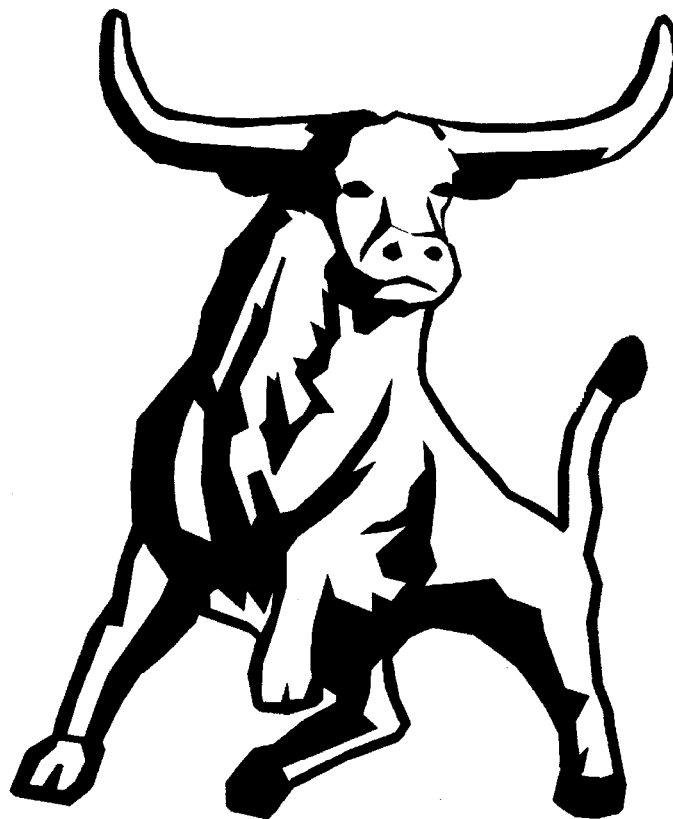


# **HARPER INDEPENDENT SCHOOL DISTRICT**



## **Teacher Procedures/Guidelines 2009-2010**

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# INTRODUCTION

Welcome to the staff of the Harper Independent School District. It is the sincere wish of the District's Administration that you have an enjoyable year filled with the experiences that make teaching such a rewarding career. You are now part of a faculty that is interested in giving only the best possible teaching effort.

Best wishes in the school year ahead. Please call upon your fellow teachers or your administration whenever assistance is needed. The purpose and intent of this handbook is to observe all state and local laws and anything contrary to these laws is void.

## ABSENCES

Attendance will be recorded through the electronic attendance system in Grade Speed. Teachers are not to re-admit a student to class after an absence without the proper admittance slip from the Principal's office. Grades **Pre-K-5<sup>th</sup>** will take attendance **only at 10:00am**. Grades **6<sup>th</sup> – 12<sup>th</sup>** attendance will be taken every class period. Each period, attendance is to be taken immediately at the **tardy bell and submitted** to the attendance clerk, Tina Moseley. The **Official Attendance Time** for the **Elementary** is set at **10:00 am**. For **Secondary**-it is **5 minutes after the start of 2<sup>nd</sup> (A DAY) or 7<sup>th</sup> period (B DAY)**. This is not a “**window**” this is a “**snapshot**”!

## ASSEMBLIES

Assemblies will be held as announced. Teachers are responsible for the class that they sponsor and/or are teaching during the period of the assembly area with their students.

## ATHLETIC AND OTHER RELATED ACTIVITIES

Student will travel on transportation provided by the school to and from all school events. Students may return home from an out-of-town activity with their parents, with a written request from the parent presented in person to the sponsor of the group at the conclusion of the activity.

## AUDIO-VISUAL MEDIA

Harper ISD has an extensive video library, including 40 new titles, available for checkout in both libraries.

## AUDIO-VISUAL EQUIPMENT

A constant effort is made to upgrade and enlarge the AV inventory to meet student/teacher needs. A variety of AV equipment, including overhead projectors, tape recorders, headphones, and LCD projectors, are available for checkout. Proper care of this equipment is of the utmost importance. Upon use of the equipment, please return it to the proper storage area. Contact the librarian aide for information regarding AV equipment availability and for special requests.

## BULLETIN BOARDS IN CLASSROOMS

Bulletin boards are considered an educational aid and are to be utilized as such. Each teacher will maintain an attractive and informative bulletin board at all times. A blank bulletin board is an indication of neglect in a vital area of instruction.

## **BULLETINS AND MEMOS**

Bulletins and memos will be issued daily and/or weekly and placed in your mailbox. Read the appropriate information to your first period students and keep the memos on file for future reference.

## **CLASS/ORGANIZATION RECORDS**

Each sponsor is responsible for maintaining class or organization records and depositing money. Money should be turned in to the Business Office for deposit by 1:10 pm. The deposit should be bank ready (coins wrapped, bills bundled, slip filled out for money breakdown). The sponsor will be responsible for giving the school office all appropriate information and for requesting to debit or credit their account.

## **CLUB/CLASS/PARENT BOOSTER ORGANIZATIONS**

Each sponsor and teacher has the responsibility of the club, class, and/or parent organization. Each sponsor must post on the calendar dates for their meeting held outside of the school day. Please share with the Principal the agenda prior to the meeting.

