

School activities and events promote the development of the Canyon Ridge Middle School culture. Opportunities for group development and shared cultural experiences allow Canyon Ridge's staff members and students to work, play, and socialize together. It is through these interactions that we become a community.

ANIMALS IN OR AROUND SCHOOL

From time to time, our feathered, furred, and/or slick-skinned friends decide to drop in for a visit. Please **DO NOT** touch any creatures that you find in or around school. As well, instruct students to stay away from stray animals, bats, snakes, etc. If you find an animal on campus, please contact the office immediately.

ANNOUNCEMENTS

The Pledges to the Flags, Minute of Silence, and announcements will begin after 8:55 AM. Announcements of general interest to the students will be scrolled on the marquee before school and during lunch periods.

In order to preserve instructional time, announcements routinely will not be made at other times. If you do hear an announcement during the school day, the information is important. Please stress to your students the importance of being quiet during announcements. The information may concern their safety.

APPLIANCES

The fire code prohibits the use of heat-generating appliances in the classroom. The district will allow small, personal refrigerators in classrooms, provided that they are plugged directly into a wall socket. A yearly \$50 fee is payable to LISD for this privilege. Payment is due before October 1st. An appliance label must be affixed to the unit. Any refrigerator

found on campus without the correct label may be removed.

ARRIVALS

The school day begins at Canyon Ridge Middle School at 8:50 AM, with the first bell. First period instruction starts at 8:55 AM. Many of our students ride school buses. Parents who drive their children to school have a clearly defined drop-off and pick-up route. At no time during bus arrival or departure may parents pull into the bus lanes or park in spots other than designated parking spaces. Teacher arrival is scheduled for 8:00 AM, unless stipulated otherwise.

ASSEMBLIES/PEP RALLIES

Assemblies and pep rallies are very special times in our school community. Please teach and reinforce appropriate behavior at these functions. It is **critical** that our students know that there is a difference between the types of behavior one displays during assemblies/concerts and the behavior one exhibits at a pep rally/ballgame. Appropriate program/assembly behavior includes entering the gym or cafeteria quietly and orderly, listening attentively to the speaker or program, being quiet and respectful, and remaining seated. Whistling and hooting are not acceptable in this venue. These behaviors need to be saved for pep rallies and ballgames. Please **monitor your students** at all times during school functions.

ATTENDANCE (Staff)

The policy regarding absences from school is clearly outlined in the Leander ISD Employee Handbook. Please familiarize yourself with this policy (and all others in the Handbook). Research shows that when teachers are absent, there is a negative effect on student achievement. Therefore, we encourage

teachers to make every effort for good attendance just as LISD stresses this for students. **All absences must be reported, regardless of whether or not a substitute is required.** If you find that you must be away from school, please follow the procedures for documenting your absence (see "Procedures"). Absences are recorded using an automatic absence reporting system. **Please remember to get a job number for your absence.** If the system does not provide a job number, the absence has not been recorded and a substitute will not be called. If you have secured a substitute and need to cancel your absence, you must call the absence reporting system and follow the instructions for canceling. It is your responsibility to phone the substitute and cancel. Remember to include duties you are assigned when recording special instructions.

Before planning for an absence (curriculum days, personal days, team days, etc.), you must receive permission from your campus administrator. Personal days may not be taken three days before or after vacations, on testing days, on days of special events (Open House, parent nights), on professional/staff development workdays, or during the first or last ten days of the school year. The principal must be notified of planned absences at least forty-eight hours in advance of your leave. Failure to receive approval for discretionary leave will result in the denial of the request and subsequent loss of pay.

Obviously, if you are ill, please stay home. We will forgive you for not "sharing". Faculty who leave the building must sign out and back in with the front office.

ATTENDANCE (Students)

Texas law requires parents and guardians to ensure their children attend school regularly

during the times public school is in session. It is well documented that regular attendance is a key factor in a student's success in school. A student should not be absent from school without the knowledge and consent of a parent/guardian. It is assumed that parents/guardians will allow their children to be absent from school only for health reasons or in the case of family emergencies.

Attendance for middle school is reported in iTCCS on the computer. It is **imperative** that you report your attendance **for each class.** (Please see "Attendance Accounting" under Procedures.) It is suggested that teachers keep a hard copy of attendance records. To record attendance information, keep a section in your grade book or maintain a separate attendance log. If a child leaves school during the day, he/she must sign out in the office.

Punctuality is expected of all students. Frequent tardiness causes children to miss important instructional time at the start of their day. Students who are tardy must sign in to the office upon arrival and return to your class with a tardy slip.

The attendance clerk is responsible for tracking excused and unexcused absences. If you have questions about a student, please contact the attendance clerk. Otherwise, allow students to make up their work within the prescribed amount of time.

BOARD OF TRUSTEES MEETINGS

LISD Board of Trustees meetings are held on the first and third Thursdays of each month. The first Thursday's meeting is held in the LEO Center conference room. The third Thursday's meeting takes place in the Cedar Park Middle School cafeteria. Changes in this schedule will be posted on the LISD web site.

BUILDING MAINTENANCE

Repairs and maintenance are “facts of life” in a school. If you find that something needs to be fixed in your classroom, please contact the receptionist. She will submit a work order or forward your request to the appropriate person. The same holds true for clean-ups.

Please report damage from an accident or vandalism immediately. Care of the classroom and equipment is the responsibility of the classroom teacher. All doors must be locked before you leave in the afternoon.

Because we want our building to look nice for many years, we ask that no holes be put into the walls. **Please do not use nails, screws, Scotch tape or clear packing tape to affix anything to the walls. (Scotch tape and packing tape will remove the paint and drywall when removed.)** To hang posters, papers, or other information on walls, please use regular staples (not heavy duty). Blue painter’s tape works well also. Make a loop of the tape and then twist it, figure-eight style. In the hallways, whenever possible, use the cork strips. Your help in this respect will keep our workplace beautiful for years.

BUILDING SECURITY

With emphasis on safety and security for students and staff, all exterior doors will remain locked during the school day. **Do not prop doors open** at any time, including weekends.

Please wear your badge, and keep your keys with you. Your classroom door should be locked at all times. Your badge will allow you to enter the building by use of a badge reader.

Remember:

- **Our badges are our entrance keys to the building.**
- Do not loan your badge to anyone, and never give it to a student to enter the building.
- Please do not allow visitors to enter the building on your badge.
- Because our badge system monitors those who enter the building, please use your own badge to enter and do not “piggyback” on anyone else.
- **Immediately report a lost badge** to the principal or administrative assistant. We will be able to deactivate your badge and obtain a replacement for you.
- The cost to replace a lost badge is \$20.00 and is non-refundable if the lost badge is found.
- All badges are the property of LISD and must be returned when you leave the district.

