



# FACULTY HANDBOOK

2025 - 2026

*“Home of the Mighty Gladiators”*

Roma Independent School District and Roma High School do not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or access to benefit of educational services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the educational amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the American with Disabilities Act.

## **Roma High School Principal**

Dr. Jorge Guzman

## **Roma High School Associate Principals**

Octavio Aguillon

Cynthia Casas

Karen Renteria

## **RISD Central Office Administration**

Carlos Gonzalez Jr., Superintendent

Luis E. Garza, Deputy Superintendent

Edgar Garza, Executive Human Resources Director

Marissa Belmontes, Executive Director of Special Programs

Diana Salinas, Executive Director of Curriculum & Assessment

Diana Salinas, High School Curriculum Director

Marissa Belmontes, Bilingual/ESL Director

Dr. Adrian Guerra, Special Education Programs

Yadira Diaz, Federal Programs Director

Jaime Escobar Jr., CTE Director

Rodrigo Bazan, Assessment/504 Director/Math Curriculum

Ildefonso Saldviar, Safety Director & History Curriculum

Daniel Renteria, Fine Arts Director

## **RISD Board of Trustees**

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Yadira A. Barrera, Vice-President

Mary Lou G. Cruz, Secretary

Jaime Escobar, Sr.

Iv Garza, Jr.

Karina Mascorro

Jesus Rios, Jr.

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## ADMINISTRATOR DUTIES

### *Dr. Jorge E. Guzman - Principal*

• Supervise all Programs	• UIL (Academics & Athletics)	• Discipline
• Personnel	• PLCs, Curriculum, DMAC Data	• All Events
• Student Admissions	• Registrar/Registration	• Graduation Ceremony/Setup
• T-PESS	• NCLB/TAPR/PBMAS	• Walk-throughs
• Campus Behavior Coordinator	• Graduation/Drop Out Rate	• Counselors
• Master Schedule	• Student/Staff Recognition	• Migrant Liaison
• Campus Budget	• Staff Development	• Student Govt./Organizations
• Student and Staff Attendance	• Teacher of the Year	• Emergency Operation Plan

### *Octavio Aguillon - Associate Principal*

• CTE Department	• School Safety & Emergency Operation Plan	• T-TESS
• DAEP Transfers/Expulsions	• Crisis Response Leader	• Facilities
• Security Alarm	• Safety Protocols	• Discipline
• Emergency Operation Drills	• Early Release Students	• Campus Keys
• Staff Duties (Morning/Lunch)	• Homecoming Events	• Radios
• Parental Involvement	• Game Duty	• ISS
• Staff Parking Permits	• Bus Duty	• ID's

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## ADMINISTRATOR DUTIES cont.

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### *Cynthia Casas - Associate Principal*

• JROTC Department	• 504 Coordinator	• Game Duty Schedule
• DAEP Transfers/Expulsions	• SB 149 Graduation Plans	• HB 4545
• Make-up Hours & Attendance Committee	• Attendance	• Discipline
• Campus Activity Budget	• Counselors	• AP Testing
• Clerks / Paraprofessionals & Parent Tutors	• Librarians/Library	• Truancy
• Staff Absences & Substitutes	• Fundraisers	• Wall of Fame
• Graduation/Drop Out Rate	• Graduation Binder	• Bus Duty

### *Teresita Garza - Associate Principal*

• Spanish Department	• Art Department	• Summer School
• DAEP Transfers/Expulsions	• Nurses	• SBDM
• UIL (Academics)	• Discipline	• NHS
• Textbooks	• Safety Protocols	• Custodians
• Bus Duty	• District Improvement Plan	

## ADMINISTRATOR DUTIES cont.

### *Karen Renteria - Associate Principal*

• LPAC Chairperson	• Special Education	• Income Survey
• DMAC Data, T-TESS & Walk-throughs	• DAEP Transfers / Expulsions	• Discipline
• Special Ed Documentation & Walk-through's	• Special Ed Meetings	• Special ED Data
• CTE Education Dept.	• Staff Development	• English 4
• Student Govt. Organizations	• Staff Development	• Credit Recovery
• Welcome Back Setup	• Graduation Committee	• Bulletin Boards
• Thanksgiving Luncheon	• Christmas Events	• Prom
• Teacher's Binders	• Teachers' Week	• Bell Schedule
• Parent Square/Facebook	• Seniors	• Jamaica's
• Student Banquets	• Bus Duty	• Game Duties

### *Loreen Garcia - Facilitator*

• State Testing Coordinator	• Local/Benchmark Testing	• Tested Areas
• Lesson Plans, Curriculum, PLCs	• Instructional Resources	• Instructional Programs
• DMAC Data, & Walk-throughs	• Reading & Writing Initiatives	• PSAT & TSI
• Techs/Technicians/Labs	• Supplemental Aids	• Graduation Committee
• Bus Duty		

## ADMINISTRATOR DUTIES cont.

### *Dr. Edgar Ramon – Dean of Instruction*

<ul style="list-style-type: none"> <li>• Math &amp; Science Departments</li> </ul>	<ul style="list-style-type: none"> <li>• Grant Writing</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Handbook</li> </ul>
<ul style="list-style-type: none"> <li>• Lesson Plans, Curriculum, PLCs</li> </ul>	<ul style="list-style-type: none"> <li>• Policy Changes</li> </ul>	<ul style="list-style-type: none"> <li>• Student Code of Conduct</li> </ul>
<ul style="list-style-type: none"> <li>• DMAC Data, T-TESS &amp; Walk-troughs</li> </ul>	<ul style="list-style-type: none"> <li>• Ranking</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> </ul>
<ul style="list-style-type: none"> <li>• Hiring/Recommendation Letter Ranking</li> </ul>	<ul style="list-style-type: none"> <li>• Data Reports/ Data Room</li> </ul>	<ul style="list-style-type: none"> <li>• Bus Duty</li> </ul>
<ul style="list-style-type: none"> <li>• After School Tutorials</li> </ul>		

### *Denisse Aviña - Dean of Instruction*

<ul style="list-style-type: none"> <li>• English &amp; Social Studies Departments</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson Plans, Curriculum, PLCs</li> </ul>	<ul style="list-style-type: none"> <li>• Reading &amp; Writing Initiatives</li> </ul>
<ul style="list-style-type: none"> <li>• DMAC Data, T-TESS &amp; Walk-troughs</li> </ul>	<ul style="list-style-type: none"> <li>• Instructional Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Instructional Programs</li> </ul>
<ul style="list-style-type: none"> <li>• Teacher Mentoring Program</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Development</li> </ul>	<ul style="list-style-type: none"> <li>• GT Program</li> </ul>
<ul style="list-style-type: none"> <li>• Data Reporting/Data Room</li> </ul>	<ul style="list-style-type: none"> <li>• TELPAS</li> </ul>	<ul style="list-style-type: none"> <li>• State Accountability</li> </ul>
<ul style="list-style-type: none"> <li>• NCLB/TAPR/PBMAS</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Campus Improvement</li> </ul>
<ul style="list-style-type: none"> <li>• After School Tutorials</li> </ul>	<ul style="list-style-type: none"> <li>• First Year Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Needs Assessment Survey</li> </ul>
<ul style="list-style-type: none"> <li>• Supplemental Aids</li> </ul>	<ul style="list-style-type: none"> <li>• Bus Duty</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

## COUNSELOR DUTIES

### *Esteban Trevino - Head Counselor*

• A	• Student Schedules	• Student Grades
• Student Attendance	• Credit Recovery	• Individual & Group Counseling
• Guidance Counseling	• Special Education	• Guidance Coordinator
• Summer Programs UTRGV / STC	• Apply Texas	• Financial Aid Individual & Group
• Transcripts	• ACT Test Coordinator	• Graduation Ceremony
• Master Schedule	• Honor Cords / Assembly	• SOS/Crisis
• Ranking	• Military Branches	

### *Adelaida Alanis*

• B - F	• Student Schedules	• Student Grades
• Student Attendance	• Credit Recovery	• Individual / Group Counseling
• Guidance Counseling	• Special Education	• Financial Aid
• ACT Proctor	• SOS / Crisis	• Honor Cords / Assembly
• Transcripts	• Apply Texas	• Scholarship Coordinator
• Graduation Ceremony	• Ranking	• Other Colleges

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## COUNSELOR DUTIES cont.

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### *Marisa Garcia*

• Rodriguez - Z	• Student Schedules	• Student Grades
• Student Attendance	• Credit Recovery	• Individual / Group Counseling
• Guidance Counseling	• Special Education	• Scholarship Coordinator
• SOS / Crisis	• Graduation Ceremony	• Financial Aid Individual & Group
• Ranking	• Transcripts	• Honor/Cords Assembly
• Apply Texas	• Web Page	• ACT Proctor
• Financial Aid	• Ivy Leagues / Out of State	

### *Eva Garza*

• Monroy - Rock	• Student Schedules	• Student Grades
• Student Attendance	• Credit Recovery	• Individual / Group Counseling
• Guidance Counseling	• Special Education	• College and Career Readiness
• STC Dual Enrollment Fall/Spring	• Graduation Ceremony	• Financial Aid Individual & Group
• DEMSA	• Transcripts	• Ranking
• ACT Supervisor	• Apply Texas	• Honor/Cords Assembly
• SOS/Crisis	• Texas A & M Systems	

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## COUNSELOR DUTIES cont.

