



Faculty and Staff  
Handbook 2023-2024

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## **Vision**

**Through the implementation of a full, innovative, rigorous, comprehensive education program, [LORMS] will provide superior learning opportunities so that upon graduation, students are prepared for success in the workforce and/or in higher education.**

## **MISSION STATEMENT**

**Teach so that students learn to their maximum potential.**

# **LIVE OAK RIDGE MIDDLE SCHOOL**

## **PROFILE 2023-2024**

ADDRESS: 2600 Robinett Road  
KILLEEN, TX 76549

PHONE NUMBER: (254) 336-2490

SCHOOL COLORS: Green and Gold

FORMS SCHOOL MASCOT: LOBOS (Spanish for Wolf)

STUDENT ENROLLMENT: APPROXIMATELY 700

SPECIAL PROGRAMS: TALENTED & GIFTED  
SPECIAL EDUCATION  
DYSLEXIA  
ELL  
504

SCHOOL HOURS: 8:00 A.M. - 3:30 P.M.

WORK HOURS: 7:30 A.M. - 4:00 P.M.

HONOR CLASSES: 6<sup>TH</sup>, 7<sup>TH</sup>, and 8<sup>TH</sup> GRADE HONORS CLASSES: MATH, LANGUAGE ARTS, SOCIAL STUDIES, SCIENCE AND/OR READING

8TH GRADE ALGEBRA I, SPANISH I and II, ART I  
for HIGH SCHOOL CREDIT

EXTRA CURRICULAR: ATHLETICS (7<sup>TH</sup> & 8<sup>TH</sup> only)  
BOYS: FOOTBALL, BASKETBALL, TRACK,  
TENNIS, GOLF, SOCCER, AND SWIMMING

GIRLS: VOLLEYBALL, BASKETBALL, TRACK, TENNIS,  
GOLF, SOCCER, SWIMMING, CROSS COUNTRY

CHEERLEADING (7<sup>TH</sup> & 8<sup>TH</sup> grade  
only)

DANCE

NJHS

STUDENT COUNCIL

BAND

CHOIR

YOUTH SPONSORSHIP PROGRAM

FCA

DRONE

ROBOTICS

CHESS

PEP SQUAD (Grade 6 only) and MORE!

LUNCH INFO:

TEACHER BREAKFAST \$2.50, LUNCH \$4.25

SPECIAL INFO:

LORMS 1 OF 11 MIDDLE SCHOOLS

FEEDS INTO SHOEMAKER HIGH SCHOOL

LORMS HAS 5 Main ELEMENTARY FEEDER SCHOOLS:  
IDUMA, MAXDALE, VENABLE VILLAGE, PAT CARNEY,  
PERSHING PARK

# **LIVE OAK RIDGE MIDDLE SCHOOL**

## **OFFICE PERSONNEL**

Wanda Stidom	Principal
Leslie Mintz	Principal's Secretary
Gloria Effinger	Assistant Principal
Shuntala Cuthbert	Assistant Principal
Tamara Peters	Assistant Principals' Secretary
Jerrilyn Lizama	Instructional Specialist
Jovanda Minor	At- Risk Instructional Specialist
Flora Chapman	Special Program Facilitator
Crisanta Tidwell	Counselor
Deborah Fay	Counselor
Raymond Storms	SES Counselor
Kimberly Stedman	Secretary
Sharvon Dames	Campus Technologist
Annessa Johnson	Computer Aide
Leighann Pelham	Nurse
Rosalind Harkness	Clinic Aide
Denene Barnes	Librarian
Simone Washington	Library Aide
Tracie Young	Diagnostician
Roselia Stockton	Restorative Practice Aide
Jasmine Jett	Attendance Secretary
Belinda Berry	Receptionist
Shakia Rogers	Parent Liaison
Gladys Gibson	Media Aide

### **PLC (Professional Learning Communities) Leaders**

RLA	Nancy Scarr
Math	Karen Mullings
Science	Elliot Alvarado
History	Christopher Friday

Ms. Wesley	Day Custodian
John George	Lead Custodian

### **CAFETERIA STAFF**

Shannon Weddle	Manager
Amber Albertson	Assistant Manager
Janice Nicholas	Cook
Elizabeth Vazquez	Cook
Meceala Ramirez	Cook
Janice Wright	Cook
Sylvia Krohn	Cook

