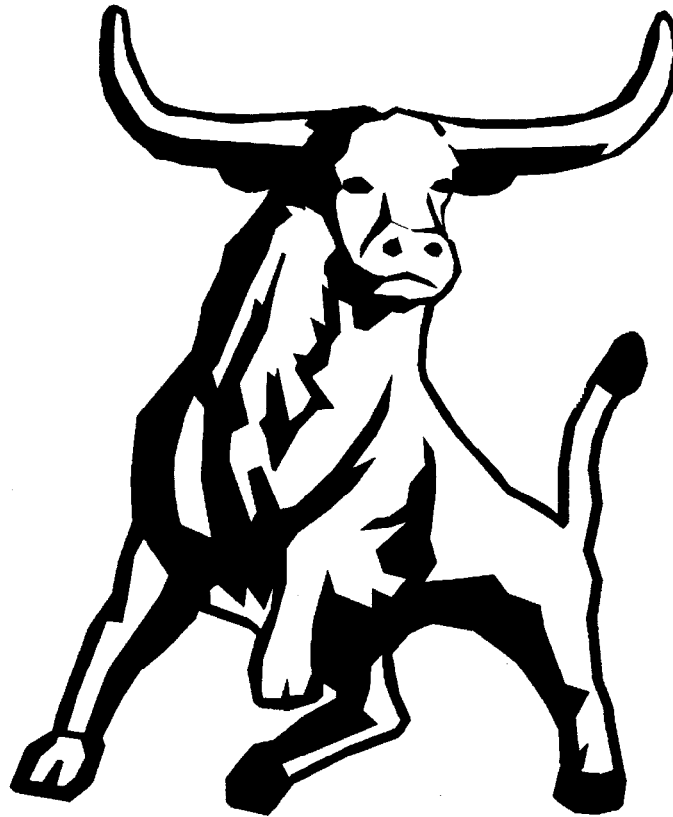


HARPER INDEPENDENT SCHOOL DISTRICT



Teacher Procedures/Guidelines 2011-2012

TABLE OF CONTENTS

INTRODUCTION	4
ABSENCES	4
ASSEMBLIES	4
ATHLETIC AND OTHER RELATED ACTIVITIES	4
AUDIO-VISUAL MEDIA	4
AUDIO-VISUAL EQUIPMENT	4
BULLETIN BOARDS IN CLASSROOMS	4
BULLETINS AND MEMOS	5
CLASS/ORGANIZATION RECORDS	5
CLUB/CLASS/PARENT BOOSTER ORGANIZATIONS	5
CONFERENCES, TEACHER PARENT	5
CURRICULUM GUIDES	5
DISCIPLINE	5
STANDARD OF DRESS	6
DRILLS: FIRE, DISASTER, AND BUS EMERGENCIES	6
EATING AND DRINKS	6
ETHICS	7
EXTRA DUTY	7
FACULTY MEETINGS	7
FACULTY USE OF SCHOOL BUILDING	7
FIELD TRIPS NOTE: SUPPLEMENT IN STUDENT HANDBOOK	7
FOOD SERVICE	7
SCHOOL FUNCTIONS	7
FUND RAISING	7
GENERAL INFORMATION	7
RECORDING GRADES	8
GYM USAGE	8
HOMEWORK	8
INDIVIDUALIZED EDUCATION PLANS (IEP)	8
LEAVING CLASSES, BUILDINGS, OR GROUNDS	8
LESSON PLANS	9
LIBRARY	9
LUNCH	9
MAINTENANCE AND JANITORIAL REQUESTS	9
NOTES/NOTICES SENT HOME	9
TEACHER PARKING	9
PASSES	9
PLANNING PERIOD	9
PLAYGROUND SUPERVISION	10
PLEDGES	10
RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS	10
RIGHTS AND RESPONSIBILITIES OF TEACHERS	10
SCHEDULE CHANGES	10
SECONDARY DEPARTMENTAL CHAIRPERSONS	11
SECURING SUBSTITUTES PROCEDURE	11
STUDENT RECORDS	11
STUDENT SUPERVISION	11
TARDIES	11
TEACHERS	11
TEACHER RECORDS	12

