

Argyle High School



Faculty Handbook
2011-2012

This Manual has been created to assist you in knowing many of the policies and procedures of Argyle High School.

If you have any questions about any procedure not listed, please contact one of the high school principals for assistance.

We hope that you will find this manual helpful and informative.

This document is a work in progress. If you have any suggestions or comments that would improve this document please let us know.

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Absenteeism (Teachers):

The maximum number of discretionary leave is 3 days. Any discretionary leave taken after the third consecutive day will result in the deduction of the daily rate of pay from the employee's paycheck. A written request for use of discretionary personal leave shall be submitted to the principal or designee two days in advance of the anticipated absence. In deciding to approve personal leave, the principal or designee shall consider the effect of the employee's absence on the educational program, as well the availability of substitutes. The reasons for which personal leave may be used shall not be limited by the District. [See DEC (LEGAL)]

Discretionary leave shall not be allowed on the day before a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAKS tests, first or last day of a grading period, a workday, and professional or staff development days. [See DEC (LOCAL)]

Employees shall be charged leave as used even if a substitute is not employed. For purposes of personal illness, illness in the immediate family, family emergency, or death in the immediate family, available leave shall be used in the following order:

1. Local leave.
2. State sick leave accumulated prior to the 1995-96 school years.
3. State personal leave.

Any leave taken for which leave balances are insufficient shall result in the deduction of the daily rate of pay from the employee's paycheck. [See DEC (LOCAL)]

Discretionary personal leave shall be granted based on the effect of the employee's absence on the educational program, as well the availability of substitutes.

Occasionally, a teacher may need a substitute in an emergency situation. The following procedures must be followed:

For any unexpected absence please make every effort to request a substitute on or before the day of your absence by 7:00 am. When making arrangements for emergency leave :

- log on to **WWW.AESOPONLINE.COM**
- Your username is your 10 digit telephone number
- Your password is the last four digits of your telephone number. Press Enter.
- On the left side of the screen there is a list of options. Press "create an absence"
- 5 items must be completed on the first page:
- Enter your start date and your end date for your absence. Notice calendar above.
- Select "reason for absence" from drop down
- Select whether "substitute is required" from drop down
- Select "absence type" from the drop down
- Select "next"

- On the second page you have two boxes. One is for information for the substitute; the other is “Confidential” and is information to the administrators. No one but personnel with administrator access will be able to read this info.
- Select “save”
- The third page is a confirmation page. From here you can edit/delete, create a new absence, log out, and many other options.
- If your emergency happens after 7:00am please contact Ms. Keck at 940-465-4496, Ms. Merka at 940-597-3460, or Mr. Butts at (940) 465-4786. You will still need to request a sub using AESOPONLINE but the office needs to know a sub may be needed at the beginning of the day.
- If you need to be absent for an additional day, please log onto AESOPONLINE to create your absence.
- Upon your return to school from any absence, you will find the *Absence From Duty Report* form in your mailbox. Simply sign the *form* in the designated area and return it to the campus Secretary immediately. Please stop by the front desk regarding any materials that the substitute has been instructed to leave in the office.

Absenteeism (Sub Folder):

When you have a substitute filling in for you during an emergency or planned absence teachers are responsible for the following:

An emergency substitute folder containing:

- **Necessary explanation with materials, roll sheet, lesson plan book and seating charts.**
- **Have one specific assignment that the students are required to turn in.**
 - **Substitutes will be instructed to take up said assignment.**
 - **Substitutes will leave work in the classroom before they leave.**
- **Do not deliver class assignments over the telephone to the substitute coordinator or campus office personnel.**

If you need to leave during the school day, please sign in/out in the notebook by Ms. Keck’s office. Your time of departure and time of return will be recorded there. A teacher must not leave campus during a class period unless specific arrangements have been made with the high school principal.

Only in case of an **emergency** should a teacher be late to class or leave the classroom. If such an emergency should occur, teachers will use the following procedures:

- **Make absolutely certain students are supervised.**
 - **Contact the office immediately.**
 - **Contact a teacher closest to you and ask that teacher to check on your students.**
 - **Give specific instructions to your students.**
 - **This should be a procedure that they have been taught**
 - **This procedure should be reviewed when necessary.**
- **Contact the office the moment you return to the classroom.**

Activity Accounts: Most clubs and sports have activity accounts. These funds are raised by the students and are to be used to benefit the students. Some accounts acquire funds through fees charged for participation or supplies; others raise funds through student based projects and the sale of approved items.

Deposits – Deposits will be made by the head of the activity.

Making a Deposit -The deposit slips are located in the principal's office and are available upon request. The following bank deposit procedures must be followed:

- Record:
 1. Name of activity account: NHS, NAHS, Varsity Cheerleaders, etc.
 2. Source of money to be deposited.
 - If monies are collected from individuals, each must be listed on deposit slip.
 - If a general deposit is made from a student participation fund raiser, the sponsor must have a receipt for each monies turned in by students.
 - If a general deposit is made from a sales or donation, the source should be listed.
 3. Name of person making the deposit.
- Once the deposit has been transacted, take the yellow copy of the high school office. (The principal must receive the yellow deposit slip showing that the deposit was made before the appropriate account can be credited.)
- When requesting checks, sponsors are required to fill out the appropriate activity account check request.
- The school district does not pay taxes, except as mandated by law (hotels, etc.)

Requests should be submitted three days in advance of date needed.

Animals:

Animals should be used only as they are directly related to instruction and with the prior approval of the campus administration.

Announcements:

Announcements will be made at the beginning of 5th Period.

This is the only time official announcements will be made during class time (§ 25.083; EC (LEGAL)).

If you would like to include an announcement, you must first complete the “Announcements” form electronically. This must be filled out exactly how you want it read. Students are not expected to decipher your thoughts. Forward the completed form to the Principal’s Secretary, Karen Zembraski, at least 24 hours in advance.

Appraisals:

The PDAS system requires a minimum of one observation of at least 45 minutes, plus additional observations and walk-through as necessary for teachers and appraisers to accomplish the campus goals of the appraisal system. The PDAS also provides for teacher input into one’s own appraisal ratings, especially in Domain VI and Domain VIII through the teacher self report system. This allows for teachers to submit concrete examples of their best work, in a limited format, to their appraiser. At the submission of the Teacher Self Report Part I teachers are to make an appointment with their appraiser and discuss at length plans for the coming year. Emphasis will be placed on item #2 in regard to use of TAKS information and plans for students success.

Assemblies:

Teachers are required to attend school assemblies and are responsible for supervising their students during this time.

- If you have a class during this time, escort them to the gym and sit with them.
- If you are on conference, find a place among the students where you will be visible.

Teachers are not to congregate together; spread out and be among the students.

Attendance (Students):

Attendance must be taken during the first 10 minutes of each period.

The following procedures must be followed when posting student attendance on the computer:

- * Double click on the "E Class" icon (this should bring up your current roll screen)
- * Following the directions, mark accordingly, ex. A (absent)
- * Once attendance is complete, click on the box with an "X" located in the top right hand corner of your screen.
- * Be sure to look for a message in the bottom right hand corner of your screen stating whether your attendance was sent or not. (It must be sent in order for the attendance clerk to receive your class attendance.)

The following procedures must be followed when taking attendance manually (Only when computers are down.):

- * Use the period absentee slips. Complete the slip with the students name, grade and mark A (absent), T (tardy), date, class, subject, period and teacher's signature. Send the slips to the front office within the first 10 minutes of each period.

When student's attendance is taken prior to class: A student may be marked "A" (absent) or "E" (Extra-curricular) on the "E-Class" attendance software (**by the attendance clerk**) prior to class time. If a student's attendance is already marked when you are taking attendance...**DO NOT change a student's attendance on E-Class if it is already marked.** However, please give a quick call or e-mail to the Attendance Clerk, in the Bird Nest, if E-Class shows the student's attendance is marked incorrectly.

Student Admission Back to Class- When a student is absent, they must receive an "Admit Slip" from the Birds Nest before returning to class. **Students are not permitted to return to class without an admit slip.** The admit slip will inform the teacher whether the student's absence was excused, unexcused, etc. Teachers are responsible for initialing by the appropriate period 1, 2, 3, etc. The student's last period teacher should initial, retain and return the admit slip to the attendance clerk at the end of the day.