**Absence from Duty:** Staff members who find it is necessary to be absent for any reason are solely responsible for using the Employee Service Center to report the absence. This may be accomplished by logging in and selecting absence reporting (Use Google Chrome). Personal leave requests must be submitted 5 days in advance; leave request forms are in the front office. The CIS is your contact on campus should you have problems obtaining a substitute or have questions. If you request a sub after 6:30 a.m. and the job is not selected prior to 7:00 a.m., you must come to school until a sub arrives or coverage can be secured. Please make sure the CIS and Receptionist receives a copy of your sub plans on the LORMS Sub Plan Template found in Schoology under resources for CHAMPIONS. There is also a template on the LORMS webpage under STAFF. **Always** inform your immediate supervisor/appraiser when you will be absent. It is **NOT ACCEPTABLE** to not inform your supervisor/appraiser. **ALL HOURLY STAFF** will inform the building principal of their absence. Upon request, any employee absent for personal, or family illness may be required to submit medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness, and the employee's fitness to return to work.

**Activity Accounts:** If you intend to do any fundraisers during the school year you **MUST** have proper paperwork turned in **PRIOR** to the time of the fundraiser and **AFTER** you have filled out a charter and your charter has been approved. When you decide that you need funds, please complete a check request form **10 days in advance** of the time of your purchase. On the check request, you must list what you will be purchasing, where you will be purchasing and the estimated amount of the purchase. If it **has not** been authorized with the principal's signature **PRIOR** to the purchase, **you will not be reimbursed**. If your fundraiser requires advanced purchases (ex. beef jerky or candy bars), you must get an invoice, fill out a check request, and have the principal sign it **PRIOR** to placing the order. Food items **MAY NOT** be seen or sold until thirty minutes after the last bell of the day. If you have any other questions, please feel free to come by the activity funds secretary's desk and ask her.

**Administrative Duties:** A list of the administrative team members and their duties is listed in the index.

**Agenda/Instructional Goals/Purpose:** Daily measurable instructional targets must be visible upon entering the room. Please use student academic language when writing your learning targets/TSI. Remember to communicate the learning target before, during, and after the lesson.

**Announcements:** Pledges and Moment of Silence will be made each day at the beginning of second period. Please be sure to complete an announcement form at least three days prior to the date your announcement needs to be made. The forms are in the front office; **ALL** approved announcements will be returned to the requesting teacher after they have been read. Check the LORMS calendar weekly to stay informed.

**ARD's:** ARD's (Admission, Review, and Dismissal) will be conducted throughout the school year. Please arrive on time. Also, if you are going to be out on the day that you have an ARD scheduled, please let the Special Program Facilitator know in advance so that they can get



someone else in your place. Attending ARDs is not optional. The Case Manager for each student is responsible for each student's ARD, services, paperwork, and meeting. SPED teachers provide teachers ample prior notification if needed for an ARD. No ARDs should be held on designated PLC days, workdays, or professional development days.

**Assembly Procedures:** There will be occasions throughout the year when the entire student body and faculty will gather for an assembly in the gym. Please follow these guidelines:

1. Please discuss appropriate assembly behavior with your class several times prior to the assembly.
2. All staff members will attend the program unless an excuse is approved prior to the program.
3. Teachers must accompany their class to the gym and remain in the stands with their class throughout the assembly. Seating: 6<sup>TH</sup> gr-Sections A & B, 7<sup>TH</sup> gr-Sections C & D 8<sup>TH</sup> gr-Sections G & H
4. All faculty and staff have general supervisory responsibilities over the entire assembly. Please monitor all students.
5. Only students with a positive attitude will be allowed to remain in the assembly. Please watch for any students who are distracting from the program. Students who are unruly will need to be removed from the gym.
6. After the assembly, escort students back to their assigned classroom. Students should remain in that class until they are dismissed.

**Assistant Principals:**

- Mrs. Gloria Effinger- All Students A-K
- Mrs. Cuthbert - All Students L-Z

The assistant principals are in Room 110. Their roles include student discipline, T-TESS, and various instructional leadership roles.