CAFETERIA RULES

In general, school cafeterias seem to be a place to avoid. Please help make ours an exception. Like everything else of importance, cafeteria rules and expectations need to be taught and enforced. Insist that students walk at all times, move to tables after selecting their food, talk in reasonable voices, and use good manners. Encourage the students to clean up after themselves. **We all need to be stakeholders in the appearance of our building.**

CARPETS

A prime concern for our custodial staff is our carpeting. They spend endless hours vacuuming and shampooing carpets. In order to help them in this effort, please notify the custodians whenever anything is spilled on the carpet. Soft drinks and drinks that are red are

very difficult to remove. Students may bring **only water** into classrooms.

CHILD ABUSE (Reporting)

By law, any employee who suspects child abuse or neglect must file a report with Child Protective Services (please refer to your LISD Employee Handbook). The Counseling office will have the telephone number and on-line address. Please remember to inform your campus principal if you suspect that a child has been abused or neglected. When reporting to CPS, it is imperative that you obtain a case number. See Child Abuse and Neglect forms in “Forms” section.

CLASSROOM SUPPLIES

General classroom supplies are available in the supply room. If you need an item which is not stocked, please submit a request to the principal’s administrative assistant. These requests will be processed and available for pick-up soon afterwards. Please conserve when possible and be courteous to your fellow teachers. Please do not hoard. If you notice that a supply is running low, report this so that the item can be restocked.

CLASSROOM TELEPHONES

Classroom telephones are for staff use in conducting school business. Students should only be using classroom telephones when calling home for disciplinary reasons. Please do not send students to the office to make unnecessary telephone calls. There is a logical consequence for forgetting homework, gym clothes, books, etc. Because instructional time is so precious, we ask that you restrict your use of your classroom telephone or cell phone during class time.

CLINIC

If a student reports that he/she needs to go to the clinic, **you must issue a clinic pass. Do not allow a sick child to call home from your room.** Send him/her to the clinic and the nurse will make the call. It is important for the nurse to keep accurate records of all students who are ill.

CONFERENCE/TEAM PLANNING PERIODS

Most teachers have two non-instructional periods. One of these periods is scheduled as an individual conference period in which the teacher may choose to return parent phone calls, hold parent/student conferences, plan lessons, prepare instructional materials, grade papers, analyze data, etc. The second period is a department/team planning period. This designated time allows all teachers on a team to work together to plan, analyze data and look at trends, discuss the needs of students and programmatic ramifications, etc. The team-planning period is to be used for improving your team’s instruction so your students may achieve maximum success. It is an expectation that teams meet twice each week. Grade level departments meet three times a week. Vertical departments meet once each month.

CONFIDENTIALITY

Confidentiality is a critical issue in any school. It is imperative that you familiarize yourself with the Family Educational Rights and Privacy Act (FERPA), 34 CFR 99, and the Leander School Board Policies – FL (Legal and Local). Failure to adhere to these policies can result in serious consequences for you and the school. Both of the above-mentioned references pertain to educational records of a student. Educational records are those documents with personally identifiable information directly related to a

student (name, initials, ID number, social security number, etc.) maintained by the school district. Other information can inadvertently breach confidentiality when it becomes “personally identifiable”, e.g., referring to an unnamed student with red hair on Team 6A, when there is only one sixth grade student with red hair. For this reason, please do not access your e-mail while your students are in computer labs. **NO** personally identifiable information can be released to anyone without parental consent, except to educators with a “legitimate educational interest”. The only exception to this rule is Child Protective Services. You may talk to CPS without parent permission. School nurses have a right to know about the medical conditions of students; however, doctors, MHMR caseworkers, outside therapists, etc., may not have access to personally identifiable information without a parent-signed information release.

Please be extremely careful about what you say regarding students in the teachers’ lounge, the workroom, or any public place. It is quite possible that parents or students will be in the vicinity. **Avoid talking about your students to your own children.** Substitutes should have only as much knowledge as necessary to effectively interact with the students, e.g., behavior management techniques which work well.

Please keep your grade books, SpEd documents, discipline referrals, Rtl paperwork, etc., locked in a drawer. Take special care not to leave educational records on a copier. Rather than throw paperwork with personally identifiable information in the trash, please run it through the shredder or tear it into small bits.

When using e-mail, please take care not to divulge identifiable information about students. This communication is not secure and, too

often, a message is forwarded to the wrong person.

Maintaining the confidentiality of our students is a serious responsibility for all of us.

COPY CENTER

Faculty in Leander ISD has the luxury of having copying done for them at the Document Production Center. Please place your copy requests in the bin in the mailbox area. Keep the pink copy for your records until the job has been returned. Materials will be reproduced and returned to the mailroom. Please plan ahead and send all multi-copy jobs to the Copy Center. Small jobs (less than fifty total copies) may be done in the workroom. (Consult “Copy Center” in the Procedures.) Copying may also be requested by web-submission. Please check with the Principal’s Administrative Assistant for information in setting up your own account.

COPYRIGHT INFRINGEMENT

Please consult your Leander ISD Employee Handbook regarding copyright responsibilities. Leander ISD strictly enforces copyright laws. The laws pertain to all print material, music, and video/CD reproduction.

CUSTODIANS

Our custodians are key to the operation of the school. They are here when we arrive and here when we leave, spending hours cleaning and maintaining our campus. While the lion’s share of the work falls to our custodians, school-wide cleanliness is the responsibility of everyone on campus. Encourage students to pick up pencils, paper, and other supplies off the floor at the end of each period. Please insist upon and model a “keep our school clean” attitude. And give the custodians a word of thanks from time to time. They deserve our gratitude.

DEPARTMENT HEADS/TEAM LEADERS

Our department heads and team leaders serve as instructional leaders on the campus. They function as interfaces to instructional services and the administration, provide leadership in curriculum evaluation and development, and assist with a myriad of other curricula tasks. These committed faculty members will spend a great deal of time working with colleagues for the betterment of Canyon Ridge. Please express your gratitude to them for this Herculean effort. (Duties of both Department Heads and Team Leaders are found as Appendices at the end of this section.)

DEPARTMENTAL PLANNING DAY

After receiving principal approval for departmental planning time (a rarity due to reduced sub budget), each department will submit a leave request using AESOP Preliminary. Departmental planning/ grading days are to be conducted on campus and will provide a meeting agenda to the Principal. Department days cannot be taken on Mondays or Fridays.

DISCIPLINE

Students are expected to adhere to the Student Code of Conduct. This Code can be found in the LISD Student and Parent Handbook.