TEACHER SCHOOL DAY _____	12
TEACHING MATERIALS AND SUPPLIES _____	12
TELEPHONE _____	12
TESTS AND MAKE-UP WORK FOR NON-SCHOOL RELATED AND SCHOOL RELATED ABSENCES _____	12
TEXTBOOKS _____	13
UIL ACADEMIC CONTESTS _____	13
WITHDRAWALS _____	13
SCHOOL CALENDAR 2011-2012 _____	14
Teacher Appraisal Calendar 2011-2012 _____	15
Elementary Morning Duty _____	16
Outside Duty _____	17
Secondary Morning Duty Stations 2011-2012 _____	18
HS Enrichment/Math Tutorials _____	19
HS Enrichment/English Tutorials _____	19
HS Enrichment/Science Tutorials _____	19
HS Enrichment/Social Studies Tutorials _____	19
MS Enrichment Period _____	19
CLASS/CLUB SPONSORS 2011-2012 _____	20
CONCESSION ASSIGNMENTS 2011-2012 _____	21
UIL ASSIGNMENTS 2011-2012 _____	22
UIL ELIGIBILITY CALENDAR 2011-2012 _____	23
TEACHER PROCEDURES AND GUIDELINES RECEIPT _____	24

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-5th** will take attendance **only at 10:00am**. Grades **6th – 12th** 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 2nd (A DAY) or 7th 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 McMahan
Science	Lisa Reid
Social Studies	Wendi Reid
Physical Education	Cody White
Business Education	Pat Buch
Agriculture Science.....	Allison Lux

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 1010) 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 & 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.
 - Special Note: The teacher and/or Principal have the authority to extend this time if circumstances warrant.
- Repeated instances of tardiness will result in disciplinary action.
- Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A parent wishing to withdraw a student from school must present a signed request to the principal stating the reason from the withdrawal and the effective date.

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 GradeBook. 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



2011 - 2012

JULY '11						
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 '11						
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			

SEPTEMBER '11						
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	

OCTOBER '11						
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					

NOVEMBER '11						
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		

DECEMBER '11						
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						

JANUARY '12						
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		

FEBRUARY '12						
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			

MARCH '12						
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

APRIL '12						
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					

MAY '12						
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	

JUNE '12						
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**
 - 15-19 Inservice
 - 22 First Day of School
- September**
 - 5 Holiday
- November**
 - 23-25 Holiday
- December**
 - 14-16 Semester Exams OFYP
 - 19-23 Holiday
 - 26-30 Holiday
- January**
 - 13 Holiday
 - 20 Staff Development/Comp Day*
- March**
 - 12-16 Holiday
- April**
 - 6 Holiday
 - 9 Health & Safety Day
- May**
 - 28 Health & Safety Day
 - 29-31 Semester Exams OFYP
 - 31 Last Student Day
- June**
 - 1 Staff Development/Graduation

LEGENDS

- Staff Development
- OFYP - Grades 6 - 12
Optional Flexible Year Program
- 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 2011-2012

September 9 th	Teacher Self Report Section I Due
September 12 th - May 11 th	Teacher Observation Period
April 25 th	Teacher Self Report Section II & III Due
May 14 th	Last day for Summatives

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

Your assigned appraiser for 2011-2012 is listed below.

JAY HARPER

Joseph Allen
Cindy Bacon
Kelly Beyer
Mitchell Etzel
Julie Fiedler
Shannon Kramer
Kim Krueger
Deanna Lashley
Gina Lumpkins
Royce Lumpkins
Shanna Menzies
Jenny Millican
JoAllen Payne
Hannah Priour
Amy Randle
Charles Sander
Lisa Sanders
Holly Stevenson
Beckie Taylor
Jan Townsend
Cody White

CHRIS STEVENSON

Darla Barker
Raydean Borchers
Pat Buch
Nancy Cantwell
Kathy Clark
Ken Davis
Kendra Dean
Robin Harper
Melissa Herring
Leigh Anne Lake
Scott Lake
Brandy Land
Allison Lux
Toni Marschall
Susan McMahon
Dusty Naumann
Melanie Parker
Joann Rangel
Lisa Reid
Wendi Reid
Will Reid
Debbie Smith
Brennan Vogel

