Henry Middle School
Teacher Handbook
2017-2018
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**LEGAL INFORMATION**

**CHILD ABUSE**
You are responsible for reporting any information you have regarding suspected child abuse. If you suspect child abuse of a student or a student’s friend, contact the counseling office for assistance with this process.

You will be required to place a call to the Child Abuse Hotline 1-800-252-5400. Be sure to record a case number for future reference. Complete an incident report in the counselor’s office. Document actions, conversations, & decisions. DO NOT ATTEMPT TO INVESTIGATE OR VERIFY ANY INFORMATION. Do not call parents. Cooperate with the requests of officials. Provide any needed referral sources for follow up counseling. Give a copy of the incident report to your administrator & one to your counselor.

**FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**
The following are guidelines regarding FERPA. This is not a complete list, however these are common FERPA violations within a school:

- Do not allow a student to enter grades in your grade book or on your computer.
- Do not discuss students with others in open areas such as hallways or the teacher’s lounge.
- Do not post student grades using student names.
- Do not post student’s names with their ID number at any time.
- Do not allow students to bring down attendance rosters for you, or for your substitute. **Please include this information in your substitute folder.**
- Any paperwork containing student information (id #’s, student names, etc.) will need to be shredded according to district procedures.
- Do not place paperwork containing this identifiable information in the dumpster or recycling bins.
- Do not send a student down to the office with a referral for another student.
- Please refrain from speaking to students who are on “the wall” in the office waiting to speak to an administrator.

**FIRE CODE**

**20% "Paper" Rule:**
The Fire Departments are going to strictly ensure compliance of the 20% "paper" rule. The international fire code only allows 10%, however they will allow us 20% at this time. If we do not strictly adhere to the 20% rule, they will begin enforcing the 10% rule. **The 20% rule applies to each individual wall, ceiling & floor.** You cannot take a % of a wall away & add to another wall. The fire department looks at each wall, ceiling & floor as separate entities. Keep in mind that stuffed animals, pillows, etc. are all included in the 20% rule. In addition, white-boards, windows, & built-in shelving are subtracted from the available wall space.

****If a teacher is in violation of any of the “fire codes” on the following page, they will be individually fined. The school is responsible for disseminating the fire code information; the individual teacher is responsible for adherence to the rules.****
# Classroom Fire Safety Matrix

**Fire Code Guidelines effective August 2012**

<table>
<thead>
<tr>
<th>Item</th>
<th>Allowed Yes/No</th>
<th>Fire Retardant &amp; Affidavit Required</th>
<th>Included in 20% Rule</th>
<th>Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Retardant Affidavit Location</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>No</td>
<td>Must be visible and near the classroom entrance.</td>
</tr>
<tr>
<td>Non-district purchased upholstered furnishings including cloth bean bags, pillows and rugs</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>No</td>
<td>Maximum allowance is 9 linear feet either one piece or a combination of pieces.</td>
</tr>
<tr>
<td>Non-district purchased wooden bookshelves, cabinets and organizers Note: metal and plastic are preferred because they are not a fire hazard</td>
<td>Yes/No</td>
<td>No</td>
<td>Yes</td>
<td>Since these items do not need to be fire retardant treated, they are included in the 20% rule. Any items stored on top will also be included in the 20% plus items must not surpass the 18” (sprinkled) or 24” (non-sprinkled) clearance from ceiling.</td>
</tr>
<tr>
<td>Cloth covered bulletin boards</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>No</td>
<td>Note: paper on the cloth will count towards 20%</td>
</tr>
<tr>
<td>Non-district purchased window coverings</td>
<td>No/No</td>
<td>No</td>
<td>No</td>
<td>Not allowed – curtains, valances or decorated coverings</td>
</tr>
<tr>
<td>Educational materials on walls</td>
<td>Yes/No</td>
<td>No</td>
<td>Yes</td>
<td>May extend to the ceiling, but must be flat against the wall</td>
</tr>
<tr>
<td>Items hanging from ceiling</td>
<td>Yes/No</td>
<td>No</td>
<td>Yes</td>
<td>Must be hung with metal or plastic clips, attached to fishing line and must meet the 18”/24” rule. Items must not cover or block sprinkler heads, fire alarm devices, emergency signage and must not disrupt the ceiling tiles.</td>
</tr>
<tr>
<td>Ceiling tiles</td>
<td>Yes/No</td>
<td>No</td>
<td>No</td>
<td>Do not paint or put paper directly on tiles. Report any cracked, stained or missing tiles to the office for work order. Must sit flush in the ceiling grid.</td>
</tr>
<tr>
<td>Decorations on exit/classroom doors and items dangling over doorways</td>
<td>No/No</td>
<td>No</td>
<td>No</td>
<td>Items cannot break the plane of the top door frame</td>
</tr>
<tr>
<td>Microwaves in classrooms</td>
<td>No/No</td>
<td>No</td>
<td>No</td>
<td>Exception – science and life skill classes as part of the curriculum requirements for those subject areas. Signs must be posted next to the microwave designating it for student curriculum use only. Must ensure proper ventilation. Do not stack any items on top or immediately beside. Never leave the microwave unattended when in use. No microwave popcorn.</td>
</tr>
<tr>
<td>Refrigerators</td>
<td>Yes/No</td>
<td>No</td>
<td>No</td>
<td>Must be direct plugged into wall outlet and have the required $50 appliance sticker</td>
</tr>
<tr>
<td>Coffee makers, toasters, toaster ovens</td>
<td>Yes/No</td>
<td>No</td>
<td>No</td>
<td>Coffee makers only in approved break rooms this includes Keurig type</td>
</tr>
<tr>
<td>Candles, candle warmers, scented plugins, or electric-powered air freshening device</td>
<td>No/No</td>
<td>No</td>
<td>No</td>
<td>Exception – candles that have never been lit are allowed</td>
</tr>
<tr>
<td>Space heaters</td>
<td>No/No</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Warming plates, fifth burners, hot plates, Galileo thermometers, halogen lamps, lava lamps, curling irons and hair dryers</td>
<td>No/No</td>
<td>No</td>
<td>No</td>
<td>Exception: science and life skill classes, as well as, cosmetology, dance and theater for curriculum only for subject areas. Items must be unplugged at end of the day.</td>
</tr>
<tr>
<td>Approved extension cords</td>
<td>Yes/No</td>
<td>No</td>
<td>No</td>
<td>Commercial grade extension (12 gauge or higher) cords are allowed for temporary only. Extension cords rated strictly for home use are not allowed. An approved extension cord must be plugged directly into wall and must be unplugged when not in use. It may not be plugged into another extension cord or a surge protector. Extension cords cannot be used for lamps, televisions, electronic equipment.</td>
</tr>
<tr>
<td>Note: multi-plug adapters are not allowed</td>
<td>Yes/No</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Surge protectors</td>
<td>Yes/No</td>
<td>No</td>
<td>No</td>
<td>A surge protector can be left plugged in. A surge protector must be plugged directly into the wall; they may not be plugged into another surge protector or an extension cord even if it is temporary.</td>
</tr>
<tr>
<td>Christmas lights (string lights)</td>
<td>Yes/No</td>
<td>No</td>
<td>No</td>
<td>Only if there are no more than three (3) strands hung together and they are hung properly; do not put nails, thumb tacks, etc. through the strand. Christmas lights must be plugged directly into the wall and unplugged every time you leave the room.</td>
</tr>
<tr>
<td>Flammable paints, sprays, and other liquid chemicals</td>
<td>Yes/No</td>
<td>No</td>
<td>No</td>
<td>Must be stored in a hazmat locker. If it is a water-based paint/chemical or it is not flammable it does not have to be stored in a hazmat locker. Container must be labeled with contents.</td>
</tr>
</tbody>
</table>

These guidelines were created in partnership with our local fire departments to meet local fire codes. This is not an all-inclusive list. Please ask if you have questions.

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1Fire Department suggested fabric fire retardant products:
- No-Burn, Inc. Fabric Guard Spray NFPA 701, ASTM E-84 Suitable for natural and synthetic fibers and upholstery
- Amazon.com or local fabric stores are a good resource to purchase.