## **CONFERENCES, TEACHER PARENT**

Teachers shall arrange for conferences during their planning period or after school. Teachers are not to take class time to visit with parents thus depriving students of regular class instruction. The Superintendent and Principal are available for the purpose of joining teachers for conferences with parents.

Teachers, parents, or administrators may request a conference whenever the need for parental cooperation in enforcing the student code of conduct arises.

A teacher, counselor, principal or superintendent shall conduct a conference with the parents of students who have committed one or more serious behavior offenses, as defined in the discipline management plan and/or who have been removed to an alternative educational program. A teacher, counselor, principal or superintendent shall conduct a second conference as a follow-up within the same school year.

A teacher, counselor, principal, or superintendent shall attempt to conduct these conferences face-to-face, but where impractical, may conduct them by telephone and/or letter. These conferences and/or attempts will be documented.

## **CURRICULUM GUIDES**

Harper ISD curriculum guides will be reflective of the TEKS as of September 1, 1998. All teachers are urged to extend topics and concepts and develop problem solving skills and higher levels of thinking. Guides are to be revised constantly and teachers are to write revisions into their copy.

## **DISCIPLINE**

Discipline procedures must be in accordance with good educational practice. Our policy is to be on friendly terms with our students; to respect them and to merit their respect; to lead and inspire rather than drive. When the students fail to respond to suggestions and kindness, we do not hesitate to use more rigorous methods. It is considered a mark of weakness rather than of kindness to condone conduct that interferes with the progress of the class. When teachers have exhausted their own resources in dealing with discipline cases, they are urged to consult the Principal.

Each teacher should know the general rules the school employs or devise new means of obtaining student obedience. In general, these means are:

1. Informing students of these school rules, helping them accept responsibility;
2. Establishing classroom rules compatible with our school rules. (A copy of your classroom rules should be filed in the office during the first week of school);
3. Creating a desire to observe rules;
4. Conferring;
5. Praising, sending power message; and,
6. Penalizing or punishing only as a last resort.

The responsibility of obtaining obedience rests upon all teachers. This should be your first goal. An essential part of the personality of every teacher is the ability to influence students in proper conduct. The Principal can give suggestions and special help in special cases but for the most part, good order depends on the individual teacher. All teachers should work together and coordinate efforts and requirements of students. Some suggestions are:

1. Know what you want the student to learn and be prepared to deliver class instructions through a variety of activities. Have plans made in advance. This gives you confidence, which will be reflected in student response.
2. Tell the student what you expect, be specific.
3. Consistently and impartially enforce the school rules and your classroom rules.
4. Obtain control from the first day and throughout the year.
5. Make general announcements or regulations pertaining to all or a majority, but avoid publicly "bawling out" or ridiculing a student. Go to the student and talk quietly.
6. Refer to the Harper ISD Discipline Management Plan for additional suggestions.
7. Students whose needs are being met will not be disruptive.
8. Handling all petty and minor discipline problems without involving the Principal.
9. No student is to be sent to the Principal's office without a discipline referral. Exceptions: fighting, etc.

**HOLDING A STUDENT REPORT CARD WILL NOT BE A FORM OF DISCIPLINE USED WHEN STUDENTS FAIL TO PAY LUNCH CHARGES OR LIBRARY FINES OR LOST BOOK FINES.**

## **STANDARD OF DRESS**

The standard of dress for the staff shall be such that is befitting professional employees and should provide a good role model for students. Faculty shall not wear shorts or leggings in the classroom while teaching.

## **DRILLS: FIRE, DISASTER, AND BUS EMERGENCIES**

These drills will be held regularly. See last pages of handbook for evacuation procedures. Teachers are responsible for the students that they are with when the drill begins. Bus drivers should conduct emergency practice sessions twice annually with their regular riders. Always take your grade book to account for all students.

## **EATING AND DRINKS**

Designated areas for eating and drinks are:

1. Workroom;
2. Offices: Principal, Superintendent, teacher, and,
3. Cafeteria

## **ETHICS**

1. Be courteous, just and professional (with students and adults in all community interactions).
2. Ethical standards require cordial relations between teacher, pupil, home and school (Support each other, the administration and the school board members).
3. Strive to improve educational practices.
4. Avoid criticism of yourself and others, especially in public.
5. Participate in professional associations.

## **EXTRA DUTY**

This type of duty is sometimes necessary to facilitate the proper functions of our school program and fulfill our obligations to the student body and community. The Principal on a rotation basis makes an assignment to extra duty. The schedule will be posted in the office and teachers workroom.

## **FACULTY MEETINGS**

School faculty meeting will be held periodically to discuss problems, procedures, and to work in groups to better improve our methods of instruction. All staff shall attend these meetings.

## **FACULTY USE OF SCHOOL BUILDING**

Use of school facilities is permitted upon approval with adequate supervision. Requests are to be submitted to the Superintendent.

## **FIELD TRIPS NOTE: SUPPLEMENT IN STUDENT HANDBOOK**

Field trips are allowed for education purposes. These trips must receive approval of the campus principal and be posted on the calendar at least one (1) week in advance.

## **FOOD SERVICE**

The success of the food service program depends, to a great degree, upon the cooperation of the faculty. The Principal will make lunch schedules and you are to observe these on a daily basis. The school participates in the National School Lunch Program, which provides for paid, reduced price and free meals.