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### *Lorena Marquez*

• G – Gonzalez	• Student Schedules	• Student Grades
• Student Attendance	• Credit Recovery	• Individual / Group Counseling
• Guidance Counseling	• Special Education	• Transcripts
• Graduation Ceremony	• Apply Texas	• Honor Cords / Assembly
• DEMSA	• ACT Proctor	• STC Dual Enrollment Fall/Spring
• Financial Aid	• Ranking	• SOS / Crisis
• UT Systems		

### *Jacqueline Rodriguez*

• Granados - Molina	• Student Schedules	• Student Grades
• Student Attendance	• Credit Recovery	• Individual / Group Counseling
• Guidance Counseling	• Special Education	• ACT Proctor
• Transcripts	• Graduation Ceremony	• Financial Aid
• SOS/Crisis	• Apply Texas	• Honor Cords / Assembly
• Web Page	• Summer Programs UTRGV / STC	• Ranking
• STC		

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## COUNSELOR DUTIES cont.

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### *Ana Sepulveda*

• Migrant Program	• CCMR	• CTE
• ACT Proctor	• Financial Aid	• Academic Counseling
• Honor Cords / Assembly	• Student Attendance	• Apply Texas
• Graduation Ceremony	• SOS / Crisis	

### *Matilde Alaniz & Mara Garza (License Professional Counselors)*

• Crisis Management	• Individual Counseling	• S.O.S. / Crisis
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## REGULAR BELL SCHEDULE

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1 <sup>st</sup> Period	8:30 - 9:22
2 <sup>nd</sup> Period	9:28 - 10:13
3 <sup>rd</sup> Period	10:19 - 11:04
4 <sup>th</sup> Period	11:10 - 11:55
5 <sup>th</sup> Period	12:01 - 12:46
6 <sup>th</sup> Period	12:52 - 1:37
7 <sup>th</sup> Period	1:43 - 2:28
8 <sup>th</sup> Period	2:34 - 3:19
9 <sup>th</sup> Period	3:25 - 4:10

Lunch



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## INSTRUCTIONAL EXPECTATIONS

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1. *Bell to Bell*: Instruction should occur for the entire class period.
2. *Big Picture Question / Objective & College and Career Readiness Standard*: Should be posted and apparent within the lesson. Students should be able to respond when asked —what are you doing today. This should not be a chapter number, TEKS or CCRS number.
3. *OnTarget: What* is taught is both aligned with TEKS and with the scope and sequence for the subject.
4. *Taxonomy*: The lesson emphasizes higher order thinking skills. Minimum of time spent on purely knowledge items with majority spent on application, analysis, and synthesis. Teacher questioning strategies emphasize use of higher order thinking skills.
5. *Instructional Strategies: A* variety of instructional strategies are used during class.
6. *Instructional Materials*: Instructional materials support the instructional objective(s) listed.
7. *Learning Environment*: The learning environment supports objective for lesson and class as a whole. Appropriate level student work is displayed within the classroom.
8. *Student Engagement*: Students are actively engaged in lesson. Off task students are quickly and effectively redirected.
9. *Connections*: Connections are made with prior learning and with real-world application/examples.

## INSTRUCTIONAL SNAPSHOT

Should See	Might See	Should Not See
<p>--Visible evidence of current unit of study</p> <p>--examples of student product</p> <p>--student application of content</p> <p>--student participating actively the entire class period</p> <p>--students learning at comprehension and analysis levels or above most of the time</p>	<p>--word walls</p> <p>--variety of group formats</p> <p>--interdisciplinary instruction</p> <p>--video clips of no more than 5-10 minutes</p> <p>--technological application of learned material</p>	<p>--chapter listed as objective</p> <p>--direct instruction longer than 15 minutes</p> <p>--passive learning</p> <p>--students copying material without application or purpose</p> <p>--worksheets used as the lesson</p> <p>--full length videos</p>

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# ROMA HIGH SCHOOL POLICIES AND PROCEDURES A - Z

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## FOREWARD

The following policies and procedures are intended as a guide. It is not a substitute for the Roma Independent School Board Policy nor is it an all-inclusive reference of campus policies and procedures. If you have any questions or concerns on any matter addressed in this handbook, seek the input of any administrator. **Information regarding legal and local policies can be accessed on the TASB website. The website is as follows:**

<http://pol.tasb.org/Home/Index/1088>

### Absences (Staff)

Teachers are required to provide as much advance notification as possible and should call (956)849-1333 between **7:00 a.m.** and **7:30 a.m.** if they have not advised office personnel before leaving the previous afternoon. Lesson plans are to be prepared for substitutes. If you have duty, please notify the school administrator and make arrangements for someone to be at your station. You are ultimately responsible for your duty station to be supervised. Upon return to work, you will be required to fill out an absence report form showing reason for being absent (i.e., this includes workshops and other school related leaves). **Teachers are required to clock in and out on a daily basis.**

### Absences (Students)

All students who arrive after the tardy bell rings to start first period, shall report directly to their first period class. Teachers are responsible to enforce the tardy policy. Students who leave before the end of the regular school day must clear through the front office. Students who are absent for the entire school day or for any part of the day must bring an excuse from home upon returning to school to the attendance clerk.

Students who participate in extra-curricular activities may on occasion be called out from classes and allowed to return without an admission slip. These may include athletes, band students, class/club members, etc. You will always receive advance notification and a list of students expected to be absent from class. Regardless of the type of absence, all students are expected to make up any course/class requirements missed during their absence.

### Accidents

Faculty and other staff members are covered by Workman's Compensation. Accidents should be reported immediately to the principal's office and the nurse. Further inquiries about benefits should be made to the business office and/or personnel director's office. All accidents and/or illnesses to students on school grounds, the buildings, or school-sponsored activities, shall be reported immediately to the principal and the school nurse.

### **A.D.A. (Average Daily Attendance)**

Attendance of all students is done electronically toward the end of each class period. Students who arrive prior to the midpoint of class should be marked tardy. Subsequently, students who arrive afterwards should be marked absent.

Substitute teachers will get paper copies of class rosters from the front office.

### **Advance-Level & AP Courses**

Any student enrolled in a Pre-AP or AP course and is failing at the end of the **first progress period (end of the 1<sup>st</sup> 3weeks)** will be advised and parents will be contacted as to the failing status of their child. If the student continues to fail through the end of the **first reporting period (end of 1<sup>st</sup> 6 weeks)**, the parents and student will be **strongly recommended** to enroll in a recommended course.

Refer to the Appendix 1 for the Advance-Level course entry criteria.

### **Alternative Education (DAEP)**

There will be times when students are removed from the regular classroom setting and put in alternative education for committing certain serious offenses. Students are assigned to DAEP with a removal order that states a specific term of placement that is the number of school days that must be served. The length of all DAEP assignments is at the discretion of the administration. **DAEP students are required and responsible to take their four (4) core area textbooks with them to the Instructional & Guidance Center (I & G).**

### **Announcements (P.A.)**

It is imperative that teachers require their students to listen to the daily announcements. This is the only means of communicating with the student body as a whole concerning school activities and related information. This practice should begin the first day of school and continue daily throughout the school year. Announcements will be made at the beginning of 1st period each school day.

In order to have an announcement made, office personnel must receive a written notice prior to the date the announcement is to be made. The notice must include the exact wording and dates to be read. If announcements are being made for a student organization, the sponsor must be the one who submits the announcement request.

Only emergency announcements, or those deemed by the principal to be extremely urgent, will be made outside of 1st period. End of the day announcements will occasionally need to be made.

### **Assemblies**

There may be assemblies for various reasons during the school year. If scheduled, you will be expected to escort your students to and from these functions and help maintain discipline while assemblies are in progress. All teachers are required to supervise students throughout such assemblies.

### **AT-Risk Students**

As per state and local definitions, the following characteristics apply to At-Risk students:

1. Has failed at least two grade levels.
2. Has Math/Reading Skills two years below grade level.
3. Has failed two or more courses during a semester.
4. Is failing two or more courses during a semester.
5. Is not expected to graduate within four years of enrollment in the 9<sup>th</sup> grade.
6. Did not perform satisfactorily on an assessment instrument.
7. Others may include:
  - a. Poor academic performance
  - b. Lack of motivation/attitude
  - c. Dislike of School
  - d. Physical/Emotional Problems
  - e. Discipline Problems
  - f. High absenteeism
  - g. Limited English
  - h. Broken homes
  - i. Poor self-concept
  - j. Low education standards
  - k. Economic difficulty
  - l. Poor attendance/truancy

### **Audio Visual Materials and Media**

Classroom teachers are encouraged to supplement and enrich their lesson plans with appropriate audio visual materials and media. All AV materials and media (laptops, tablets, etc.) used or shown must be **directly** linked to a specific learning objective (course objective or TEK). In addition, adequate lighting must remain on in the classroom at all times when audio visual/media materials are being used.