For questions about these guidelines or items not covered in this document, please contact Russell Summers, Security and Environmental Safety Specialist, at Russell.Summers@leanderisd.org or 512-570-0136, Karla Barth, Assistant Director of Risk Management, at Karla.Barth@leanderisd.org or 512-570-0138, or Darla Humes, Director of Risk Management, at Darla.Humes@leanderisd.org or 512-570-0911

Last Modified January 2014
FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV) POLICY

- Middle School campuses may not serve or provide access for students to FMNV & all other forms of candy at any time anywhere on school premises until after the end of the last scheduled class.
- Middle School campuses may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises from 30 minutes before breakfast to 30 minutes after the last lunch. This does not pertain to food items made available by the food service department.

SEXUAL HARASSMENT

Sexual harassment of employees is defined as “unwelcome sexual advances, requests for sexual favors, & other verbal or physical conduct of a sexual nature.”

Sexual harassment of students includes such activities as engaging in sexually oriented conversations for purposes of sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that could reasonably be construed as sexual in nature & enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual harassment may occur:

- Student-to-student
- Employee-to-student or employee
- Male-to-female
- Female-to-male
- Same sex

Immediately report your concerns to an administrator

WORKERS’ COMPENSATION

All employees are covered by Workers’ Compensation Insurance (see LISD District Employee Handbook). Any employee injured on the job should report injury to the Principal’s Administrative Assistant on the day the injury occurs. Any employee injured should complete an “Employee First Notice of Injury” form. Employees seeking medical attention should obtain an “Authorization for Medical Attention” form as well as an “Authorization for Prescription” form.

7
TEACHER ABSENCES

SECURING SUBSTITUTES
We will use the Aesop Frontline Placement Technologies by phone @1-800-942-3767 or the Web Center @ www.aesoponline.com for reporting employee absences. Please remember the following:

1. **All absences must be reported, regardless of whether or not a substitute is required.** This is for bookkeeping purposes. The system has a variety of reasons from which to choose. If you have a question as to which category your absence would fall under, ask the Assistant Principal’s Administrative Assistant. New personnel must see the Administrative Assistant to receive instructions for sub system usage.

2. **All planned absences including curriculum days, team days, personal days, field trips, etc., must have prior approval.** In order to ensure substitutes on campus, any teacher scheduling personal leave must check with the Assistant Principal’s Administrative Assistant for availability. Personal leave days will be given on a first come, first serve basis. The Assistant Principal’s Administrative Assistant will email days that are no longer available for leave. Any teacher registered for a curriculum day should notify the Assistant Principal’s Administrative Assistant so that the correct number of substitutes can be acquired for the day.

3. Please enter your absence into AESOP as soon as possible, particularly if you are requesting a sub. When entering an absence on the system, **PLEASE REMEMBER TO GET THE JOB NUMBER!! IF YOU DO NOT RECEIVE A JOB NUMBER, YOUR ABSENCE WILL NOT BE RECORDED & A SUBSTITUTE WILL NOT BE CALLED!!**

4. If you have secured a substitute & need to cancel the absence/substitute, you need to call the sub system & follow the instructions for canceling an assignment. At the end of the message you will be given the substitute’s phone number. Please call the substitute personally to cancel absence/assignment. **If the sub is not released, YOU will be charged for this day from your leave time.**

5. If you attend a part of the school day & then need to leave for any reason, call in to the sub system to record your absence. Notify the Assistant Principal’s Administrative Assistant so that they may begin the process of securing a substitute. If possible, please remain in class until the substitute arrives. If this is not possible, make arrangements with your team members to provide supervision until the substitute arrives.

6. District policy sets forth the following guidelines regarding personal days:

**USE OF DISCRETIONARY LEAVE**
A notice of request for discretionary personal leave (see above) shall be submitted to the principal or designee at least 48 hours in advance of the anticipated absence; discretionary personal leave shall be granted on a first-come, first-served basis, & shall be subject to the availability of substitutes, & consideration of the educational impact upon the campus, & the ongoing responsibilities of the job.
DURATION OF LEAVE
Discretionary personal leave may not be taken for more than five consecutive days, except in extenuating circumstances as determined by the Superintendent or designee.

SCHEDULE LIMITATIONS
Discretionary leave shall not be allowed on:
1. The three days before a school holiday.
2. The three days after a school holiday.
3. Days scheduled for end-of-semester or end-of-year exams.
4. Days scheduled for STAAR tests, & for District profile tests.
5. Professional, staff development, or workdays.
6. The first & last ten student days of the school year.
7. Days & evenings set aside for open house & other special activities.

None of the restrictions on discretionary state leave shall in any way restrict an employee from requesting state personal leave that is arranged for in advance with the principal or supervisor & approved.

ADDITIONAL INFORMATION REGARDING ABSENCES
- A half-day absence is equal to 4 hours or less. Anything reported over 4 hours (even one minute) is counted as a whole day. Usual times called in are 8:15-12:15 or 12:15-4:15 for half days. Full days are 8:15-4:15.
- Any absence over one class period should be called into the sub system. Even if other teachers cover those classes you will miss, the absence must be reported & a job number assigned. If you use other teachers on campus & a substitute is not needed, enter the absence as “no sub required.”
- Any teacher needing to leave campus early for any reason, including lunch, during the contract hours should contact an administrator prior to leaving campus & notify your team leader & department chair for emergency purposes. You must also contact the receptionist & let her know you are leaving campus.
- Each teacher will provide a substitute folder with instructions & lesson plans for the days you are absent. This folder should be left on the teacher’s desk for each absence. Please let your team leader know where this folder is located as well.
- Substitutes are ONLY to do duty for the teacher for whom they are substituting. Be sure to include this in your sub notes.

EMERGENCY SUBSTITUTE FOLDERS
Each teacher should create a folder that contains lesson plans & other vital information necessary for an unplanned absence. A summary of 504 & IEP accommodations for the students in your classes will need to be included as well. Team leaders should be notified where to locate the folder. Leave specific instructions for the substitute to contact the office if they are having problems with a student. That way, an administrator can deal with the problem immediately. In addition, please leave your duty schedule for your substitute.
DUTY at HMS

DUTY DESCRIPTIONS
Duty areas & times are subject to change.

**What Monitoring Looks Like on Duty:**
- Walking around & watching all students in your area.
- Not being on cell phone/electronic device.
- Not congregating with other teachers at same duty station.

MORNING DUTY (8:15 – 8:45)
Students may enter the building before school for the following reasons:
- Students with a hall pass signed by a staff member or accompanied by a parent.
- Students attending morning tutorials with a pass from their teacher or parent.
- Students going to the band hall.

**Café Hallway** - Monitor students coming in from the buses/back of the school. Ensure that students are not going down the athletic hallway unattended & that students are not congregating in the hallway outside of the cafeteria.

**Outside Morning Duty** – Monitor students in the patio, basketball, & bus unloading area. When the bell rings in the morning, students must enter the building through the back doors. Please make sure students are not running around or hanging out in the planters. Basketball, wall-ball, football, or any other games of this nature are not allowed in the mornings.

**Cafeteria** – Actively monitor student lines & students eating breakfast. Walk around the cafeteria & make sure students are seated while in the cafeteria. Students may go outside to the courtyard from the doors inside the cafeteria only. When the bell rings to go to class, students must be dismissed by an administrator.

**Hallway to 8th Grade-“H” Hallway** – Monitor the hallway between & make sure students are not congregating in the restrooms & that students have a pass to go to a classroom or an instrument to go to the band hall.

**C Hallway @ Fine Arts Intersection**
Monitor students coming in & out of the band hall. Make sure students are not congregating in the hallway & that they are not going into the 6th grade hallway without a pass.

**Library Intersection/ “D” Hallway** – Monitor students entering the building from the front of the school. There should be no students in the academic hallways without a pass.

**Library** – Monitor students using the library before school. Students will be on the computers, reading, & working on classwork.
ISS Classroom/6th Grade Hallway – Students in ISS will be reporting as they arrive at school. They may bring their breakfast with them. Students should enter the ISS room quietly & eat at their assigned seat. They are not allowed to leave once they enter the classroom. In addition, this duty station will monitor the 6th grade hallway as needed.