Student Tardiness- A student being tardy (after you have submitted roll) to the first period of the day must report to the Bird's Nest upon arrival.

- **All classroom doors will remain locked throughout the day**
- When the tardy bell rings all teachers will close their classroom door.
- Students will report to the tardy window at the High School Attendance Bird Nest office to receive a tardy slip with the time written on it.

(DO NOT ALLOW STUDENTS BACK TO CLASS WITHOUT A SLIP)

- Teachers will count those students absent and the **attendance office** will change the absence to a tardy.
- Teachers are responsible for signing the tardy slip and returning it to attendance coordinator, in the Bird Nest, for office documentation. (slips need to be returned to the office the same day)

Attendance: Student Audit/Documentation Requirements:

The TEA requires extensive documentation regarding each student's attendance. The school is required to report the daily attendance regarding second period (9:30 a.m. class) to the TEA. **The reported number of students in attendance determines the amount of support money the school receives. Therefore, it is paramount that attendance is accurate and that there be written documentation on file for auditing purposes.** An administrator will notify teachers when documentation verification is required.

BELL SCHEDULE: 11-12

<p>High School: Regular Schedule</p> <p>Tutorial: 7:50 AM - 8:20 AM 1st Period: 8:30 AM - 9:20 AM 2nd Period: 9:25 AM - 10:15 AM 3rd Period: 10:20 AM - 11:10 AM A Lunch: 11:10 AM - 11:40 AM 4th Period: 11:15 AM - 12:05 PM 4th Period: 11:45 AM - 12:35 AM B Lunch: 12:05 AM - 12:35 PM 5th Period: 12:40 PM - 1:40 PM 6th Period: 1:45 PM - 2:45 PM 7th Period: 2:50 PM - 3:40 PM Tutorial: 3:45 PM - 4:15 PM</p>	<p>High School: Pep Rally Schedule</p> <p>1st Period: 8:30 AM - 9:20 AM 2nd Period: 9:25 AM - 10:15 AM 3rd Period: 10:20 AM - 11:10 AM A Lunch: 11:10 AM - 11:40 AM 4th Period: 11:15 AM - 12:05 PM 4th Period: 11:45 AM - 12:35 AM B Lunch: 12:05 AM - 12:35 PM 5th Period: 12:40 PM - 1:25 PM 6th Period: 1:30 PM - 2:15 PM 7th Period: 2:20 PM - 3:05 PM Pep Rally: 3:10 PM - 3:40 PM</p> <p>Schedule C</p>
<p>Middle School: Regular Schedule</p> <p>1st Period: 8:30 AM - 9:20 AM 2nd Period: 9:25 AM - 10:15 AM 3rd Period: 10:20 AM - 11:10 AM 4th period: 11:15 AM - 11:35 AM Lunch: 11:35 AM - 12:05 AM 5th Period: 12:10 AM - 1:00 PM 6th Period: 1:05 PM - 1:55 PM 7th Period: 2:00 PM - 2:45 PM 8th Period: 2:50 PM - 3:40 PM <small>(revised 6-17-10 ck)</small></p>	<p>Middle School: Pep Rally Schedule</p> <p>1st Period: 8:30 AM - 9:20 AM 2nd Period: 9:25 AM - 10:15 AM 3rd Period: 10:20 AM - 11:10 AM 4th Period: 11:15 AM - 11:35 AM Lunch: 11:35 AM - 12:05 AM 5th Period: 12:10 PM - 12:45 PM 6th Period: 12:50 PM - 1:25 PM 7th Period: 1:00 PM - 2:15 PM 8th Period: 2:20 PM - 3:05 PM Pep Rally: 3:10 PM - 3:40 PM</p> <p>Schedule C</p>

Chain of Command:

Teacher -----Building Administrator

As professionals, all staff should follow the chain of command.

Chain of Command 2011– 2012

Area – Department – Subject	Who to Ask
504 Eligibility	Assistant Principal (Carol Merka) Principal (Jeff Butts) Superintendent (Telena Wright)
Texas Math and Science Coaches Association	TMSCA Director (Cliff McCurdy) High School Principal (Jeff Butts)
Athletics: Women’s	Girl’s Athletic Coordinator (Skip Townsend) Athletic Director (Todd Rodgers) High School Principal (Jeff Butts) Superintendent (Telena Wright)
Athletics: Men’s	Athletic Director (Todd Rodgers) High School Principal (Jeff Butts) Superintendent (Telena Wright)
Attendance	Teachers Activity Sponsors Attendance Coordinator Alpha Assistant Principal (Carol Merka A-L, Christy Keck M-Z) Attendance Committee (Christy Keck, Carol Merka) High School Principal (Jeff Butts)
Discipline	Alpha Assistant Principal (Carol Merka A-L, Christy Keck M-Z) Principal (Jeff Butts)
ESL	Jeanna Sutton Assistant Principal (Carol Merka) High School Principal (Jeff Butts) Superintendent (Telena Wright)
Field Trips	Principal (Jeff Butts)
Fund Raisers	Sponsors Principal (Jeff Butts)
Grades / Credits	Alpha Counselors (Margo Bigbee A-L) (Connie Correll M-Z) Principal (Jeff Butts)
Night Activities / Scheduling	HS Secretary (to schedule event and for a/c, keys, etc)

Area – Department – Subject	Who to Ask
Parent Complaints	Teacher Alpha Assistant Principal (Carol Merka A-L, Christy Keck M-Z) Principal (Jeff Butts)
PDAS	Assistant Principals (Christy Keck, Carol Merka) Principal (Jeff Butts) Superintendent (Telena Wright)
Personnel	Principal (Jeff Butts)
Project Graduation	Parent Members Principal (Jeff Butts)
Special Education	Assistant Principal (Carol Merka) Principal (Jeff Butts)
Student Organizations	Sponsors Assistant Principals (Christy Keck, Carol Merka) Principal (Jeff Butts)
Technology	Greg Royar Patty Madewell
Textbooks	Librarian (Tracy Smith) Assistant Principal (Carol Merka) Principal (Jeff Butts)
Transportation	Principal (Jeff Butts) Albert Rutledge / Jim Hash
UIL Academics	UIL Academic Coordinator (Cliff McCurdy) Principal (Jeff Butts)
Walk Throughs	Assistant Principals (Christy Keck; Carol Merka) Principal (Jeff Butts)

Classroom Appearance:

Each teacher has a duty to impress on his/her students respect for education, the building, others, and oneself. To assist with this, make sure that the appearance of your classroom reflects your professional statement.

Classroom Dismissal:

The teacher is responsible for dismissing class. Teachers should have a procedure in place for this activity. The bell is only a reminder that the class time is over. This is a procedure that must be taught to our students. Please spend time early in the year and teach your students the release technique/procedure you will use. Leave this information clearly explained in your emergency sub folder. **(AT NO TIME SHOULD STUDENTS BE FALLING OUT OF THE CLASSROOM WAITING FOR THE BELL TO RING)**

Classroom Maintenance:

Teachers are responsible for their classrooms and for all furniture and equipment contained in the rooms. Room keys should be kept in the possession of the teacher at all times. Never give your keys to **any student**. The consequences for the teachers are as follows: First a warning, then confiscation of your keys. In maintaining proper care of classrooms, teachers have the following responsibilities:

- Require students to take proper care of school property and classroom furnishings.
 - At the end of each class period have students pick up trash and paper.
 - **Food and drink is not permitted in any classroom for student consumption.**
- Desks and other furniture should be checked frequently to detect unnecessary markings and damages.
- Do not allow students to sit on top of desks or on the back of the seats.
- At the end of the school day turn lights off, leave chairs and desks in reasonably good order. Log off and power off computers and monitors; lock doors to classroom.
- Safeguard all personal belongings and money in the room during the school day; avoid leaving either in the classroom at the end of the school day.

Classroom Supervision:

Please leave a note on the door **and** inform the office when your class will be meeting in a different location.