Effective classroom management requires thoughtful planning. It is helpful to involve your students in setting up rules so that they have ownership in the classroom environment. After getting to know your students, a Social Contract is suggested. Like every other concept or skill, appropriate behavior must be taught. I would ask that you **teach** the expected behaviors you wish to see exhibited. In order to establish consistency across the school, please use a "Warning-Call-Consequence" approach to discipline. For the first infraction,

provide a **warning** to the student, being certain that you let him/her know which rule was broken. Ask him/her to complete a DAF (Discipline Assistance Form). For a second offense, have the student **call** his or her parents. The student needs to accept responsibility for his/her choice and inform the parent that subsequent behavioral issues may result in an office referral. Again, the student should fill out a DAF. If the behavior continues, a **consequence** should be given. I urge you to consider logical consequences, e.g., if a student throws food in the cafeteria, he/she will have the dubious honor of cleaning in the cafeteria.

All rules should be posted in the classroom.

Obviously, there are some infractions that result in an immediate office referral. These behaviors are usually severe in nature and/or excessively disruptive to your classroom. Please fill out a discipline referral form (available in the Teachers' Workroom) and send the student to the office to speak with an administrator. The referral form must be filled out completely and should not contain the name of any other student, even if another child was involved in the incident.

If a student is blatantly defiant and/or non-compliant in the classroom, please call the office for an administrative escort from the room. Remember: **never touch a student while in a disciplinary mode.** Please do not push, grab, search, or threaten a child. Be consistent and firm. Call the office for help from an administrator. When in doubt about a student or parent concern, contact an administrator.

DRESS CODE

Please monitor your students to ensure that they are in compliance with the LISD dress code. When reminding students of the dress

code, be discreet yet firm. At the beginning of the year, please review the district's dress code policy with your first period students (see the following):

Excerpts from Student and Parent Handbook

General Information:

- No clothing featuring pictures, emblems, writings, or slogans that are lewd, offensive, risqué, vulgar, obscene, provocative, or that convey hate messages or racially, religiously, or ethnically demeaning messages may be worn (including jewelry or accessories)
- No dress or grooming shall disrupt the learning environment or create a health or other hazard to a student's safety or the safety of others
- No apparel or accessories shall depict tobacco products, alcoholic beverages, drugs or any other dangerous, prohibited, or controlled substance
- No attire that identifies, condones, depicts, or promotes a student as part of an unauthorized group, such as a gang
- No clothing or accessories that promote violence, weapons, bombs, illegal acts, or anything that could be construed as provocative or offensive or otherwise distract from the learning environment, as determined by the administrators
- No extremes in any type of clothing, footwear, make-up, hair, or jewelry will be permitted
- No pajamas, sleepwear, or house slippers of any kind
- No clothing that is too tight such as spandex/Lycra unless worn with a dress, skirt, or tunic (using the standards that are applied to shorts, skirts, and skorts)

- For safety reasons, tennis shoes (rubber sole, closed toe and heel) are to be worn during Physical Education (P.E.). Shoes such as flip flops, boots, Crocs, sandals, etc. are not permitted during P.E.
- School-sponsored uniforms (athletics, cheerleading, dance teams, ROTC, etc.) are exempt from this dress code. Students who participate in extracurricular activities may be subject to additional standards. The sponsor or coach will distribute additional requirements to participants
- No holes in apparel that expose any areas that are not allowed by this dress code

Pants, Jeans:

- Shorts, skirts, and skorts must be at finger-tip or mid-thigh length as measured with relaxed shoulders
- Pants, jeans, shorts, skirts, and skorts must be worn at the hip and cover undergarments

Shirts, Blouses, Sweatshirts, Sweaters, Vests, Jackets, Coats:

- No strapless tops, spaghetti-strap tops, backless, halters, large armholes, or off-the-shoulder tops
- No low necklines (which reveal cleavage)
- No see-through or mesh shirts
- Tops must meet the beltline, and must not reveal undergarments or skin
- No full-length jackets and coats such as those commonly referred to as "trench coats" or "dusters"

Eyewear and Accessories:

- No sunglasses shall be worn in building

- No metal-studded collars, choker chains, armbands, wristbands, chains, or other metal studded accessories are permitted

Headgear:

- Hats, caps, sweatbands, scarves, bandanas, doo-rags, hoods, and other headgear shall not be worn inside campus buildings without administrative approval

**For more information about what constitutes a gang, please contact your campus administrator or local law enforcement.*

EMPLOYEE HANDBOOK

Leander ISD publishes its Employee Handbook at the beginning of the school year. This handbook is available on the district intranet. Please take the time to familiarize yourself with its contents. It is imperative that you review the information on sexual harassment each year. The district is responsible for disseminating this information to all employees **each year**, and the district's employees are responsible for being knowledgeable about the impact of sexual harassment in the workplace. You will be required to confirm on-line that you have read the Employee Handbook.

EXCELLENT EAGLES

Students have the opportunity, at the end of each six-week grading period, to become "Excellent Eagles". Some of the benefits of being an Excellent Eagle include being allowed into the building five minutes early each morning, reduced admission prices to the school dances, and a treat every Friday after school.

Interested students should fill out the application form (see [Forms](#)). Criteria for membership includes having at least an 85

average in all subjects, good conduct grades, no office referrals and two hours of community service per grading period. Completed forms are submitted to the Counseling office.

FACULTY MEETINGS

Faculty meetings will be held at two different times to accommodate faculty schedules. The first meeting will take place at 4:15 PM on the **first Tuesday of each month**; the second meeting is scheduled for the **Wednesday following the first Tuesday** at 8:00 AM. Attendance at one of these meetings is **mandatory**. Please make an effort to arrive on time, so that we can finish the meeting in a timely manner. Periodically, it will be necessary to hold additional faculty meetings when critical information needs to be disseminated.

FORMS

Copies of frequently used forms are kept in the mailroom. If you need help completing a form, please check with the office.

GRADING

Grades **DO NOT TRANSFER** in Texas GradeBook. If one of your students has a change made to their schedule, the teacher of the class the student is withdrawing from **MUST provide** the new teacher with the student's withdrawing grade. Additionally, if a student's schedule is being changed from one period to another with the same teacher, the teacher must move the student's average from the existing period to the new period. If you do not follow this procedure the student will end up with a blank cycle grade and the Registrar will need to track the event for proper grade reporting.

When a new student arrives on our campus, the registrar will provide you with the new student's withdrawing grade from their

previous campus. The teacher must enter the new student's withdrawing grade average into the appropriate cycle for averaging with grades earned at CRMS following their arrival.

Progress Reports are sent out during the third week of the grading period. Report cards are distributed at the end of each six weeks. Each faculty member will be trained on the use of Texas GradeBook. It is a faculty responsibility to update grades in Texas GradeBook **each Tuesday afternoon by the end of the day.** (Please see "Grades/Progress Reports" in the Procedures section of the handbook.)

During the first two weeks of school, each team and electives teacher will develop a grading procedure to be sent home to parents. Do not make any changes to your procedure unless you have notified parents and students.