Any AV materials or media that is being used during a lesson should be approved by the given department administration and included in weekly lesson plans.

### **Bad Weather**

There may be days when bad weather interferes with established routines. Should severe weather warnings be issued during the day, classes will not be dismissed until we can assure safe transportation for all students. Severe weather may also dictate that school be cancelled for a day. If this happens, the day(s) must be made up.

### **Book Loss and Damage**

Students must pay for damaged or lost textbooks. Please advise students that they are responsible for books assigned to them. You must keep a record of book numbers for books assigned to each student. If a student reports to you that a book is lost, give him/her the book number and title and send them to the office to pay for the book. Advise your students that the receipt should be kept at all times. Should the lost textbook be found in good condition a refund will be given.

### **Building Maintenance and Repairs**

Any staff member who becomes aware of some part of the building that needs repair should contact the administrator in charge of facilities. It is the responsibility of each and every Roma High School employee to monitor the school campus and immediately report any potentially dangerous condition or situation for swift action.

### **Calendar**

Office personnel will maintain a calendar for all Roma High School events and activities. **ALL events/activities must be noted on the calendar**, and may be done by contacting your department leader, administrator, principal, and/or the principal's secretary.

**Every activity scheduled (on or off campus) must be placed on the calendar.** Careful planning and scheduling of school activities is essential in order to avoid conflicts. AC or other requirements for the event must be coordinated in advance. We want to accommodate all school-related functions to the best of our ability. In the event that conflicts do occur, the decision as to which activity should receive priority rests with the principal. If an event is cancelled or changed, please notify the principal or principal's secretary immediately, so the changes can be made on the calendar.

The upcoming events calendar maintained on the home page of the Roma High School website is only a highlight of future important events. This **IS NOT** a complete listing of school-related events that will be occurring in the near future.

### **Campus Improvement Plan**

Each school year, the principal of each school campus, with the assistance of the campus-level committee, shall develop, review, and revise the campus improvement plan. This is a plan required by the Texas Education Code Section 11.253 (TEC) for the purpose of improving student performance for all student populations with respect to the academic excellence indicators and any other appropriate performance measures for special needs populations.

### **Classroom Security**

- \*Tests, personal data, and other confidential information should be locked before the teacher leaves the room.
- \*All school and personal money should always be locked up and/or kept out of sight during the school day and never left in room overnight.
- \*Lock the door every time you leave the room.
- \*The use of school keys by students is not permitted. Teachers should never release their keys to students under any circumstances.

### **Club / Organization / Sponsors / Fundraising / Events**

***All fundraising must be cleared through the principal before it takes place and posted on the school calendar.***

Any class, club, or organization that would like to sponsor a fundraiser or an event needs to get principal's approval first and then check for placement on the school's calendar. The following should be considered in the planning:

1. All requisitions must be presented to front office personnel in a timely manner in order to secure funding/permission prior to the event.
2. Cost of security.
3. Cost of custodial clean up.
4. Cost of event.
5. Event Start Time and End Time.
6. At least one administrator must be present at the function.
7. Faculty staff members must also serve as sponsors.

### **Club/Organization Sponsors-Banking Rules**

1. Do not leave money overnight on campus. All weekend monies need to be deposited within 72 hours.
2. Banking needs to be done by one designated sponsor from each organization.
3. Students may not be permitted to make deposits.
4. Initial all checks to be deposited (organization).
5. Coins must be wrapped.
6. Keep copies of deposit forms for your records.
7. Non-sufficient funds (NSF) checks will be returned to the sponsor for collection. They will be deducted from your balance. A new deposit slip with “NSF” and name should be made when collected.

### **Check Request (Fundraising Guidelines)**

- Fundraising Permission Slip must be filled out and turned in at least **1 month** before date of proposed fundraiser.
- If t-shirts are going to be sold, design/style needs to be approved by Dr. J. Guzman.
- Once fundraiser has been approved, you will need to submit a copy of what will be ordered before you order any supplies.
- No fundraising supplies should be ordered without approval.
- To request payment, submit a copy of the invoice or receipt to create a requisition for a purchase order.
- Please allow at least 5 business days for requisitions to be approved by Central Office.
- Checks will be made after purchase order has been approved.
- No payments will be made if there is no purchase order on file.

### **Child Abuse and Neglect**

It is the responsibility of ALL school personnel to be aware of the possibilities of child abuse/neglect. RISD policy regarding suspected child abuse and/or neglect, including reporting procedures, is listed on line. A staff member who suspects there may be an incident of child abuse and/or neglect should immediately report his/her suspicions to the appropriate school counselor and/or administration. Additionally, Child Protective Services must be contacted.

### **Class Designation**

The student body of RHS is composed of four class designations: 9<sup>th</sup> grade (Freshmen); 10<sup>th</sup> grade (Sophomores); 11<sup>th</sup> grade (Juniors); and 12<sup>th</sup> grade (Seniors). Membership in a specific

class is determined by the number of credits earned by the start of each school year. A student is considered a specific class designation for the entire year.

Listed below are the units of credit required for membership in each class:

9th grade (Freshmen)	0 - 6.5 credits
10th grade (Sophomores)	7 - 12.5 credits
11th grade (Juniors)	13 -18.5 credits
12th grade (Seniors)	19+ credits

### **Co-Curricular / Extra Curricular Events**

Teachers are encouraged to attend the many and varied after-school events that take place throughout the school year. A teacher's knowledge and understanding of their individual students is greatly enhanced when these students are observed in other than classroom performances. Your effectiveness as a classroom teacher is improved if your students know that you are aware of and appreciate their total talents.

### **College Courses**

Teachers are **not allowed** to take more than **6 semester hours** if employed full-time by the district.

### **Communication with Parents**

Teachers must have ongoing two-way communication with the students and their parents/guardians. Positive communication fostered through the partnership between parents and teachers is a vital element in the academic and social success of our students. This includes positive forms of communication such as phone calls, emails, face to face conferences, and letters.

### **Communication with Staff**

Continual two-way communication with RHS staff members is encouraged. In the case of a specific need or concern, there is a clearly defined "line of communication" that has been established. Questions and/or concerns should be addressed by the person closest to the situation first (ex. teacher to assistant principal, assistant principal to principal, and vice-versa.) Staying within this "line of communication" is crucial to ensure there are no gaps in the flow of information. The continual flow of communication/information up and down this established "line of communication" is vital to the overall health of our learning organization. **Campus issues should be resolved on campus.** This is an expectation for ALL staff members.

### **Conference Period for Teachers**

RHS teachers will be assigned a minimum of one conference period. It must be strongly emphasized that these periods are not considered to be "free." Such tasks as the grading of papers, preparation of lesson plans and tests, assisting other teachers as needed, and similar duties are expected of teachers during the conference period.

Occasionally it may be necessary for a teacher to leave campus during the school day. This can normally be accomplished during the conference period. **However, before leaving campus, faculty/staff must clear with their department administrator and sign out (and check back**

**in) in the main office.** A teacher should never leave campus during school hours without being cleared by an administrator and signing out in the main office.

ALL teachers are required to be in the halls moving students to class and monitoring their behavior during the five minute passing period that immediately precedes their conference period.

### **Conferences - Parent / Teacher**

Many issues may be avoided by contacting parents early when a situation begins to arise. Teachers should become acquainted with as many parents as possible. Conferences between teacher and parents should be arranged at the request of either party. Conferences are an excellent opportunity for teachers and parents to form partnerships to support and encourage the student.

Parents are fully entitled to a clear understanding of what the school is attempting to do and the progress of their children. Parents often provide suggestions that are beneficial to the overall well-being of their children. We should attempt to correct erroneous information as quickly as possible. Teachers must keep their records and materials organized in order to be shown to parents on request. These records should clarify the teachers' grades or decisions concerning students.

Chapter 26.004 of the Texas Education Code gives parents the right of access to "all written records of a school district concerning the parent's child..." Specifically the right to test scores, disciplinary records, counseling records, psychological records, reports of behavioral patterns and teacher and counselor evaluations. This also includes recommendations teachers write for National Honor Society, Class Officers, or Cheerleaders. Email transmitted using the district's network is also subject to review by any member of our community.