## **SCHOOL FUNCTIONS**

The school requires that all school-sponsored activities be well planned by the host organization, its sponsors and approved by the Principal. Any school-sponsored function is governed by the same school rules as if during a regular school day.

Teachers are expected to remind students that they are under school rules at all time during any school function. Proper behavior at these functions is to be emphasized by each teacher.

## **FUND RAISING**

Fund raising activities will be limited based upon the need of each class or organization. Approval for these activities will come from the Principal.

## **GENERAL INFORMATION**

Each teacher is charged with the responsibility of being familiar with the Student Handbook in order to support the district procedures. Each teacher is also responsible for:

1. All teachers shall post a daily class schedule inside the classroom beside the door after the first week of school. Elementary teachers must file a copy in the school office at the end of the first week of school
2. Informing students of their responsibilities, as the occasion arises.
3. Keeping students out of the teacher's workroom/lounge area.
4. Enforcing ALL local and state policies as outlines in the handbooks. (Some items of responsibility have only been entered in the Student Handbook).
5. Being at the door of your classroom when your students are scheduled to enter and monitoring hallway activity.
6. Cleaning the teacher's lounge area.

## **DEPOSITS TO CENTRAL OFFICE**

All deposits for Activity and/or GOF Accounts, need to be in the central office by 12:00 p.m. on the day the deposit is being made. Teachers/advisors/sponsors should bring in the money for deposit. Money should not be brought to the office by students.

Deposits will be verified by central office personnel in the presence of the teacher/advisor/sponsor. Receipts will not be delivered via mail run.

## **RECORDING GRADES**

Grades are to be properly recorded into the grade books, grade sheets, grade collection rosters, and permanent records with ballpoint ink. (NO WHITE OUT) The current approved grading policy shall be followed in its entirety. If an error is made in any of the above credit records, the teacher will mark through, re-write, and initial. The actual grade earned is recorded for each and every student and every grade/course. A teacher cannot record a grade higher than the student actually earned. A grade higher than 100 cannot be recorded on the permanent folder. All grades should be updated on the current Grading Program on a weekly basis. Teachers must submit 10 daily grades and 3 assessment grades each six weeks.

## **GYM USAGE**

No student is allowed in the gym unless supervised by a teacher. Only tennis shoes will be allowed on the gym floor. (Any other shoes worn will be allowed ONLY with the approval of the coaching staff.)

## **HOMEWORK**

Homework will be "practice" activities for which the student has already been taught the skill or for studying for tests or completing projects.

## **INDIVIDUALIZED EDUCATION PLANS (IEP)**

Handicapped students scheduled into regular classes all have individual IEP's on file, which specifies alternative teaching strategies to be incorporated by the regular teacher. Be sure to request copies and clarification, as needed.

## **LEAVING CLASSES, BUILDINGS, OR GROUNDS**

Teachers will not leave class during class time except for emergencies. If a need arises which necessitates leaving class, then the Principal must be notified. No student shall leave campus without the Principal's approval.

## **LESSON PLANS**

Format for lesson plans:

1. Objective for day or week.
2. Activities and materials.
3. Evaluation procedures.

Many times reference to a comprehensive curriculum guide is sufficient if it includes #'s 1, 2, and 3 above. Teachers shall maintain daily lesson plans. These plans shall be made on a weekly basis. Plans for the following week shall be completed on the Monday morning of each week. The Principal is responsible for seeing that the proper instructional planning takes place. Teachers will be contacted if their plans are not prepared and/or filed as required. Lesson plan forms are available in the office. A folder is provided for each teacher in the office to keep copy of weekly lesson plans.

## **LIBRARY**

A teacher must accompany his/her class attending the library. The class teacher is responsible for student supervision and punishment. Arrangements for use of library shall be made in advance with the Librarian/Aide.

## **LUNCH**

Lunch periods will be determined by the teacher's tutorial assignment.

## **MAINTENANCE AND JANITORIAL REQUESTS**

Maintenance and janitorial concerns/requests need to be submitted to the office. The phone number to maintenance is 864-5013 or 864-5014.

## **NOTES/NOTICES SENT HOME**

If you prepare a letter or information sheet to parents for a group of students, a copy of this letter should be sent to the Principal.

## **TEACHER PARKING**

Teacher parking will be first come first serve. Note: Please do not block the service entrance to the cafeteria or the athletic building. NO PARKING ON HWY. 290. Please utilize other parking areas.

## **PASSES**

Teachers are expected to screen very strictly any requests by students moving from place to place in the building. No student will be granted a pass from a class unless the teacher in charge deems it a dire necessity. Teachers with students out of class shall be held responsible for the student. A student is truant if he/she leaves the campus without a pass from the office. Teachers will not request other teachers to release students for non-academic reasons without permission from the Principal.

## **PLANNING PERIOD**

Teachers are provided a planning period each day. Purpose of this planning period is to provide teachers additional time for planning class presentations, reviewing daily or weekly activities, grading papers, using machines in preparation of planned class activities and for conferences with parents. This is not a “free” time period to run errands, go home for lunch, and/or visit around the campus, etc. Teachers should not leave the campus during this period. If a teacher needs to leave campus, he/she should notify the office. Leaving campus on a regular basis is discouraged.