Grading procedures should include the following elements:

- A list of objectives to be covered for that grading period from the Curriculum Guide.
- Major categories to receive a grade and the weight each category carries, e.g., Homework= ___% (not to exceed 15%), Daily Work= ___%, Participation= ___%, Starters= ___%, Quizzes= ___%, Test Grades= ___%, etc.
- Please **do not double test grades.** No one test score should exceed 25% of a child's grade. For example, if the weight of your test scores equals 50%, you must make certain to give two assessments.

At CRMS, a number grade system is used:

90-100 = A
80-89 = B
70-79 = C
69 or below = F

Incomplete Work = I

An incomplete grade may be given to students who have been absent and need to make up the work they missed. Incompletes may not be given for late projects.

Leander Independent School District, Middle School Student and Parent Handbook **Making up Missed Work**

"Students who have been absent for any reason must make up the work they missed."

"One day of make-up time is allowed for each day of absence. (Example: one day absent – one day to make up work; two days absent – two days to make up work; etc.) Failure to make up the work may result in academic penalties."

**District policy states that one day of make-up time is allowed for each day of absence.*

Conditions under which make-up work is allowed: Work must be regular class work required for that grading period – **not extra credit.

Did you know ... incompletes exclude students from:

- Honor Roll – Four Points News and LISD Website
- UIL Eligibility – Students have a seven-day grace period to make up work and retain eligibility
- Semester Grade Point Averages – Semester averages will not appear on report card if a student is given an incomplete grade. This will also affect averages for NJHS.

All grade changes made in Texas GradeBook after designated verification dates and times must be immediately reported to the registrar for posting in iTCCS. Cycle grade averages and progress report comments entered in Texas GradeBook by teachers are downloaded into iTCCS. The iTCCS database is the source used to print student progress reports and report cards.

When a student has failed a major test or assignment, he/she will be given an opportunity to take the test (complete the assignment) again for a grade not to exceed 80. These retests must be given within five days of receiving the failing grade back.

Student conduct/behavior should not be tied to an academic grade. On-time performance reflects a behavior, not an academic skill.

There will be occasions when some students refuse to complete assignments. If this situation arises, the following procedures are recommended:

- Conference with student.
- A letter sent home and returned signed by the parent/guardian, informing them of the situation.
- Conference with the parent and student either at school or on the phone.

After the above procedures have been exhausted, a student may be referred to the office.

- After-school or before-school academic detention, or lunch detention, assigned by an administrator. (A 24-hour notice to the student will be given for before-school or after-school detention assignments.)

Student grades are **personally identifiable information** (as determined by the Family Education Rights and Privacy Act [FERPA]).

- Do not allow a student to enter grades in your grade book or on your computer.
- Do not allow students to handle your grade sheets or bubble sheets.
- Do not discuss students with others in open areas such as hallways or the teachers' lounge.
- When showing parents their child's series of grades on a grade sheet, make certain that you have fully covered all other students' names and grades.

Parents may view their child's grades on-line by accessing Texas GradeBook. Each parent will need to register in the Texas GradeBook program to check his/her child's reports.

GUEST SPEAKERS

Please ask for administrative approval before scheduling a guest speaker. You must request to view any visuals the speaker may show, as well as a general script of the speech. If the presentation might be deemed as offensive to **any** student or parent, you must send a letter to parents allowing them the option of having their child not attend. Be certain that you have determined where a child who has opted out will go. You must provide an alternate assignment. A child cannot be penalized for not participating.

HALL PASSES

In order to account for students in the event of an emergency, please issue a hall pass to any student who needs to leave the classroom. The student must sign out of class. Hall passes also serve to monitor how often students are leaving a particular classroom. If concerns regarding the number of times a child is out of the classroom are discussed with parents, hall pass documentation will support your concerns.

HOMEWORK

At Canyon Ridge, homework is assigned to reinforce concepts or practice newly developing skills. If homework is not pertinent, please do not assign it. Students must turn in homework the day it is due. There will always be extenuating circumstances for students, but these special causes will be considered on a case-by-case basis. Each team or individual elective/PE teacher needs to address the issue of homework in writing to parents by the third week of school. We ask that parents acknowledge receipt of this policy by parent signature.

It is the student's responsibility to check with the teacher the day he/she returns from an absence to determine the work needed to be done as make-up. One day of make-up time is allowed for each day of absence. Students cannot be penalized for missing class work while serving ISS or LEO time.

LETTERS TO PARENTS

Please submit a copy of your homework policies, discipline procedures, and all other classroom procedures to the office. As well, parent letters must be reviewed by the office **before** they are sent home. Turnaround time will be swift.

LEO – LEANDER EDUCATIONAL OPPORTUNITY CENTER

Throughout the year, students may be assigned to our LEO Center (Alternative Education Placement). The secondary LEO teachers are responsible for all areas of instruction and grading while the child is there. The AP Administrative assistant will give you notification when a student is placed in LEO. You will be asked about the subject matter you are covering and the student's current average.

The only make-up work a student should be expected to do for you would be a "catch up" on a skill(s) missed while in LEO.

LESSON PLANS

Lesson plans are a professional responsibility. You will not be asked to turn in lesson plans on a weekly basis; however, plans should be readily accessible at the teacher's desk. From time to time, lesson plans may be requested.

Lesson plans should be a concise statement of what the student will learn and/or be able to do at the end of the lesson, and how the teacher intends to teach and assess student mastery of the TEKS. Plans should reflect the lesson objective, specific activities, explanation, guided practice, how you will check for understanding, type of independent practice, assessment, re-teaching strategies, and re-assessment. The plans should be detailed enough to serve as a guide that teachers and administrators can understand. **Effective planning results in effective teaching.**

MAILBOXES

Mailboxes are located in the workroom behind the Reception area. Please **check your mailbox upon your arrival, during lunch, and before you leave campus.** Information regarding students should be placed in a sealed envelope or stapled closed. Educational records (IEPs, report cards, BIPs, graded student work, discipline referrals, etc.) should not be visible to anyone who is near the mailboxes. Please do not send anyone to the workroom to collect your mail.

The bins for Copy Center and intercampus mail are also located in the mailbox area, below the faculty mailboxes. Outgoing, stamped mail should be placed in the tray at the back of the receptionist's desk. Mail requiring postage

(school business only) should be placed in the intercampus mail tub.

You will receive a weekly bulletin (Notes from the Nest) via e-mail. It will contain important information for staff (announcements, calendar events, kudos, etc.). A daily schedule will be placed on the white board in the faculty lounge.

PARENT COMMUNICATION

Teachers are encouraged to communicate with parents **often**. Please be sure to let parents know the good things that children do, as well as the areas that need improvement. Parents are usually pleased to hear the positive contributions their child makes. Receiving positive comments goes a long way toward building a strong teacher/parent/student relationship.