## Attendance:

- Attendance is to be submitted every class period within the first 15 minutes.
- If a student arrives within the first 15 minutes of class, he/she is considered tardy. Please mark them tardy and have them remain in class. Arrival any time after the first 15 minutes, he/she is considered absent. The student should be sent to the front office to receive the proper documentation. The front office will take care of all attendance issues after 8:20am.
- If a student arrives at class after attendance has been submitted, email the attendance secretary so that the changes can be made. (Only the attendance secretary can make any changes with proper documentation).
- Please be sure to accurately log your attendance. The district will make mass callouts to the parents of all students marked absent first period. The calls will go out around 9:10am daily.
- **If you DO NOT see the student physically in your class when you take attendance, you need to mark the student absent. Do not send a student out of class with your permission, and then mark them absent or tardy i.e., in the locker or restroom.**
- Do not accept any absentee notes from students. It is the student's responsibility to bring the note to the front office.
- Anytime a student is absent due to a medical appointment, court hearing or any other excusable event, a valid excuse note must be submitted to the attendance secretary to clear the absence. For this note, there is no limit.
- Anytime a student is absent due to sickness, not feeling well or running a fever, a parent note must be submitted to the attendance secretary to excuse the absence. For this note, there is a 10-note limit for the current school year.
- Anytime a student is absent, and a note is submitted, the student has 5 school days in which to make up any missing assignments.
- All absences and teacher errors can only be changed by the attendance secretary. Please email the attendance secretary [if a change is needed](#).

## Attendance Procedures:

- Students who miss school are **REQUIRED**, upon their return to school, to turn in a note from their parent or guardian explaining the absence. When a student's absence for personal illness exceeds five (5) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. It is up to the discretion of the administrator to declare the absences as "extenuating circumstances." After a student has accumulated ten (10) absences at the elementary or middle school level, or three (3) absences per nine-week grading period at the high school level which have been excused by parent note(s), documentation from a health care professional will be required for any additional absences. Only in extenuating circumstances may the school nurse serve as the health care professional.

- It is expected that all notes be turned in to the attendance secretary or other appropriate person at the child's school within five (5) days of the student's return to school. Absences will remain **UNEXCUSED** until appropriate documentation is provided.

- Unexcused Absences-Absences with parental knowledge for reasons such as missing the bus, shopping, baby-sitting, visiting relatives, vacations, moving, extended holidays, etc. are documented as **UNEXCUSED**.

Students who miss all or any portion of a school day without the parent's knowledge will be considered **TRUANT** and will be disciplined accordingly. Truancies will count toward unexcused absences. Disciplinary action may include mandatory attendance at Saturday detention. When students accumulate unexcused absences from school, attempts will be made to notify parents as a courtesy. The person discharged the duties of attendance officer of the school may investigate any case in which an excused absence is requested.

Accounting of Absences- All campuses designate their official attendance time at the beginning of each school year, which cannot be modified and falls within the 3rd instructional hour of the day.

- Time out of class due to tardiness or leaving school early will be accumulated by semester. If time exceeds 3 hours, the time will count as a day's absence for the purpose of awards for perfect attendance only.

- Absences due to documented appointments with a health care professional (note from health care professional required) will not be counted as a day's absence provided the student attends class for some part of the school day and completes all work missed during absence. Also included in this provision are absences due to court appearances, Religious Holy Days, and for the purpose of sounding TAPS for a military funeral in the state of Texas (grades 6-12 only).

- Extracurricular Activity Absences-Extracurricular activities are school sponsored activities that are approved by the local board of trustees. Participation in extracurricular activities may not result in more than ten days absence. No more than seven of these absences may occur in one semester. Absences under this category are defined as exempt absences.

It is important to note that student eligibility is based on grades not attendance. If the student is passing his/her classes with no grade lower than 70, the student is eligible to participate in extracurricular activities.

- Attendance Hearings-Parents will be notified by letter when their child has accumulated more than the allowable unexcused absences and has been denied promotion. If parents think any of the absences were due to extenuating circumstances, they should file an appeal petition and documentation with the attendance committee requesting reinstatement of promotion. Students denied promotion by the attendance committee may appeal the decision to the Board of Trustees.

**Bell Schedule:** The 2023-2024 Bell Schedule is online. Also, a hard copy will be placed in your box.

**Blackout Days:** Personal leave will not be granted before or after an extended weekend, during district professional development, or during state testing days. The principal reserves the

right to request a medical note for absences during blackout days. For extenuating circumstances, please see the building principal leave during blackout days.

**Budget:** There are several correct procedures when purchasing items and to allow KISD personnel to follow state and local purchasing statutes and policies. Our principal is fully responsible for all purchases, making sure that every employee is complying.

There are items that are available at the warehouse. Most of the supplies that you normally use can be found in our supply room. Check with the receptionist. If the supply is not available, we will order it for you.

Some items like supplemental books and other supplies will need to be ordered from various sources. Check with the principal's secretary for approval and funds availability. Killeen ISD does not currently utilize on-line ordering from vendors. This is considered a purchasing violation. There are catalogs for your reference in the cabinet located in the front office. Check with the principal's secretary to verify if the catalog is on the bid list. The only exception is the new program called **CLASSROOM SUPPLY TEACHER REIMBURSEMENT PROGRAM**. Each teacher can purchase tangible items of direct benefit to students with a limited amount of \$100.00. KISD will add \$100.00 to your first paycheck, no receipts will be needed or collected. Controlled items (items that cost over \$1,000) will not be allowed to be purchased through this program.