**Parents must NOT be allowed access to the records, or given information concerning, any student other than their own.**

### **Contracts with Outside Parties**

All contracts and/or agreements obligating RHS, a class, club or organization for monetary consideration **must be signed/approved by the sponsor or department chairman and the principal.** This includes, but is not limited to, contracts for bands, use of facilities, purchase of merchandise for resale etc. No such contract will be considered binding unless it is signed by the principal. Be sure to clear these with the principal prior to "making a deal". **Failure to gain approval from the principal prior to any financial commitment may result in the employee being personally responsible for any debt that may be incurred.**

### **Corporal Punishment**

Corporal punishment is administered in extreme cases, but only by administrators and only in the presence of a witness. In no case may a student see another student receive corporal punishment. Such punishment is limited to spanking with an approved instrument. **NO OTHER FORM** of corporal (physical) punishment may be used. **Employees who violate this policy are subject to suspension and/or termination.**

### **Curriculum Guides**

Curriculum guides and teaching unit documents must be used at all times for effective planning and teaching. Classroom teachers are asked to comply with following instructions in using guides and units:

1. All subject areas will use curriculum guides as basic outlines for the planning of instruction.
2. Teaching units must be used as specific guides for day-to-day instruction.
3. Curriculum guides and teaching units must be correlated in compliance with the required TEKS.
4. Revisions must be in conjunction with staff assessment of the guidelines and presented at departmental meetings.
5. Both documents (guides and units) must be visible at all times to the teachers, appraisers, etc., along with written and oral documentation of proper usage.

### **Custodial / Maintenance Requests**

We take great pride in the cleanliness and appearance of our facilities. If you discover an urgent need, such as a major water leak, safety concern, etc., please contact the administration office immediately. Never assume someone else has reported a maintenance/custodial issue. It is preferred that the same item be reported multiple times, rather than not at all. **DO NOT** contact maintenance/custodial personnel directly.

### **Discipline Referrals / Classroom Management**

*Students must not be referred to an administrator for discipline without a completed discipline form.* Forms can be acquired at the front office. Specific questions related to discipline are addressed in the School's Student Code of Conduct or can be discussed with an administrator.

### **Dismissal of Students**

All dismissals from class (either normal exchanges or emergencies) should be conducted in an orderly fashion. Students are not to be allowed to rush out of the room when the bell rings. It is recommended that teachers dismiss students by rows.

### **Dress Code (Students)**

Students are to dress appropriately at all times. Neither girls nor boys are to wear shorts to school. Students must wear comfortable shoes (no open-toe shoes). Students are not to wear T-shirts that advertise alcoholic beverages or make "off-color" statements. Inappropriately dressed students are to be sent to the office.

**Dress code for the 2024-2025 school year is as follows:**

- Solid red, black, or gray polo shirts (small stripes of different color allowed on sleeves or collar only)
- Solid red, black, or gray "Roma Gladiators" or "Roma High School" t-shirts
- Solid red, black, or gray RHS Club / Organization polo or t-shirts
- Any college / university shirt (Wednesdays only)
- Blue denim, black, gray, or khaki pants
- Closed shoes only (tennis shoes, flats or boots)

**The following items are NOT ALLOWED:**

- “In memory of” shirts
- Torn pants (weathered, ripped, etc.)
- Facial Hair (Goatees)
- Body Piercings
- Exposed Tattoos
- Unusual haircuts/hairstyles/coloring/highlights
- Leggings
- Capri pants or shorts
- Skirts or dresses
- High Heels, crocs
- Shirts/blouses exposing midriffs or backs

**Dress Code (Teachers)**

Teachers shall dress in a clean, neat, and professional manner appropriate to their assignments. Gym shorts will not be worn in the teaching classroom (with the exception of a P.E. class) or administrative sections of our campus.

**Blue jeans are not allowed.** Shop and art department staff members may be occasionally exempt if the planned, daily lesson warrants an alternate attire.

**College and Spirit Day**

Staff members are encouraged to wear a college shirt/blouse on Wednesdays and a Gladiator spirit shirt on Friday. In doing so, staff members may also wear blue jeans (no torn pants - weathered, ripped, etc.).

**Duty Assignments**

Teachers will handle early morning supervisory duty assignments once a week on their assigned day. You need to be at your duty assigned station by **7:25 a.m.** It is very important that you are there on time. Keep in mind that when you are going to be absent, it is your responsibility to contact another teacher to fill in for you. You are ultimately responsible for your duty station to be supervised. If you do not stand your duty station, it increases the responsibilities of those who are on the job. Your liability risk increases, of course, if you are not where you are supposed to be when an accident occurs. All teachers are provided a duty-free lunch period.

**Emergency Procedures**

Emergency procedures **will** have to be followed whenever fire drills, emergency evacuation of the building, or delayed dismissals are undertaken. In all cases, the safety of the students and the staff will be main priority. Specific guidelines for fire drills are under the heading “Fire Drills”. Delayed dismissals may have to be considered whenever inclement weather threatens the safety of transporting students from school. Announcements related to these procedures will be made over the P.A. system. It is imperative that everyone follows instructions carefully. Procedures related to individual needs (student or staff members) will be undertaken by proper staff members (nurse) or, if needed, by community assistance.

Teachers are expected to prepare each class for emergency drills and procedures. Maximum silence is to be observed by students.

### **Exams**

Grades should be recorded in a grade book in such a manner that they may be referred to in the future.

All absences and grades should be recorded on your grade book so that there will be a record for you, the student, the Registrar, and the parent.

#### **Be reminded that:**

- 1. Subject grades are strictly academic grades.**
- 2. All grades should reflect within a 0 – 100.**
  - a. Grades may not be higher than 100.**
  - b. Grades lower than 50 SHOULD be recorded as such.**

**\*\*Refer to Roma High School's Grading Report Handbook for more information.\*\***

### **Faculty Meetings**

Faculty meetings will be held as scheduled throughout the year at 4:10 p.m., in the cafeteria. The meetings are scheduled after the regular school in order to accommodate the individual schedules of our staff members. Faculty meetings are a critical communication tool for RHS and are **mandatory**. Special meetings may occasionally be called on an as needed basis.

All teachers must sign in at each faculty meeting. Punctuality on the part of all faculty members is essential.

### **Faculty / Staff Professionalism**

Faculty and staff are expected to conduct themselves in a professional manner. This includes not only professional dress, but the manner in which we conduct ourselves when representing RHS or RISD. We are to remain professional when addressing students, parents, community members, and other staff members. This includes personal conversations, phone calls, and emails. In addition, our classrooms and our teacher work areas require that we conduct ourselves in a professional, courteous manner.

### **Field Trips**

A field trip should be planned only if the teacher sincerely feels that the trip will make a positive contribution to the desired learning outcome of the class. **Approval for each field trip must be obtained and the appropriate paperwork completed and signed by the principal at least two weeks in advance of the scheduled trip.** A field trip will be planned if the experience is directly related to the course and the TEKS. The following guidelines will apply to field trips, competitions, and UIL activities.

1. The field trip notification listing each student and ID number must be sent to the principal a minimum of 5 class days in advance. This will be forwarded to the faculty in order to allow students to make up work in advance of the trip.

2. All other procedures relating to field trips must be followed including scheduling of RISD transportation.
3. School attire must be worn at all times unless otherwise approved by the administration.
4. Field trips are an extension of the curriculum at RHS, therefore district and campus rules and regulations apply on all field trips.

Because students may be missing classes to participate in a field trip, the number of field trips for the entire campus will be limited to those directly related to learning.

### **Films/Videos Use of**

Films/videos ordered must correlate with the Teacher's Lesson Plans. All film/videos must be given an introduction. Students must be told the objective of the film/video. At the end of the film/video, a discussion should be held and a summary of the film/video must be given. Teachers are reminded that any film/video not provided by Region 1 or our library must have two days prior approval by the principal. Additional guidelines are addressed under the heading "Library Equipment".

### **Financial Accounting**

All funds collected by and for RHS must be deposited in the school activity fund. This includes, but is not limited to, funds collected by, or from students, faculty members, or the community. These funds should be deposited with the administrator in charge of finance by 4:00 p.m. the day of collection, and never kept overnight by a school employee. A receipt will be given to the person making the deposit reflecting the organization's account to which the funds are credited. In the event there is a discrepancy in amount, the administration tabulation will be final.

Teachers are prohibited from taking funds home with them and under no circumstances should money be left in the classroom. If necessary, money may be placed in the school vault for safekeeping. However, daily deposits prevent and discourage break-ins and thefts.

### **Fire/Emergency/Evacuation Drills**

Fire drills will be held regularly. It is the teacher's responsibility to post drill routes at the entry of every classroom.

It is the responsibility of the teacher to:

- see that the light is turned off,
- the door is closed as everyone leaves the room, and
- The room has been completely evacuated.

Students are to be escorted out of the building when the fire alarm sounds.

Be sure you know an alternate route to exit the building in case there is an obstruction at the predetermined escape route. Re-entry into the building will be conducted by designated personnel or the P.A. system, but until that time teachers must continue to supervise their groups.

### **Food / Drinks / Rewards**

No food or drink is allowed in any of the classrooms of RHS. If there is an instructional need for food to be used, prior approval must be obtained from the principal.

### **Fund Drives**

There shall be no soliciting of funds from students for any type of fund drive, nor shall students be used to solicit funds for any person or organization without prior approval of the principal. Examples of fund raising activities, which may be approved, include class clubs, Band, or Yearbook.