If you wish to submit a "Positive Referral" for a student, please complete the form (located in the workroom), and submit it to your assistant principal.

If you are contacting parents via telephone, **please keep a record of all phone calls on the Teacher/Parent Communication Log** (in the Form section of the handbook. For written messages, it is imperative that you keep a copy for your files. Remember: these notes to parents are a direct reflection of you as a professional. Spelling and grammar **do count!** Your Communication Log (Forms section) and written notes should be kept in a locked file cabinet.

Please do not allow yourself to be drawn into conversations with parents about children other than their own. Other children may not be discussed for any reason. If a parent asks about another child in the class, tell him/her that you are not at liberty to discuss other students with them.

Telephone calls from parents should be answered **promptly**. This turnaround time should be no longer than twenty-four hours. Delaying a response only adds to the frustration felt by the parents. Quick turnaround often diffuses sticky situations. Please check your voicemail often during the day.

PARKING

Parking will be available on a "first come, first served" basis. Please do not park in spaces that are designated for visitors or "handicapped parking only".

PETS/ANIMALS IN THE CLASSROOM

Because of the potential for adverse affects such as:

- Allergic or asthmatic reactions
- Scratches and/or bites
- Infections and diseases
- Infestations of insects and/or mice
- Poor indoor air quality

Animals in the classroom are strongly discouraged.

PROGRESS REPORTS

If you have a student who is failing before the third week of the six weeks, you are **required** to send home a progress report at the end of the third week of the grading period. Teachers are also asked to **send home a progress report if a student's grade has dropped by a letter or fallen below an 80% average during the grading period**. As well, **if a student receives a failing grade after the progress report goes home, please contact the parents**. This grade could significantly impact the final grade that the child will receive. **Parents must be contacted prior to receiving their child's failing report card**.

Frequent communication with parents will help ensure students are getting the support they need to complete assignments, have necessary supplies, prepare for tests, etc. Please make a conscious effort to contact parents with positive feedback, as well as needs for improvement.

RECYCLING

Students and staff are encouraged to recycle as many items as possible. Our recycling group is committed to this effort and will collect paper from your room periodically. Students and faculty are asked to recycle all cans and bottles in the provided bins. Please **do not throw other trash, e.g., used coffee filters and grounds in these containers.** Let's all commit to this environmental effort!

SPELLING GUIDELINES

Spelling **does** matter! Spelling guidelines for the district are as follows:

- Incorrect spelling will be identified on all graded work so that the student knows a word or words are misspelled. (Examples of work that will not always be marked for spelling include writing pieces in draft form, student journals, and interactive notebooks.
- Work that is displayed for the public will be error free or have errors corrected.

These guidelines will be in place from the beginning of school for all middle school students. Dictionaries will be placed in each core academic classroom, at a ratio of one dictionary per five students.

STAAR

STAAR (State of Texas Assessment of Academic Readiness) tests are given throughout the second semester of the year. Individual scores will be made available to parents. STAAR

testing dates are listed under "Faculty Information". Sixth graders will be tested on reading and math; seventh graders will take reading, writing and math; eighth graders will take reading, math, social studies and science.

STUDENT HANDBOOK

Many items of interest to students and parents (dress expectations, health and safety guidelines, attendance policies, etc.) are covered in the LISD Student Handbook. This handbook is available on the LISD website. It is a good idea to become familiar with the contents of this publication. Periodically referring to this handbook comes in handy.

SUBSTITUTES

In order to provide consistency and quality instruction for our students, each teacher is expected to provide a substitute folder for unplanned absences. These folders are in addition to the plans you would leave for planned absences. This folder, as well as substitute information for planned absences, should include the following:

1. Class policies, rules, and procedures,
2. Updated seating charts for all classes,
3. Bell schedules,
4. Duties: Be specific about when, where, what to do, etc.,
5. Copies of your class roster,
6. A page which includes:
 - a.) lesson plans,
 - b.) attendance procedures (asking substitute to list tardies and absences so that you may update your records when you return),
 - c.) short explanation of how your classroom generally operates,
 - d.) your scheduled lunch period, conference and team times,

- e.) possible “starter” activities and how to initiate these activities,
 - f.) location of tardy permits, special passes, discipline referral sheets, etc.,
 - g.) list of reliable students who can assist in each class.
7. Passes for CMC students and assignments for three days with necessary page numbers or handouts (**CONFIDENTIAL**).
 8. Copied activities, (Please do not ask the substitute or office staff to do the copying for you.)
 9. All emergency plans (fire, tornado, evacuation plans).

Leave specific instructions for the substitute to contact the office if he/she is having trouble with a student. All substitute jobs must be submitted. Please follow the “Substitute” information under Procedures in this handbook.

TEACHER WORK DAY

Contract time for teachers is 8:00 AM - 4:30 PM. Some exceptions are faculty meetings, departmental meetings, team in-service or professional development, or a teacher’s assigned duty. In these situations, teachers may be asked to arrive earlier or stay later. Every attempt will be made to schedule such meetings on Tuesdays after school or on Wednesdays before school. As well, every attempt will be made to give teachers adequate notice of such meetings.

Students will begin entering their class-rooms at 8:50 AM. Teachers should be **at their classroom doorway** no later than 8:50 AM, to greet the students.

Teachers who do not have after-school duty must be stationed outside their door before

school, during passing periods, and at the end of the school day until 4:10 PM. Any time a teacher needs to leave campus before 4:30 PM he/she must request approval from the Principal or Assistant Principal, and sign out in the front office.

TECHNOLOGY (Teachers)

Technology surrounds us and we are constantly reminded of the need to guard this valuable resource. Please note the following:

- Computers, both campus and hand-held devices, must be monitored at all times: checking student work, actively walking through labs, on-task behavior, etc.
- Students should not be allowed to take laptop computers into the halls. If they are in the halls, the computers are not monitored.
- Please do not access your e-mail in computer labs. This presents an opportunity to violate confidentiality of students. As well, you are not actively monitoring if you are checking e-mail.
- Do not send students to labs unaccompanied.
- Please do not give students keys to the labs.
- Food and drinks are not permissible in computer labs.
- Please report all damaged computer equipment to the campus technology specialist.

TECHNOLOGY (Students)

Students are allowed to bring personal technology to campus, with the understanding that the responsibility for that equipment rests solely with the students and parents. Student use of personally-owned computing devices is restricted to curricular access. Use of the devices is at the teacher’s discretion. Student devices may not be charged at school and may

not be attached to any district-owned device. Like district hardware, personally-owned student devices must be monitored.

It is the responsibility of all faculty members to monitor, regardless of where the devices are being used.