## **PLAYGROUND SUPERVISION**

Staff members will be positioned or stationed in the immediate area of the playground activity at all times. No group will be left unattended at anytime.

## **PLEDGES**

The new provisions of Section 25.082 mandate that public school districts (1) require students to recite the pledge of allegiance to the United States and Texas flags during each school day at each school in the district; and (2) provide for the observance of one minute of silence at each school in the district following the recitation of the pledges during which students may reflect, pray, mediate or engage in any other silent activity that is not likely to interfere with or distract other students. Teachers or other employees who are in charge of students during the minute of silence must “ensure” that each student remains silent and does not act in “a manner that is likely to interfere with or distract another student.” An additional change authorizes school districts to excuse a student from the pledge of allegiance (but not from observing the moment of silence) if the student’s parent or guardian provides a written request. These mandatory changes began with the 2003-2004 school year.

See HB 1034 below for changes to the Texas Pledge of Allegiance. This change is in effect now.

### **HB 1034**

The pledge of allegiance to the state flag has been changed to add “**one state under God.**” This act takes effect immediately. The pledge to the Texas flag now is:

**“Honor the Texas flag; I pledge allegiance to thee, Texas,  
One state under God, one and indivisible.”**

## **RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS**

Administrators have the responsibility to:

- Promote an academic program of excellence
- Respond to discipline problems referred to them by teachers
- Promote effective training and discipline of all students
- Encourage parent communication with the school, including participation in required parent-teacher conferences
- Assume responsibility and leadership for discipline and for evaluation of the Discipline management plan
- Conduct themselves in accordance with the standards of their profession

## **RIGHTS AND RESPONSIBILITIES OF TEACHERS**

Teachers have the responsibility to:

- Deliver an academic program of excellence.
- Use discipline management techniques developed in the HISD Discipline Management Plan.
- Promote good student discipline by being in regular attendance, being on time, and maintaining a classroom atmosphere conducive to learning.
- Be prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
- Comply with standard policies, rules, regulations, directives, and standards of performance.

- Establish an effective working relationship with parents, students, staff members, and school board members.
- Encourage students to strive toward self-discipline and good work habits.
- Conduct themselves in accordance with standards of the teaching profession.

## SCHEDULE CHANGES

A student must possess a written statement from the Principal and/or counselor before a teacher will permit an individual class change. No changes will be made after 5 days.

## SECONDARY DEPARTMENTAL CHAIRPERSONS

English ..... Kathy Clark  
 Mathematics ..... Susan McMahon  
 Science ..... Lisa Reid  
 Social Studies ..... Donnie Bishop  
 Physical Education ..... Cody White  
 Business Education ..... Pat Buch  
 Agriculture Science ..... Doug Townsend

## SECURING SUBSTITUTES PROCEDURE

The following procedure should be followed:

1. Have teaching materials, seating chart, lesson plan book, textbook, etc. located on top of your desk or in your mailbox;
2. Notify Principal at least one (1) day in advance (when possible).
3. Call either building Principal on school days by 6:30am: Chris Stevenson 864-4376, Jay Harper 864-5150, or call Jackie Felts 864-5219.
4. If you need to be out the following day also, call the school office before 2:00pm so that appropriate arrangements can be made.
5. Bus Drivers call JB Rieger at 864-5014 or 864-4791.

## STUDENT RECORDS

Each teacher is responsible for updating and verifying current information for their students' enrollment information, emergency cards, permanent folders, and other records as requested by the Principal.

## STUDENT SUPERVISION

Each staff member is expected to assist in student supervision. If any staff member sees any student, regardless of grade or classification engaged in any type of unacceptable behavior, it is your responsibility to stop the behavior.

## TARDIES

Student arriving initially on the school campus after the **8:00am** bell shall come by the office for an admit slip. The teacher of all other classes throughout the remainder of the school day will handle tardiness to individual classes. All tardies need to be recorded, but after **15 minutes**, a tardy becomes an absence. **You must submit a report to the office.**

A teacher who retains a student beyond the tardy bell must provide the student with a pass explaining the reason for his/her tardy. The only tardies which will be excused are those incurred from illness or caused by a teacher. Teachers will record each and every tardy. If the student's tardy is revoked after submission of the attendance report, it is the teacher's duty to notify Tina Moseley either in person or by email.

## **TEACHERS**

Support your administration, fellow teachers, school board members, and school district. Defend your school and fellow teachers; display a wholesome attitude of cooperation; and you will be amazed at the feelings of satisfaction and accomplishment that will overcome you and the entire faculty, as well as patrons in the community.

Support our teams and all other interscholastic league events. Encourage our students to participate. Participation is the key to turning out good citizens and leaders. Followers who can think for themselves and contribute are just as important as the leaders.

## **TEACHER RECORDS**

All of the following information must be on file in the Superintendent's office:

1. Teaching certificate (with current name);
2. Official transcript with official transcripts of post graduate course work;
3. Service Record;
4. W-4 form; and,
5. Any additional records required by TEA or local policy. Each teacher should check their folders to verify requirements.

## **TEACHER SCHOOL DAY**

The regular school day for teachers begins at 7:40am and officially ends at 3:30pm or on duty days from 7:35am to 3:45pm. If exceptions need to be made, they must be arranged with your Principal. It is imperative that all teachers be prompt to class.