It is the responsibility of each teacher to supervise the students in their classroom at all times:

- Students are to leave all food and drink in the cafeteria (**absolutely no food or drink in the classroom**).
- Students are to keep feet on the floor and off of desk backs and tops.
- Students coming to your class (not on your roll sheet) from another class are to have a pass.
- Do not allow students to leave your supervision and go to another teacher's classroom.
 - If another teacher wants that student at a particular time, teachers must get administrator approval prior to giving the student a pass.

Class Sponsor Responsibility:

Class sponsors are responsible for overseeing the fund raising and class promotional activities of their class. Sponsors ideally should work through the class officers and encourage the concept of student leadership and student involvement in the school and its success. No duty assignment or supplemental pay duty will supersede class sponsorship responsibilities. When class meetings are called it is up to each person to be in attendance or contact the lead sponsor or principal. This is a serious obligation and is the backbone of establishing the direction of each class.

2011-2012

CLASS SPONSORS

Freshman Class Sponsors (2015)	Sophomore Class Sponsors (2014)
<p>Kosla, Tanya (Lead Sponsor) Fischer, Jennifer (Asst. LS)</p> <p>Alderete, Mayra Chancelor, Steve Chumbley, Nancy Griffin, Ricky McCook, Jay McCurdy, Cliff Olson, Kathi Olson, Elaine</p>	<p>Romero, Sharon (Lead Sponsor) Fenter, Leighann (Asst. LS)</p> <p>Betzhold, Mary Devine, Lynda Good, Deserae Ledford, Tommy Lemish, Michael Spasic, Kurt Thomas, Emily Warden-Holm, Marla</p>
Junior Class Sponsors (2013)	Senior Class Sponsors (2012)
<p>Kass, Kimberley (Lead Sponsor) Spain, Brenda (Asst.LS)</p> <p>Allred, Duane Barnett, Taylor Beene, Bryan Lyon, Terra Marchionna, Katie Mouser, Greg Sutton, Jeanna Townsend, Sammie</p>	<p>Smith, Paula (Lead Sponsor) Clark, Phyllis (Asst. LS)</p> <p>Arrington, Pam Burnett, Gayla Dodson, Aaron Fischer, Jake King, John Koke, Marc Oberle, Clark Short, Stacey</p>

Conferences:

One of the best proactive measures that can be taken with students who are doing poorly or are creating a distraction to the learning environment is to schedule a parent conference. Many times the student is telling the parent one thing and telling you something completely different. Secondary students are often very expert at playing both ends against the middle. When scheduling a parent conference, believe that the parent will be supportive and does want what is best for their child. All parents want to believe what is best for and about their children.

Perhaps these ideas will stimulate your thinking and actions when you have a parent conference. With a sound foundation of classroom accomplishment, we will continue to merit the complete confidence of our community and public -the people to whom the schools actually belong.

1. Begin and end the conference with some kind of positive or encouraging comment about the student and his work.
2. Decide in advance what you are going to discuss. Assemble a folder of the pupil's work and work up a checklist of various issues and/or challenges you would like to discuss with the parent. Have the sheet available that you sent home regarding the grading system, class rules, etc.
3. Use clear, simple language in regard to your work and your goals for the student. Reserve pedagogical expressions such as "sibling rivalry" and "peer group" for professional meetings.
4. Try to sit beside the parent rather than building a barrier between you and the parent by sitting behind a desk.
5. Be a good listener. Allow the parent ample time to "sound off" -especially if they are angry or upset. It will be easier to discuss the problem after they have let off steam. Often times a parent just wants you to listen to their viewpoint.
6. Avoid at all cost comparing the student with his/her siblings and/or peers. To maintain our policy of confidentiality, do not discuss any other student (student's sibling and/or peer) with the parent.
7. Provide parents with a written plan of action, things they can try at home to assist the student. Help parents understand that it is paramount to the student's academic success that we (parents & school) provide the student with continuity by working together as a team.
8. Teaching is a profession and teachers should be treated with respect. Therefore, you are not expected to accept verbal abuse from a parent. Stay calm, remain professional and terminate the conference or request that the Principal be included before the conference is continued.

Copyright Guidelines:

All teachers must adhere to the copyright guidelines as described below. These guidelines apply to materials, audiovisual materials, and computer software.

Audio video materials must meet four (4) criteria:

1. Must be shown in classroom or other place of instruction.
2. Must be directed by students or teachers in the school.
3. Must be used in the course of face-to-face teaching activities, i.e. must be part of instruction, not a reward.
4. Must be materials, which are legally made or legally acquired.

Rental Videos -The best policy is to avoid rented videos. Videos rented at a home video stores CANNOT be used (legally) for "rewards" or "entertainment" in school.

Video Request Form -Administrative approval must be received before you may show a video in your classroom. Video request forms may be obtained in the library.

Custodial/Maintenance Requests:

Custodial and Maintenance request are to be filled out on line through the district web page. You will receive training in this procedure.

DAEP/Homebound:

If one of your students is in DAEP/Homebound, you will receive a request for assignments. Complete the assignment section and place it in the appropriate box in the mailroom. They are picked up regularly. Student work will be returned to your mailbox as it is completed.

Please see Mrs. Merka for homebound questions.

DEPARTMENT CONTACT PERSON 2011 -2012 SCHOOL YEAR

The following personnel will be responsible leading their respective departments and communicating campus information and policy:

AP Testing	Carol Merka
Art	Tanya Kosla
Athletics	Todd Rodgers
Band	Kathy Johnson
Business	Brenda Spain
Cheerleading	Sherri Thompson
English /Speech	Leighann Fenter
Mathematics	Cliff McCurdy/ Gayla Burnett
Science/ Health	Kimberly Kass
Social Studies	Sharon Romero
Special Education/504	Carol Merka
Student Council / External PE	Pam Arrington
TMSCA	Cliff McCurdy
TAKS/EOC	Christy Keck
Theatre	Nancy Chumbley
UIL Academics	Cliff McCurdy
Girl's Athletic / Coordinator/PE	Skip Townsend
Foreign Languages	Kori Eubanks

Discipline:

It is the administration's belief that it is reasonable to expect young people to come to school prepared, excited and eager for the learning process. The board of trustees and the superintendent of schools expect this campus to be "the best show in town" and that all of our students can be guaranteed the opportunity to be treated as engaged learners. It is the mandate of the board of trustees and the superintendent that all school personnel on this campus are actively involved in the engagement process. That is coupled with the belief that building relationships begins with clearly articulated, clearly defined guidelines with a compassionate and caring enforcement of these standards.

As that pertains to the campus and classroom management system, each and every person on this campus is expected to treat each and every person, **including our students** with courtesy and respect. In our day to day encounters remember that each of us wants to be treated with the respect and dignity that should be afforded to any person.

Staff members of Argyle High School will at all times and in all places be treated with respect and courtesy by students, just as we will continually treat them with respect.

It is the teacher's responsibility to ensure that every student has the opportunity to learn and that no student will interrupt that process. Every teacher is charged with the learning environment of their classroom and to instill the value and importance of education and respect to their students.

- This will be taught with compassion and caring.
- We want this for our students because we care about their academic success.
- We want this for our students because we care about their success as a person.
- We want this for our students so that they will be absolutely certain that all will perform successfully in an emergency situation

Students are expected to:

1. **BE ON TIME:** Students are to be in the room, seated with all of their materials and ready to work when the bell rings.
 - a. **Every teacher is expected to provide a bell ringer or sponge activity for each class period (this should be counted for a daily grade).**
 - b. Every teacher is expected to have well articulated classroom expectations and procedures for beginning class.
2. **BE PREPARED:** Students are expected to report to class with all of the books and material necessary for success. Students are expected to be dressed as engaged learners. Along with that they are to "be prepared" to learn and to actively engage in the learning process.
3. **BE RESPECTFUL:** Students are to be respectful of their teachers, peers and themselves. They are to be respectful of the learning environment and each student's right to an education.
 - The above mentioned tenants are the backbone to the cultural philosophy of Argyle High School. Each of these requires a very careful set of procedures to be in place.
 - a. Every time a teacher wants something done, there must be a procedure or a set of procedures in place.

- b. Procedures and routines are different from a discipline plan.
- There are three steps to teaching procedures:
 - a. Explain: State, explain, model and demonstrate the procedure.
 - b. Rehearse: Rehearse and practice the procedure.
 - c. Reinforce: Re-teach, rehearse, practice and reinforce the classroom procedure until it becomes a student habit or routine.

