

# Whiteface 101

2010-11



**HS/MS**

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## Advisory Period

**The following teachers will be responsible for signing up students who are failing or are in danger of failing to advisory sessions at least once per week for the entire six-week period:**

	<u>High School</u>	<u>Middle School</u>
English	James, Holder	S. Brown, Finley
Math	Chapman, Gruhlkey	Whitehead
Science	Townsend, Brown	Huber
History	Dunn	Wuthrich
Business		***Young***
Music	McCasland	
Technology		***Coen***
Spanish	Rocha	
TAKS		***McCrummen***
Sp. Ed		***McAteer***
Vocational	Wilson	
Voc.Ag.	Seales	

**The following teachers have special duties during lunch/advisory:**

Murphy	HS advisory - South gym stands/hallways
Thompson	HS advisory - South gym stands/hallways
Fortner	MS lunch - Cafeteria
Mendez	HS lunch - Cafeteria
Wuthrich	MS advisory - South gym stands/hallways
Willis	HS lunch – monitor hallways/outside
Rocha	HS lunch - North gym stands/gym foyer/hallways

### **Procedures:**

#### During Advisory – in gym

- One teacher in gym
- One teacher in hallways keeping students moving and where they need to be

#### During Lunch – in cafeteria

- Crowd control
- MS students must stay until dismissed. Coach Fortner – escort students to the south gym stands and stay with them until the bell rings.

#### Hallway monitoring during HS Lunch

- One person walk the campus – focus on areas outside by flagpole/parking lot. Inside – students are to be either by flags or in north gym stands.
- One person in gym stands monitoring kids
- Hallways must be clear.

## Attendance

**Accurate attendance taking is very important.** Attendance will be taken at the beginning of each class period – academic and athletic. **All teachers must be prompt and accurate every period of every day - online.**

The RSCCC program will enable us to be very accurate in our attendance procedures. Students are required to attend 90% of the days school is in session for each period. We will be sending letters home for all periods this year. It is important that you keep accurate records for all of your classes.

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### **TARDY POLICY**

Tardies – Teachers will close the door when the bell rings. Students who are late will not be allowed in class without an admit slip from the office. Students will be assigned 3:45 school after 3 tardies total (all classes combined). Tardies will start over at the beginning of each six weeks.

Teachers will take attendance as usual each period. Students will be counted as either “present” or “absent.” Teachers – do not count students tardy. Ms. Dunn will do that for you.

Students late to 1<sup>st</sup> period by more than 15 minutes will be counted absent. They will also be counted tardy if their “lateness” is unexcused.

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Excused Absences – Work may be made up for all excused absences with no penalty. Students should have an admit slip for any absence that is not school related. (Sickness, Dr.appt., etc.) **A student will have 1 week to present an excuse slip after an absence. After that, the absence is unexcused – PERIOD. This will help Michelle in her attendance procedures.**

Unexcused Absences – Any student that has been absent and does not present an absence slip for that absence is unexcused. It is the responsibility of the student to acquire an absence slip. **Students with an unexcused absence will be assigned to either 4 days of 3:45 school or 1 day of Saturday school. Also, there will be a 30 point deduction on the assignment given on the day of the absence. Work may be made up with this 30 point deduction.**

**IF YOU DO NOT CONSISTENTLY APPLY THESE PROCEDURES AFTER A STUDENT IS ABSENT, THIS PROCESS WILL NOT WORK. WE MUST ALL BE CONSISTENT!!**

**WE MUST ALL COUNT TARDIES. WHEN YOU ARE LAX ON TARDIES, IT PUTS GREAT PRESSURE ON THOSE WHO KEEP UP WITH THEM!!**

# **Class Sponsors**

Class sponsors are responsible to attend all activities and meetings that a class attends and sit with those students:

- Pep Rallies
- Assemblies
- Class Meetings
- Any activity in which students need supervision

2010-2011 sponsor assignments:

	<b><u>Meeting Site</u></b>
6 <sup>th</sup>	S. Brown Hughes
7 <sup>th</sup>	Mendez Fortner
8 <sup>th</sup>	Coen Wuthrich
9 <sup>th</sup>	Dobson Holder Timmons Whitehead
10 <sup>th</sup>	B. Brown Gruhlkey E. Dunn Murphy
11 <sup>th</sup>	Chapman Townsend Young
12 <sup>th</sup>	Finley Huber McAteer Thompson

Middle School sponsors are responsible primarily for supervision of students at any in-school activity (i.e. – pep rallies, class meetings, etc.). They will also supervise election of class officers.