## **TEACHING MATERIALS AND SUPPLIES**

The administration is aware of the constant need of materials for the classroom teacher to do an effective job. Requisitions for supplies or materials can be made through the Principal. Nothing shall be purchased prior to an approved purchase order signed by the Superintendent.

## **TELEPHONE**

Students are not to be excused from class to use the telephone unless there is a REAL emergency. The telephone for teacher use is located in the teacher's workroom. If it is necessary for teachers to make long distance calls, use the intercom and call the school office (extension 221) and give the following information:

1. School business or personal;
2. Telephone number to call;
3. Party to whom you wish to speak; and,
4. Extension number from which you are calling.

All long distance calls must be recorded in the appropriate logbook.

**NOTE: YOU WILL NOT BE CALLED TO THE PHONE DURING INSTRUCTIONAL TIME UNLESS IT IS AN EMERGENCY. MESSAGES WILL BE DELIVERED TO YOUR BOX OR TO YOU BETWEEN CLASSES.**

## **TESTS AND MAKE-UP WORK FOR NON-SCHOOL RELATED ABSENCES**

Immediately upon his or her return to school, he or she should ask the teachers for detailed assignments covering the work missed. Maximum number of days a teacher must allow a student to make up work is the number of days the student is absent.

Example: If a student is absent one day, he/she has one day to make up his/her work.

Example: If an exam is announced to a student on Thursday, the student is absent Friday and returns on Monday, the student is to take the test on Monday.

Special Note: The teacher and/or Principal have the authority to extend this time if circumstances warrant.

## **TESTS & MAKE-UP WORK FOR SCHOOL APPROVED SPONSORED ABSENCES**

Students who are absent for school approved sponsored activities are required to turn in assignments the day they return or before they leave. Arrangements must be made in advance with each teacher.

## **TEXTBOOKS**

Each teacher is personally responsible for textbooks issued to students. It is also the teacher's responsibility to see that textbooks are always covered and that students refrain from mutilating them. Teachers of grades 6-12 will sign and return the inventory sheets to the textbook coordinator. All teachers will record textbook numbers beside student names in the class roster in GradeSpeed. Textbook numbers must be checked at the time of the Fall semester exam. The student must pay for lost books. Elementary teachers need to report the number and titles of each textbook at the beginning and end of the year. Note: A periodic check of textbooks several times during a semester is recommended.

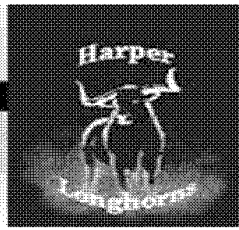
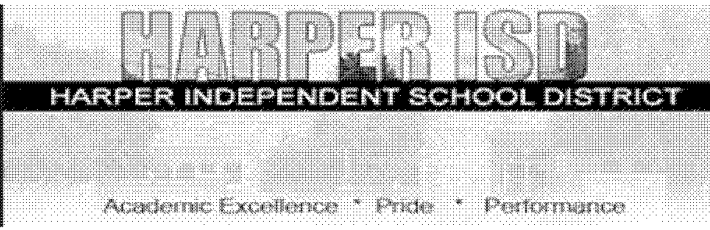
## **UIL ACADEMIC CONTESTS**

UIL academic contest preparation and student participation are course requirements and are the responsibility of every teacher as designated. Curriculum guides must be revised during the first six weeks to include these new course requirements. Preparation leading to Harper ISD fielding a full elementary, junior high and high school teams in each event should begin during the second six weeks. Sponsors will be assigned to events during the first six weeks.

## **WITHDRAWALS**

A student withdrawing from school will be cleared through the teachers involved, Principal, Librarian/Aide, Cafeteria, and Counselor.

# SCHOOL CALENDAR 2009-2010



## 2009 - 2010

JULY '09						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
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AUGUST '09						
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30	31					

SEPTEMBER '09						
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OCTOBER '09						
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NOVEMBER '09						
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29	30					

DECEMBER '09						
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27	28	29	30	31		

JANUARY '10						
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31						

FEBRUARY '10						
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30	31					

MARCH '10						
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APRIL '10						
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31						

MAY '10						
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE '10						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- August
  - 17-20 Inservice
  - 24 First Day of School
- September
  - 7 Holiday
- November
  - 25-27 Holiday
- December
  - 18 Early Release
  - 21-25 Holiday
  - 28-31 Holiday
- January
  - 1 Holiday
  - 8 Holiday
  - 22 Staff Development/Comp Day
- March
  - 15-19 Holiday
- April
  - 1 Early Release
  - 2 Holiday
  - 5 Health & Safety Day
- May
  - 31 Health & Safety Day
- June
  - 3 Early Release, Last Student Day
  - 4 Staff Development/Graduation

### LEGENDS

- Staff Development
- Early Release
- \* Comp Day  
Must complete 1 day of approved inservice in the summer
- [ ] 1st Day of 6 Weeks
- ] ] End of 6 Weeks
- School Holiday
- ◻ Health & Safety Day
- Taks Retest or Test

**Teacher Appraisal Calendar  
2009-2010**

September 11 <sup>th</sup>	Teacher Self Report Section I Due
September 14 <sup>th</sup> - May 14 <sup>th</sup>	Teacher Observation Period
April 26 <sup>th</sup>	Teacher Self Report
	Section II & III Due
May 17 <sup>th</sup>	Last day for Summatives

Walk-throughs will be conducted at the discretion of the administrator.