Each teacher is responsible for maintaining proper conduct and good discipline and appropriate dress code adherence in his/her classes. He/she shall seek advice and assistance from the appropriate Assistant Principal/Principal or counselor in any difficult case of discipline. Any unusual forms of punishment or immediate intervention such as slapping, striking, shaking, etc. are strictly forbidden. Corporal punishment will not be used.

The teacher is the absolute authority within the classroom. If a student is to remain a member of the class, the teacher must have his/her cooperation. Students who refuse to cooperate will lose the privilege of class membership. State law and School Board Policy have established the procedure for removal of a student. For removal procedure, contact an administrator for directions.

Students are expected to follow the guidelines and policies of the student handbook/Code of Conduct along with the general guidelines and class room procedures you have put in place. Every teacher is responsible for holding students responsible to the consequences as outlined in your classroom.

Classroom Management:

- If a problem is insignificant, redirect the student.
- If there is still a problem, try assigning a detention in your room either before or after school. Remember to give the student a 24-hour notice and contact the parents. The length of detention should not exceed one hour.

If you have exhausted all means to resolve the problem, fill out completely a Discipline Referral Form.

Note: Anytime you have a discipline referral, **please make contact with the parent that day.** Let the parent know the problem, ask them for help and explain that the Assistant Principal will assign the consequence. (If you leave a message only inform the parent of your name and position and that you are making an effort to contact them in regard to their child.) Do not include details of the discipline issue on the answering machine.

If an emergency or severe problem arises, send the student to the Assistant Principal's office immediately. Please notify the assistant principal that you have sent the student to the office.

If a student becomes unruly, unmanageable and refuses to go to the office, call the office and then take your students to the library.

Outside the classroom:

- If a problem is insignificant, redirect the student.
- If a problem is serious, write a discipline referral and/or send students to the Assistant Principal's office.

Discipline Management System

For issues that result in the student being sent to the office, the following are examples of consequences that could be used to correct the student's behavior.

Parent notification

Warning

Lunch Detention

Detention (1 hour)

Detention (2 hours)

ISS

Saturday School

DAEP

Saturday School

Saturday school may be required for students for disciplinary reasons as deemed appropriate by the high school administrators. Time of Saturday school will be 8:00 AM to 12:00 PM. Failure to attend will result in further disciplinary action. If a student is ill and unable to attend, parents must call before 8:00 AM and assignment to Saturday school will be changed to the next scheduled Saturday. Saturday school will be held in a designated classroom. Discipline problems during Saturday school will result in suspension and/or subsequent disciplinary action.

Dress Code (Student):

The Argyle ISD firmly believes that a learning environment is impacted by the way students feel about themselves. There is adequate research to support the concept that dressing appropriately for the endeavor we are involved in will enhance the educational success. The dress code is in place because the Argyle ISD board of trustees believes that students respect for themselves and each other begins with "the look". It is the responsibility of each and every classroom teacher, instructional aide and administrator to help support the dress code. Every teacher is expected to:

- Monitor dress code daily
 - Look for it at the beginning of each class (especially 1st period)
 - When you see it, address it by sending student to the office.
- Treat students with dignity when reprimand is necessary.
- Send violations to the office in a timely and practical manner.
 - You make the call, based on our student handbook

- When you send a student to the office:
 - Alert the office when possible and then follow up.
 - The student should return to your class with an office pass.
- Follow up:
 - Contact office to see if student followed your directive.

Dress Code (Faculty and Staff):

We have set in place an effort to develop and nurture a learning environment that is demanding and professional with high expectations for our students to perform to their best ability and to come to school with a positive attitude and a hunger for learning. With that in mind we have asked our students to adopt “the look”, that of an engaged learner. It is our responsibility then to model ourselves what we have asked our students to be successful at doing. The following information is a set of guidelines for professional dress.

Think, Act, and Dress As a Professional

Professional Dress for Women

- Dresses and Skirts (Conservatively styled & not more than 3" above the knee)
- Blouse (no cleavage)
- Slacks (Conservatively styled... not tight fitting)
- Shoes (Conservatively styled, preferably low to medium heel height)
- Sandals (Conservatively styled and appropriate for the school environment.)

Unprofessional Dress for Women

- Frayed or wrinkled clothing
- Hats, caps or sunglasses inside
- Anything that bares too much skin (Halter tops, spaghetti straps, tank tops)
- Ripped or tattered clothes
- Wind suits or sweat suits
- Mini Skirts
- Spandex, Lycra, or other body hugging fabric
- Denim and/or jean-cut pants (except on Friday’s and other principal approved days)
- Overalls
- Athletic workout attire
- Summer Sandals or flip-flops
- Tops that expose cleavage

Professional Dress for Men

- Shirt and tie (long or short sleeve)
- Button type, collared shirts (Conservative)
- Collared shirts of Polo type design.

- Dress Slacks
- Sweaters and sweater vests
- Trousers (Dockers/Khaki style)
- Shoes (Leather, slip on or lace up dress shoes)

Unprofessional Dress for Men

- Shorts
- Frayed or wrinkled clothing
- Hats, caps or sunglasses inside the building at any time
- Spandex, Lycra, or other body hugging fabric
- Muscle shirt or Tank tops
- Sweat suit or Wind suit
- Athletic workout attire
- Overalls
- Denim and/or jean-cut pants(except on Friday's and other principal approved days)
- Summer Sandals or flip-flops

Spirit Day:

Spirit day will be determined by the administration on an as needed basis. Spirit days are designed to help us connect with the students and join in their excitement.

- On these days, teachers may wear Spirit Shirts that may be of T-shirt design.
- Blue jeans are acceptable on these days.
 - This attire should be neat, clean and wrinkle free and should not draw attention away from learning.

Duty

**Argyle High School
2011– 2012
Morning Teacher Duty Position Descriptions**

The duty schedules are divided into four (5) stations. Duty will be rotated on a weekly basis.

Position Descriptions:

1. **Cafeteria & Cafeteria Foyer** - Students will normally be in the cafeteria for breakfast. Many students congregate in the cafeteria for social time and visiting or doing home work. Walk through the seating areas as well as the cafeteria foyer and visit with the students. Help make them feel welcome and safe at Argyle High School. No food or drinks allowed outside the Cafeteria. Students may leave the cafeteria to go to their lockers, etc. without food or drink.
2. **Academic Wing- Inside** –Please allow students to go to their lockers and morning tutorials. Do not allow them to remain in the hallway. Be sure to let students know you are glad they are here today.
3. **Morning Detention**-Students can be given morning detention as part of their consequences assigned by an administrator. The students are to be quiet when they are in detention and not allowed to socialize or listen to music. This is a punishment environment and must be treated as such. A sign in sheet and further training will be provided to teachers assigned to this duty.
4. **503 Computer Lab**- Students will have access to our computer lab for 10 hours a week outside of the regular school day. 30 minutes of that time is before the school day begins. If you are assigned to this lab you will be required to follow the lab procedures to comply with the Grant funding requirements.

Duty is an important part of establishing our campus culture. It very important for you to be at your duty station on time, and that you are prepared to “meet and greet” our students. This will help establish who we are as a teaching cadre.

- **This time should be used to welcome our students.**
- **This is a time to be visible and moving about among our students.**

Duty Times	From	To
Morning	7:50 a.m.	8:20 a.m.