Front of School Parent Drop Off – Monitor the sidewalk in front to ensure that students are safe & not playing in the parking lot. Teacher on duty will also serve as crossing guard to ensure students come from parking lot safely.

6th Grade Crosswalk – Teacher on duty at this station will monitor parent drop-off traffic, bus traffic, & ensure that students walking & riding bikes make it safely across.

LUNCH DUTY
When the bell rings at the beginning of the lunch period, all teachers assigned should report to the cafeteria. The first priority is ensuring that students line up in an orderly fashion. Teachers should monitor lines & watch for running & horseplay. Once the lines are moving properly, duty teachers must circulate. **Please do not sit on the stage or congregate with each other.**

Lunch duty teachers should help ensure that students pick up their trash & clear their tables. All teachers on lunch duty should circulate in the room in order to remind students to throw away their trash. **No open food or beverage containers are allowed into the hallways or at the patio or basketball courts.** Students will be responsible for cleaning up after themselves as they exit the cafeteria. Students should not be released until the table & surrounding floor is clean.

AFTER SCHOOL DUTY (4:05 – 4:30)
Outside Band Hall – Monitor students to ensure they are not hanging out near or in the bus lanes. No wall ball, football, or horseplay is allowed.

Buses – When the final bell of the day rings, students riding buses will go directly to their buses & board. All other bus riders should wait at the appropriate gate until their bus arrives. Students are to walk on the sidewalk to their bus gates. Students must stay behind the fence & out of the bus lanes. Students should not go through the gate until the bus has come to a complete stop. Persons on bus duty should ensure students wait in an orderly fashion for their buses to arrive.

Basketball Court – Monitor students & do not allow them to go beyond the green fence into the bus lane. Basketball is not allowed while buses are present. The administrators on duty will determine when/if basketball can be played. No wall-ball, tennis balls, or any other type of games are allowed.

Outside Cafeteria Courtyard – Direct & monitor students as they walk around to the bus area. Students should not be behind the teacher on duty. Teacher on duty needs to make sure that all students are visible & standing in front of him or her.
**6th Grade Crosswalk** – Monitor students waiting for rides. Ensure they stay on the sidewalk & are behaving in a positive manner.

**7th Grade Crosswalk** – Monitor students crossing on the Vista Ridge side of the school. Make sure vehicles do not go down the road to the back of the school. Teacher on duty will wait for an administrator to dismiss him or her.

**Front Grass Area** – Monitor students while they are waiting for parent pick-up. Make sure they are not running around, being unsafe. Please do not allow them to play wall ball, football, etc… when cars are present. This duty station is dismissed when the administrator on duty at the crosswalk releases them.

**Outside 8th Grade Doors** – Monitor students getting on to buses. Make sure they are not hanging around the portables & there is no horseplay. Wall ball, football, etc. is not allowed while buses are present.

**Cafeteria Hallway** – Monitor & direct students out of the building. Make sure the students are not congregating & blocking the hallway.

**Library Intersection** – Monitor & direct students out of the building. Make sure the students are not congregating & blocking the hallway.
TEACHER EXPECTATIONS

ATTENDANCE
Each teacher will post attendance online each period they have students. Please do not wait until the end of the day to post attendance. Students with excessive absences will be handled in the Attendance Office & by the Assistant Principal for that student’s grade level.

- If a student is tardy to your 1st period class, send him/her to the attendance window for a tardy slip.
- Students should be marked tardy any time they are late to class from the tardy bell until 10 minutes into class. After the 1st 10 minutes, students should be marked absent.
- “Snapshot” for attendance is each day during 2nd period from 9:55-10:05.
- Any updates in attendance should be emailed to the attendance clerk with the student name & ID if possible.

CARE OF ROOMS & FURNITURE
Care of classrooms & equipment is a responsibility of the teacher. Report damage from accident or vandalism to an Assistant Principal. Please be sure that your doors are closed & locked before leaving the room in the afternoon. Have students pick up paper, etc., off the floor & from the desks at the end of the day. If your room is not being cleaned properly, report the deficiency to an Assistant Principal.

IF YOU HAVE ANYTHING IN YOUR ROOM THAT NEEDS MAINTENANCE ATTENTION, YOU WILL NEED TO SUBMIT A WORK ORDER ONLINE; DIRECTIONS CAN BE FOUND ON PAGE 38.

CHECKING IN/OUT—(ALL STAFF)
There will not be an official sign in/out sheet for beginning & end of day. Teachers may leave campus for lunch, but must sign out & sign in with the receptionist. Any teacher needing to leave campus early for any reason, including lunch, during the contract hours should contact their assistant principal prior to leaving campus, notify your team leader & department chair for emergency purposes; also, please & notify the receptionist.

CLASSROOM HANDBOOKS/LETTERS/PROCEDURES
Have your grade level administrator look over these before posting online or handing out to parents.

CONFERENCE PLANNING PERIOD
Core teachers have two non-teaching periods. One of these periods is to be designated as a conference period. The other is designated as a team/department planning period for improving your team’s instruction & analyzing data so that your students may achieve maximum success. It is expected that teams will meet on Tuesdays & Thursday and departments will meet on Mondays, Wednesdays, & Fridays.
The conference period should be used for such activities as:
- Parent phone calls or parent/student conferences
- Lesson planning
- Grading papers
- Preparation of instructional materials
- Discipline, etc.

The team/department planning period may involve the following:
- Curriculum development/interdisciplinary units/team events
- Team & administrator/counselor meetings
- Team & special education meetings
- Team & parent/student conferences
- Analysis of data

DRESS CODE - Faculty
Teachers should dress appropriately based on the professional activities in which they will be engaged.
- No shorts, overalls, sweatpants, or wind-pants may be worn (unless on a field trip & the weather calls for shorts. Please adhere to the LISD dress code for shorts).
- Capri pants are allowed ONLY IF they come to mid-calf.
- Jeans that are not worn out, threadbare, with holes, & are clean may be worn any day of the week.
- T-shirts, sweatshirts, & hoodies may be worn only on Friday, & can be HMS, Vista Ridge High School, or college attire.
- No plastic, rubber, or beachwear flip-flops may be worn.
- Coaches in the academic classroom may wear wind suit pants only when their sport is in season. No shorts in the classroom.
- Hats should not be worn in the building.
- Staff in the ICAP program will wear clothing appropriate to the needs of their students.

Violations for breaking dress code are as follows: The first dress code violation will be a verbal warning from an AP. The second violation will be an email from an AP CCed to the principal. The third violation will be a written letter from the Principal that will go in your permanent personnel file & impact your end of year evaluation.

WORK HOURS
The teacher work-day is 8:00am to 4:30pm. Exceptions could include the following: a called faculty, grade level, departmental, team in-service, or professional meeting, or a teacher’s assigned duty at that time. In the event that one of these situations might arise, teachers may be asked to arrive before, or stay later than the contracted duty hours. Every attempt will be made to give teachers adequate advance notice of such meetings. Students will begin entering their classrooms at 8:45am. Teachers should be stationed outside their door before school, during passing periods, & at the end of the school day to greet & monitor students. If a faculty member will be late or need to leave early, they need to contact their assistant principal.

GENERAL EXPECTATIONS
- You are responsible for items checked out to you (textbooks, calculators, etc.).
• If you leave campus during normal working hours, please notify the office in advance. **Approval from an administrator must be obtained prior to arranging for another teacher to cover a class(es) for you.**
• Teachers are expected to be prepared in advance for their lessons. **Therefore, do not send students to the office for copies, paper, or other supplies unless it is a dire emergency. Students will not be allowed in the lounge for any reason.**
• Do not send students to buy soft drinks, get coffee, or retrieve food from the refrigerator.
• **Teachers should not release students from class early for any reason unless they have a pass.** Honorable Hawks may be dismissed one minute early at your discretion.
• Classrooms should never be left unattended for any reason unless there is an emergency situation!
• When sending students to the office with disciplinary issues, students must have a hall pass, “discipline ticket”, or be sent with a referral. Please do not send students down without a form of written documentation. A discipline ticket does not mean a referral will be written.
• In cases of student disciplinary issues that are emergencies, please call the front office or the Assistant Principal’s Administrative Assistant to notify someone of the situation.
• **Teachers should stand by their door during the changing of classes** & monitor the halls. Exceptions would be those teachers who must travel from one room to the next.