Your assigned appraiser for 2009-2010 is listed below.

JAY HARPER

Joseph Allen  
Cindy Bacon  
Kelly Beyer  
Julie Fiedler  
Linda Grissom  
Lucy Hart  
Natalie Johns  
Lou Ellen Klepper  
Shannon Kramer  
Kim Krueger  
Deanna Lashley  
Gina Lumpkins  
Royce Lumpkins  
Shanna Menzies  
Jenny Millican  
JoAllen Payne  
Charles Sander  
Holly Stevenson  
Beckie Taylor  
Jan Townsend  
Cody White

CHRIS STEVENSON

Darla Barker  
Donnie Bishop  
Raydean Borchers  
Pat Buch  
Nancy Cantwell  
Kathy Clark  
Ken Davis  
Mark Edwards  
Stace Farrow  
Karyn Fritz  
Jimmy Hale  
Melissa Herring  
Scott Lake  
Brandy Land  
Karlton Land  
Toni Marschall  
Jennifer McBee  
Vance Millican  
Melanie Parker  
Amy Randle  
Joann Rangel  
Lisa Reid  
Wendi Reid  
Debbie Smith

Dean Eckert

Robin Harper  
Leigh Anne Lake  
Susan McMahon  
Will Reid  
Doug Townsend

Elementary Morning Duty Schedule 2009-2010

<b>Week of</b>	<b>Playground Pre-k- 3</b>	<b>Playground Prek- 3</b>	<b>Playground 4- 5</b>
August 24-28	Wilson	Bode	Love
Aug. 31-Sept.4	J. Fiedler	Lashley	Beyer
Sept. 8-11	Allen	Burrus	Townsend
Sept. 14-18	Grissom	P. Fiedler	Menzies
Sept. 21-25	Hart	Payne	Wilson
Sept. 28-Oct.2	Klepper	Bode	Harper
Oct. 5-9	Lumpkins	Lashley	Love
Oct. 12-16	Kramer	Taylor	Burrus
Oct. 19-23	Stevenson	P. Fiedler	Allen
Oct. 26-30	Bacon	Wilson	Beyer
Nov. 2-6	J. Fiedler	Payne	Bode
Nov. 9-13	Grissom	Love	Townsend
Nov. 16-20	Lashley	Burrus	Menzies
Nov. 23 & 24	Hart	Allen	Harper
Nov. 25-27	<b>Thanksgiving</b>	<b>Holidays</b>	
Nov. 30-Dec.4	Klepper	P. Fiedler	Wilson
Dec. 7-11	Payne	Bode	Lumpkins
Dec. 14-18	Kramer	Taylor	Love
Dec. 21-Jan.1	<b>Christmas</b>	<b>Holidays</b>	
Jan. 4-7	Stevenson	Lashley	Burrus
Jan. 11-15	Bacon	Allen	Beyer
Jan. 18-21	J. Fiedler	P. Fiedler	Wilson
Jan. 25-29	Grissom	Payne	Townsend
Feb. 1-5	Bode	Love	Menzies
Feb. 8-12	Hart	Lashley	Harper
Feb. 15-19	Klepper	Allen	Burrus
Feb. 22-26	Kramer	P. Fiedler	Lumpkins
March 1-5	Taylor	Payne	Wilson
March 8-12	Stevenson	Bacon	Bode
March 15-19	SPRING	BREAK	
March 22-26	Love	Lashley	Beyer
March 29- April 1	J. Fiedler	Burrus	Townsend
April 6-9	Grissom	P. Fiedler	Allen
April 12-16	Hart	Wilson	Menzies
April 19-23	Payne	Bode	Harper
April 26-30	Klepper	Love	Lumpkins
May 3-7	Kramer	Lashley	Burrus
May 10-14	Taylor	Stevenson	Allen
May 17-21	Bacon	P. Fiedler	Wilson
May 24-28	J. Fiedler	Payne	Beyer
June 1-3	Love	Wilson	Townsend

**\*Note: Morning Duty begins at 7:35am! Everyone else needs to be here by 7:40am! Be prompt**

**\*Will need to take a Walkie Talkie and a first aid kit to the Playground when you are on duty.**

**\*Students that arrive before 7:40 will need to be reminded to go to the Elem. Cafeteria.**

**\*Pre-K - 3rd grade play area: by the little swings, slides, and monkey bars.**

**\*4th & 5th grade play area: by the big swings and basketball goals.**

**\*In case of bad weather: Pre-k - 3rd grade will go to the Elem. Cafeteria.**

**4th and 5th grade will go in Room # 409 (mobile lab)**

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**DUTY TEAMS**  
**SECONDARY SCHEDULE 2009-2010**

◆ Mr. Stevenson will monitor the hallway during Jr. High and HS links.