**The school principal shall approve any money raising or soliciting of funds by student organizations.**

### **Fundraising**

The principal must approve all fundraising projects in advance. Sponsors will receive the required information upon assignment. All scheduled events must also be checked into the official school calendar by the principal. **(The purpose of the fundraiser must be given. All purchase receipts must be provided to the administration office for accountability purposes).**

*Note: No fundraising during class time for any reason by anyone.*

### **Grade and Grade Book Policies**

Grades and attendance should be recorded in the online grade book according to administrative instructions and department policies. Additionally, teachers **MUST** keep a hard copy of their grade books. This may be done as a weekly printout of the online grade book or by using a traditional, paper grade book. Other methods may be approved with administration consent.

**The following are guidelines for compliance:**

- Special populations' lists will be provided as soon as they are available. These lists must be kept with the grade book and color-coded.
- All grades should be recorded in black ink so that there will be a record for you, the student, and the parent.
- When a student first enrolls in your class, mark with a "1".
- Be reminded that subject grades are strictly academic grades and that report card grades may not be higher than 100.
- Maintain uniformity within the campus grading system/formula.
- Identify all grades (i.e. test, assignment, etc.).
- Keep accurate dates (indicate six week periods, enrollment dates, etc.).
- Identify students who have special needs by color-coding (i.e. LEP, Migrant, Special Education, Dyslexia, At-Risk, GT). See page 50.
- Record formula for computation of six weeks grades.
- Show semester grades/averages.
- **Any grade changes must be approved by respective Department administrator.**
- **Keep attendance for each class** (this will be recorded on the student's report card).

**Note:** Please refer to the RHS Grading Report Handbook for more details.

### **Grading Formula**

Refer to the RHS Grading Report Handbook.

### **Grade Sheets**

Three-week progress reports and six weeks grades are distributed to the student on designated days and mailed out to the parents/guardians of each student.

### **Halls and Hall Monitoring**

It is the responsibility of the teacher to see that a student does not leave the classroom without a pass and a legitimate reason for using the pass. Students should be informed and reminded that being in the hallways without a pass will be reason enough for a disciplinary referral. Hall passes are basically used as restroom privileges and/or administrative appointments. Teachers are encouraged not to allow students to their lockers during class periods. **All teachers are expected to be at the ENTRANCE of their classrooms during class period changes to help monitor hall traffic.** Your cooperation is greatly appreciated!!

### **Hall Passes**

**A written or classroom hall pass must be given to each student that leaves class for any reason. The pass must be completed and signed by the teacher. Time and date are essential. Students will be escorted back to class if they do not have a pass. Teachers may NOT write passes for students to go to their vehicles.** Students must not be given a pass to another classroom to engage another student in personal business. To prevent excessive hall traffic during class periods it is essential that teachers cooperate in ensuring that students are permitted out of their classroom only for valid reasons.

### **Health and First Aid**

A school nurse is available to examine students for illness and will see that they are sent home if necessary. Students who complain of illness and or feeling bad should be sent to the nurse for verification and proper treatment if necessary. A Clinic Pass **MUST** be filled out by the teacher in order for a student to be seen by a nurse.

In case of serious injury, first aid should be given, if possible, and an administrator should be notified immediately. Emergency medical assistance should be called as quickly as possible.

During the school year the nurse will check each student's vision, hearing, height, weight and health factors. Such information is recorded on each student's cumulative medical card and is available to teachers. Students who appear to have a difficulty with sight, hearing or other health factor should be reported to the nurse as soon as possible so that a check may be made.

### **Homeroom**

First period teachers will be the designated "Homeroom" teacher. Homeroom teachers are expected to perform important collecting and record keeping duties. Some of these include but are not limited to:

- Distributing and/or collecting registration forms.
- Distributing and/or collecting progress reports and report cards.
- Distributing and/or collecting parent notices or other information.

### **Identification Badges**

Both faculty and students are required to wear a photo identification badges between the hours of 7:00 a.m. and 5:00 p.m. Student identification badges will be issued in August.

If a student loses his/her identification badge, it will need to be replaced at the registrar's office. A fee may be imposed.

### **In-School-Suspension**

There will be times when students are removed from the regular classroom setting and placed in an alternative in school (ISS) setting. When this happens, you will be required to prepare and submit to the ISS unit staff daily or weekly assignments for these students and credit them for the work done.

Students in ISS **MUST** be marked absent on your ADA. The Attendance Office will receive a daily list of students in ISS and make the needed adjustments.

### **Internet Use**

Teachers should have access to the Internet once they have gone through the required training and have signed the school authorization form. Violation of protocol and/or policy may result in disciplinary actions taken by the administration or district.

### **Leaving Campus**

#### ***STUDENTS***

If a student has a valid requirement to leave the campus during the school day, this may be presented to the main office before school and a pass from an administrator will be issued. This permit will have student's name, the date, time and reason, and will be signed by the principal or assistant principal. The student may then be permitted to leave class at the indicated time, proceed to the front office, sign out and leave the campus. Teachers should not allow student to leave class for purpose of leaving campus without a pass from an administrator.

RHS is a closed campus. Therefore, students are not authorized to leave campus during the school day without having obtained prior permission from an administrator. In addition, students may not have visitors on campus. Any RHS graduate who wishes to visit may do so only with prior principal approval.

#### ***STAFF***

The regular workday for RHS Faculty members is 8:00 a.m. - 4:15p.m. Faculty members are expected to be on campus each workday during these stated hours. Should the need arise for a staff member to leave campus between 8:00a.m. - 4:15 p.m.; he/she will need to gain approval from an administrator and sign out in the main office. This is primarily for the purpose of accounting should we need to get in touch with a staff member.

### **Library AV Equipment**

1. AV equipment may be used only with prior administrator approval.
2. All films should come from the library's inventory. Home or commercially purchased/rented films should be approved by the office prior to viewing.
3. Continuous viewing (from one day to another) is not permitted.
4. Special requests for exception may be presented to the principal or associate principal.

### **Lunch (Staff)**

Teachers are free to leave the campus during lunch, but must be back in the school building before the lunch period ends. All teachers are assured a 35 minute duty-free lunch period. Teachers are encouraged not to eat in their rooms.

### **Lunch (Students)**

Students have a closed-campus lunch break, which means they are not to leave the school grounds. They must all eat in the high school cafeteria. A snack bar is available for students who wish to purchase food other than that provided in the cafeteria. Students are also permitted to bring their own lunch from home. Food/drinks are not permitted outside of the cafeteria or inside the classroom. Students are not allowed in the Teacher's Lounge. Please do not send students to the teacher's lounge.

### **Mail and Notices to Teachers**

Teacher mailboxes are located in the conference room hallway. No personal mail should be mailed from the high school. Teachers should check their mailboxes daily for mail, bulletins, memos, etc.

Teachers should not allow mail or any other material to accumulate in their mailboxes. You are expected to remove all material each time you check your mailbox. In this way any new material will quickly come to your attention.

### **Maintenance**

Custodians/Maintenance workers have been assigned specific duties to perform during their work day. Teachers are requested not to deal directly with the custodians/maintenance personnel except in an emergency. Request for maintenance, facility/equipment repair, or special custodial services should be made through the administrator in charge of facilities or your department. **DO NOT** contact the Maintenance Department or Maintenance personnel directly.

Teachers can assist greatly in building maintenance by having a quick, general clean-up in their rooms just before the end of each period. Teachers can also help train students to put their trash in the proper receptacles.

Under no circumstances can students be allowed to mark on, scratch, or deface walls, furniture or equipment. Any knowledge of this should be immediately reported to an administrator.

### **Meetings**

Faculty meetings will be held periodically. Most meetings will be held at 4:10 p.m. You will receive advance notice either through intercom announcements, e-mail, or notices beside the fingerprint clocks. You are expected to be in attendance and on time at all meetings. In addition, to general faculty meetings, PLCs should be held on a regular basis. It is important that you attend these meetings because they are used to keep you informed. Also, PLCs are times for sharing ideas and concerns with your colleagues.

### **New Student Records**

Information received for new students enrolling in RHS will be input into our student data management system as soon as possible. A new student's transfer grades may not be available immediately, but will be shared with his/her teachers as soon as they are received by the registrar.

### **News / Publicity**

News information for the newspapers, television, and other media should be prepared whenever possible. We want to spotlight the outstanding achievements of our students and staff. Teachers having material suitable for release are asked to send the information, in writing, to the designated administrator in a timely manner. The information will be directed to appropriate sources, such as to the district Public Relations Office and GTN.

**ALL campus communication with outside media sources should be directed to the principal or designee.**

### **Observations and Evaluations**

Procedures and schedules related to these activities are in compliance with current state mandates. General information is usually included in our in-service discussions; specific questions may be directed at any time to our campus administrators. New staff members will be given reading material that explains the procedures in detail.

### **Open House**

There will be two Open House Meetings during the school year. Parents and community members are invited to the school. Open House is a two-hour evening event held each Fall and Spring Semester. **Attendance is required.**

Although a Para-professional may be assigned to assist you, the following are recommendations that may make the visits more productive:

- Do not spend a long period of time with any one person. If you feel you would like to talk longer with a parent, ask for a conference at a mutually convenient time during your conference period.
- Keep confidential information confidential. Show only the information related to each child's record/set of parents.
- Be professional, pleasant, and courteous. How you conduct yourself will reflect upon you and the school.