TEXTBOOKS

Textbooks will be distributed directly to students using scanned barcodes. Each student is responsible for his/her textbooks and must pay for lost or damaged books before another can be issued. If a book is lost, a textbook must be provided for student use during the class period. Teachers may provide these books, but the books must remain in the classroom until the cost of the original book is reimbursed. The assistant principals' administrative assistant will collect payment for damaged or lost books.

All distributed books should have the name of the students using the book printed clearly in ink in the appropriate spot inside the front cover of the book. The teacher's name should also be written inside the front cover of the book, directly beside the student's name. Teachers are asked to conduct periodic inventory checks during the year to make certain that students know the whereabouts of their books.

Teachers may request a class set of books for student use **only** in the classroom. Please do not let students take these books from the classroom, as you will be responsible for the books which are distributed to you as a class set. Like the students, teachers using a class set of books must write their name inside each front cover. Please keep class sets on shelves instead of under desks. (They disappear too easily.)

All books MUST be properly covered at all times. Please hold "book cover checks" several times during the year.

At the end of the year, all students will return their textbooks to the book room. Teachers with class sets will also return books to the book room. Students who withdraw during the year must return books to the assistant principal.

VIDEOS

All movies shown on campus must be related to the curriculum, appropriate for the age of the student, and available in the campus library. Videos that are not in the library or not part of the approved curriculum may not be shown without permission from an administrator. If you wish to show a video that is not in the library, please ask for a permission form from the librarian, complete the form (including your rationale for showing the video), and submit the form to your administrator. For some movies, parental permission may be required.

VISITORS

All visitors and district personnel must show identification and sign in at the front desk before going to any location in the building. Visitors will be given a badge to wear while on campus, and will be escorted to their destination. If you see someone without a badge, please escort him/her to the office or call the office to notify the administration.

VOLUNTEERS

Our campus volunteers are an important part of our learning community, donating an incredible amount of time and energy to our campus. The law **requires** a criminal history check before ANYONE can serve as a volunteer on campus. After clearance has been obtained, it is critical that volunteers wear their individual

volunteer badges while on campus. Again, if anyone claiming to be a volunteer is not wearing his/her volunteer badge, please escort them to the office or contact the administration immediately.

Our campus Volunteer Coordinator is:
Trisha Greenway.

WEEKLY FACULTY BULLETIN

In an effort to conserve paper, you will receive a weekly faculty bulletin via e-mail. These bulletins will contain important information regarding campus events, dates, changes, requests, and other campus news. You will receive your bulletin late Friday afternoon or early Monday morning. Please **read** these bulletins carefully and add important dates to your calendar. These bulletins eliminate the need to have more frequent faculty meetings.

WORKROOM

The Ellison die cut machine, large paper cutters, bulk paper, and catalogues are housed in the workroom for teacher use.

Our teachers' workroom and lounge are places to relax and regroup. Please remember to discuss your concerns regarding students or other staff members in a professional, courteous manner. As well, it is important that you are aware of who is in the room. Often, confidentiality is breached inadvertently.

Before leaving the break room after your lunch period, please wash, dry and put your dishes in the cupboards. Clean up spills in the microwave or refrigerator with soap and water. Everyone should leave the eating area as clean as they found it. The custodians are not responsible for cleaning up after us.

Children are not permitted in the teachers' lounge or workroom.

Items of interest and/or necessity will be posted on the bulletin board in the lounge. Please check often and familiarize yourself with these items.

CRMS PROCEDURES

ATTENDANCE ACCOUNTING

The teacher is responsible for keeping accurate attendance records in GradeSpeed. Attendance records are accountable documents that may be reviewed by state auditors. Attendance must be posted **within the first ten minutes of each class period.** (The only exception is Athletics, which must post by the end of the class period.) Teachers will also be responsible for signing a weekly attendance verification report in the attendance office each Monday for the prior week. If a student comes to class after you have posted your attendance for that period, e-mail the attendance office to verify that the student has checked in. The attendance office will make the appropriate correction.

Substitute teachers are not able to access the attendance program. **A master class roster and Sub Attendance Forms are provided in every sub folder.**

COPY CENTER

Each year, schools are allocated a specific amount of money for copying. These funds need to serve the school's copying needs for the entire year. Please keep this in mind when ordering copies; order only the number of copies that you will need. Teachers are encouraged to find ways to minimize their use of photocopies.

DUTY

MORNING DUTIES

7:45 – 8:15

8:15 – 8:48

AM BUS DUTY - Students are not permitted to hang out in the bus loading/unloading area. As students unload they are to be directed to the cafeteria.

The DPC tub is kept in the mailroom. Each job must have a completed "Document Production Center Order Form" attached. Our campus is '045' and the 2-Digit Function is '11'. Fill in the number of originals sent and the number of copies needed.

The Copy Center tubs are picked up/delivered early each morning. Drop off all items for the Copy Center before the end of the day. Usually, turnaround time is three days. Multi-part forms, binding, etc., require additional time.

CAMPUS COPIERS

The copiers for teacher use are located in the workroom. These copiers should be used for smaller jobs (less than fifty total copies). Larger jobs should be sent to the Copy Center. If either machine is running low on toner or other supplies, please replace them yourself or ask the principal's administrative assistant for assistance. A password, which will be given to you after you attend a scheduled training, is required to use the machines. This allows the district to keep a record of how many copies each teacher is generating. Teachers have a monthly allocation for campus copiers. Please watch your usage. If you exceed your monthly allowance, **DO NOT** use the printers to run class sets. The cost of toner for printers is very expensive and this is a waste of our campus budgetary resources.

Café Patio/Practice Field - Walk around and monitor students that are using the café patio for four square and other activities.

Outside Basketball Court - Walk around and monitor students that are using the basketball court, assist other teachers on duty with practice field supervision.

Inside Cafeteria - Walk around and monitor students in the cafeteria. Students should be asked to find a seat, pick up trash, etc.

Outside Cafeteria by choir room - Check students for library /tutoring passes. Students are not permitted to be in the hallway without a pass.

Front Foyer - Greet visitors and check students for library/tutoring passes. Students are not permitted to enter the front of the building until 8:48 AM unless they have a pass or are taking a note to the attendance office.

LUNCH DUTIES

Seventh grade: 11:46 – 12:17

Eighth grade: 12:43 – 1:14

Sixth grade: 1:40 – 2:11

Lunch Detention - Assist with monitoring students who have been assigned detention during lunch. Students are not permitted to get food from the snack bar while they are in detention, talk, or get up from their seat

without permission. Assign cleaning duties to all students in lunch detention. Students will clean the cafeteria five minutes prior to the release bell and will continue cleaning until all other students have exited the cafeteria. If there are no students assigned for detention you will assist in monitoring the students in the cafeteria.

AFTERNOON DUTIES

4:05 - 4:25

PM Bus Duty - Assist bus drivers as needed, monitor students' behavior while they are loading the busses. Encourage all students to get on the bus rather than hanging out in the loading zone. Buses will depart Canyon Ridge at 4:13 PM.