The following persons will have duty EVERYDAY:

Carolyn Lester.....	Outside Jr. High lunch duty	<b>12-12:30pm</b>
Charles Sander.....	Outside Jr. High lunch duty	
Joseph Allen.....	Outside Jr. High lunch duty	
Cody White.....	Inside Jr. High lunch duty	

Chris Stevenson.....	Inside HS lunch duty	<b>12:30-1:00pm</b>
Dean Eckert.....	Outside HS lunch duty	
Natalie Johns.....	Outside HS lunch duty	
Royce Lumpkins.....	Outside HS lunch duty	

## Harper Secondary Morning/Pep Rally Duty Stations 2009-2010

<b>Team 1</b>	<b>8/24-8/28</b>	<b>9/21-9/25</b>	<b>10/19-10/23</b>	<b>11/16-11/20</b>	<b>12/14-12/18</b>	<b>1/25-1/29</b>	<b>2/22-2/26</b>	<b>3/29-4/1</b>	<b>4/26-4/30</b>	<b>5/24-5-28</b>	
Herring	3	3	3	3	3	3	3	3	3	3	
Fritz	5	5	5	5	5	5	5	5	5	5	
Barker	2	2	2	2	2	2	2	2	2	2	
Buch	4	4	4	4	4	4	4	4	4	4	
Millican, J	6	6	6	6	6	6	6	6	6	6	
Lake, L	1	1	1	1	1	1	1	1	1	1	
Reid, Wendi	7	7	7	7	7	7	7	7	7	7	
<b>Team 2</b>	<b>8/31-9/4</b>	<b>9/28-10/2</b>	<b>10/25-10/30</b>	<b>11/23-11/24</b>	<b>1/4-1/7</b>	<b>2/1-2/5</b>	<b>3/1-3/5</b>	<b>4/6-4/9</b>	<b>5/3-5/7</b>	<b>6/1-6/3</b>	
Cantwell	4	4	4	4	4	4	4	4	4	4	
Clark	5	5	5	5	5	5	5	5	5	5	
Marschall	7	7	7	7	7	7	7	7	7	7	
Borchers	3	3	3	3	3	3	3	3	3	3	
Reid, Will	1	1	1	1	1	1	1	1	1	1	
Edwards	6	6	6	6	6	6	6	6	6	6	
Land, K	2	2	2	2	2	2	2	2	2	2	
McBee	6	6	6	6	6	6	6	6	6	6	
<b>Team 3</b>	<b>9/8-9/11</b>	<b>10/5-10/9</b>	<b>11/2-11/6</b>	<b>11/30-12/4</b>	<b>1/11-1/15</b>	<b>2/8-2/12</b>	<b>3/8-3/12</b>	<b>4/12-4/16</b>	<b>5/10-5/14</b>		
Lake, S	1	2	3	4	5	6	7	1	2		
Farrow	2	3	4	5	6	7	1	2	3		
Randle	3	4	5	6	7	1	2	3	4		
Hale	4	5	6	7	1	2	3	4	5		
Parker	5	6	7	1	2	3	4	5	6		
Smith	6	7	1	2	3	4	5	6	7		
Reid, Lisa	7	1	2	3	4	5	6	7	1		
<b>Team 4</b>	<b>9/14-9/18</b>	<b>10/12-10/16</b>	<b>11/9-11/13</b>	<b>12/7-12/11</b>	<b>1/18-1/21</b>	<b>2/15-2/19</b>	<b>3/22-3/26</b>	<b>4/19-4/23</b>	<b>5/17-5/21</b>		
Krueger	1	1	1	1	1	1	1	1	1		
Millican, V	2	2	2	2	2	2	2	2	2		
Davis	3	3	3	3	3	3	3	3	3		
Townsend	4	4	4	4	4	4	4	4	4		
Bishop	5	5	5	5	5	5	5	5	5		
Land, B	6	6	6	6	6	6	6	6	6		
McMahon	7	7	7	7	7	7	7	7	7		
<b>Locations rotate each duty period</b>		(unless agreed upon by team members)									
1 J.H. Lib. Doors		4 Student Parking Lot				7 Cafeteria					
2 "Barker" Doors		5 H.S. Commons									
3 H.S. North Hallway		6 M.S. Commons									

## HS Enrichment/Tutorial/U.I.L. Period 12:00 – 12:30

### Math

McMahon .....	M W T TH	Enrichment U.I.L./Tutorials
Smith.....	M W T TH	Enrichment Tutorials

### English

Fritz.....	T TH	Tutorials
Herring .....	M W T TH	U.I.L. Tutorials
Clark.....	M T TH F	Literary Criticism OAP OAP Ready Writing

### Science

Davis .....	M W T TH	Enrichment U.I.L./Tutorials
Reid.....	M W T TH	Enrichment Tutorials
K. Land.....	T TH	Tutorials

### Social Studies

Wendi Reid .....	M W T TH	U.I.L. Tutorials
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### Misc.

Cantwell .....	M - F	ESL/LEP
Townsend .....	T TH	FFA Teams
Hale.....	T TH	FFA Teams
Buch.....	M W T TH	U.I.L. Tutorials
Borchers.....	M & F	Cheerleaders

### Outside Duty 12:00-12:30

Bishop-Cafeteria doors .....	M - F
Edwards-HS Commons.....	M - F
Borchers-HS Doors.....	T-W-TH
Townsend-HS Commons....	M-W-F
Hale-HS Commons .....	M-W-F
J.Millican-HS Doors.....	M - F
Fritz-HS Doors.....	M-W-F
McBee-HS Doors.....	M-W-F
K.Land-HS Commons.....	M-W-F

\*If you do not have an outside duty or an Enrichment, you need to be in your classroom for Tutorials.