Without the express consent and approval of the Director of Purchasing, **NO EMPLOYEE SHALL:**

- A. Purchase supplies, materials, or services for the District except non-controlled items from vendors listed in the computer "Bid Book" and the "Local Vendor List."
- B. Charge the cost of any supplies, services, materials to the District except for non-controlled items from vendors on the "Local Vendor List"

On the use of a credit card, before you sign out the card to purchase supplies, it will need to be pre-approved. We have a set credit limit for our school and charges must not exceed the limit of the card. Also, KISD is a tax-exempt entity; you will need to review the receipt to verify tax was not included in the total charge unless what you are purchasing is for student or faculty club. Otherwise, you will have to go back to the store to have it corrected. All purchases must be pre-approved, and the proper paperwork filled out before items are purchased. Without prior approval, consider it a donation. You will not be reimbursed.

**Cafeteria:** The cafeteria is set up on a computer system. Student IDs will be scanned once students have been issued their IDs. Please remind the students to have their lanyards fully extended when going through the lunch line. Students should deposit money into their accounts before school. Breakfast and lunch are free for all students; staff members will be charged for their meals (see page 5).

Breakfast is served between 7:30 and 7:55 a.m. Students will enter from the sixth-grade hallway along with band students with pass or instrument. Doors for breakfast will close at 7:55. No one else will be permitted to enter. Breakfast is free for all LORMS students.

**Calendar:** Anyone planning field trips, after school activities, or any other school activity impacting more than your classroom must submit information to the principal's secretary. Ms. Mintz will need to place items on the school's master calendar. All approved activities will be on the LORMS calendar. Activities are not approved until they are on the LORMS calendar.

**Cell Phone Usage: Teachers are expected to refrain from personal cell phone usage during class or supervisory time.** Teachers should not take or make personal calls in the presence of students during the instructional day, which includes texting or social media networks. Teachers cannot make videos with or of students and post them to social media. In addition, teachers should not wear earbuds or headphones during the instructional day.

**Classrooms: Please always leave windows closed and locked.** Also, all classroom doors are to remain locked during the instructional day, except for a fire drill. For safety reasons, **classroom doors, windows, and lights should not be covered.** For reasons of fire code compliance and safety and energy conservation, the use of personal electrical appliances is prohibited in normal classroom and office situations. The prohibited items include, but are not limited to, the use of space heaters, microwaves, refrigerators, coffee pots, cooking appliances, mug warmers, toasters/toaster ovens, privately owned office machines and furniture, extension cords, hanging items from the ceiling, or painting school property. No chemical products may be brought from home for use on district property. This includes, but is not limited to, **paint, air fresheners, potpourri, aromatic candles, or deodorizers.** See the approved disinfectant list. Finally, your classroom cleanliness is your responsibility. However, if you have custodial concerns or repairs, please email Ms. Mintz.

**Clinic:** Students who are sick or need to take medication should be sent to the clinic. Students need to have a clinic pass that has been completed by the teacher. **Please do not restrict restroom or clinic visits.** Call ahead to check for space availability.

**Club Sponsors:** Student supervision is among the most critical elements of our work as educators. If you sponsor a club or supervise an activity of any kind, please be reminded that LORMS employees and sponsors of record are responsible for supervision at all times. Volunteers may **NOT** supervise or manage a club or activity at any time. A sponsor must always be present and in a supervisory capacity.

**Communication (phone/text/email):** Please decide the level of response when considering your method of communication with administration. In urgent situations, please use the nearest phone to contact the front office. A text message would indicate a response is needed today. If you send an email an administrator may not respond until after work hours.

## **Computers, Computer Labs, and other Technology Information:**

### **Computer Labs Rules**

Computer labs, for the purpose of these rules, include mobile carts (iPads/Laptops) and classrooms that have desktop computers in them.

1. Labs are scheduled by submitting a request using Forms. Requests for Computer Labs and Facility Requests are located on the LORMS web page. Go to STAFF, Login,

and Go to Technology Section then click on link to access necessary forms and various technical support information.