High school sponsors are responsible for the same activities with the following exceptions:

1. Juniors – Sponsors will work with students and parents in organization of the junior/senior prom. They will attend all meetings and activities including prom.
2. Seniors – Sponsors will work with parents in organization of graduation. They will attend all meetings and activities relating to these functions.

# Discipline Procedure

Students should not be allowed to engage in any activity that impedes or disrupts the learning process.

Discipline problems should be handled as follows:

1. Teachers **will contact** parents as a student becomes disruptive or disrespectful. Do not wait until it becomes a major problem.
2. Small, “nit-picky” problems (forgetting supplies, minor disruptions, etc...) need to be handled by the teacher. If these problems become serious (disrupts the learning for others), you need to contact a parent for a conference. If this does not work, the principal will schedule a meeting with the parent and student to set up an improvement plan.
3. I will be glad to assist in any parent contact(s). Most parents are thankful when they hear from a teacher before it gets out of hand.
4. Major disruptions (profanity, willful disrespect, fighting, etc.) may be sent to office immediately.

Discipline referrals will result in the following consequences:

1 <sup>st</sup> referral	1 swat or 3 days 7:30 school
2 <sup>nd</sup> referral	2 swats or 6 days 7:30 school
3 <sup>rd</sup> referral	3 swats or 3 days ISS
4 <sup>th</sup> referral	3 days ISS
5 <sup>th</sup> referral	3 day suspension or DAEP placement
6 <sup>th</sup> referral	Disciplinary alternative education placement (Morton)

Again, if at any time you feel uncomfortable contacting a parent, the high school principal will make that contact with you. Open communication between the school and parents is highly encouraged and helpful. By the time a student gets to referral 3, 4, 5, and 6, the parent(s) should be well informed and involved in the discipline process.

# **GAnAS Program**

*(Gaining Academic Knowledge And Success)*

## **Beginning Tuesday, August 24<sup>th</sup>**

✚ All students in assigned RIF classes

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**\*\*\*UIL teams to be established by Wednesday, September 15<sup>th</sup>\*\*\***

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## **Beginning Monday, September 20<sup>th</sup>**

See next page....

# GAnAS Schedule

## Monday

- TAKS Math/Science
  - 7<sup>th</sup> Grade – Math
  - 8<sup>th</sup> Grade – Science
  - 9<sup>th</sup> Grade – Math
  - 10<sup>th</sup> Grade – Science
  - 11<sup>th</sup> Grade – Math
- ACT/SAT Review
  - 12<sup>th</sup> Grade – Wilson/Gruhlkey/James

## Tuesday

- TAKS Math/Science
  - 8<sup>th</sup> Grade – Math
  - 10<sup>th</sup> Grade – Math
  - 11<sup>th</sup> Grade – Science
- ACT/SAT Review
  - 12<sup>th</sup> Grade – Wilson/Chapman/James

## Wednesday

- All students in assigned RIF classes

## Thursday/Friday

- All UIL participants in assigned UIL practice rooms
  - All UIL coaches working with contestants
- All others in the gym/auditorium for RIF
  - All non-UIL teachers in gym to read with students

### GAnAS Gym duty

Monday Gym duty: *Murphy, McAteer*

Tuesday Gym duty: *Murphy, Seales*

Thursday Gym duty: *Murphy, McCasland*

Friday Gym duty: *Murphy, Willis*

*Coach Rocha* will be responsible for making GAnAS seating charts and keeping kids moving in the hallway.

## **Grades, Lesson Plans**

**Grades** are to be recorded electronically on the RSCCC gradebook. A printout of your gradebook will be turned in at the end of the year.

*Again this year, grades will be posted and available for parent viewing on our website 24/7. It is essential that we all keep grades current and up to date in order for parents to be our partners in helping their children keep their grades up. It is essential that grading of papers, projects, quizzes, exams, etc. stay **current**.*

A minimum of two grades per week is to be recorded.

### **Feedback on grades**

Every attempt should be made to get student work back to them ASAP for feedback and evaluation.

Scenario: Parent comes to Mr. German and states that little Sara failed her math class. The parent states that Sara never got any work or feedback from the teacher and was not aware of any problems.

This scenario happens all too often. Students need feedback often. Please make every effort to keep students and parents informed of progress.