**LESSON PLANS**

*Those who fail to plan, plan to fail.* Good instruction begins with good planning. While lesson plans will not be collected, it is expected that they will be available upon request.

[Lesson Plan Template](#)

[Classroom System Guiding Questions](#)

**TEXTBOOKS**

Teachers who elect to use textbooks:

• Teachers who will use class sets of text books can have the books checked out at the beginning of the year.
• Each book will have a number on the spine of the cover; 1,2,3,4 etc.
• Teachers will keep a written record of the number of the book & the Accession number that it belongs to. For example: Book 1, 3075987, Book 2, 5487621.
• Each student in each class will be assigned a book for their use while in class for the school year.
• Teachers will keep a written record of the book assignments.

At the end of the semester or year, teachers must insure that all class sets of books are accounted for. If a book is missing the teachers will have a written record of the student that last used the book. **ANY LOST TEXTBOOKS FROM CLASS SETS WILL BE REPLACED WITH DEPARTMENT BUDGET MONIES.**
SCHOOL-SPONSORED TRIPS (Field Trips)

*Please plan trips well in advance & follow all of these steps!

- School trips must be scheduled & arranged through the Principal & the Principal’s Administrative Assistant. Persons planning a field trip must first complete a “field trip request form” & submit this to the Principal. TEACHERS PLANNING A TRIP MUST PROVIDE A RATIONALE OF HOW STUDENTS WILL BENEFIT EDUCATIONALLY FROM THE TRIP.

- Most of the payment for a fieldtrip needs to come from team funds. Students may be charged a nominal fee with approval of the Assistant Principal & Principal.

- Sponsors, coaches, & teachers of students who are making trips during school must prepare an alphabetical list of students by grade level. Copies should be distributed to each teacher affected by the trip, chaperones, attendance office, administrators, & the Bookkeeper as well as the Principal’s Administrative Assistant at least one week prior to the trip. Students whose names appear on this list will not be counted absent for the day but will be required to make up any major work for the day(s).

- Permission forms releasing the school from liability are required & the language for liability/medical release MUST be obtained from the Principal’s Administrative Assistant.

- Students on school trips will not be released to boyfriends, girlfriends, etc. They will travel to & from the destination with their assigned group. Students may be released to their parents upon prior request in writing & confirmed in person or by telephone. Each bus departing on school trips must include a sponsor &/or chaperone, in addition to the bus driver.

- Contracts with outside venues must be given to the Bookkeeper & the Principal’s Administrative Assistant ONE MONTH in advance. Teachers/sponsors are NOT allowed to sign contracts. LISD legal services must approve the contract prior to planning your event.

*All permission slips must be retained until the end of the current school year & given to the campus Record Keeper for retention.

Please follow the checklist below to ensure proper planning of your event:

- Fill out field trip request form & submit to the Principal for approval.

- Send a note to the parents explaining the nature & objective of the field trip, the date, departure time, & estimated arrival time. Include a phone number that can be called to obtain updated information concerning the field trip. The number to call during school hours is 570-3400.

- Send the parent(s) a permission & medical release form & have it signed by the parent. (Copies of this form MUST be obtained from the Principal’s Administrative Assistant)

- Arrange to have parent chaperones on the bus. A good ratio is 4 adults per bus & 1 adult for every 8 students on the trip. All chaperones must be a LISD approved volunteer. To get a list of approved volunteers, see the HMS volunteer coordinator.

- One week ahead of time provide a copy of student rosters to the Receptionist, Attendance Clerk, Cafeteria, & all teachers that will be affected by the trip. Give a list to administrators for weekend trips, including a phone number if one is available.

- Please see the campus Administrative Assistant for information regarding reserving buses & bus requisition forms. Remember that buses cannot leave until approximately 9:15 & must return for the elementary route at 2:30.

- Notify the cafeteria of the number of students that will not be attending lunch so that food will not be
wasted. Failure to do so will require lunches being charged to your team account.

- If your team needs sack lunches for free & reduced lunch students, please notify the cafeteria manager one week prior to your trip.
- Make arrangements for students not attending the field trip. Remember students may NOT be excluded from educational field trips due to discipline referrals. The field trip is considered a learning experience & is equivalent to receiving classroom instruction. Please work with the grade level administrator for extenuating circumstances.
- Contact the school nurse to get medications for any students attending the trip 2-3 days prior to the trip.
- Notify campus staff of the field trip date as soon as it is approved by administration.
SPECIAL EDUCATION
Carefully examine the student files provided by the Special Education teachers. These files are legal
documents.  **MAKE CERTAIN YOU KNOW YOUR STUDENTS’ NEEDS, ACCOMODATIONS, &
MODIFICATIONS.**

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA): 1973 mandates that a student is
eligible to participate in a school district’s special education program if the student is between ages 3 & 21,
inclusive with one or more disabilities (physical disability, mental retardation, serious emotional disturbance,
learning disability, autism, speech disability, traumatic brain injury, visual or auditory impairment, orthopedic
impairments, specific learning disabilities, multiple disabilities, or other health impairments) that prevent the
student from being adequately or safely educated in the public schools without the provision of special services.

HELPFUL DEFINITIONS
- ADD - Attention Deficit Disorder
- ADHD - Attention Deficit Hyperactivity Disorder
- ARD - Admission Review Dismissal (At least 1 meeting required per year)
- BIP - Behavior Intervention Plan
- Content Mastery (CMC) - Student goes to Content Mastery for assistance during independent study.
- ED - Emotionally Disturbed
- IEP - Individual Education Plan
- Inclusion - A Special Ed. Teacher is attached to a regular team
- LD - Learning Disabled
- MGL - Multi-Grade Level or Resource
- ID – Intellectually Disabled
- OA1 – Reading of words & phrases at student request does NOT include reading passages.
- OA2 – Reading of everything excluding reading passages.
- OHI - Other Health Impaired
- PAARD - Pre-Assessment ARD
- SH - Speech Handicapped
- VI - Visually Impaired

If you need clarification on a Special Education issue, contact the Special Education Dept. Head, a counselor,
Diagnostician, an administrator, or any tracking teacher.  **YOU HAVE A LEGAL RESPONSIBILITY TO
KNOW THE NEEDS OF YOUR STUDENTS & HOW TO HELP THEM.** Ask for assistance if you don’t
understand your students’ needs.
COUNSELING

504 Plan Information
504 refers to Section 504 of the Rehabilitation Act of 1973. It is a civil rights act prohibiting organizations receiving federal funds to discriminate against otherwise qualified persons based solely on their handicap. “Handicapped” means a physical or mental impairment which substantially limits one or more MAJOR LIFE ACTIVITY (Breathing, walking, seeing, hearing, speaking, self-care, working, performing manual tasks, learning, etc.). These handicaps might include: Obesity, ADD, ADHD, asthma, allergies, AIDS, diabetes, cystic fibrosis, etc.

At the beginning of the year, 504 accommodations will be given to each teacher who has or will have a 504 student in his/her class. New 504 plans may be distributed during the course of the year to add to this folder. Annual 504 meetings will be held for each student, & teachers will be required to provide information. During 504 meetings, two core teachers MUST attend.

Counseling Request Forms
Students who need to see a counselor may stop by the counseling office in between classes & to make a request. The student will be called in as quickly as possible depending on the nature of the problem. If the student is needed during class time a pass will be sent. The pass will indicate whether the student is needed immediately, at your convenience, etc. The counselors will try to limit the amount of time students spend out of the classroom, but please be sensitive to the needs of our students.

Schedule Changes
When it is necessary to make a schedule change, the counselor will complete & the change after receiving the appropriate approval from parents. The student will start the new schedule the following day typically. Teachers will be notified of schedule changes before the student begins the new schedule.

If you have any questions, please do not hesitate to give the counselors a call.
STUDENT EXPECTATIONS

DRESS CODE
Please monitor ALL of your classes to ensure that students are in compliance with the dress code. **If you think a student is out of dress code, please complete a student dress code pass & send the student to the office & the dress code violation clearly marked on the pass. Do not send a student who is out of dress code to the office without a pass.** Please review the district’s dress code policy, which can be found in the Student Handbook on the district website, with your students. The District’s dress code is established to teach grooming & hygiene, instill discipline, prevent disruption, avoid safety hazards, & teach respect for authority.