Dates	Cafeteria and Cafeteria Foyer	Academic Wing Inside	Morning Detention ISS Rm.	Computer Lab 503	Cafeteria
08/22/11-08/26/11	Spasic, Kurt	Fenter, Leighann	Betzhold, Mary	Arrington, Pam	Koke, Marc
08/29/11-09/02/11	Barnett, Taylor	Burnett, Gayla	Chumbley, Nancy	Clark, Phyllis	Devine, Lynda
09/05/11-09/09/11	Chancelor, Steve	Good, Deserae	Fischer, Jennifer	Fischer, Jake	Romero, Sharon
09/12/11-09/16/11	Dodson, Aaron	Kass, Kimberly	King, John	Kosla, Tanya	Sutton, Jeanna
09/19/11-09/23/11	Griffin, Ricky	Lyon, Terra	McCook, Jay	McCurdy, Cliff	Olson, Trish
09/26/11-09/30/11	Ledford, Tommy	Oberle, Clark	Olson, Kathi	Alderete, Mayra	Smith, Paula
10/03/11-10/07/11	Mouser, Greg	Gosnell, BJ	Short, Stacey	Spain, Brenda	Marchionna, Katie
10/10/11-10/14/11	Spasic, Kurt	Fenter, Leighann	Thomas, Emily	Warden, Marla	Koke, Marc
10/17/11-10/21/11	Barnett, Taylor	Burnett, Gayla	Betzhold, Mary	Arrington, Pam	Devine, Lynda
10/24/11-10/28/11	Chancelor, Steve	Good, Deserae	Chumbley, Nancy	Clark, Phyllis	Romero, Sharon
10/31/11-11/04/11	Dodson, Aaron	Kass, Kimberly	Fischer, Jennifer	Fischer, Jake	Sutton, Jeanna
11/07/11-11/11/11	Griffin, Ricky	Lyon, Terra	King, John	Kosla, Tanya	Olson, Trish
11/14/11-11/18/11	Ledford, Tommy	Oberle, Clark	McCook, Jay	McCurdy, Cliff	Smith, Paula
11/28/11-12/02/11	Mouser, Greg	Gosnell, BJ	Olson, Kathi	Alderete, Mayra	Marchionna, Katie
12/05/11-12/09/11	Spasic, Kurt	Fenter, Leighann	Short, Stacey	Spain, Brenda	Koke, Marc
12/12/11-12/16/11	Barnett, Taylor	Burnett, Gayla	Thomas, Emily	Warden, Marla	Devine, Lynda
01/02/12-01/06/12	Chancelor, Steve	Good, Deserae	Betzhold, Mary	Arrington, Pam	Romero, Sharon
01/09/12-01/13/12	Dodson, Aaron	Kass, Kimberly	Chumbley, Nancy	Clark, Phyllis	Sutton, Jeanna
01/16/12-01/20/12	Griffin, Ricky	Lyon, Terra	Fischer, Jennifer	Fischer, Jake	Olson, Trish
01/23/12-01/27/12	Ledford, Tommy	Oberle, Clark	King, John	Kosla, Tanya	Smith, Paula
01/30/12-02/03/12	Mouser, Greg	Gosnell, BJ	McCook, Jay	McCurdy, Cliff	Marchionna, Katie
02/06/12-02/10/12	Spasic, Kurt	Fenter, Leighann	Olson, Kathi	Alderete, Mayra	Koke, Marc
02/13/12-02/17/12	Barnett, Taylor	Burnett, Gayla	Short, Stacey	Spain, Brenda	Devine, Lynda
02/20/12-02/24/12	Chancelor, Steve	Good, Deserae	Thomas, Emily	Warden, Marla	Romero, Sharon
02/27/12-03/02/12	Dodson, Aaron	Kass, Kimberly	Betzhold, Mary	Arrington, Pam	Sutton, Jeanna
03/05/12-03/09/12	Griffin, Ricky	Lyon, Terra	Chumbley, Nancy	Clark, Phyllis	Olson, Trish
03/19/12-03/23/12	Ledford, Tommy	Oberle, Clark	Fischer, Jennifer	Fischer, Jake	Smith, Paula
03/26/12-03/30/12	Mouser, Greg	Gosnell, BJ	King, John	Kosla, Tanya	Marchionna, Katie
04/02/12-04/06/12	Spasic, Kurt	Fenter, Leighann	McCook, Jay	McCurdy, Cliff	Koke, Marc
04/09/12-04/13/12	Barnett, Taylor	Burnett, Gayla	Olson, Kathi	Alderete, Mayra	Devine, Lynda
04/16/12-04/20/12	Chancelor, Steve	Good, Deserae	Short, Stacey	Spain, Brenda	Romero, Sharon
04/23/12-04/27/12	Dodson, Aaron	Kass, Kimberly	Thomas, Emily	Warden, Marla	Sutton, Jeanna
04/30/12-05/04/12	Griffin, Ricky	Lyon, Terra	Betzhold, Mary	Arrington, Pam	Olson, Trish
05/07/12-05/11/12	Ledford, Tommy	Oberle, Clark	Chumbley, Nancy	Clark, Phyllis	Smith, Paula
05/14/12-05/18/12	Mouser, Greg	Gosnell, BJ	Fischer, Jennifer	Fischer, Jake	Marchionna, Katie
05/21/12-05/25/12	Spasic, Kurt	Fenter, Leighann	King, John	Kosla, Tanya	Koke, Marc
05/28/12-06/01/12	Barnett, Taylor	Burnett, Gayla	McCook, Jay	McCurdy, Cliff	Devine, Lynda

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***If you are unable to attend to your duty, it is your responsibility to cover that duty. It is a good idea to arrange a buddy system so that when you are absent or unable to attend to your duty a buddy or colleague will assume that responsibility.

Emergency Procedures:

Fire Drill! Emergency Evacuation Procedures:

- Become thoroughly familiar with the exit diagram posted in your classroom.
- The following procedures should be followed during a fire drill or emergency evacuation:
 - The Fire Alarm/Strobe System will sound during a fire drill or emergency evacuation.
 - Take your emergency roll sheet and count the students as you leave your classroom
 - Escort (walk) your students out of the building in a quiet, orderly manner to the assigned rendezvous area.
 - Be certain you are far enough away from the building.
 - Be certain you are not blocking the fire lane.
 - Be certain you are not blocking the fire hydrant access.
 - Take attendance as soon as you reach the rendezvous area.
 - Display colored card to communicate attendance to designee. (Red for missing student: Green for all students accounted for.
 - You may return to your classroom once you have been notified by the public address system or an administrator that the building is safe...not before.
 - Take attendance as soon as you return to your classroom.
 - Contact office immediately if any student is missing.

Tornado Procedures:

1. You will be notified over the public address system or bull horn in the event of a tornado drill or an emergency evacuation.
2. Become thoroughly familiar with your classroom and the campus floor plans especially for the nearby rooms.
3. Be alert of developing weather conditions (keep your class roll book readily available should you have to evacuate the building).

If evacuation becomes necessary (drill or emergency) the following procedures should be followed:

- Take your class roll book and count the students as you leave your classroom.
- Turn out the lights and close the door when you leave your classroom.
- Move quickly and in an orderly way to the designated areas of the building.
- Make sure all students have assumed the required "safe position" before taking your own position. (Safe position: Sit on your knees, on the floor in a head down position.)
- Stay in position until you have been notified by the public address system or an administrator that you may return to your classroom.
- Take attendance again as soon as you return to your classroom.
*If any student is missing, contact administration immediately.

Facility Use:

All after hours facility use needs are to be submitted to the HS Secretary, Karen Zembraski. **It is imperative that you follow this procedure each and every time you need to use any part of the school facilities after hours.**

Failure to follow this procedure by scheduling through Ms. Zembraski may result in your group or organization showing up to use the building and no space being available for use.

It is also necessary for the custodial team to know what groups are assigned to be in the building for security purposes. Please, do not create confusion for the custodial team, the administration, and yourself by failing to anticipate your scheduling needs.

The following information must be given to the HS Secretary by email at least one week in advance:

1. Date of event
2. Time of event
3. Name of group using the facilities and for what purpose
4. Any special instructions or needs, i.e. air conditioning, custodial services, etc

HS Secretary can reached @ Ext. 2005

Failure Intervention:

Failure interventions are those efforts, coordinated by the individual campuses, aimed at intervening when a student is in danger of failing or not graduating in the fourth year of high school. Each campus, department and individual teacher has a share in this responsibility. When a student is reported as having failed at any grading period the classroom teacher is responsible for filling out the Failure Intervention Form (provided by the front office) and turning it into the campus principal. Each student so designated will then be provided with modifications or interventions to assist that student in achieving success in the curriculum he or she is having difficulty with. Turn in a copy of failure report to the appropriate assistant principal for that student.

Fax Machines:

There is a fax machine located in the front office. Please see Ms. Zembraski before sending faxes.

Field Trips:

The principal must approve any field trip involving students. It is against school board policy to advertise, recruit, or hold meetings on school campus for the purpose of taking a trip, even during the summer or holidays, unless previously approved by the principal.