### **Exam retakes and correcting daily work**

**It will be up to each department** to develop a consistent policy regarding exam retakes and homework corrections. Examples of acceptable exam retake grading policies are in the student handbook.

*An exam that is corrected or retaken shall not be given a grade of over 70 unless ALL students who took the exam are allowed to retake or correct the exam.*

Example: Math teacher A allows a student to correct daily work for ½ credit.  
Math teachers B, C, and D should allow the same procedure – ½ credit.

Example: Science teacher A allows students to retake an exam. The new test grade will be an average of the first exam and the second exam.  
Science teachers B, C, and D should have the same procedure.

Example: English teacher A does not allow essays to be re-written.  
English teachers B, C, and D should not allow essays to be re-written.

**NO teacher** should have a student(s) come in at the end of the six weeks asking for “extra credit” to get their average up to passing or up to an “A”.

### **Semester averages**

Semester averages are computed as follows:

#### **Junior high school**

1. Six weeks tests are optional. If given, they may count no more than 1/4<sup>th</sup> of the six weeks grade.
2. Semester tests count 1/7<sup>th</sup> of the semester grade.

3. The yearly average is obtained by adding the two semester grades and dividing by 2.
4. Students will be required to have an academic average of 70 or more in three of the following four: English, math, science, or social studies. Also a student must have an overall average of 70 or more in all courses to qualify for promotion.

### **High school**

1. Grading
  - a. Numerical grades will be given for all subjects.
  - b. Test grades must count at least 40% of the final six-week's average.
  - c. Six-weeks grade: Six-weeks grades will be determined by averaging daily work, independent study projects, periodic and unit test together as appropriate and according to district and teacher classroom policies.
  - d. Semester Grades: Each six-weeks grade will count  $2/7^{\text{th}}$ , and the semester test will count  $1/7^{\text{th}}$ . Semester grades will be the grade recorded on the academic achievement record and the grade earned will be the one recorded.

**Lesson Plans** - Lesson plans are also to be placed and updated on your web page each week.

**Temporary grade sheets** can be obtained from the HS office.

Students may bring **signed report card per six weeks** to one (1) teacher of choice for a daily grade of 100

# **REMEDICATION**

## **Wednesday Schedule 2010-11 Fall Semester**

<b><u>Date</u></b>	<b><u>Taks Rem.</u></b>	<b><u>Classes</u></b>
August 25, 2010	<i>NO REMEDIATION – FIRST WEEK</i>	***
September 1, 2010	Regular Remediation Only – No TAKS	Evens
September 8, 2010	<i>NO REMEDIATION – LABOR DAY HOLIDAY</i>	***
September 15, 2010	Regular Remediation Only – No TAKS	Odds
September 22, 2010	<i>NO REMEDIATION – HOMECOMING WEEK</i>	***
September 29, 2010	Regular Remediation Only – No TAKS	Afternoon
October 6, 2010	<b>Social Studies</b>	Evens
October 13, 2010	<b>Social Studies</b>	Odds
October 20, 2010	<b>Social Studies</b>	Afternoon
October 27, 2010	<b>ELA</b>	Evens
November 3, 2010	Regular Remediation Only – No TAKS	Odds
November 10, 2010	<b>ELA</b>	Afternoon
November 17, 2010	<b>ELA</b>	Evens
November 24, 2010	<i>NO REMEDIATION – THANKSGIVING HOLIDAY</i>	***
December 1, 2010	<b>ELA</b>	Odds
December 8, 2010	Regular Remediation Only – No TAKS	Afternoon
December 15, 2010	<i>NO REMEDIATION – FINAL EXAM</i>	***

# UIL Sponsors

## High School

Speaking Events	
Informative	Wilson
Persuasive	Wilson
Poetry	Finley
Prose	Finley
Lincoln Douglas	Wilson
Cross X	Wilson
Writing Events	
News	Coen
Feature	Coen
Editorial	Coen
Headline	Coen
Ready Writing	James
Current Events	Wilson
Social Studies	E. Dunn
Spelling/Vocabulary	James
Lit Crit.	James
Number Sense	Chapman
Calculator	Gruhlkey
Mathematics	Chapman
Science	Townsend
Comp. Science	Coen
Accounting	Young
Computer App	Young
One Act	James/Holder