Dean Eckert

Kayla Burns
Mark Edwards
Karyn Ellebracht
Karlton Land
Vance Millican

Elementary Morning Duty Schedule 2011-2012

Week of	Big Swings (3rd-5th)	Monster Slide/MonkeyBar	Soccer Goal/Basketball Ct.
August 22-26	Love	Wilson	P.Fiedler
Aug. 29-Sept.2	Love	Wilson	P.Fiedler
Sept. 6-9	Love	Wilson	P.Fiedler
Sept. 12-16	Love	Wilson	P.Fiedler
Sept. 19-23	Love	Wilson	P.Fiedler
Sept. 26-30	Love	Wilson	P.Fiedler
Oct. 3 - 7	Love	Wilson	P.Fiedler
Oct. 10-14	Love	Wilson	P.Fiedler
Oct. 17-21	Love	Wilson	P.Fiedler
Oct. 24-28	Love	Wilson	P.Fiedler
Oct. 31- Nov.4	Love	Wilson	P.Fiedler
Nov. 7-11	Love	Wilson	P.Fiedler
Nov. 14-18	Love	Wilson	P.Fiedler
Nov. 21 & 22	Love	Wilson	P.Fiedler
Nov. 23-25	Thanksgiving	Holidays	
Nov. 28-Dec.2	Love	Wilson	P.Fiedler
Dec. 5-9	Love	Wilson	P.Fiedler
Dec. 12-16	Love	Wilson	P.Fiedler
Dec. 19-30	CHRISTMAS	HOLIDAY	
Jan. 2-6	Love	Wilson	P.Fiedler
Jan. 9-13	Love	Wilson	P.Fiedler
Jan. 16-20	Love	Wilson	P.Fiedler
Jan. 23-27	Love	Wilson	P.Fiedler
Jan. 30-Feb.3	Love	Wilson	P.Fiedler
Feb. 6-10	Love	Wilson	P.Fiedler
Feb. 13-17	Love	Wilson	P.Fiedler
Feb. 20-24	Love	Wilson	P.Fiedler
Feb.27-Mar.2	Love	Wilson	P.Fiedler
March 5-9	Love	Wilson	P.Fiedler
March 12-16	SPRING	BREAK	
March 19-23	Love	Wilson	P.Fiedler
March 26-30	Love	Wilson	P.Fiedler
April 2-6	Love	Wilson	P.Fiedler
April 9-13	Love	Wilson	P.Fiedler
April 16-20	Love	Wilson	P.Fiedler
April 23-27	Love	Wilson	P.Fiedler
April 30 - May 4	Love	Wilson	P.Fiedler
May 7-11	Love	Wilson	P.Fiedler
May 14-18	Love	Wilson	P.Fiedler
May 21-25	Love	Wilson	P.Fiedler
May 28 - June 1	Love	Wilson	P.Fiedler
Morning Duty begins at 7:35am! Ms.Love @ Cafeteraia @7:25 Everyone else needs to be here b			
by 7:40. Mr.Harper- cafeteria monitor @ 7:40 Evelyn Burrus-Cafeteria duty-7:35			
*Students arriving before 7:40 will sit in the Cafeteria.			
Take a Walkie Talkie and a first aid kit to the Playground when you are on duty.			
AFTER Breakfast, release students to playground at 7:45.			
*Pre-K - 2nd grade play area: by the little swings, slides, and monkey bars.			
*3rd - 5th grade play area: by the big swings and basketball goals.			
DAILY: All Elem. Teachers in classrooms 7:40 for tutorials			
Bad weather: Pre-k - 2nd grade go to #424 in Elem. Cafeteria.			3rd-5th-mobile lab #409

DUTY TEAMS
SECONDARY SCHEDULE 2011-2012

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

The following persons will have duty EVERYDAY:

12:00-12:30pm

Evelyn Burrus
Carolyn Lester..... Outside Jr. High lunch duty
Charles Sander..... Outside Jr. High lunch duty
Hannah Priour..... .Outside Jr. High lunch duty
Cody White.....Inside Jr. High lunch duty