### MS Enrichment Period/U.I.L. 12:30 – 1:00

Farrow.....	M - F	JH U.I.L.
Marschall.....	M - F	JH U.I.L.

### MS Enrichment Period

S. Lake.....	M - F	Enrichment
L. Lake .....	M - F	Enrichment
Randle.....	M - F	Enrichment
V. Millican.....	M - F	Enrichment
Krueger .....	M - F	Enrichment
B. Land.....	M - F	Enrichment
Will Reid.....	M - F	Enrichment
Parker.....	M - F	Enrichment

## CLASS/CLUB SPONSORS

2009-2010

Barker.....	NJHS (Grades 7-9), Technology
Bishop .....	<b>Juniors</b> , NHS Committee
Borchers .....	<b>Juniors</b> , Yearbook, HS Cheerleading
Buch .....	<b>Seniors</b> , NHS (Grades 10-12)
Cantwell .....	<b>Seniors</b> , Spanish Club
Clark .....	<b>Juniors</b> , Theater Club, OAP
Davis.....	<b>Freshman</b>
Edwards.....	<b>Juniors</b>
Farrow .....	<b>Sixth Grade</b> , JH U.I.L.
Fritz .....	<b>Freshmen</b>
Hale .....	<b>Sophomores</b>
Herring .....	<b>Sophomores</b> , NHS Committee
Johns .....	HS Lunch Duty-Outside
Krueger.....	<b>Eighth Grade</b> , MS Cheerleading
L Lake .....	<b>Seventh Grade</b>
S Lake .....	<b>Seventh Grade</b>
B Land .....	<b>Sixth Grade</b>
K Land.....	<b>Sophomores</b> , Science Club, NHS Committee
Marschall.....	<b>Sixth Grade</b> , JH UIL
McBee.....	<b>Seventh Grade</b>
McMahon.....	<b>Sophomores</b> , NHS Committee
J. Millican .....	<b>Juniors</b>
V. Millican .....	<b>Eighth Grade</b>
Parker.....	<b>Eighth Grade</b> , Newspaper
Randle .....	<b>Seventh Grade</b> , MS Student Council
Rangel .....	<b>HS UIL</b>
Lisa Reid .....	<b>Freshmen</b> , HS Student Council
Wendy Reid.....	<b>Seniors</b>
Will Reid .....	<b>Eighth Grade</b>
Smith .....	<b>Freshmen</b>
Townsend.....	<b>Seniors</b>

**\*\*Teachers who do not have coaching/clubs after school will attend Jr. High or High School Academic Meets**

## **CONCESSION ASSIGNMENTS** **2009-2010**

**Grade 7** – Concession for JH Volleyball Games and End of Year Dance

**Grade 8** – Concession for JH Basketball Games and 8<sup>th</sup> Grade Promotion

**Grade 9** – First Fund Raiser Options

**Grade 10** – First Fund Raiser Options

**Grade 11** – Concession for HS Basketball Games and all Basketball Tourneys

**Grade 12** – Concession for HS Volleyball Games and all Volleyball Tourneys

### **CLASS SPONSORSHIP**

(6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grades – No Rotation)

(9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> – Rotation)

<b>6<sup>th</sup></b>	Marschall, Farrow, B. Land
<b>7<sup>th</sup></b>	Randle, L Lake, S Lake, McBee
<b>8<sup>th</sup></b>	Parker, Krueger, V. Millican, Will Reid
<b>9<sup>th</sup></b>	Smith, Lisa Reid, Fritz, Davis
<b>10<sup>th</sup></b>	Herring, Hale, McMahan, K. Land
<b>11<sup>th</sup></b>	Bishop, Borchers, Clark, Edwards, J. Millican
<b>12<sup>th</sup></b>	Buch, Townsend, Wendi Reid, Cantwell

### **NHS COMMITTEE**

Donnie Bishop  
Melissa Herring  
Karlton Land  
Susan McMahan  
Darla Barker

**Teachers who do not have coaching/clubs after school will attend Junior High or High School Academic Meets.**

## 2009-2010 UIL ASSIGNMENTS

Accounting  
Pat Buch

Calculator Applications  
Susan McMahon

Computer Applications  
Pat Buch

Cross X Debate  
Joann Rangel

Current Events  
Wendi Reid

Journalism  
Melissa Herring

Informative Speaking  
Rangel/Fritz

LD Debate  
Joann Rangel

Literary Criticism  
Kathy Clark

Mathematics  
Susan McMahon

Number Sense  
Susan McMahon

Persuasive Speaking  
Rangel/ Fritz

Poetry  
Joann Rangel

Prose  
Joann Rangel

Ready Writing  
Kathy Clark

Science  
Ken Davis

Social Studies  
Wendi Reid/Bishop

Spelling & Vocabulary  
Melissa Herring

## TEACHER PROCEDURES AND GUIDELINES RECEIPT

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of my personal copy of the TEACHER PROCEDURES AND GUIDELINES. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Teachers may obtain the handbook in electronic format as described below. A hard copy is available to view in the Principal's office.

***Electronic format may be accessed at: [www.harper.txed.net](http://www.harper.txed.net)  
Click on Handbooks (on navigation bar under District),  
then click on TEACHER PROCEDURES AND GUIDELINES.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: Please sign and date this form and forward it to Chris Stevenson for Secondary and Jay Harper for Elementary.