## Middle School

6 <sup>th</sup> Oral Reading	S. Brown
7 <sup>th</sup> Oral Reading	Fortner
8 <sup>th</sup> Oral Reading	Fortner
7 <sup>th</sup> Modern Oratory	Finley
8 <sup>th</sup> Modern Oratory	Finley
7 <sup>th</sup> Impromptu	Fortner
8 <sup>th</sup> Impromptu	Fortner
6,7,8 Mps, Grphs, Chrts	Thompson
6,7,8 Spelling	McCrummen
6,7,8 Calculator	Whitehead
6,7,8 Number Sense	McCrummen
6,7,8 Mathematics	Whitehead
6,7,8 Listening	Fortner
6,7,8 Dictionary	S. Brown
6,7,8 Ready Writing	S. Brown
7 <sup>th</sup> Editorial Writing	Coen
8 <sup>th</sup> Editorial Writing	Coen
6 <sup>th</sup> ,7 <sup>th</sup> Science	Huber
6,7,8 Social Studies	Ed Wuthrich
6 <sup>th</sup> Music Memory	McCasland

## **Weekly progress Reports**

Parents have the option to request weekly reports. These are VERY important in that parents are making an honest and active attempt to be made aware of academic issues that need immediate attention. Mrs. Walker will be gathering these reports and will let you know when they are due.

Many of the calls I receive during the year are concerns that weekly reports are not sent by all teachers. **It is the responsibility of ALL of us** to help our families by getting these reports **in on time**. There should be no excuses as it is very easy to print an “up to date” report instantly from Gradebook. Let’s stay on top of this!!

## **Mid six weeks progress Reports**

Notices of concerns **will be printed** and sent to parents for students with a grade average of 70 or below in all classes. These are to be turned in to the office no later than **12:15 P.M.** on the following dates:

September 14, 2010 (Tuesday)

October 19, 2010 (Tuesday)

November 30, 2010 (Tuesday)

January 25, 2011 (Tuesday)

March 8, 2011 (Tuesday)

May 3, 2011 (Tuesday)

## **Due dates for six week grades**

Six weeks grades are to be recorded on RSCCC gradebook no later than **12:15 P.M.** on the following dates:

October 5, 2010 (Tuesday)

November 9, 2010 (Tuesday)

January 4, 2011 (Tuesday)

February 16, 2011 (Wednesday)

April 12, 2011 (Tuesday)

May 28, 2011 (Friday)

## **Website maintenance**

In order to help our parents help us, we are asking that all teachers work with Mr. Hindsley in creating a webpage for your class. You can have whatever you want on your page, but essential and central to your page should be your weekly assignments. When a student comes home and tells mom or dad that they don't have homework, it will be a nice tool for parents to say that they've looked on your webpage and noticed an assignment or project to work on. Several teachers have already worked on their pages and you can look to those for good examples. Updating is very easy.

*Go Lady Lopes and Antelopes!*



## **Whiteface CISD Teacher Appraisal Calendar 2010-11**

Appraisal Period	<b>August 23, 2010-May 27, 2011</b>
Teacher Orientation	<b>August 20, 2010</b>
Teacher Self-Report I	Due to Principal by <b>Oct 8, 2010</b>
Teacher Self-Report II & III	Due to Principal by <b>April 19, 2011</b>
First Day of Observation	<b>September 16, 2010</b>
Last Day for Observation	<b>April 27, 2011</b>
Written Observation Summary Domains I-IV	To teachers within <b>10</b> working days after observation has occurred
Summative Conferences	No later than <b>April 27, 2011</b>
Teacher Self-Report sections II & III are due to the principal by <b>April 8, 2011</b> . Domains VI, VII, and VIII will be scored after these sections have been turned in.	

“Any documentation collected after the summative conference but before the end of the contract term during one school year may be considered as a part of the appraisal of a teacher. If the documentation affects the teacher’s evaluation in any domain, another summative report shall be developed and another summative conference shall be held to inform the teacher of the change(s).” 150.1003 (k)

By law, observations shall not be held on days immediately preceding a school holiday. Observations shall not be held on the following dates:

***November 23, 2010***

TEACHER	1ST	2ND	3RD	4TH	5TH	JH Lunch/HS Adv	HS Lunch/JH Adv	6TH	7TH	8TH
Brown, Bill	Sci. Elec.	Biology (9)	W. Geography	Biology (9)	Princ. Tech (11,12)	HS ADVISORY	LUNCH	W. Geography	Conf	Conf
Brown, Staci	7th Reading	6th English	6th Reading	6th English	6th Reading	LUNCH	MS ADVISORY	Conf	7th Reading	Conf
Chapman, Cindy	Algebra II	Geometry	Calculus	Algebra II	Trig	HS ADVISORY	LUNCH	Conf	Alg II (H)	Conf
Coen, Kevin	Conf	8th Comp Lit	Conf	Pre AP Comp Sci	AP Comp Sci	HS ADVISORY	LUNCH	Journalism	Web Design	8th Comp Lit
Dunn, Emily	History Elec.	W. History	Gov/Eco	Personal Fin.	Conf	HS ADVISORY	LUNCH	Gov/Eco	W. History	Conf
Finley, Kelley	Speech Elec.	English I	Conf	HS Speech	7th TAKS/UIIL	LUNCH	MS ADVISORY	Conf	8th Speech	HS Speech
Fortner, Jason	6th TAKS/UIIL	Conf	8th English	7th English	8th English	CAFÉ DUTY	LUNCH	JH Ath	Conf	HS Ath
Gruhlkey, Jim	Conf	PreCalculus	Algebra I (H)	8th Math (H)	College Algebra	HS ADVISORY	LUNCH	Physics	Geometry	Conf
Holder, Laura	English IV	Conf	English III ACC	Conf	English I ACC	HS ADVISORY	LUNCH	English II ACC	English IV ACC	Eng III
Huber, Kami	Conf	6th Science	Chemistry (10)	Conf	Yearbook	LUNCH	MS ADVISORY	Yearbook	6th Science	8th Math (M)
James, Carla	AP Prep	Conf	English III AP	Conf	English I AP	HS ADVISORY	LUNCH	English II AP	English IV AP	Th. Arts
Johnson, Lisa								JH PE		
Maynard, Jessica						ELEM	ELEM			HS Music Elec
McAteer, Sally	Resource	Cont. Mast	Conf	Resource		LUNCH	RES ADV	Resource	Resource	Conf
McCasland, Dan	HS Band	Music Elec	Conf	Conf	Music Elective	LUNCH	MUSIC ADV	5th Band	6th Band	6th, 7th Band
McCrummen, Kristi	6th TAKS/UIIL	TAKS	Conf	6th Math	TAKS	TAKS ADV	LUNCH	Conf	6th Math	TAKS
Mendez, Chris	Conf	8th Science II	7th Science I		8th Science II	LUNCH	CAFÉ DUTY	JH Ath	Conf	HS Ath
Murphy, Micah	HS PE	Conf	Conf	HS Health	HS Health	GYM ADV	LUNCH	JH Ath	8th Health	HS Ath
Rocha, Eliseo	Conf	Spanish I	Spanish II	Spanish III	Spanish II	LUNCH	HALL DUTY	Spanish III	Conf	Spanish I
Rocha, Laura		Dual Credit	Dual Credit	Dual Credit	Dual Credit			Dual Credit		Dual Credit
Seales, Larry	Voc Ag	Voc Ag	Conf	Conf	Voc Ag	HS ADVISORY	LUNCH	Voc Ag	Ag 101	Voc Ag
Thompson, Joel	Conf	US History	6th History	US History	6th History	GYM ADV	LUNCH	JH Ath	Conf	HS Ath
Townsend, Jon	Conf	Astronomy	AP Biology	Conf	Chemistry (10)	HS ADVISORY	LUNCH	A&P	Sci Research	Chemistry
Whitehead, Robin	7th Math	Math Models	10/11 TAKS	Conf	7th TAKS/UIIL	LUNCH	MS ADVISORY	Alg I	7th Math	Conf
Willis, Randy	HS Band	Music Elec	Conf	Conf	Music Elective	LUNCH	HALL DUTY	5th Band		6th, 7th Band
Wilson, Jayellen	FCS Elec	Fam/Career	Fam/Career	FCS Elec	Conf	HS ADVISORY	LUNCH	Conf	PFD	Fam/Career
Wuthrich, Ed	Conf	7th Tex History	8th US History	8th US History		LUNCH	GYM ADV	JH Ath	Conf	HS Ath
Young, Carrie	6th Keyboarding	BCIS (9)	Conf	BCIS (9)	7th Keyboarding	HS ADVISORY	LUNCH	Conf	BCIS/MCAS	BCIS/MCAS