- Submit field trip requests to the campus secretary for the principal's approval at least 15 days prior to the field trip date. The transportation department must have bus request forms at least 15 days prior to your filed trip. These forms will be approved or disapproved and returned to you as soon as possible.
- Prior to leaving on any field trip, the sponsoring teacher must leave an itinerary with the school secretary stating the field trip destination, estimated time of departure and return.
- Provide phone numbers where you can be reached.
- An approved list of all students should be submitted to Ms. Jefferies, for attendance purposes.
- Limit field trip requests to one per content area.
- Students must be afforded the same make-up privileges as for any other excused absences.
- Sponsoring teachers will need a waiver form on file for each student prior to departure.
- Waivers can be obtained from the front office
- Use copies only (Please leave originals in the office).

Film/Videos:

Films/videos shown to classes should be included in the lesson plans with curriculum objectives written. All videos must have prior approval from you PDAS administrator.

Follow video copyright guidelines and media retrieval guidelines.

Final Exams:

All courses will administer final exams. Students should expect a comprehensive test that can reasonably be expected to take the entire testing time.

- **No exams are to be given early for any reason unless cleared through the principal.**
- Performance type exams do not excuse teachers from using this time as a test block.
 - Plan accordingly so students can expect to show up and participate in a meaningful assessment.
 - Follow exam schedule.

High School Fall Semester Exam Schedule Fall 2011

Wednesday, December 14, 2011

7 th Period Exam	8:30-9:50
3 rd Period Review	9:55-10:20
1 st Period Review	10:25-11:10
4 th Period Review/Lunch	
A Lunch	11:10-11:40
4 th Period	11:45-12:35
4 th Period	11:15-12:05
B Lunch	12:05-12:35
5 th Period Review	12:40 -1:00
2 nd Period Exam	1:05 -2:10
6 th Period Exam	2:15 -3:40

Thursday, December 15, 2011

3 rd Period Exam	8:30 -9:50
4 th Period Exam	9:55 -11:15
Lunch	11:15 -11:45

Friday, December 16, 2011

1 st Period Exam	8:30 -9:50
5 th Period Exam	9:55 -11:15
Lunch	11:15 -11:45

**High School Spring Semester Exam Schedule
Spring 2012
Grades 9, 10, and 11**

Wednesday, May 30, 2012

7 th Period Exam	8:30-9:50
3 rd Period Review	9:55-10:20
1 st Period Review	10:25-11:10
4 th Period Review/Lunch	
A Lunch	11:10-11:40
4 th Period	11:45-12:35
4 th Period	11:15-12:05
B Lunch	12:05-12:35
5 th Period Review	12:40-1:00
2 nd Period Exam	1:05-2:10
6 th Period Exam	2:15-3:40

Thursday, May 31, 2012

3 rd Period Exam	8:30-9:50
4 th Period Exam	9:55-11:15
Lunch	11:15-11:45

Friday, June 1, 2012

1 st Period Exam	8:30-9:50
5 th Period Exam	9:55-11:15
Lunch	11:15-11:45

Fines:

Report cards or other school privileges may be withheld until all fines are paid. Textbooks will not be issued to student owing fines or with lost textbooks. Graduating seniors will not be allowed to participate in commencement exercises and/or will have transcripts held until these fines are paid

Grade Books:

Argyle High School utilizes an electronic grade book. It is each teacher’s responsibility to receive the training necessary to become familiar with the operation and management of this electronic grading software. Grades are due for progress reports at three week intervals, BUT grades must be entered weekly, by Friday, so parents can view an updated progress report online Training for the electronic grade book will be provided. The school district does not furnish hard copy grade books but requires a printed copy of grades at the end of the year.

Grading Policy:

Argyle High School’s grading policy will attempt to consistently reflect each student’s achievement and ensure that a sufficient number of grades are taken to equitably support the grade average assigned at the conclusion of each grading period. EIA (LOCAL)
In grades Ninth (9th) through Twelfth (12th) each foundation course will offer a minimum of 12 achievement assessments or grades per six weeks. Eight of the assessments will be quiz or daily assignments; four of the assessments will be major grades to include chapter test or unit test format. This is a minimum standard. Each teacher or department may have a more rigorous schedule.

Grading Procedure (End three weeks and six weeks):

Begin Six Weeks	End Three Weeks	Grades Due	End Six Weeks	Grades Due
08/22/11 (29)	09/09/11 3:40 PM	09/12/11 8:00 AM	09/30/11 3:40 PM	10/03/11 8:30 AM
10/03/11 (25)	10/21/11 3:40 PM	10/24/11 8:00 AM	11/04/11 3:40 PM	11/07/11 8:30 AM
11/07/11 (25)= 79	12/02/11 3:40 PM	12/05/11 8:00 AM	12/16/11 3:40 PM	01/02/12 8:30 AM
01/03/12 (33)	01/24/12 3:40 PM	01/26/12 8:00 AM	02/17/12 3:40 PM	02/20/12 8:30 AM
02/21/12 (32)	03/09/12 3:40 PM	03/19/12 8:00 AM	04/13/12 3:40 PM	04/16/12 8:30 AM
04/16/12 (33)= 98	05/04/12 3:40 PM	05/07/12 8:00 AM	06/01/12 1:00 PM	06/02/12 8:30 AM

It is important that each teacher meet grade submission deadlines. Failure to do so will slow down the process for the front office and cause a failure in the seamless communication we are establishing with the parents of our students.

It is important to note that many times, the facilitation of getting report cards mailed in a timely manner requires the acquisition and organization of volunteer help. This must be organized weeks in advance. It sells our school and program when the process runs like clockwork and all is in place when the volunteers arrive on location.

At the end of each three week grading period:

- Teachers will submit grades by Monday 8:00 AM
- Front office will confirm the upload.
- Teachers will run hard copies of individual progress reports for each student with a grade of 75 or below.
 - Those progress reports should be turned in to the front office by 1:30 PM on the day of grade submission.
- Front office will run progress reports on the day grades are due.
- Envelopes should be stuffed and mailed the next day.

Three week Grading Procedure:

1. End of three-week grading period will normally fall on a Friday.
 - a. All work for the three weeks must be completed and turned in by 3:40 PM that day (this is very important for UIL rules in regard to regaining eligibility).
 - b. Work not received by 3:40 PM will fall under the Late Work Policy in the handbook.
 - i. Policy Approved Late work not received by Friday will not count toward grade average for the three-week period if:
 1. Student was absent on Thursday (Handbook allows for amount of time student was absent plus one day to make up work).
 - a. Student not able to make up work until following Monday (after grades are turned in).
 2. Do not count that grade in the grades to be averaged
 - a. NG would be acceptable in this case for that one assignment.
 - b. After student makes up work, then appropriate grade will be reflected in the average.
 - ii. Policy Approved Late work that is not received by 3:40 PM on the ending date of the three week grading period will count toward grade average for the three-week period if:
 1. Student has not turned in an assignment by due date yet the Handbook policy allows for make up work, with penalty.
 - a. Student did not turn in an assignment or major project on time with no apparent excuse.
 - b. Student will receive a zero for the work.
 2. Zero is acceptable because student will still have opportunity to make up work per handbook or classroom policy.
 - a. After student makes up work (and receives specified late work sanction), then appropriate grade will be reflected in the average.
 - c. The intent of the three-week progress report is to give the parents a true picture of where their child is in respect to accomplishing the goals of the curriculum for that grading period.

2. All students will receive a numerical grade for every class they are enrolled in. The purpose of the progress report at the three-week period is to let the parents know how their children are doing.
 - a. Remember that each student with an average below 75 should have a detailed progress report in the front office by 1:30 PM that day.
 - b. If any student has a failing grade at this period, please make an effort to call the parent and explain the situation.
3. Grades are due by Monday at 1:00 PM. This will allow the office time to print progress reports and to have them in the mail by Tuesday afternoon.

At the end of each Six week grading period:

- Grades submitted by 8:30 AM on the Monday following the end of the six weeks
- Student Data Analyst (Tena Calhoun) will verify upload.
- Verification sheets in teacher's box by 3:40 PM Monday
 - Verification sheets cannot be run until all have submitted their grades.
- Verification sheets due back in front office by 1:00 PM on Tuesday
- Report cards to be run by 3:40 PM
 - Report cards cannot be run until all verification sheets are in.
- Envelops stuffed and mailed by Wednesday afternoon.

