morgan	Gonzales
Week 27	March 7-11	Duncan	Santiago	Cathey
Week 28	March 21-25	Kingston	Stevenson	Wehba
Week 29	March 28-April 1	Burnett	Bryan	Boren
Week 30	April 4-8	Skiles	Dozier	Chavez
Week 31	April 11-15	Alford	Kylee Smith	Young
Week 32	April 19-22	Kay Smith	Morgan	Gonzales
Week 33	April 25-29	Duncan	Santiago	Cathey
Week 34	May 3-6	Kingston	Stevenson	Wehba
Week 35	May 9-12	Burnett	Bryan	Boren
Week 36	May 16-20	Skiles	Dozier	Chavez
Week 37	May 23-27	Alford	Kylee Smith	Young

Haseloff – Breakfast Daily (7:15-7:45)

**Roscoe Elementary School
Afternoon Duty Roster
2010-2011**

Week	Date	North	South
Week 1	August 23-27	Duncan	Stevenson
Week 2	Aug. 30 – Sept. 3	C. Smith	Burnett
Week 3	September 6 -10	Boren	Gonzales
Week 4	September 13-17	Morgan	Dozier
Week 5	September 20-24	Kingston	Skiles
Week 6	Sept. 28 – Oct. 1	Kay Smith	Alford
Week 7	October 4-8	Duncan	Stevenson
Week 8	October 12-15	C. Smith	Burnett
Week 9	October 18-22	Boren	Gonzales
Week 10	October 25-29	Morgan	Dozier
Week 11	November 1-5	Kingston	Skiles
Week 12	November 8-12	Kay Smith	Alford
Week 13	November 15-19	C. Smith	Burnett
Week 14	November 22-23	Duncan	Stevenson
Week 15	Nov. 29 – Dec. 3	Boren	Gonzales
Week 16	December 6-10	Morgan	Dozier
Week 17	December 13-17	Kingston	Skiles
Week 18	January 5-7	Kay Smith	Alford
Week 19	January 10-14	Duncan	Stevenson
Week 20	January 17-21	C. Smith	Burnett
Week 21	January 24-28	Boren	Gonzales
Week 22	Jan. 31-Feb. 4	Morgan	Dozier
Week 23	February 7-11	Kingston	Skiles
Week 24	February 14-18	Kay Smith	Alford
Week 25	February 21-25	Duncan	Stevenson
Week 26	Feb. 28-March 4	C. Smith	Burnett
Week 27	March 7-11	Boren	Gonzales
Week 28	March 21-25	Morgan	Dozier
Week 29	March 28-April 1	Kingston	Skiles
Week 30	April 4-8	Kay Smith	Alford
Week 31	April 11-15	Duncan	Stevenson
Week 32	April 19-22	C. Smith	Burnett
Week 33	April 25-29	Boren	Gonzales
Week 34	May 3-6	Morgan	Dozier
Week 35	May 9-12	Kingston	Skiles
Week 36	May 16-20	Kay Smith	Alford
Week 37	May 23-27	Duncan	Stevenson