- Shorts & dresses must come to mid-thigh or at fingertip length with relaxed shoulders. If a student is wearing spandex or Lycra, they must have a top or dress that meets the same standards for shorts & dresses.
- Strapless tops, tops which expose the midriff while the wearer is engaged in normal activity, mesh shirts, shirts with low necklines, holes in the back, or large arm holes, & shirts that are offensive to others or which have reproductions &/or slogans which are considered obscene are not permitted.
- Clothing may not advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under Board policy.
- Students may not wear clothing that depicts gangs or signifies membership in a gang. This includes any depiction of weapons or violence.
- **Students are not permitted to wear hats in the building at any time.**

Excessive dress code violations should be brought to the grade level Assistant Principal’s attention.

HALL PASSES
**Students are not allowed out of class during class time without a teacher/office pass in their possession.** This pass may be temporary or permanent but must have all necessary information. **WHEN WRITING A PASS FOR A STUDENT TO LEAVE ANOTHER TEACHER’S CLASS TO COME TO YOUR CLASS, REMEMBER THAT THE OTHER TEACHER HAS THE RIGHT TO DECLINE THE REQUEST. Review passes as students enter your room.** Any time a student leaves/returns to your class, please have them sign in & out on a form.

LOCKERS
Caution students to secure their combinations & not to share them with anyone, including best friends.

1. For jammed lockers throughout the year, send students to the front office.
2. Students enrolling mid-year will be assigned a locker through the Assistant Principal’s Administrative Assistant.

*NO DUCT TAPE IS ALLOWED ON LOCKERS! Students may decorate with clear tape only.*

*No decorations with strong adhesives (Mirrors or other locker décor that use glue or other strong adhesives are not allowed.)*

*Locker wallpaper & anything magnetic is allowed.*

LOCKER CHECKS
Once a semester, it is good to hold a locker cleanout. An Assistant Principal will notify teams regarding locker checks. Teachers should inspect each student’s locker for cleanliness, damage, & whether or not the student is
in the correct locker. Also, check for damaged/uncovered textbooks, overdue library books, & trash. Locker damage must be reported to the AP Administrative Assistant.

MISCELLANEOUS STUDENT EXPECTATIONS
Consult your LISD Middle School Student & Parent Handbook for specifics on student responsibilities including the Code of Conduct.

Students using classroom phone
The phone in your classroom may be used by students only for school or class-related business. Students are not to conduct personal business. **If a child needs to use the phone because s/he is not feeling well, send them to the nurse’s office.** If you choose to have students answer your phone, please have them respond “This is Mr./Ms. ______’s Room, student speaking.”

Students checking out of school
Students who must leave during the school day for appointments must sign out at the main office. Students will only be released to their parent, legal guardian or designee. These people will be asked to show proper identification.

Student use of iPods/Cell Phones
Students may not use an iPod (or any type of MP3 player) or cellphones in the hallways once school starts at 8:45. During school hours it is the teacher’s discretion to allow these devices in the classroom.

Confiscation of Electronic Devices
If a teacher sees a student violating mLISD parameters during the school hours, a teacher may take the device from the student to be returned to the student at a later time. The following procedures must be used:

1. Teachers may take the device from the student.
2. Get the student’s name & grade level.
3. Personally deliver the device to the Assistant Principal’s Administrative Assistant by the end of the school day it was taken.
4. It is AGAINST THE LAW for teachers to go through a student’s cell phone pictures, call logs, text messages, etc. If you feel there is probable cause to look at these things (Ex: Teacher witnessed student taking pictures of other students), please notify the Assistant Principal & include this information when you deliver the device to the Assistant Principals’ Administrative Assistant.

Students in the Building
Student access to the building before & after school & at lunch is limited. **Students must have a pass to be in the hall unless it is during a designated passing period.** Honorable Hawks may enter the building beginning at 8:40.

Reasons:
1. Student is working on assignments with teachers before or after school or during lunch.
2. Student is working on assignments & needs access to the Library before or after school or during lunch.
3. Student must give an absence note to the Attendance Clerk.
4. Student must take medication.
5. Student must bring note to the Receptionist.
6. Student must have breakfast in the Cafeteria.
7. Student must use restroom in the main hallway.

- No student is to wander aimlessly in the building. Students should be directed to the Cafeteria or Patio area if they have no business in the building.
- Open containers of food & drink are not allowed in the hallway. A student may carry closed containers or a lunch tray to a classroom if s/he has a pass allowing him to go to a teacher’s room.
- A student may also bring in a covered food item for a class project.

**NURSE’S OFFICE**
If a student reports that s/he needs to go to the school nurse, you must issue a district duplicate pass. **Do not allow a sick child to call home from your room.** Send them to the nurse – she will make the call. Please make sure you fill out all parts of the Nurse’s Pass.

**TARDY POLICIES**
Tardies will be handled by the teams. Refer the student to the Assistant Principal in the case of a chronic tardy problem. Teachers need to be proactive through their presence in the hallways during passing periods in getting students to class on time.
DISCIPLINE

OFFICE DISCIPLINE PROCEDURES
The following procedures will be used by the Principal & Assistant Principals:
1. Principal-Student Conference
3. Saturday Clock Hours
4. Parent Conferences
5. Loss of Privileges
6. Contract System
7. Peer Mediation Recommendation
8. In-School Suspension (ISS)
9. Alternative Educational Placement (LEO)

PURPOSE OF THE PURPLE PASS
The purpose of the Purple Pass is to act as a placeholder for a referral. The teacher sending the student on the Purple Pass is expected to write a referral & have 2-way communication with parent about the referral & student’s actions warranting the dismissal from class & subsequent referral. The referral & parent communication need to occur the same day.

When sent to the office on a purple pass, an AP may talk to the student about his or her choices but they will not write a referral or contact the parent.

REFERRALS
Students referred to an administrator should be given a disciplinary report describing the students’ behaviors & your previous actions taken to correct the behavior for administrator. These reports should be specific & filled out completely. **Do not write any other students’ names on a discipline referral.** If there are details the administrator needs to know, attach a note or see them in person. You can also call the AP Administrative Assistant at 13419 to confirm that the student arrived at the office. **Do not send a student to the office with a referral for another student. It is a FERPA violation.**

There are certain student behaviors that will necessitate direct & immediate referral to an administrator. These behaviors are usually severe in nature & excessively disruptive to your class environment. The following are some behaviors falling into this category:
1. Profanity
2. Fighting
3. Possession of drugs, alcohol, tobacco, inhalants
4. Possession of weapons or dangerous objects
5. Blatant insubordination
6. Destruction & damage of school or personal property
7. Theft
8. Truancy
The following warrants the immediate contact of a Principal/Assistant Principal; the student will need to be escorted to Assistant Principal’s office immediately.

- Drug-related misconduct on campus
- Weapons reported on campus
- Gang-related misconduct/activity on campus
- Major behavioral problems disrupting the entire classroom learning environment

**LEO**

Throughout the year, some students may be assigned to our LEO Center (Alternative Education Placement). The secondary LEO teachers are responsible for all areas of instruction in grades 6-8. Teachers from HMS may provide assignments for their students.

**Grading for LEO students:**

- The AP’s Administrative Assistant will give you notification when a student is placed in LEO.
- When a student returns from LEO, you will receive his/her grade the following week.
- Grades will be sent directly to teachers from LEO with the percentages & weight.
- If a student has accumulated grades in your class before or after he/she is assigned to LEO, you may include your grades when figuring the 6 weeks’ average. Be sure to weigh the grades accordingly.
- Remember that you may not penalize a student for work he missed while in LEO. He/she may be able to perform some makeup for your class, but there will be some grades you may have to “forgive.” The only makeup work the student should be expected to do for you would be in the event that he needed to “catch up” on a skill(s) s/he missed while in LEO. See an Assistant Principal if you have any questions.