End of Six Weeks:

As at the end of the three-week reporting period, it is very important to be sure that all grades and assignments are completed by Friday (or the designated date set for ending the grading cycle).

1. Grades must be in the electronic grade book by 8:30 AM Monday morning
 - Preliminary failure list will be available by 3:40 PM the same day.
 - Proof sheets will be in your box Monday by 4:00 PM
 - Proof sheets shall be returned to campus secretary by 8:00 AM Tuesday morning.
 - Student Data Analyst (Tena Calhoun) will make corrections and print report cards by 1:30 PM on Tuesday
 - Report cards will be stuffed and mailed by Tuesday afternoon.
 1. The goal is to have report cards mailed by Tuesday afternoon
 2. Default plan is to have cards mailed by Wednesday morning.

Reminders:

1. All student work is due by 3:40 PM on Friday (or the last official day of the grading cycle).
 - a. The only work not due at that time is legitimate make-up work.
2. After 3:40 PM on Friday the grade that you assign a student as the final six weeks grade cannot be changed unless the following exceptions are met.
 - a. Exceptions.
 - i. You sign a document that states there is a teacher error.

1. You left a grade out
 2. You recorded (entered into E-class) a grade incorrectly.
 3. You assigned a grade and did not consider work that would be normally accepted late according to policy.
- ii. The technology personnel sign a statement that there is hardware or software error.

3. Pause and check your work before you 'send'.

Hall Passes/Supervision:

Students are expected to come to class with all their materials. Should it become necessary to allow a student to leave the classroom for any reason, the teacher should give him/her a hall pass, which is provided by the high school office. The student will be given a pass from the office. They must return this pass to the teacher when he/she returns to class.

NO STUDENT SHOULD EVER BE IN THE HALL DURING CLASS TIME WITHOUT A PASS.

Teachers are expected to be available for students before the opening of school and at the closing of school.

- When possible, teachers should be visible and interactive in the hallways during passing periods. This helps with dismissal and arrival of classes, as well as movement between classes.
- Make a point to check the restrooms and the locker areas when possible.

High School Office:

The high school office is a business office, which is our first response and first impression to our community. Please treat the front office with the respect and decorum that is appropriate for the mission it is charged with.

No matter what time of day:

- Do not congregate in the office to visit.
- Please allow the office cadre to carry out their daily procedures uninterrupted.
- Allow parents and students in the office carrying on business to do so without interrupting.
- When you have business in the front office, accomplish your mission and then depart in a timely manner.

Homework:

Homework shall be used to support, enrich, or reinforce topics covered in class and should satisfy at least one of the following objectives in an effort to support the

learning cycle.

To give practice and extension of concepts learned in class.

To extend learning beyond the material that can be covered in class.

To allow students to make up work after absences.

To provide a means of re-teaching TEKS.

- **Student's individual teachers will explain the homework grading system(s) to students**

ISS (In School Suspension):

If one of your students is assigned to ISS:

1. you will be notified by email of the number of days the student will be serving
2. you will email the assignments to ISS (Ruth Fryar) AND the Discipline Referral group
3. if you need to send a hard copy assignment, bring it to the ISS room 108
4. students are responsible for turning assignments into ISS teacher.

Interruptions:

In accordance with §25.083 students will not be called from class during instructional time. Parents are asked to make arrangements with the school in a timely manner in order that communication with students may be made between classes so that classes are not interrupted.

Information:

- The fax machine is located in the front office and can be used for school purposes only.
 - See Ms. Zembraski before sending faxes.
- The office copier is for administrative use only.
- The "Multiple Copy" copier is located in the teacher's work room and the Eagle Copy Center in the library.
 - No student is allowed in that area at any time for any reason.
- Scantron is located in the teacher's work room. See Ms. Zembraski for sheets.
- The laminator is located in the Eagle Copy Center.
- Student's text books must be covered at all times.
- Check your mailbox regularly for telephone messages or other important information
Note: If you are expecting an urgent phone call (have an ill family member, etc.) please inform the receptionist and you will be notified when calls are received.
- Check your e-mail messages often; there is a lot of information passed out using email rather than making multiple copies.
- You may sign up for the library, computer lab and laptops with the librarian. Please inform the front office when you are not in your regular class room.
- If you have any other questions, ask your Department Head first; if they cannot assist you, please do not hesitate to come to the front office. Best wishes for a successful year!

Late Work Policy:

The following guidelines will be used on a campus-wide basis for acceptance of late work. This policy includes major projects such as compositions, bug collections (scavenger hunt), history papers and reports, special math projects, and any other assignments that teachers count as major grades. This same policy will count for homework and daily work.

1. A maximum of ten points will be deducted each day when the assignment is turned in late with no prior arrangements or student contact with teacher.
2. For AP classes the student will be deducted 30 points the first day the assignment is late and a grade of "0" on the second day.
3. Students are responsible for making arrangements to turn in late work.
4. After the one-day period has passed the teacher may assign a grade of zero.
5. Any exceptions must be cleared with the principal.

Lesson Plans:

All teachers are expected to keep written, daily lesson plans to be uploaded to your website weekly. These are due Monday, or the first work day of the week, by 8 A.M. All lesson plans are to contain these state-defined minimum components:

1. Student Objective -These may be stated with key words and/or objective code number from the TEKS for your subject area.
2. Method of Delivery- lecture, hands on lab, group work, etc.
3. Assessment Procedures -These could be homework assignments, tests, etc.
4. Modifications/Accommodations

These plans need to be thorough, easy to read, and understand.

Mailboxes:

A mailbox is provided and is located in the administrative office area. Please plan to visit your mailbox at least once a day. All mail, school memos and notices will be placed in your mailbox. All information is considered important and should be read carefully. Packages too large for your mailbox will be placed on the counter or floor near the mailboxes. Please do not allow mail to accumulate. An administrator must approve any and all handouts prior to it being placed in mailboxes regardless of their intention.

Nurse:

Students must have a pass from their classroom teacher to be seen by the nurse except for emergency situations. If the nurse is not available, students should report to the office.

No student will be seen by the nurse between "passing periods" without a pass, unless it is an emergency. Students may not leave school for illness without first reporting to the nurse/and attendance office. Parents must be contacted by the school before a student may leave campus.

Firm policies will be followed to comply with our state and local immunization schedule requirements. State requirements are that all 9th grade students will be tested for vision and hearing. Also, as required, we will continue to do vision and hearing testing of students in all grade levels who are new to the Argyle Independent School District.

If you suspect a student to have vision/hearing problems early in the school year, send the nurse a note requesting that testing be done. (Regular testing may include that particular student at a much later date and the problem needs attention before that time.)

If the nurse requests a student and it is not a reasonable time to send the student to the nurse's office, wait to send him/her when the required classroom task is over. Students will only be delayed approximately five (5) minutes for the actual vision/hearing testing if there are no sick students in the nurse's office at that time. Illness does take priority. A different colored "pass" will be used to designate vision/hearing screening.

All medication dispensed on campus needs to be locked and kept in the nurse's office. If the nurse is not on campus, then students needing medications should report to the front office.

Parking:

Teacher parking is located in the front of the entrance to the high school. Please make every effort to park in this area. There are many demands on our parking facility and this is the safest place for your vehicle. If you park elsewhere, remember to keep the band parking facility clear and the parking just behind the gym is to be kept clear at all times. On game nights this is for officials only.

Pay Checks:

AISD payday is on the 15th of each month. If the 15th falls on a weekend, payday will be on the Friday before. Effective during the 2011/2012 school year all employees must have direct deposit.