### **Open Records**

Chapter 26.004 of the Texas Education Code gives parents the right of access to "all written records of a school district concerning the parent's child..." Specifically the right to test scores, disciplinary records, counseling records, psychological records, reports of behavioral patterns and teacher and counselor evaluations. Including recommendations teachers write for National Honor Society, Class Officers, college admissions, etc.

Parents must not be allowed access to the records of or given information concerning any student other than their own. Remember E-mail is subject to the Open Records law. Please do not include anything in an email you would not want others to read.

### **Parent-Teacher Conferences**

It becomes necessary for all teachers to contact parents of students when any of the three conditions arise:

1. A student demonstrates inability to learn and master TEKS and is failing or in danger of failing their course.
2. A student who has been excessively absent.
3. A follow-up from an open house type visit is needed.

These meetings are preferably arranged during your planning period or after school. All parent-teacher conferences should be recorded on your parent contact form and **KEPT ON FILE FOR THE REST OF THE YEAR.**

The goal of these conferences should be to have open communication between parents and teachers who are working together for the betterment of the students.

### **Parking**

Faculty members are required to park their cars in designated areas. These are not open to students. These are located at the ends of all hallways. The parking immediately in front is reserved for visitors. **Parking permits should be hung on mirror and/or be clearly visible!**

**Note: Failure to comply will result in having the Roma I.S.D. police officers place a warning sticker on your vehicle or having it towed away.**

### **Patriotism (Flag) and a Minute of Silence**

**Texas law** requires that we initiate daily activities with the pledge of allegiance to the United States flag and Texas flag followed by a minute of silence. This activity should be conducted at the beginning of first period and will be led by the front office through the P.A. system. Staff members should also recognize and respect religious convictions related to this activity. Questions and/or comments may be directed to the office during your conference period.

Any student choosing to forego the recital of the United States Pledge of Allegiance may do so by a signed parent request.

### **Permanent Record Cumulative Folders (PRC's)**

Permanent Record Folders will be kept in the Records room at all times. The folders are available to the teachers for pertinent information. Updating of the PRC's will be done by the Counseling office and Special Populations personnel.

### **Progress Reports**

The purpose of the progress report is to notify the student and his/her parent that he/she is in danger of failing a subject or is having difficulty concerning his/her behavior in class. It is encouraged that the teachers also send home "positive" progress at specific intervals.

Progress reports must be returned with a parent/guardian signature. Teachers must collect and file all returned reports.

The policy reads as such:

**“Interim progress reports shall be issued for all students after the third week of each grading period. Supplemental progress reports may be issued at the teacher’s discretion.”**  
**EIA (Local)**

### **Purchases**

Purchases for departmental equipment, supplies, travel, meals, lodging, or in behalf of students must have prior approval by the department administrator or principal. The request for purchase must be initiated and signed by the respective club sponsor. Teachers should not make purchases from their funds without first having a Purchase Order approved by the principal.

**Teachers who use personal funds for purchases will not be reimbursed unless the principal has granted prior written approval. There will be no exceptions to the procedure.**

### **Purchasing Teaching Supplies**

All teaching supplies will be purchased through a requisition form, which can be secured from the Principal’s office. This form should be printed or typed and completed fully prior to signing by the Principal for delivery to Central Office for processing. Central Office will review the request and may issue a purchase order. If approved, the supplies must be checked against your purchase order. Departmental expenditures should be in line with Departmental Budgets. **Central office will not reimburse any money for items purchased without a requisition order followed by a purchase order. Please check with your content administrator to order materials.**

### **Report Cards**

After grades have been turned in, teachers will receive computerized report cards. The report cards are then provided to the students, usually on a designated date of the week. **A copy of the report will also be mailed to the parent/guardian every six weeks.**

Progress reports must be returned with a parent/guardian signature. Teachers must collect and file all returned reports.

### **Re-teaching/Retesting Policy**

The following standardized policy on re-teaching/retesting will be applied:

- Students whose average is below 70 in any content area are to be provided remedial assistance and retesting services.
- Remedial assistance may be provided before school, during, or after school.
- Students whose weekly evaluation grade is below 70 may be given a retest if requested. If 60% of the class fails the weekly evaluation, the entire class must be given a retest. Students will be given the option of selecting the higher of the two grades if the entire class is retested. A grade of 70 or higher can be earned under these conditions.
- Six weeks exams will be administered on the designated dates and will consist of a comprehensive evaluation.

### **RISD Policies**

The Roma Independent School District policies are listed online and can be accessed using the following address [www.romaisd.com](http://www.romaisd.com). If you would like a hard copy of any policy, you may print one from the web site or contact your department principal or the personnel office at Roma ISD Central Office.

Any instance where RHS policy or procedure may be in contradiction with RISD policy or procedure; the RISD policy or procedure will take precedence.

### **Scholarships**

Scholarships are provided to graduates who qualify for these awards. Selection criteria usually include academic achievement, selected fields of study, financial need, standardized test scores, or service qualities. Applications are available at the counselor's office.

### **School Day for Teachers**

**Length of Day:** The official minimum school day for all teaching personnel is from **8:00 a.m. to 4:15 p.m.** The principal may require additional time when necessary.

**Workday:** Teachers desiring to get credit for the morning session are to report to work by **8:00a.m.** and may leave at **11:50 noon—1/2 day credit.**

Teachers desiring to get credit for the afternoon session are to report to work by **12:25 noon** and stay until **4:15 p.m.** The time schedule will be adhered to strictly. Any deviation from it will result in a deduction.

Teachers who request a 1/2 absence will need to clock in or out at the according time. Early dismissal or late arrival due to lunch breaks or conferences is not allowed.

**Teachers are to electronically sign in and out on a daily basis.**

### **School Property Inventory**

Equipment, materials, and supplies belonging to the school are not to be taken from the premises. Teachers are responsible for maintaining up-to-date inventories of their rooms and these will be checked at least twice annually by the administration.

### **Sexual Harassment**

Under the guidelines promulgated by the United States Equal Opportunity Commission for the employment context, the legal definition for sexual harassment is:

“The unwelcome sexual advances, requests for sexual favors, and other verbal or physical nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting such an

individual; of (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or offensive working environment.”

For purposes of the application to school districts, you need only to substitute the word “education” for the term “employment”, or the term “educational” for the term “work” or “employment”.

Sexual harassment is also a form of discrimination based on gender, which is made illegal by Title VII of Civil Rights Act of 1964. Sexual harassment is also an unlawful employment practice under both the federal and state fair employment statutes and may give rise to tort claim for damages under Section 1983 or under state law.

Sexual harassment of students engaged in school employees, other students or third parties is also covered by Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1688). The goal of Congress in enacting Title IX was and remains the elimination of sex-based discrimination in federally assisted education programs.

If it happens, and you learn about it, report it. It is your duty to take immediate steps to report it (i.e., all sexual harassment, including but not limited to, employee-student sexual harassment, employee-employee sexual harassment, and student-on-student sexual harassment).

### **Site-Based Decision Making (SBDM)**

SBDM is a process for decentralizing decisions to improve the educational outcomes at every school campus through a collaborative effort by which principals, teachers, campus staff, district staff, parents, and community representatives assess educational outcomes of all students, determine goals and strategies, and insure that strategies are implemented and adjusted to improve student achievement.

SBDM will be implemented in a way that:

- Reflects a commitment to improved outcomes for all students;
- Outlines a collaborative structure and process;
- Provides a state of purpose for site-based decision-making;
- Defines decentralization parameters;
- Provides adequate time, ongoing human resource development, and technical support; and
- Establishes procedures for planning and evaluating the decision-making process.

The SBDM committee serves in an advisory role and is chaired by the principal or the principal's designee. The committee shall consist of:

- At least two parents and two community residents.
- Five campus-based non-teaching professional employees.
- Not less than ten classroom teachers. Classroom teachers shall be nominated and elected by classroom teachers assigned to Roma High School for two-year terms.

### **Six-Weeks Exams**

Six-week exams should be cumulative in nature; i.e., they should evaluate mastery of all material taught during the six-week period.

### **Smoking**

Smoking on school property is **prohibited**. This policy is applied equally to students **and** adults. (This includes electronic cigarettes).

### **Special Programs**

Staff members will comply with all state and federal guidelines regarding both special education and Section 504 students. Decisions regarding the placement services and evaluation of students will be made in the spirit of providing the least restrictive environment for students so those students may reach their fullest educational potential.

### **Sponsorship of Activities**

It is necessary to establish certain rules for class and club sponsors, so that coordination of the school programs may be attained. The guidelines listed below have been formulated from past experiences, and the cooperation of each sponsor with these will be of great value to the programs involved.