**ROLE OF THE SCHOOL RESOURCE OFFICER (SRO)**

- Patrol grounds, restrooms, hallways, & cafeteria.
- Assist with traffic control when necessary.
- Provide security to staff in high-risk incidents at the direction of administration.
- Act as a liaison between Cedar Park Police & LISD.
- Resource for crime prevention & information on Public Safety Curriculum, including presentations to classes.
- Provide police services to school staff & students.
- Coordinate security at extra-curricular & special after school functions.
- Assist with crowd control if needed.
- Assist with investigation of incidents of crime in school.
- Advise the school on legal matters.
- Assist with supervision of school events.
- Help organize safety & anticrime campaigns.
- Maintain high visibility in the school as a deterrent to inappropriate behavior.
- Participate in conferences with parents if necessary.
CLASSROOM EXPECTATIONS

CLASSROOM MANAGEMENT
A good discipline policy is one that has had careful thought & planning before students arrive in the classroom. Consistency, fairness, & follow-through characterize an effective discipline policy. Prior planning reduces the role of emotion in the decision-making process. Classroom management takes on more of a business-like approach, requires less energy on the part of the teacher, & reduces wasted time in the classroom. Students very quickly learn what is expected of them & the consequences of their actions, thereby reducing behavior problems in the classroom.

To start with:
1. Always treat students with dignity & respect.
2. Responsibility is more important than obedience.
3. Model & teach the behaviors you expect from your students.
4. Make sure your discipline strategies are practical.

Remember:
1. Students choose their behaviors.
2. Their goal in behaving a certain way is to fulfill an emotional need.
3. Students misbehave for several reasons:
   - Attention
   - Anger
   - Power
   - Avoidance of failure

When developing & modeling expectations for the classroom:
1. Demonstrate warmth.
2. Set clearly defined boundaries.
3. Provide a democratic atmosphere. Encourage students to make good choices.
5. Help students recognize & effectively resolve conflicts.

CLEARLY DEFINED PROCEDURES & ROUTINES
1. A starter activity should be used each & every class period. A starter activity is an activity that students can begin the moment they enter your room. It can be a graded or non-graded activity. It can be a serious or “fun” activity that is relevant to the students’ learning. Its purpose is to get students in a state of mind that will facilitate the beginning of the class thereby creating more time on task, more productive teaching, & better class control.

2. Decide what consequences will occur if class rules & procedures are not followed. Consequences should be communicated to students & parents. Examples of effective consequences include:
   A) Verbal warning
   B) Call to parent
C) Teacher-assigned Lunch, after or before school D-Hall with teacher, or Team D-Hall - Teachers are encouraged to conduct their own grade-level D-Hall. A 24-Hour notice with two-way parent communication is required prior to a student serving a D-Hall. If you email a parent regarding a student being assigned a D-Hall, you MUST receive a response from the parent confirming the student’s attendance to D-Hall.

D) Isolating the student or moving the student to a different area of the room

E) Conference with the parent & student (several teachers or the team may want to be involved in the conference)

F) Loss of privileges (within the scope of your class or team)

G) Four Ways to Handle Inappropriate Behavior:
   1. Make eye contact with and/or move closer to the student.
   2. If the student is not following a procedure correctly, privately remind him/her of the correct procedure.
   3. Ask the student to state the appropriate procedure.
   4. Tell the student to stop the rule violation.

***Teachers will be expected to use their discipline management plan. BEFORE A STUDENT IS REFERRED TO AN ADMINISTRATOR FOR NON-URGENT INFRACTIONS, THE TEACHER SHOULD EXHAUST HIS/HER PENALTY SYSTEMS. A typical penalty system would contain 4 or 5 “steps”. School policy states that contact with a parent (phone or face-to-face) must be made early in the penalty system to discuss the student’s behavior.

3. Decide what positive incentives you will use to encourage academic performance & appropriate behavior. Choose reasonable, manageable incentives & explain them clearly ahead of time. Examples of positive incentives include:

<table>
<thead>
<tr>
<th>A) Verbal praise</th>
<th>B) Positive call to parent</th>
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</thead>
<tbody>
<tr>
<td>C) Certificate</td>
<td>D) Extended classroom privileges mentioned in team newsletter</td>
</tr>
<tr>
<td>E) Positive note mailed home to parents</td>
<td>F) Student’s name mentioned in team newsletter</td>
</tr>
<tr>
<td>G) Student’s name mentioned in district or community publication</td>
<td></td>
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</tbody>
</table>
CLASSWORK & GRADING

CONDUCT GRADES
Citizenship grades will automatically default to “Satisfactory” unless otherwise chosen. **Parents must be contacted before the student receives an “N” or “U” on his/her report card.** Remember that these conduct grades are used to determine eligibility for Honorable Hawks, NJHS, etc.

FAILURE NOTIFICATION
- If a student is failing or in danger of failing (grade of 75 or lower) at the beginning of the third week of the 6 weeks or until the end of the 6 weeks, **the parent must be notified by progress report or parent phone call.**
- Progress reports should be sent home & returned signed by a parent. If you email a progress report regarding a failing grade, **you will need to receive written verification from the parent that the progress report was received. All progress reports must have comment codes.**
- If you do not receive an email reply from a parent, documented attempts need to be made to speak or meet with the parent(s) regarding the failing grade before the end of the grading period.
- **Grades may not be connected to the return of Progress Reports.**
- If the student is failing your class after Progress Reports have been sent, parents must be notified. Even at the end of the 6 weeks or semester, parents must be contacted prior to receiving their child’s report card.
- **A child cannot receive a failing six weeks grade if the parent has not been notified with a reasonable amount of time to become involved.** Keep in mind we want parents involved in their child’s education.

GRADE BOOK
Every teacher must keep a hard copy and/or digital grade book. The digital grade book must be updated **every Tuesday by 5:00pm.** The grade book should contain every child in the class, the assignments completed, & the grades given for every six weeks. These are official records & should be kept confidential.

GRADING POLICIES
- Before the 1st student day, each department will develop a grading policy to be sent home to parents. The policy should delineate how grades will be calculated each six weeks period & **must be approved by the campus Principal beforehand.** Parents & students should be notified in writing of any changes to your policy.
- **One grade may not be worth more than 25% of the student’s overall grade for the class & all categories must have at least 1 grade at the end of the six weeks.**
- Grades taken in a 6 weeks grading period MUST be posted in that same 6 weeks. Teachers cannot carry over grades/assignments to the next 6 weeks if they were assigned during the previous 6 weeks grading period.
At HMS., a number grade system is used:

\[
\begin{align*}
90-100 & = A \\
80-89 & = B \\
70-79 & = C \\
69 \text{ or below} & = F \\
\text{Incomplete Work} & = I \quad \text{(Temporary basis—All incompletes must be fixed & verified with the campus registrar within 7 calendar days after the last day of the six weeks. This is a UIL rule.)}
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**HOMEWORK POLICY**

The purpose of homework is:

1) To increase student achievement
2) To provide practice for previously taught skills
3) To increase class instructional time
4) To prepare students for an upcoming instructional event

**Remember that parents need to be contacted as soon as you see a problem with a student not turning in homework.**

Students who are absent from class should be allowed one day for every day they were absent to make up any missed work. Students who have been assigned to ISS, LEO, or have been suspended should be given adequate time to receive & return the assigned lessons.

**MAKEUP WORK**

It is the student’s responsibility to check with the teacher the day s/he returns from an absence to determine the work needed to be completed as makeup. One day of makeup time is allowed for each day of absence. Failure to make up the work may result in academic penalties. Makeup work could be assigned to students who have received ISS & LEO assignments, as well as suspensions. However, students cannot be penalized for missing your work while serving these assignments.

**STUDENT WORK COMPLETION**

There will be occasions when some students elect to not complete assignments. If a situation arises in which you have exhausted all effort, the following procedures are recommended:

1. Conference with student
2. Conference with the parent & student either at school or on the phone.
3. After school, before school D-Hall, or lunch detention in your room. \(\text{(A 24-hour notice to the student must be given if before or after school detention is assigned).}\)
4. A letter sent home & returned signed by the parent, informing them of the situation.