12:30pm-1:00pm

Chris Stevenson.....Inside HS lunch duty
Dean Eckert.....Outside HS lunch duty
Mitchel Etzel.....Outside HS lunch duty
Royce LumpkinsOutside HS lunch duty

Harper Secondary Morning Duty Stations 2011-2012

Team 1	8/22-8/26	9/19-9/23	10/17-10/21	11/14-11/18	12/12-12/16	1/23-1/27	2/20-2/24	3/26-3/30	4/23-4/27	5/21-5/25
Lake, S	1	1	1	1	1	1	1	1	1	1
Dean	2	2	2	2	2	2	2	2	2	2
Smith	3	3	3	3	3	3	3	3	3	3
Naumann	4	4	4	4	4	4	4	4	4	4
Reid, Lisa	5	5	5	5	5	5	5	5	5	5
Burns	6	6	6	6	6	6	6	6	6	6
Parker	7	7	7	7	7	7	7	7	7	7
Team 2	8/29-9/2	9/267-9/30	10/24-10/28	11/21-11/22	1/2-1/6	1/30-2/3	2/27-3/2	4/2-4/5	4/30-5/4	5/29-5/31
Krueger	1	1	1	1	1	1	1	1	1	1
Millican, V	2	2	2	2	2	2	2	2	2	2
Davis	3	3	3	3	3	3	3	3	3	3
Lux	4	4	4	4	4	4	4	4	4	4
Vogel	5	5	5	5	5	5	5	5	5	5
Land, B	6	6	6	6	6	6	6	6	6	6
McMahon	7	7	7	7	7	7	7	7	7	7
Team 3	9/6-9/9	10/3-10/7	10/31-11/4	11/28-12/2	1/19-1/12	2/6-2/10	3/5-3/9	4/10-4/13	5/7-5/11	
Lake, L	1	1	1	1	1	1	1	1	1	
Barker	2	2	2	2	2	2	2	2	2	
Herring	3	3	3	3	3	3	3	3	3	
Buch	4	4	4	4	4	4	4	4	4	
Ellebracht	5	5	5	5	5	5	5	5	5	
Millican, J	6	6	6	6	6	6	6	6	6	
Reid, Wendi	7	7	7	7	7	7	7	7	7	
Team 4	9/12-9/16	10/10-10/14	11/7-11/11	12/5-12/9	1/16-1/19	2/13-2/17	3/19-3/23	4/16-4/20	5/14-5/18	
Reid, Will	1	1	1	1	1	1	1	1	1	
Land, K	2	2	2	2	2	2	2	2	2	
Borchers	3	3	3	3	3	3	3	3	3	
Buch	4	4	4	4	4	4	4	4	4	
Cantwell	5	5	5	5	5	5	5	5	5	
Clark	6	6	6	6	6	6	6	6	6	
Edwards	7	7	7	7	7	7	7	7	7	
Marschall										
Locations are the same for every Duty period										
1	J.H. Lib. Doors		4	Student Parking Lot		7	Cafeteria			
2	"Barker" Doors		5	H.S. Commons						
3	H.S. North Doors 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

Ellebracht	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
------------------	-------------	---------------------

Misc.

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

Outside Duty 12:00-12:30

Borchers-HS Doors.....	T-W-TH
K. Dean-HS Doors.....	M-W-F
Edwards-HS Commons.....	M - F
Ellebracht-HS Doors.....	M-W-F
K. Land-HS Commons.....	M-W-F
Lux-HS Commons.....	M-W-F
J.Millican-HS Doors.....	M-W-F
Naumann-HS Commons.....	M-W-F
Vogel-Cafeteria doors.....	M