**Roscoe Jr./Sr. School
Morning Duty Roster
2010 - 2011**

Week No.	Date	Inside	Outside/Cafetorium
Week 1	August 23 - 27	Moses	Morales
Week 2	Aug. 30 - Sept 3	Black	Haseloff
Week 3	September 6 - 10	J. Ford	R. Ford
Week 4	September 13 - 17	J. Smith	Martin
Week 5	September 20 - 24	Hatcher	Simpson
Week 6	Sept. 27 - Oct. 1	Hughes-Kennedy	Sanders
Week 7	October 4 - 8	Sexton	Tiemann
Week 8	October 12 - 15	Massey	Turk
Week 9	October 18 - 22	C. Smith	Boren
Week 10	October 25 - 29	Nevins	Carson
Week 11	November 1 - 5	Williams	Cathey
Week 12	November 8 - 12	Heaps	Steele
Week 13	November 15 - 19	Moses	Morales
Week 14	November 22 - 23	Black	Haseloff
Week 15	Nov. 29 - Dec. 3	J. Ford	R. Ford
Week 16	December 6 - 10	J. Smith	Martin
Week 17	December 13 - 17	Hatcher	Simpson
Week 18	January 5 - 7	Hughes-Kennedy	Sanders
Week 19	January 10 - 14	Sexton	Tiemann
Week 20	January 17 - 21	Massey	Turk
Week 21	January 24 - 28	C. Smith	Boren
Week 22	Jan.31-Feb. 4	Nevins	Carson
Week 23	February 7 - 11	Williams	Cathey
Week 24	February 14 - 18	Heaps	Steele
Week 25	February 21 - 25	Moses	Morales
Week 26	Feb. 28 - Mar.4	Black	Haseloff
Week 27	March 7- 11	J. Ford	R. Ford
Week 28	March 21 - 25	J. Smith	Martin
Week 29	March 28 - April 1	Hatcher	Simpson
Week 30	April 4 - 8	Hughes-Kennedy	Sanders
Week 31	April 11 - 15	Sexton	Tiemann
Week 32	April 19 - 22	Massey	Turk
Week 33	April 25 - 29	C. Smith	Boren
Week 34	May 3 - 6	Nevins	Carson
Week 35	May 9 - 12	Williams	Cathey
Week 36	May 16 - 20	Heaps	Steele
Week 37	May 23 - 27	Moses	Morales

**Roscoe Collegiate High School
Detention Schedule 2010-2011**

Week No.	Date	After School Detention
Week 1	Aug. 23 - 27	Morales
Week 2	Aug 30 -Sept. 3	B. Martin
Week 3	Sept. 6 - 10	Heady
Week 4	Sept. 13 - 17	R. Ford
Week 5	Sept. 20 - 24	Hatcher
Week 6	Sept 27 - Oct. 1	Hughes-Kennedy
Week 7	Oct. 4 - 8	J. Ford
Week 8	Oct. 12 - 15	Massey
Week 9	Oct. 18 - 22	K. Smith
Week 10	Oct. 25 - 29	Nevins
Week 11	Nov. 1 - 5	Williams
Week 12	Nov. 8 - 12	Heaps
Week 13	Nov. 15 - 19	Moses
Week 14	Nov. 22-23	No Detention
Week 15	Nov. 20 - Dec. 3	Black
Week 16	Dec. 6 - 10	Harris
Week 17	Dec. 13 - 17	Carson
Week 18	Jan. 5 - 7	Morales
Week 19	Jan. 10 - 14	B. Martin
Week 20	Jan. 17 - 21	Heady
Week 21	Jan. 24 - 28	Hatcher
Week 22	Jan. 31 - Feb. 4	Hughes-Kennedy
Week 23	Feb. 7 - 11	J. Ford
Week 24	Feb. 14 - 18	Massey
Week 25	Feb. 21 - 25	K. Smith
Week 26	Feb. 28 - March 4	Nevins
Week 27	March 7 - 11	Williams
Week 28	March 21 - 25	Heaps
Week 29	March 28 - April 1	Moses
Week 30	April 4 - 8	Black
Week 31	April 11 - 15	Harris
Week 32	April 19 - 22	Carson
Week 33	April 25 - 29	Morales
Week 34	May 3 - 6	B. Martin
Week 35	May 9 - 12	Heady
Week 36	May 16 - 20	Hatcher
Week 37	May 23 - 27	No Detention

Student Name: _____ **Date:** _____

Class: _____ **Teacher:** _____

Period 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

Detention starts with the 2nd tardy. The detention time for the tardies are 12:15 to 12:45 (Lunch Detention) or 4:00 to 4:30 (After School Detention). The detentions will start on the same day or first available time.

For example, if you receive a detention before 5 period, you will have lunch detention and after school detention that same day. If you receive a detention after lunch, you will have detention after school and at lunch the next day

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

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

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

3 unexcused tardies equal 1 unexcused absence.

Student signature

Date

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

Tear off this portion and keep it for you records

Student: _____

Tardy Date: _____

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

Student Disciplinary Report

Student Name:

Date:

Grade:

Time:

Course:

Teacher:

Description of Offense:

Corrective Efforts:

Comments:

Student Signature

Parent Signature
(if necessary)

Witness Signature

Offense No

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

The grading policy was updated this summer. The grading formula for the six weeks grades has been changed to the following: 60% Test and or Major Projects and 40% Daily, homework or participation. Each six weeks we need to have a minimum of 12 daily grades and a minimum of 3 major grades per class (10 daily and 2 major for grades 3 -6). We also need to make sure that we are continuously updating grade speed, with current grades. I know this takes time, but parents have regular access to grade speed, so we need to be up to date as much as possible.