**A student should not be sent to an administrator’s office for failure to complete homework until the above procedures have been used.**
Leander ISD LEADS Rubric
Learning, Evaluation, and Development System

Leander ISD utilized the T-TESS (Texas Teacher Evaluation and Support System) rubric in the creation of the LEADS rubric. While the content and connection to the Texas Teacher Standards is consistent, the LEADS rubric also includes an alignment of the descriptors to the Leander ISD Learning Model, which continues to guide our work and direction as a district.

The rubric is the foundation of the LEADS system, serving as the basis for self-reflection, goal-setting, professional learning, observation, ongoing data collection, feedback, and evaluation.

The content of the rubric is organized in the domains and dimensions shown below:

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<thead>
<tr>
<th>Domain 1: Planning</th>
<th>Domain 2: Instruction</th>
<th>Domain 3: Learning Environment</th>
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</thead>
<tbody>
<tr>
<td>Standards and Alignment</td>
<td>Achieving Expectations</td>
<td>Classroom Environment, Routines, and Procedures</td>
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<tr>
<td>Data and Assessment</td>
<td>Content Knowledge and Expertise</td>
<td>Managing Student Behavior</td>
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<tr>
<td>Knowledge of Students</td>
<td>Communication</td>
<td>Classroom Culture</td>
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<tr>
<td>Activities</td>
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<td></td>
<td>Monitor and Adjust</td>
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<tr>
<th>Domain 4: Professional Practices and Responsibilities</th>
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<tr>
<td>Professional Demeanor and Ethics</td>
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<tr>
<td>Goal Setting</td>
</tr>
<tr>
<td>Professional Development</td>
</tr>
<tr>
<td>School Community Involvement</td>
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</tbody>
</table>
ADMINISTRATIVE/PROCEDURAL INFORMATION

AC UNIT INSTRUCTIONS – FOR CLASSROOMS: To override unit after 4:30PM, touch the black button on the side of the unit to turn on the air system.

ACTIVITY FUNDS
- The sponsor of each activity account is responsible for maintaining adequate financial records of all monies received & disbursed by the club for fees, dues, fund-raising activities, etc.
- Money must be deposited in the safe according to money handling rules.
- By School Board directive, all sponsors must attend activity fund/fundraising training once a year. Funds are frozen (NOT available for disbursement) if the sponsor does not attend the training.

ANNOUNCEMENTS
The Pledge of Allegiance, Texas Pledge & a minute of silence will be recited each morning at 8:55am via the P.A. system, in accordance with state law. All students, faculty & staff are expected to show respect to the flag.

Afternoon announcements will be given at the beginning of 7th period. All teachers are responsible for their students hearing the announcements. Announcements will not be made at any other time unless there is an emergency. All daily announcements must be written & given to the receptionist, prior to 5th period. If you want your announcements read in both the morning & afternoon, you must submit a copy to both the Principal & the Receptionist.

BUILDING & ROOM RESERVATIONS
If your organization needs to use a room after 4:00pm (especially for evening functions), a Building Reservation Request form must be filled out. These forms are located to the right of the Master Calendar in the front office. Once your request has been received, you will receive an e-mail confirmation. Be aware that district personnel & outside groups use our building. Please make your requests well in advance of your activity.

*If you need to use other areas of the school (cafeteria, gyms, conference rooms, etc.) for celebrations or meetings, please notify the Receptionist in advance to schedule use of these areas to avoid conflicts.

CALENDAR/ MASTER CALENDAR
A master calendar can be found in the office in the hall beside the Principal’s Administrative Assistant’s desk. Please discuss with the Principal’s Administrative Assistant the activity you would like to put on the master calendar. Please check to make sure you aren’t creating a conflict with any other activity. If you change a date, notify the Principal’s Administrative Assistant in writing. Always inform the faculty by email regarding your activities. You are responsible for reserving rooms. For an after-hours activity, see the Principal’s Administrative Assistant to check on availability. **DO NOT WRITE EVENTS ON THE MASTER CALENDAR IN THE OFFICE.**
INCLEMENT WEATHER
In the event of snow, ice, or other weather conditions which would prohibit classes from being held, LISD uses social media (Twitter & Facebook) as well as a district wide automated calling system. Please make sure you have an updated phone number listed in Employee Access.

LOST & FOUND
Keep a box or area in your classroom for students’ lost & found items. Make every effort to return belongings to students. **Please do not bring items from your classroom or from the gym to the Lost & Found box in the cafeteria.** That area quickly gets overcrowded & it is much more likely that a student will retrieve his or her items from your classroom than the large box in the cafeteria.

PETITIONS
The approval of the Principal must be obtained before any student or professional petition may be circulated in a school building.

POSTERS
All non-school related notices, posters, stickers, etc. throughout the school must have the approval of the administration. Teachers: Please be sure that when any work is removed from the walls in your classroom or hallway that all staples are completely removed from the walls. Please check all posters for correct spelling.

SCHOOL KEYS
All keys must be checked out from the Assistant Principal’s Administrative Assistant. No duplicate keys are to be made for any reason. Teachers should not loan keys to any person (especially students) other than authorized school personnel. Teachers may be charged up to $100 per key for key replacement. Keys will be inventoried the last week of school.

SHREDDING PROCEDURE
All materials to be shredded must be boxed up according to the following district guidelines:

- All paper must be in a box with a lid or flaps.
- All lids & flaps must be TAPED closed securely.
- All boxes must be sturdy & not torn.
- Boxes are to be picked up at your “out-going mail” location.
- Boxes should NOT include your trash.
- Confidential papers only.
- Should be labeled “Shred” clearly on boxes.
- Paper boxes work best due to the size. The standard district “moving” box (22x12x12) tends to be too large for the weight of the paper & tears easily.

More detailed directions are found on the next page.
**District Shred Guidelines**

- Confidential materials to be shred at the District Materials Management Distribution Warehouse or sent out by the Distribution Warehouse to an accredited shredding/disposal firm should be boxed & securely taped shut for transport.
- Boxes should be clearly marked as “District Shred” or “To Shred”.
- Only boxes should be used for confidential shred materials. **Bags should never be used for confidential shred materials & will not be picked up.** Copy paper or packing boxes are ideal. Boxes should not be too big for one person to handle comfortably.
- **Paper trash should never be put in boxes marked for District Shred.** Trash should be disposed of at each campus by your custodial staff.
- Boxes containing confidential shred materials should be put out for pick up in the same campus location with your regular inter-campus mail. Distribution drivers will pick these boxes up with your regular inter-campus mail & packages.
- At the end of the school year when shred pick up is especially heavy, drivers may come back to a campus to pick up shred boxes only due to the number of boxes to be picked up.

An **acceptable** example of confidential shred material.
The box is full, covered and securely sealed shut with packing tape.

An **unacceptable** example of confidential shred material.
The box must be full, closed and securely sealed shut with tape.

An **unacceptable** example of confidential shred material.
Confidential shred materials left out in this manner will not be picked up. There is a real risk confidential materials may be lost or exposed to the general public. **Box, Cover and Seal!**
SMOKING POLICY
No smoking is allowed anywhere on campus or school grounds. This is district & campus policy.

VISITORS
Students’ out-of-district visitors are not allowed to accompany them to school without administrative permission. Parents will be contacted & the visitors sent home. No other persons of school age will be allowed to visit the school or to converse with students during school hours.

High school students are not permitted on campus during regular school hours. Only students with “official business” with our campus are allowed (for example: Ready-Set-Teach, PALS, etc.). High school students may not come through any entrance except the front AFTER regular school hours. There is usually an influx of students at the beginning of the school year, during exams, & at the end of the school year. While it is wonderful that they love us all so much, if high school students come to your classroom during regular school hours, please direct them to the front office to wait until the end of school.

Parents of students are welcome at appropriate times & must sign in at the receptionist desk. Visitors without a visitor’s sticker need to be sent to the office.
COMMUNICATION/TECHNOLOGY

COMPUTER LAB
HMS will have one large computer lab with desktop computers in room E613. Teachers will reserve the lab using the Facilities & Events portal on Eduphoria. **Substitutes may not take classes into computer labs.**

COPY MACHINES
Teachers will need to use badges when operating campus copy machines. Plan ahead when developing lessons so you can send most of your copying to the Copy Center. **Students are not allowed to use the copy machines, & PLEASE DO NOT send students to the office to make copies for you. In addition, use of campus copiers for personal copies is prohibited.**

COPYRIGHT LAWS
Educators must use the Educational Fair Use Copyright guidelines in using any AV materials. You may want to look over the laws regarding the use of videos in the classroom for entertainment purposes. For questions, contact the school librarian or the campus technology facilitator.