Parent Pick up - Keep students on sidewalk while they are awaiting pickup. Monitor students who are leaving campus on their bikes. Bikes must be walked off campus. Help guide students across crosswalk by directing traffic.

<p>Remember to circulate among students and watch for potential problems or situations.</p> <p>If you have any problems with students or see any problems, you have the authority to:</p> <p>.</p>	<ol style="list-style-type: none">1. Separate students2. Move students to a different location.3. Place students in detention area and assign cafeteria clean up.4. Bring students to the office and write a referral.5. Send a reliable student or colleague to the front office to request immediate assistance from an administrator.
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GRADES/PROGRESS REPORTS

LISD Board Policy EIA (Local) states “The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.” The individual teacher/collaborative teams shall outline which assignment(s) and or test(s) are eligible for retake or redo opportunities. These guidelines must be consistent by campus, or grade level or course. The following criteria must be met for the student to be eligible to redo an assignment or retake a test:

- Students must complete the retake or redo opportunity within five school days of the notification to the student of a failing grade.
- Students must participate in any re-teaching or review activities assigned by the teacher in preparation for redoing an assignment or test.
- Students may redo/retake assignments with the opportunity to earn a replacement grade of at least an 80.

- The maximum grade for a replacement grade on a retake or redo assignment will be a 70 for high school courses taken in middle school.
- Students that receive a failing grade due to violation of academic dishonesty are not eligible for the retake or redo opportunity.

Grade reporting occurs twice in each six-week cycle through Texas GradeBook. At the three-week mark, teachers must record Progress Report comments for **students who are failing or whose grade has dropped one letter**. At the end of the six weeks grade-reporting period, teachers must report a final average and comment(s) for that cycle.

GRADING PERIOD	PROGRESS REPORTS REPORT CARDS	COMPLETED AND VERIFIED IN GRADESPEED BY 8:30 AM
1st Six Weeks	Progress Reports	Tuesday, September 17 th
August 26 th - October 4 th	Report Cards	Tuesday, October 8 th
2nd Six Weeks	Progress Reports	Tuesday, October 29 th
October 7 th – November 8 th	Report Cards	Tuesday, November 12 th
3rd Six Weeks	Progress Reports	Tuesday, December 10 th
November 11 th – December 20 st	Report Cards	Tuesday, January 7 th
4th Six Weeks	Progress Reports	Tuesday, January 28 th
January 6 th – February 21 nd	Report Cards	Tuesday, February 25 th
5th Six Weeks	Progress Reports	Tuesday, March 25 th
February 24 th – April 18 th	Report Cards	Tuesday, April 22 rd
6th Six Weeks	Progress Reports	Tuesday, May 13 th
April 21 nd – June 6 th	Report Cards	Monday, June 6 th

Progress reports and report cards MUST be verified by 8:30 AM

The comment selections for report cards are different from those used for progress reports. **Numeric** codes must be used in Texas GradeBook for **Progress Reports**. **Alphabetic** codes must be used in Texas GradeBook for **Report Card** comments. See below.

Progress Report Comments in Texas GradeBook	Report Card Comments in Texas GradeBook
A Outstanding work	A Outstanding work
B Positive class attitude	B Positive class attitude
C Satisfactory work	C Dependable student
D Showing improvement	D Work is individually modified
G Needs to improve study skills	E Showing improvement
H Needs to work to ability	F Needs to prepare for class
I Needs to complete assignments	G Needs to use time wisely
J Needs to use self-discipline	H Needs to work to ability
K Low test scores	I Needs to complete assignments
L Low daily grades	J Needs to improve behavior
M Frequent absences/tardies	K Low test/project scores
N Request parent conference 570-3500	L Low daily grades
	M Frequent absences/tardies
	N Request conference 570-3500

If a student is at LEO at the end of the reporting period, LEO will enter his/her grades. When the student returns to your classroom from his/her assignment at LEO, the registrar will provide you with his/her transfer grades as soon as she receives them from LEO.

Your progress report comments and your report card grades and comments must be verified before the 8:30 AM deadline. This is an absolute deadline with no grace time allowed because the grades are uploaded to the service center at 9:00 AM. Due dates are listed above.

GRADE CHANGES

Grade changes can be made at any time for any grading period. If you have any grade changes, you may make them using the Grade Change Form on the CRMS web-site. **You are responsible for making all grade changes in Texas GradeBook.** The registrar is responsible for making grade changes in the Service Center database (iTCCS). Grades for LEO students will not appear on your proof sheet.

FAILING

If you assign a failing grade to a student, the student has a seven-day grace period following the end of the grading period to participate in UIL activities, but cannot participate after that date until earning a passing grade in that subject area at progress report time or the next grading period. A current ineligibility list is available from the registrar.

HONOR ROLL

The honor roll is published each six-weeks on the LISD website. You will normally have one week to make grade changes and corrections, following the end of the six weeks before the list is run for publication. Any student who has a missing grade will appear on the ineligibility printout used to determine UIL activity participation. A missing grade will keep a student off the Honor Roll.

LOCKERS

The counseling office will issue your team a group of lockers. All five possible combinations will be provided with each locker number in case a combination doesn't work. Please check these combinations prior to the first day of school. Students will only be given one combination.

Remind your students to keep their combinations to themselves.

Be sure to keep a copy of the locker information sheet. Please help any student having trouble with a locker.

Each team's Language Arts teacher will have a locker key. **NEVER GIVE THE KEY TO A STUDENT!** Please try to unjam a locker before sending a student to the counseling office.

Periodically, your team will need to hold a locker check/cleanout. Teams will be reminded to hold these checks at least once per six weeks. Teachers should inspect each locker for cleanliness, damage, and ensure the student is using the correct locker. Also, please check for

damaged/uncovered textbooks, overdue library books, and trash. Locker damage must be reported to the counseling administrative assistant.

PHONES

Every school year brings a fresh start! All voicemail is purged over the summer. To set up your phone mail, follow the steps below:

Press the button labeled "Message".

Dial the temporary password (12345) and then press #. The system will prompt you to record your first and last name. Press # to continue. To accept the recording of your name, press 1 then #. You will be asked to set a new password.

New passwords must be at least 5 digits in length. Choose something that is easy to remember and make a note of your password in the event that you forget.

Enter your new password and press #. You will be asked to reenter the password for confirmation.

You may use the system greeting, using your recorded name. To choose this option, press #. If you would like to use a personal message, press 1.

"Hello, you have reached the voicemail of Sally Teacher at Canyon Ridge Middle School. I am unable to take your call at the moment. Please leave a detailed message at the tone, and I will return your call as soon as possible. If your matter is urgent, please contact the school office at 570-3500. "

There are five greetings. Please change all of them to avoid confusion. If you need assistance, please check with the office.