Like last year, you will be collaborating in Challenge Based Learning Projects, 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 grade.

Last year the state adopted House Bill 2033, after school started, which states that a student's grade must reflect their content mastery. Student's are to receive the grade they earn on all assignments and report cards.

Also starting this year, are 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 Detention that very same day and continue to assigned them Detention until acceptable work is turned in. Please make sure a student is aware of his/her detention and please make sure they have their work to complete.

We will also unitized Saturday School for those who are not being successful. Remember that if a student is not doing their work it is a disciplinary issue and we want to fix it right away.

Grades Pre-K – 2nd must outline their grading policies and turn them in to Mr. Wilson. Pre-K – 2nd grade policies are open for discussion with Mr. Wilson, but must be clearly outlined before the start of school

Elementary students who do not complete their work will be assigned ZAP. Mr. Wilson will keep ZAP students from 4:00 – 4:30

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

Criteria for being inducted to the National Honor Society

- Must be a junior or senior in high school
- Must carry a 90 or higher average in core academic subject areas Math, Science, Social Studies, Language, and Foreign Language

Grades will be examined at the end of 10th grade year for initial eligibility

Grades will be examined at the end of 11th grade year for maintenance of eligibility or new eligibility

Grades will be examined at the end of the 5th six weeks of 12th grade year for maintenance of eligibility

- Must be a student on the main campus and not in Alternative Education Placement
 - Must be on the Recommended or Distinguished Graduation Plan
- Must be a participant in one or more extracurricular activities

Criteria for the Spanish Honor Society

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

UIL Teacher Assignment Sheet

JH UIL Coordinator – Sonya Massey

<u>Event</u>	<u>Sponsor</u>
Calculator Application ...	
Creative Writing	
Impromptu Speaking	
Listening	
Maps, Graphs, & Charts ..	
Mathematics	
Modern Oratory	
Number Sense	
One Act Play	
Oral Reading	
Ready Writing	
Science I and II	
Spelling	

HS UIL Coordinator –Jena Ford

<u>Event</u>	<u>Sponsor</u>
Accounting	
Calculator Application ...	
Computer Science	
Current Events	
Literary Criticism	
Mathematics	
Number Sense	
Ready Writing	
Science	
Spelling/Vocabulary	
CX Debate	
L-D Debate	
Ext./Inf. Speaking	
Ext./Pers. Speaking	
Poetry Interpretation	
Prose Interpretation	
Editorial Writing	
Feature Writing	
Headline Writing	
News Writing	
One Act Play	

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

Athletics

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

Fine Arts

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

FFA

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

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

Reminders for Teachers

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

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

***Announcements** – We will have a school assembly in the morning every Monday and Wednesday, in the Cafetorium. This will be done during 1st Period by the teacher in the Jr./Sr. High School on Tuesday, Thursday and Friday

Attendance – Teachers be sure to check attendance at the beginning of each class period on grade speed. If a student is tardy, with out permission, fill out the new tardy form, have them sign it and turn into office. If you need to change a tardy or an absence, be sure to inform Mrs. Heady, as soon as possible. All students who have been absent must present to you an admittance slip for you to sign, on their return to your class.

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

Book Covers – All textbooks must be covered.

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

Common Planning Dates:

September	13 th & 27 th	October	12 th & 25 th
November	8 th & 22 nd	December	13 th
January	10 th & 24 th	February	7 th & 21 st
March	7 th & 21 st	April	4 th & 18 th
May	9 th		

Detention – After school detentions will be primarily used for policy infractions. We will no longer have detentions for students who a failing. It will be your responsibility to request failing student to come to your classroom in the morning or after school, if you request and they do not comply, then disciplinary action will ensue, as long as administration is made aware.

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

Enforcement of School Policy – It is every teacher’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. We have a few changes, so please be sure you know what they are.

Exemptions – We will have Jr. High and High School exemptions this year, so please be sure you know the criteria.