1. Rules of parliamentary procedure are to be observed at all meetings.
2. Special care must be exercised in supervising all student elections, in order to ensure fairness and to prevent cliques or special groups from attempting to take charge. Important or heated topics should be handled by orderly discussion, followed by ballot procedures.
3. While students are encouraged to do their own thinking, as indicated in the philosophy above, it is essential that sponsors prevent immature or questionable decisions being made by the group. Committee action is a desirable method of postponing decisions until they have been studied fully.
4. Decisions involving school policy must be cleared through the principal.
5. Each group will have member-elected officers.
6. All activities are to be placed on the school calendar at least two weeks prior to the date – planning is essential.
7. No evening activities may be scheduled the evening prior to any STAAR EOC testing.
8. Sponsors must see that groups give careful planning to special activities such as programs, parties, etc. A past weakness has been the lack of supervision in the area of cleaning up facilities and returning borrowed equipment to storage. This has been true of parties, auditorium programs, cafeteria events, and other activities, and has resulted in damaged and lost property. It is sponsor's responsibility, with the assistance of the involved students, to ensure all facilities and equipment's are properly maintained.
9. Students who are to use the facilities of the school must be under the direct supervision of a faculty member.
10. Students engaged in any school-sponsored activity must be under the direct supervision of a faculty sponsor. That faculty sponsor is responsible for ensuring that all school rules and policies are followed.
11. Requests for all fund raising activities and events must be submitted in writing to the high school principal one month in advance.

## State of Texas Assessment of Academic Readiness (STAAR)

End-of-Course (EOC) Assessments for students in Grades 9–12 are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation. There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate will be available for eligible students as determined by the student's ARD / 504 committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD / 504 committee will determine whether successful performance on the assessments will be required for graduation.

### Student Call-Outs

There will be times when it will be necessary to call students out of classrooms. Occasions for call-outs will include picture-taking, height and weight measurements, etc. You will be notified in advance when general call-outs are pending. **You are required to allow students to leave your classroom for these call-outs.**

### Student Evaluation

There is no set policy requiring a specified number of varieties of evaluations during a grading period. This must be dictated by the type of instruction provided. It is expected that a teacher should have sufficient grades to justify six-week averages to students, parents, and administrators. Generally, there should be at least one, formal evaluation each week. In addition, daily evaluation is expected either through oral question and answer sessions, homework or some other technique, which indicates if students are mastering the materials taught.

Refer to the Grade Reporting Handbook for more information.

### Student/Teacher Behavior

It is imperative that good classroom management procedures be followed. These are some things that will help eliminate discipline problems.

- **Be thoroughly prepared and enthusiastic.** Class should start as soon as the bell rings. Teachers should stand outside the classroom during class changes.
- **Have a good sense of humor—don't get angry.**
- **Be consistent** with consequences and never shown favoritism. Have positive and negative consequences for actions.
- **Praise** before the entire class and deal privately with any offender.
- **Set a good example:**
  1. **Do not sit on your desk or on the counter.**

2. **Do not chew gum while teaching.**
  3. **Be friendly and helpful to the students.**
  4. **Respect your students and expect the same from them.**
  5. **Do not use your cell phone during instructional time.**
- **Post and follow simple positive classroom rules/consequences** consistent with those of your team and campus policy.

### **Substitutes**

The school district has a number of competent people on their substitute list. Nevertheless, most of them are not trained teachers. It is the classroom teacher's responsibility to have easily understood plans with classroom procedures listed ready for a substitute to use. Do not leave a video as part of an assignment or "free time".

### **Teacher Absences and Substitutes**

Providing substitutes for staff members at RHS will be supervised by office personnel. A request for a substitute should be made as soon as the staff member recognizes the need for one. Every effort will be made to provide a substitute; however, last-minute requests could involve staff members filling in for other staff members during their conference period.

**All teachers will have emergency lesson plans available at all times for every course taught and complete any substitute forms. Once the plan has been used, the teacher must provide a new set of emergency plans.**

#### PROCEDURES FOR REQUESTING A SUBSTITUTE:

1. **In emergency** – Contact any administrator.
2. **All other instances** – Contact office personnel.
3. **For one or more class periods** - With administrator approval, arrange for your own substitute from staff members with conference periods. A substitute for a half-day can be found for you if advance notice is given. You may be charged one-half day or full day of leave.

### **Teacher Conduct**

We cannot expect students to conform to high standards of conduct unless the faculty sets the pattern. Faculty members must be courteous and supportive to one another at all times. Each staff member should understand that self-control and personal discipline can frequently turn a volatile situation into a productive encounter when dealing with students, parents and fellow workers. We must all realize and respond to the fact that the conduct of our professional personnel is continually observed and evaluated by our students, parents and constituents.

### **Teacher Duties**

Duties assigned to teachers fall roughly into three categories: [a] those directly connected with classroom instruction [b] those non-classroom duties included in the employment contract and [c] those out-of-class activities that customarily accompany a school program. The following duties are assigned to all teachers on a regular basis to ensure the safety of the students and staff on the campus.

- Before school duty
- Hall duty
- Other (As deemed necessary)

Specific duty schedules will be provided by the campus administrators. In addition, teachers are expected to be proactive and fully engaged in the supervision of his/her assigned duty area. The active presence of a teacher will solve many problems before they happen.

### **Telephone Calls**

You may use the office phone for school or business reasons before and after school, during your lunch break, and during your conference period. Your class will not be interrupted unless an emergency exists. Do not send students to the office to use the phone, unless an emergency exists. **Use your best judgment.** (Teachers **are not** allowed to use their cell phones during class or staff meetings).

### **Testing Schedules**

Teachers are **not** permitted to deviate from the official testing schedules without administrative approval. This includes administering test to students who are going to withdraw before the end of a semester. Failure to abide by this policy may be documented and become part of the teacher's summative evaluation. **Exceptions:** Migrant student withdraws from the district-Principal's approval only.

### **Texas Essential Knowledge and Skills (TEKS)**

Plan your lessons in accordance with TEKS. TEKS and related resources sites are available online off the TEA website: <http://www.tea.state.tx.us/>

### **Visitors**

Parent involvement and visits are to be encouraged. It is in the best interest of public relations that parents be made sincerely welcome in our school; however, classroom interruptions are discouraged. Parent-Teacher conferences should normally be conducted during the teacher's conference period or before or after class hours.

Visitors to the school must be cleared by the principal or an assistant principal and will have in their possession an official visitor's badge. Because RHS is a closed campus, no visitors (students) who are not enrolled at RHS are allowed on campus without **prior** principal approval.

Strangers should not be permitted to engage students in conversation in the building or on the school grounds. **Any stranger observed by a faculty member should be approached by that faculty member, extended a courteous introduction, and asked if they have a visitor's pass.** If the stranger does not have a visitor's pass he or she should be politely asked to leave the campus. If this is not done immediately the faculty member should see that the principal or assistant principal is immediately notified. The purpose of these rules is to insure the safety and well-being of our students and staff.

### **Withdrawal of Students**

Students wishing to withdraw from school must bring a parent/guardian to the Registrar's office to fill out withdrawal paperwork. Students that are withdrawing must bring name badge, class books, library books, electronic equipment and any extracurricular activity gear assigned to the student before withdrawal paper can be processed. No record of credits earned will be forwarded to a new school until all obligations have been fulfilled.

Teachers must assure that all clearances have been checked before initialing withdrawal form.

### **Working Hours**

#### **Arrivals:**

- Teachers are required to sign-in prior to **7:50 a.m.**
  - Teachers scheduled for morning duty are required to sign-in prior to **7:25 a.m.**
- Teachers should be on campus and at their duty stations at the assigned times
- Anyone arriving on campus **after** their scheduled time will be considered **late** and will be documented as such.
- Continued abuse of the arrival time requirement may result in accumulated loss of time and will become part of the teacher's summative evaluation.

#### **Departures:**

- Teachers are required to sign-out before leaving campus.
- Teachers may begin signing out at **4:15 p.m.** (i.e. subject to district policy).

**APPENDIX 1 -**  
**Advance-Level Class Entry Criteria**

**Roma High School**  
**Advance-Level Class Entry Criteria**  
**2024 - 2025**

Advanced-level classes have a more rigorous and in-depth content focus than on-level classes. Classes often move at a faster pace, include different types of assignments, and require additional outside reading. These classes are designed to challenge students beyond grade-level academic courses and prepare them for success in future advanced coursework. Students may require additional encouragement and support from both family and campus staff to be successful in advanced classes.

**Eligibility for Entry into Advance or Advanced Placement (AP) Classes for Grades 10-12**

RHS students who were scheduled in Advance or AP courses the previous year will be able to continue in the Advance-level course sequence if they maintained a 75+ yearly average in the same subject class.

Students who were scheduled in courses categorized as Regular and are willing to move up to an Advanced-level course must maintain an 80+ yearly average in the preceding year's same subject class.

Students must also meet the following criteria:

1. Students must have a minimum Level II score on the English I EOC (10th graders) to be eligible for Advance-level English\* and/or Social Studies classes or must score a minimum Level II on the Algebra I EOC (10th graders) to be eligible for Advance-level Math and/or Science classes.
2. Students must have parent permission to take an Advance or AP class.