DOCUMENTATION
Always keep a written record of conversations with parents regarding their children. The documentation should include the date, what was discussed, & any solutions. Never discuss a child’s grades or behavior with anyone other than the child’s parent(s).

E-MAIL
We will be sending office communications via email. Please check your email frequently for any information regarding the day’s events. **Please do not send out an “All HMS” email without prior approval from an administrator. In addition, you may not solicit business through “ALL HMS” (Scentsy, Thirty-One, Mary Kay, etc.). The only exception to not needing prior approval for an “ALL HMS” email would be for class coverage, which should be minimal.**

LAPTOPS/IPADS
All teachers are assigned a laptop for classroom use & are responsible for all aspects of the device. **Do not allow family members (children, spouses, etc.) to use the laptop.** Spills, drops, breaks & other damage that is not a hardware malfunction are not covered by the campus or the district. Teachers will be financially responsible for the replacement of the laptop if any of the above occur. Please take very good care of your device!

PARENT CONTACT
Parent phone calls & E-mails must be returned within 24 hours.

SHOWING VIDEOS TO CLASSES
You must get approval to show any video that is not directly related to your curriculum. Please email your grade level administrator letting them know what you are showing & when. Videos rented from outside sources or brought from home to be shown in their entirety is illegal. Portions of rented or personal copies of
movies may be shown with administrator approval. To show a video not rated G or PG, you must also get parental approval for each student. (Carefully edited portions of a Hollywood film backed by extensive planning & preparation could be a useful instructional tool. P.B.S. & Educational Television are usually acceptable forms of viewing).

**TELEPHONES-TEACHER USE**
A phone is located in each classroom. The phones should be used primarily for school business, & provide teachers with a place to call parents & conduct school business. See the Principal’s Administrative Assistant about placing long distance calls (business only). Be sure to monitor student use of the phones. **Do NOT allow students to call parents from the classroom if they are sick. This must be done from the nurse’s office.**
**HMS 2017 – 2018 Who to Call in the Office**

**Melissa Smart x13411**
- Copies / Copiers
- Supplies (on HMS website scroll to bottom of the page and click STAFF link)
- Building Reservations for meetings and events (after hours)
- Field Trips / Travel
- Kronos (on HMS website scroll to bottom of the page and click STAFF for link)
- HMS Campus Phone List

**June Tepfer x13419**
- Keys and Badges
- Subs
- Absences – fill out the Absence Request form (on HMS website scroll to bottom of the page a click STAFF for link) **and** enter absence into AESOP (for EVERY absence that is planned)
- Work Orders – **see back of this page for how to enter yourself ☺** (Click on STAFF link on HMS website)
- Lockers

**Jerilynn Huebschman x13426**
- Activity Accounts / Deposits / Check Requisitions / Contracts (Remember to NEVER sign any contracts, must be the Principal’s signature)
- Ordering / PO’s / Pre-Approvals
- Fundraisers
- ProCard – email to let Jerilynn know when you will need one – **please try to plan ahead**
- mLisd student payment collection

**Shannon Strempel x13400**
- IF YOU ARE TAKING YOUR CLASS TO THE LIBRARY, COMP LAB, ETC. PLEASE CALL THE FRONT DESK at x13400 (**It is VERY important that the front desk knows where your class is at ALL times**)
- Reserving Lecture Hall or Conference Rooms
- HMS Website (not teacher websites)
- HMS Insider (emails and call out must have Principal’s approval)
Jolene McBride x13414

- Attendance
- TxGradebook - password reset
- Student Address & File Labels

Kari Swartz x13415

- txConnect (Parent Connect)
- TxGradebook
- Student Information (if you hear that a student is moving email Kari as soon as possible)
- Grades
- Progress Reports
PLEASE KEEP IN A SAFE AND SECURE PLACE

PROCEDURE FOR SUBMITTING A WORK ORDER THROUGH
INTERNET EXPLORER/SITENET

• Go to the HMS main page and scroll to the bottom and click STAFF, then click WORKORDER

  Or you can

• Go to the Internet explorer.
  In the address box (at the top of the page) type the following address: http://cefacsrv/WorkOrders/loginpage.aspx?returnurl=home.aspx

    User Name: ahmsstaff
    Password: lisd

Once you logon, in the upper left, you will see a HOME and REMOTE REQUEST button. This button will give you the option of Work Order Request and Work Order Search. This work order will go to your Work Order Administrator for approval.
Once you have the logged on you can start the Work Order process.

• PLEASE SUBMIT ONE JOB/REQUEST PER WORK ORDER
  Room A100 – change light and fix jammed door lock.
  This would be two (2) work orders.

• In the DESCRIPTION section is where you type your request. Please be very descriptive in this section.
• Once you are done you will need to scroll down to the bottom of the page, there will be a SUBMIT button, click on this button to submit the work order.
• There is also a RESET button. By clicking on this you will be able to reset the page.
• There is also a section for an email address, if you enter an email address you will be notified every time that work order has updated. This will keep you posted as to where we are on the work order. Once it has been completed you will also receive an email informing you of this.
WHO’s WHO AT HENRY MIDDLE SCHOOL

Alternative School Assignments (LEO) June Tepfer

Athletic Coordinators
- Boys Matt Garver
- Girls Megan Kuehler

Attendance Jolene McBride

AVID Coordinators Marisa Gordon & Lauren Meeks

Band Robert Herrings
- Andrew Binkard
- Rachel Johnstone

Building/Furniture Jaime Bell Garrison

Bus Route Information Front Office/Shannon Strempel

Cheerleaders Amanda Hannusch
- Yolanda Puentes

Choir Amanda Ransom
- Tricia Rusell
- Erin Thelen

Custodial Front Office/Shannon Strempel

Dance Team Jaime Herrera

Duty Roster Jaime Bell Garrison

Grade Level Teams
- 6th Grade – Amanda Toon & Micah Reilly
- 7th Grade – Lauren Meeks & Cristina Garza
- 8th Grade – Jaime Bell Garrison & Jenn Atkinson

Field Trip Approvals David Ellis
- Melissa Smart

Instructional Coach Jennifer Bourland
<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Laptops</td>
<td>Tech - Eddie Torres</td>
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<tr>
<td></td>
<td>Financial - Jerilynn Huebschman</td>
</tr>
<tr>
<td>Librarian</td>
<td>Jacqui Daves</td>
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<tr>
<td>Lockers</td>
<td>June Tepfer</td>
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<tr>
<td>National Junior Honor Society</td>
<td>Angie Rodea</td>
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<tr>
<td>New Student Registration</td>
<td>Kari Swartz</td>
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<tr>
<td>Personal Leave</td>
<td>David Ellis</td>
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<tr>
<td>RTI Coordinator</td>
<td>Amanda Toon</td>
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<tr>
<td>Schedules</td>
<td>Counseling Office</td>
</tr>
<tr>
<td>SPED/504 Services</td>
<td>SPED Team Lead - Maryleigh Hutcheson</td>
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<td></td>
<td>LSSP - Ashley Johnson</td>
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<td></td>
<td>Diagnostician – Eri Contreras</td>
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<td></td>
<td>Diagnostician – Kelly Gin</td>
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<td></td>
<td>Speech – Darolyn Gonzales</td>
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<td></td>
<td>Dyslexia - Cindy DiNoto</td>
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<td></td>
<td>504 Coordinator – Angela McDonald</td>
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<tr>
<td>Substitutes/Absences</td>
<td>June Tepfer</td>
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<tr>
<td>Student Council Sponsor</td>
<td>Dena Gifford</td>
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<td>Supplies &amp; Materials</td>
<td>Melissa Smart</td>
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<tr>
<td>Textbooks</td>
<td>Amanda Toon</td>
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<tr>
<td>Theatre Arts</td>
<td>Melissa Wotkyns</td>
</tr>
<tr>
<td>Yearbook</td>
<td>Serena Slocum</td>
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