Evaluation of Staff – The professional staff of Roscoe ISD will be evaluated as specified by TEA. This PDAS evaluation should be viewed as an instrument to help

us become the best we possibly can be. It is a tool for improvement and nothing more.

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

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

Faculty Meeting - We will meet every third Tuesday of the month, in the High School library, at 7:30 a.m. The purpose of these meeting will be primarily to inform you of any updates from the previous night's board meeting. Other faculty meetings may be called, if needed.

Grading Policy and Procedures – The grading policy was updated this summer. The grading formula for six-week grades has changed to the following: 60 % Test and or major projects and 40 % Daily, homework, or participation. Each six weeks we need to have a minimum of 12 daily grades and a minimum of 3 test grades per class. We also need to make sure that we are continuously updating grade speed, with current grades. I know this takes time, but parents have regular access to grade speed, so we need to be up to date.

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

Length of Teaching Day – Normal school day will begin at 7:30 a.m. for everyone, this includes morning duty personnel, and end at 4:05 p.m. Every one needs to be punctual in the morning and leave at the appropriate time in the afternoon.

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

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

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

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

Pep Rallies – Pep Rallies will begin at 2:50 p.m. every Friday during football season. Students in grades 7 – 12 are required to attend Pep Rallies. Teacher needs to be present and spread out to help lead the cheers and monitor students. No one needs to leave until the football team is out of the gym.

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

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

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

Reteaching – Reteaching is a must. If students are not mastering a concept or showing understanding, reteaching 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.

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

Rounds - Here is a list of the weeks set aside for Rounds.

September 20 – 24	October 18 – 22
November 15 – 19	December 6 -10
January 17 -21	February 14 – 18
March 28 April 1	April 11 - 15

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

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

Students Changing Schedule – Students cannot change schedules until the end of a semester. They must also get approval from the two teachers, counselor, and administrator before a change will be made.

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

- A roll sheet for each class
- An adequate lesson plan with plenty of relevant work for students
- Seating Chart will make a sub's job easier

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

Testing Policy – Six weeks test are not optional. Semester exams are not optional, but some students may be exempt. 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 material.

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

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

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

Please mark your calendar for these important dates below.

Progress Reports Due: They will be ran on each Friday at noon.

- Friday, September 10th
- Friday, October 22nd
- Friday, December 3rd
- Friday, January 21st
- Friday, March 4th
- Friday, April 29th

PDAS Reports Due

- Monday, September 13th - Part I of Teacher Self Report
- Friday, April 1st - Parts II and III of the Teacher Self Report

UIL ELIGIBILITY DATES

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

1ST SIX WEEKS: August 23rd – October 1st 2010

2nd SIX WEEKS: October 4th – November 12th 2010

Lose eligibility on Friday, October 8th

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

** Regain eligibility on Friday, October 29th

3rd SIX WEEKS: November 15th – December 22nd 2010

Gain or Lose eligibility on Friday, November 19th

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

** Regain eligibility on Friday, December 10th

All students are eligible during the Christmas and New Year Holiday December 22nd – January 4th

4th SIX WEEKS: January 5th – February 11th 2011

Gain or Lose eligibility on Friday, January 8th

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

** Regain eligibility on Friday, January 28th

5th SIX WEEKS: February 14th – April 8th 2011

Gain or Lose eligibility on Friday, February 18th

* Three Week Grade Check is on Friday, March 4th

** Regain eligibility on Friday, March 11th

All students are eligible during the Spring Break Holiday

March 11th – March 19th

6th SIX WEEKS: April 11th – May 27th 2011

Gain or Lose eligibility on Friday, April 15th

* Three Week Grade Check is on Friday, April 29th

** Regain eligibility on Friday, May 6th

**PROFESSIONAL DEVELOPMENT AND APPRAISAL
SYSTEM TIMELINE**

2010 -2011

August 17th, 2010	One Hour PDAS Teacher Orientation
August 30th, 2010	Walk through Observations Begin
September 13th, 2010	Part I of Teacher Self Report due
September 13th, 2010	Formal Appraisals Begin
March 6th, 2011	Formal Teacher Appraisals End
April 4th, 2010	Parts II and III of the Teacher Self Report Due
May 6th, 2010	Summative Conferences End