**Eligibility for Entry into Advance Classes for 9th Grade Students**

Ninth grade students will be able to enroll in Advance-level courses if they maintained an 80+ yearly average in their 8th grade same subject class.

Students must also meet the following criteria:

1. Students must have a minimum Level II score on their 8th Grade Reading STAAR exam to be eligible for English I Advance\*.
2. Students must have a minimum Level II score on their 8th Grade Math STAAR exam to be eligible for Algebra I Advance.
3. Students must have a minimum Level II score on their 8th Grade Science STAAR exam to be eligible for Biology I Advance.
4. Students must have a minimum Level II score on their 8th Grade Social Studies STAAR exam to be eligible for World Geography Advance.
5. Students must have parent permission to take an Advance or AP class.

# **APPENDIX 2 -**

## **Student Attendance and Tardy Policy Administrative Guidelines**

## **Student Attendance and Tardy Policy Administrative Guidelines**

### **ATTENDANCE**

- State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.
- School employees must investigate and report violations of the state compulsory attendance law.

### **ATTENDANCE for CREDIT or FINAL GRADE**

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

### **ABSENCE NOTIFICATION PROCESS**

After the third absence, a written notice will be sent to the parents. When the maximum number of absences (9 days) for the semester has been exceeded in a particular class, the student and his/her parents will be notified by mail that credit will not be granted for the class unless the Attendance Review Committee conveys to discuss the student's attendance problem. If the decision is that a student loses credit, he/she must attend class and do any required work regardless. Failure to attend class after loss of credit may result in court action and/or disciplinary action.

### **ATTENDANCE REVIEW COMMITTEE (ARC)**

A minimum of one (1) Attendance Review Committee shall be established on each campus. Every effort will be made to accommodate teaching staff and parents. The meetings will be held in a selected administrative office or conference room and at any other time deemed necessary by the building principal or his/her designee. At these meetings, the Attendance Review Committee shall evaluate any documentation that has been presented for the consideration for reinstatement of lost credit and shall hear all cases where a student's attendance falls below 80 days and a petition by the student or the student's parent or legal guardian has been filed. The hearing may be a review of the student attendance records and other appropriate documents or an oral presentation before the committee with student, his/her parent, or other appropriate representatives. A member of the Attendance Review Committee is not personally liable for any act or omission arising out of duties as a member of the Attendance Review Committee. If a student is denied credit for a class by the Attendance Review Committee, the student may appeal the decision to the Board. The decision of the Board may be appealed by "trial de novo" to district court.

### **ALTERNATIVE FOR REGAINING CREDIT**

Absences for which a student has shown extenuating circumstances shall be considered as days of attendance for computing the 80 days of attendance required and credit (i.e., grade) shall be granted as long as all make-up work has satisfactorily been completed. However, if the number of absences due to the extenuating circumstances becomes excessive, the Attendance Review Committee may determine that additional work is required on a case by case basis.

### **ABSENCE SLIPS/ISSUANCE**

Whenever a student is absent whether it is all day, half day, or an early leave, it is the student's responsibility to bring an excuse no later than the following morning or the first day back in school signed by a parent/guardian. The excuse must state the day(s) absent, the reason for the absence, and the phone number where the parent/guardian may be reached.

### **LEAVING CAMPUS/STUDENTS**

**Students leaving campus during the day must clear/check out through the front office.**

A signed note from a parent or legal guardian with a telephone number for verification must be provided to the front office clerk. Parents should pick up their student at the office. **Students who establish patterns of leaving school during a regular school day are subject to disciplinary consequences. Students will not be released to any other person unless previous arrangements have been made through the front office and proper ID has been presented for clearance.** This procedure will also apply to students who become ill during the school day and have to leave campus. Students checking out through the Nurse's Office must clear there **and** through the front office. Students who are ill and have cleared may be picked up at the Nurse's Office.

**Teachers may not give written nor verbal permission to leave campus to any student. Sending students out (off campus) on personal errands is strictly forbidden.**

### **TARDY POLICY**

A student is tardy when he or she is not physically in class when the bell rings. All tardies are to be considered unexcused unless a student has been detained and has been given a written excuse from the previous teacher or administrator who has detained the student.

The following policy shall apply when a student has an unexcused tardy:

<b>First offense</b>	<b>Verbal warning—teacher documents</b>
<b>Second offense</b>	<b>Written warning—teacher documents</b>
<b>Third offense</b>	<b>Parental contact required by teacher having problems with the student</b>
<b>Fourth offense</b>	<b>Mandatory meeting with parents</b>
<b>Fifth offense</b>	<b>Office referral-with documented efforts</b>
	*Conference—administrator documents
	*Continued failure to follow tardy policy may include, but is not limited to the following;
	*ISS for 3 days
	*ISS for extended period of time (i.e., 5-10 days)
	*Parents will need to accompany their child to class

## **TARDY POLICY GUIDELINES**

1. Classroom teachers will admit tardy students into their classrooms. **Students are not to be sent to the office for being tardy until their fifth tardy as per tardy policy.**
2. Students may enter with a signed “corridor pass” from the office of the Principal, Counselor, or Nurse and be immune from penalty under this policy.
3. Students entering after the passing period will be marked “Tardy”. Teachers **will not** deliberately detain students after class causing them to be late to the next period.
4. If an excessive amount of time has passed after the student reports, the admitting teacher should note the time the student arrived and refer the incident to any administrator by the end of the school day.

## **TRUANCY**

A student who is absent from school or class without permission after having arrived on campus will be considered truant and will be subject to disciplinary action. A student who simply skips school by not coming, but has no excuse, will be considered truant and will receive an unexcused absence form upon his/her return. Any willful or premeditated violation of the state’s compulsory attendance law or regulations governing school attendance on the part of the student or parent is considered truancy.

Truancy will be considered a disciplinary problem and the student will be subject to discipline procedures. The parents of a student who continues to be truant from school will be officially notified in writing and have a complaint filed against them in the county court, in the justice court of the parent’s resident precinct, or in the municipal court of the municipality in which the parent resides or in any municipality or justice of the peace precinct in which the school is located if the unexcused voluntary absences continue.

State law requires the principal/designee in charge of attendance to refer a student who has been voluntarily absent from school for 10 or more days or parts of days within a six-month period or three or more days within a four week period without parental or school consent to the Justice of the Peace for action as conduct indicating a need for supervision.

# **APPENDIX 3 -**

## **Online Grade book / Recordkeeping Instructions**

## Online Grade Book / Recordkeeping Instructions

The online grade book is an official school record and must be maintained accurately and neatly. These are periodically reviewed by administration, especially during class observation. In addition, these records must be shared with parents during conferences. All grade books are checked by the counselors at the end of the school year when verifying student grades.

The following information/data must be kept in your grade book:

1. **student grades and averages**
2. **grading formulas (this must be in line with departmental policies)**
3. **Identification of all assessments (e.g. test, dates, etc.)**
4. **book numbers (as issued to the students in your class)**
5. **attendance records**
6. **specific dates of entry/withdrawal of students from your classes**
7. **posting of all dates, especially beginning/ending of each six week period**
8. **identification of all students (refer to student “listings”)—Color Coding:**
  - a. **STAAR Non-Mastery** --- **Blue**
  - b. **LEP** --- **Green**
  - c. **Special Education** --- **Pink**
  - d. **Chapter 1 (Econ. Dis.)** --- **Yellow**
  - e. **Migrant** --- **Purple**
  - f. **Section 504** --- **Orange**
  - g. **GT** --- **Red**

It is recommended that you not post names and grades in your gradebook until the end of the first complete week of class. Late entries and schedule changes will cause you to make excessive corrections in your recordkeeping. Please check with your departmental chairperson for specific instructions on the order of listing names.

### **% PER REPORTING PERIOD**

<b>1<sup>st</sup> Reporting Period - One-third semester</b>	<b>4<sup>th</sup> Reporting Period - One-third semester</b>
<b>2<sup>nd</sup> Reporting Period - One-third semester</b>	<b>5<sup>th</sup> Reporting Period - One-third semester</b>
<b>3<sup>rd</sup> Reporting Period - One-third semester</b>	<b>6<sup>th</sup> Reporting Period - One-third semester</b>
<b><u>1<sup>st</sup> Semester Average</u></b>	<b><u>2<sup>nd</sup> Semester Average</u></b>

**Semester Exams will be cumulative and total 15% of the 3rd and 6th Six Weeks.**

**Additionally each six weeks average will consist of:**

- **Daily Work - 60%**
- **Exams - 25%**
- **Six Weeks Exam - 15%**

**NOTE:** Each reporting period consists of a six week period. To figure if a student is going to receive credit for the subject taught the teacher should get the average between the 1<sup>st</sup> semester average grade and the 2<sup>nd</sup> semester average grade. If the final average is 70 or better the student should receive credit for that subject (the teacher is not required to average the final grade since the computer will compute the average when the grades are reported to the counselor.