All employees are paid monthly. During Beginning with the 2011/2012 school year all

employees must have Direct Deposit.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. The schedule of pay dates for the 2011-2012 school year follows:

August 15, 2011	December 15, 2011	April 13, 2012
September 15, 2011	January 13, 2012	May 15, 2012
October 14, 2011	February 15, 2012	June 15, 2012
November 15, 2011	March 09, 2012	July 13, 2012

2011-2012 PDAS Assignments

Butts	Merka	Keck
Beene	Allred	Betzhold

Chancellor	Good	Burnett
Dodson	Kass	Clark
Koke	Ledford	McCurdy
Oberle	Marchionna	Price
Kathy Olson	McCook	Spasic
Romero	Mouser	Warden
Thomas	Devine	Arrington
Barnett	Sutton	King
Fenter	Townsend	Spain
Fischer	*Gosnell*	Johnson
Fischer	Griffin	Lemish
Lyon	Kniss	Chumbley
Short	Alderete	Kosla
Smith	*Eubanks*	
	Trish Olson	
	* Walk through only	

Personal Responsibilities:

- Arrive on time. We expect our students to be on time and prepared; we must model this. Teachers should be at school according to your tutorial schedule. Teachers may select one of two time blocks to work under:
 - 8:00AM – 4:20 PM (Mandatory for paraprofessionals and administrative staff).
 - 8:15AM – 4:35 PM
 - When selecting one of these it is important to remember that it will not change.
 - Choose your time frame and contact the HS secretary with your decision.

It is a reasonable expectation for a professional to be available during a specified block of time during the day. The administration is not asking professional employees to 'punch a time-clock' or sign in or out. The expectation is be able to make contact with you quickly and seamlessly during the specified time period. If you are not in your room or on campus, let the office know so office personnel do not waste time looking for you.

- Professional Attire: See District Personnel Handbook or Dress Code in this handbook.
- Be visible, meet and greet your students before every class.
 - It will positively prevent students from causing problems if they know that we are in the halls with them during those time periods.
 - Encourage students to get out of the halls as soon as possible. **Don't be afraid to speak up and tell them that they need to get to class.**
- Be alert for opportunities to help others whether they are students, teachers or visitors. Let us know what needs to be done.
- If you see someone on our campus that does not belong (even if you are not certain) and they are not wearing a visitor badge please walk them to the front office immediately.
- Faculty meetings will be announced on the monthly and weekly calendar.
- There will be two meetings per day when faculty meetings are scheduled.
 - 7:45 AM – 8:15 AM and 3:55 PM – 4:25 PM

Be on time: If you come to the AM meeting at 7:45, please don't expect to come in and count that as being at the AM faculty meeting. If you arrive late to the PM meeting, please expect to stay after the meeting and make up what has been missed.

Purchase Orders:

Karen Zembraski will process all requests for checks and or purchase orders. All requests for checks and/or purchases must be submitted on an official A.I.S.D. district purchase requisition form.

Please note the following procedures:

- The A.I.S.D. district will not pay any purchases, charges or commitments to purchase goods or services without an official A.I.S.D. purchase order number.
- The A.I.S.D. will not reimburse or assume responsibility for purchases made without appropriate authorization. Employees are not permitted to use A.I.S.D. district money to purchase supplies and/or equipment for personal use.
- The campus principal will submit all purchase requisition forms electronically to the A.I.S.D. Central Administration office. Once the A.I.S.D. Central Administration office has processed the requisition form, a Purchase Order (PO) number will be assigned to the requisition and a Purchase Order (PO) form will be returned to the appropriate employee.
- When the employee has received the items ordered, the employee will submit the packing slip and/or invoice to the campus HS Secretary, Karen Zembraski to enter as received in the system; the high school secretary will forward the invoice to the business office for payment.
- *Make an attempt to avoid back-orders.* When placing an order, please inform the vendor that *all orders must be shipped complete.* *i*

Purchase Order Points to Remember:

- If you want a copy of the invoice for your records, make a copy before it is submitted for payment.
- Once a PO is processed, you cannot change the vendor name and purchase the items from another location.
- If you need a check to accompany the PO, that must be indicated on the requisition and the request must be **entered by the 10th of the month** for the check to be included in the monthly payment cycle.
- Check the vendor list to be certain the vendor/vendors you have listed are approved for Pos. If they are not on the list, you must justify why the item has to be purchased solely from that vendor; the justification will be reviewed by the Principal and will be either approved or disapproved.
- The high school cannot access middle school or elementary funds and vice versa. If you are authorized to purchase from different campus funds, you must submit the PO through each individual campus principal, even if it is the same vendor.
- Once a PO is encumbered, that money is no longer available for your use until payment has been made and any adjustments to the funds are completed.
- If you are submitting a request for reimbursement for mileage, indicate the total number of miles driven as well as the destination.
- If you decide to cancel a PO once it has been processed, return the vendor copy to the campus principal marked “void” so that the encumbered money can be returned to the appropriate account.

Requisition for Campus Supplies:

The district generously supplies a portion of the items you need for your classroom use so that you are better able to utilize your budgeted funds for other needs.

Please plan ahead and anticipate your needs so that you have ample time to obtain the necessary items.

Please go through your department head in order to obtain classroom supplies.

Safety:

To insure a healthy safe environment for all AISD students, employees, and community adherence to the following guidelines shall be expected.

100/200 Exit Doors:

The exit doors in the 100/200 academic halls are for before school and after school and the beginning of 4th period only. Please help monitor these doors and assist in identifying who exited the doors (Primarily those teachers at that end of the hall).

Please explain to the students on the first few days that these doors are for emergency use only during school hours.

Electrical

1. Extension cords may only be used with a circuit breaker power strip plugged directly into the wall.
2. Heaters may not be used. (Exceptions may be made with administrative recommendations when conditions such as failure of heating units dictate emergency procedures.)
3. Electrical appliances should be confined to the lounge or office area unless the teacher receives approval from the campus administrator.
4. Hot plates may be used only as they are directly related to instruction.
5. Lighting such as Christmas decorations is prohibited.

Open Flames

Open flames such as candles, Bunsen Burners, fire starters, or incense shall be used only as they directly support instruction.

It is the responsibility of the employee using the equipment/room to secure, extinguish, or turn off any of the aforementioned items before leaving the area. The custodial staff should report to the campus administration any inconsistencies in these procedures.

Salesmen:

All salesmen must report to the main office and receive permission to confer with a teacher. These conferences, when permitted, must take place during the teacher's conference period.

Textbooks:

Textbook custody requires the accurate count of all textbooks by the campus.

1. Administration has established accountability by number and title for books taken from the book room. This is done with the Textbook "Bar-Code" Inventory Label.
2. The inventory system will keep a record of books issued to students.

- This establishes individual student accountability.
- Each student must fill out a “Textbook Condition Form”.
- This form must be turned into the office on the date textbooks are issued.

3. Students with outstanding book fines will not be issued textbooks. Students will be given a book on loan and the parents will be notified.

4. Each student needs to fill out a condition report and turn it into the teacher. Condition reports can be picked up in the library.

Books are stored in the bookroom until a teacher is ready to issue and use them. Book covers are available in the bookroom. **Teachers must require all books to be covered.** Conduct book checks at least three times a semester to ensure students are still in possession of the books they were issued and that the books are covered.

Transportation Requests:

Please...Plan ahead! All transportation requests must be submitted for approval at least 3 weeks prior to when you actually need the bus. Drivers are at a premium and their routes have to be run, so don't get your feelings hurt if your transportation request is denied (that's when you use your Plan B).

Submitting a Transportation Request:

1. Complete the Transportation Request Form
2. All field trips must address the TEKS of your course
3. Place completed Transportation Request forms with the HS secretary for consideration. (Do not remove any of the copies.) Note: All coaches must turn in their request to Coach Townsend or Coach Rodgers mailbox.
4. If approved by the principal or athletic coordinators the form will be forwarded to "Transportation" for scheduling. Once the bus has been scheduled, Albert Rutledge will return your copy of the request form to your mailbox. (Albert Rutledge can be reached @ (940) 262-7777 Ext. 6003.)

Tutorials:

Make sure that your students receive a written schedule of the days and times you are available for tutoring. The office will compile and distribute a list of tutoring times. Please post your time in your classroom. You must designate at least two (2) times per week that you are accessible. Tutorial times are listed on the bell schedule. They are to be scheduled at either 7:20 am – 7:50 am or from 3:30 pm- 4:00 pm. You may wish to use a combination; for example one morning time and one afternoon time. Stress that it is possible to see you at

other times with an appointment in advance.

End of Faculty Handbook. Have a Great Year!!!!!!!!!!!!!!