*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

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

MS Enrichment Period

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

CLASS/CLUB SPONSORS

2011-2012

Barker.....	NJHS (Grades 7-9), Technology
Borchers.....	Juniors , Yearbook, HS Cheerleading
Buch.....	Sophomores , NHS (Grades 10-12)
Burns.....	Seventh Grade
Cantwell.....	Sophomores , Spanish Club
Clark.....	Freshman , Theater Club, OAP
Davis.....	Freshman
K. Dean.....	Juniors
Edwards.....	Freshman
Ellebracht.....	Juniors
Etzel.....	HS Lunch Duty-Outside
Herring.....	Seniors , NHS Committee
Krueger.....	Eighth Grade
L Lake.....	Seventh Grade
S Lake.....	Seventh Grade
B Land.....	Sixth Grade
K Land.....	Seniors , Science Club, NHS Committee
Lux.....	Sophomores
Marschall.....	Sixth Grade , JH UIL, MS Student Council
McMahon.....	Seniors , NHS Committee
J. Millican.....	Freshman , JH Cheerleading
V. Millican.....	Eighth Grade
Naumann.....	Seniors
Parker.....	Eighth Grade , Newspaper
Rangel.....	HS UIL
Lisa Reid.....	Freshman , HS Student Council
Wendy Reid.....	Sophomores , NHS Committee
Will Reid.....	Eighth Grade
Smith.....	Juniors
Vogel.....	Juniors

****Teachers who do not have coaching/clubs after school will attend Jr. High**

CONCESSION ASSIGNMENTS
2011-2012

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

Grade 8 – Concession for JH Basketball Games and 8th 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

(6th, 7th, & 8th Grades – No Rotation
9th, 10th, 11th, & 12th – Rotation)

6th Marschall, B. Land
7th Burns, L Lake, S Lake
8th Krueger, Parker, Will Reid, V. Millican
9th Clark, Davis, Edwards, J. Millican, L. Reid
10th Buch, Cantwell, Lux, Wendi Reid
11th Borchers, Ellebracht, Vogel, Smith, K. Dean
12th Herring, K. Land, McMahan, Naumann

2011-2012 UIL Assignments

Accounting

Pat Buch

Number Sense

Debby Smith

Calculator Applications

Susan McMahon

Persuasive Speaking

Joann Rangel

Computer Applications

Pat Buch

Poetry

Joann Rangel

Current Events

Lisa Reid

Prose

Joann Rangel

Journalism

Melissa Herring

Ready Writing

Kathy Clark

Informative Speaking

Rangel

Science

Ken Davis

LD Debate

Joann Rangel

Social Studies

Wendi Reid

Literary Criticism

Kathy Clark

Spelling & Vocabulary

Lisa Reid

Mathematics

Susan McMahon

UIL will meet during Enrichment every Monday and Thursday the First Six Weeks. Thereafter, UIL will meet one day a week each month.



2011 - 2012 UIL Eligibility Calendar

JULY '11						
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 '11						
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			

SEPTEMBER '11						
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	

OCTOBER '11						
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					

NOVEMBER '11						
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			

DECEMBER '11						
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

JANUARY '12						
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				

FEBRUARY '12						
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		

MARCH '12						
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

APRIL '12						
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					

MAY '12						
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

JUNE '12						
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					




1st Eligibility period ends Sept. 30th
 Lose eligibility Oct. 7th @ 3:30 pm
 Regain eligibility Oct. 28th @ 3:30 pm

2nd Eligibility period ends Nov. 11th
 Lose eligibility Nov. 18th @ 3:30 pm
 Regain eligibility Dec. 9th @ 3:30 pm

3rd Eligibility period ends Dec. 16th
 All students are eligible Dec. 17th-Jan. 1st
 Lose/Regain eligibility Jan. 9th @ 8 am
 Regain eligibility Jan. 27th @ 3:30 pm

4th Eligibility period ends Feb. 10th
 Lose/Regain eligibility Feb. 17th @ 3:30 pm
 Regain eligibility Mar. 9th @ 3:30 pm
 All students are eligible Mar. 10th-18th

5th Eligibility period ends Apr. 5th
 Lose/Regain eligibility Apr. 12th @ 3:30 pm
 Regain eligibility May 4th @ 3:30 pm
 Others remain ineligible for the remainder of year

- LEGENDS**
-  Lose/Regain eligibility
 -  Regain eligibility
 -  Holiday that extends 5 days-open eligibility
 - [1st Day of 6 weeks
 -] End of 6 weeks

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
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.