You may call into PhoneMail by dialing 570-5326 or 15326. To leave a message for another person, dial their extension followed by #. Select option 2, and then leave a message. To check your PhoneMail, wait for a voice and then enter *, at which time you will be prompted for your extension and password.

DEAD TELEPHONES

Telephones are NOT turned off over the summer. If you find that your telephone is not working or does not have dial tone, please report it to the principal's administrative assistant IMMEDIATELY. She will address this service issue as quickly as possible.

LONG DISTANCE CALLS

Long distance calls made be made from any phone on campus. Dial the number, preceded by a '1'. At the tone, enter '06843'. Do not share this code with students.

RESPONSE TO INTERVENTION (RtI)

Response to Intervention (RtI) is a four-tiered approach to integrate educational problem-solving in a school-wide setting. This scientifically researched framework is consistent with federal legislation, such as the Individuals with Disabilities Education Improvement Act (IDEA 2004) and the No Child Left Behind Act of 2001 (NCLB).

Response to Intervention (RtI) is the process by which our campus provides high-quality instruction and intervention matched to student needs. Staff will monitor progress frequently to make decisions about changes in instruction or goals, and will apply student response data to make important educational decisions.

There is an RtI committee on the campus and all teachers will be trained in this process. If you have concerns about your student, please contact the campus Instructional Support Services coordinator for assistance. This staff member is located in the counseling office.

SUBSTITUTES

Please submit jobs as soon as you know that you will need a sub. You will need to complete the “AESOP Preliminary”, which is found under the STAFF link on the CRMS home page.

Half-day absences are for four hours or less. Full-day absences are anything over four hours. If you put a job into the system for four hours and five minutes, the sub will be paid for a whole day and you will be charged for a full day of leave.

Follow the instructions to SEIMS Employee’s Quick Reference to register with the sub system. This must be done over the phone. Once you have registered and received your PIN number, you may enter your absences on the computer. Follow the instructions on the WebCenter Employee’s Quick Reference Guide. Keep your PIN number for the sub system at work as well as at home.

You must have authorization to enter an absence for ‘Campus Staff Development’, ‘District Staff Development’ or ‘Special Programs Staff Development’. Please complete the Staff Development Absence Request Form with the appropriate information.

VENDING MACHINE RULES

1. Lines begin at the cafeteria door.
2. Only four people at a time in line at each machine.
3. Keep lines orderly.
4. Purchase item(s) and leave the area immediately.
5. Vending machines are open *only* after school until 4:15 p.m.
6. A student may purchase no more than four items during his/her turn.
7. Open food/drink items are not allowed in hallways or classrooms. Open items will be confiscated.
8. Properly dispose of trash and recyclables.
9. At 4:15 PM, students must leave the area.
10. Money lost in machines cannot be refunded.

WITHDRAWING STUDENTS

When the registrar has advance notice that a student is withdrawing from CRMS, that student will meet with the registrar the morning of his/her last day on campus. The student will receive a computer-generated withdrawal form to carry to each class throughout the last day. When the student presents the withdrawal form to you, please fill in the appropriate grade earned up to that date in the six-weeks grading period. The registrar, AP administrative assistant or AP will collect the student's textbooks. The withdrawing student returns to the registrar during the last period to complete the withdrawal process.

When the registrar does not have prior notice of a student withdrawing, a Withdrawal Grade Request Form will be e-mailed. Each teacher should complete his/her information as quickly as possible and return it to the registrar.

**DEPARTMENT HEADS FOR
CANYON RIDGE MIDDLE SCHOOL
2014-2015**

LA	Jonathan D'Elia
Math	Katie Hodson
SocSt	Josh Marsh
Science	Jacob Hoffman
SpEd	Kim Hermes
Electives	Amy Allison
APS	Jana Rivera Hacker

DEPARTMENT HEAD DUTIES

The department head models positive, proactive, and solutions-oriented thinking.

1. Meets with departments before school begins and on a regular basis throughout the year.
2. Ensures that minutes of each meeting are kept, with a copy provided to the administration.
3. Determines departmental supply order and completes inventory of received materials.
4. Interfaces between Instructional Services and teachers:
 - a. Analyzes test results – Readistep/ STAAR/Technology Exam/SRI/ QRI, etc.
 - a. Relays information to Instructional Services and teachers.
 - b. Collects materials, as needed, to send to Instructional Services.
 - c. Distributes materials to others in department.
 - d. Works on committees.
 - e. Trains, supervises, and assists teachers with various district and state testing processes.

4. Answers miscellaneous questions relating to:
 - a. departments.
 - b. mentoring new teachers to the department.
 - c. parents.
5. Coordinates with Special Education.
6. Acts as a liaison between the department and the administration.
7. Works with the principal to evaluate departmental procedures and to address individual teacher issues.
8. Provides leadership in curriculum evaluation, alignment, and development, and assists with vertical planning of curriculum.
9. Encourages and facilitates the introduction of innovative instructional strategies and techniques.
10. Assists the librarian by providing new professional resource titles and ideas to the library.
11. Organizes STAAR tutorials.
12. As needed, assists teachers with portfolios and portfolio shares.

**Team Leaders for Canyon
Ridge Middle School
2014-2015**

6-1	Kelly Wadsworth
6-2	Rhonda Palko
6-3	Kathy Keel
7-1	Justyne Biddle
7-2	Rachel Carroll
7-3	Delilah Luera
8-1	Laura Black
8-2	Josh Marsh
8-3	Tim Cornett
6-4/8-4	Brittney Phan

Team Leader Duties

*The team leader models
positive, proactive, and
solutions-oriented thinking.*

1. Defines the role of team members.
2. Along with team, sets team and classroom goals.
3. Along with the team members, develops team classroom management, tardy, grading, and homework policies.
4. Distributes materials pertinent to team.
5. Evaluates the effectiveness of the team.
6. Coordinates with Special Education.
7. Meets with Principal, Assistant Principals, and

Counselors on a regular basis.

8. Assures that accurate minutes of meetings and conferences are kept, providing copies of these minutes to administrators.
9. With the team, refers students to Rtl, 504, SpEd.
10. Assists with completion of forms for SpEd and outside providers.
11. Provides support to teachers who are new to LISD in the testing processes, e.g., Redistep, STAAR, Technology Exam, SRI, QRI, etc.
12. Creates open communication with parents and students.
13. Schedules and participates in parent conferences.
14. Participates in Open Houses and other school-sponsored activities.
15. Analyzes student testing data.
16. Maintains data for the team.
17. Facilitates STAAR tutorials with campus principal.
18. Meets with curriculum facilitators.
19. Provides leadership in curriculum evaluation and development.
20. Implements effective, innovative teaching strategies.