2. Utilize Assigned Electronic Chart provided by the computer aide or Tech for student assignment of computers in the lab and Mobile carts (iPads/Laptops). Desktops, Laptops, and iPads are provided for student use as tools for learning, research, presentation, and communication. They are only to be used for educational purposes. “Surfing the web” is not permitted. Students should be familiar with the Acceptable Use Policy defined in the KISD Student Code of Conduct. Teachers will have students sign responsibility pledges.
3. To assist with maintenance of computers in the labs, assign one or two students from each class period to be a Tech Helper to assist for 5 minutes at the end of electronic usage. They will be checking for missing keys/broken screens on desktops, laptops, and iPads. Teachers should be able to identify who is responsible for the damage by checking the Assigned Device List of the student assigned to that device. Any damage will be immediately reported to the Teacher, then CTSS or Computer Aide.
4. Students will never use electronic devices unsupervised. Substitute teachers are not permitted to supervise lab usage, mobile cart usage (iPads/Laptops) as well.
5. Classrooms with computers and Mobile carts must have their doors locked when not occupied. Additionally, window blinds must be left open at the end of the day.
6. No book bags are permitted on any desk/table with an electronic device. Bags should be secured in the student’s locker.
7. No food or drink is permitted around any electronic devices including keyboards, mouse, etc. This includes gum and other candies. Staff may not operate a KISD computer while eating/drinking. Students are to have devices secured by placing them on a desk or table while utilizing electronic devices. Students should never be outside the classroom with a device sitting on the floor holding electronic devices or inside a classroom on top of tables or desks with them in their laps.
8. Report any damage to school computers or any other electronic device immediately to the CTSS or computer Aide. Computers in labs, classrooms and individual KISD computers assigned to staff must be restarted weekly.
9. See student handbook for consequences when students inappropriately misuse technology or damage electronic devices. Teachers are to ensure students are aware of disciplinary actions that will follow if devices are damaged.

### **Mobile Lab Specific Rules**

1. Utilize Assigned Electronic Devices Chart provided by computer aide or Tech for student assignment of laptops and iPads.
2. Mobile carts can only be transported by staff members.
3. Carts must be locked and plugged in when not in use.
4. Lock combinations are controlled information. Students should never have these combinations. Computer Aide/CTSS will have lock combinations only.
5. Laptops and iPads must be closed when transported. Students and staff will never walk with an open laptop.

6. Ensure laptops and iPads have shut down completely before closing the lids and storing. Teachers must leave enough time in the last class of the day to accomplish this. Charging laptops that are not fully powered off can affect battery life. Teachers will ensure the restart of laptops.
7. To assist with maintenance of laptops and iPads assign one or two students from each class period to be a Tech Helper to assist for 5 minutes at the end of electronic devices usage. They will be checking for proper shutdown and storage in correct order of devices. They will also be checking for missing keys, headphones damage, and broken screens on laptops or iPads. Teachers should be able to identify who is responsible for the damage by checking the Assigned Electronic Devices Chart for the student who is assigned to the devices. Any damage will immediately be reported to the Teacher, then CTSS or Computer Aide.
8. Mobile Cart (iPads), teachers will assist with iOS updates as they come out to keep iPads functioning properly.

### **Student Log in Procedures**

1. Students must always log in with their student ID. Students only are allowed to use generic logins, such as "s050", to access the network during testing of MAPS and STAAR.
2. Student username: student ID proceeded by the letter "s". Example: s123456
3. Student password: minimum of 10 characters long and meeting the following criteria:
4.
  - Must have at least 1 lowercase character
  - Must have at least 1 uppercase character
  - Must have at least 1 numeric character
  - Must have at least 1 special character
5. **Password CANNOT contain:**
  - Your first or last name
  - Your login ID
  - Your campus code

### **Printers**

1. Print only what is necessary. Always consider digital alternatives to printed items.
2. When printing a document over five (5) pages or more than three (3) copies of any document, complete a copy request form located by the front employee mailboxes.
3. All staff should have their grade-level printer installed on their laptops. For installation and/or exceptions, contact the CTSS.
4. Students may only print under the direct supervision of their teacher. Students print only from printers located in the computer labs or in the library. Grade-level printers are in the workrooms for teacher usage only. Students are not allowed in the teacher's workroom at any time.

**Conference Periods:** Conference periods are to be used for planning, visiting ISS/BMU, making phone calls, conferences, etc. **If you must leave campus during your conference period or any other time during the workday, you must sign in /out in the front office after you get prior approval from the building principal.** This is true for all personnel who will not be on campus during the scheduled school day. Please do not schedule personal off campus appointments during your conference time.

**Conferences:** If you are experiencing problems with a student, please do not hesitate to call your parents and set up a conference. Be prepared for your conference by having information on academics as well as discipline available. Please remain as positive as possible. Document all parent contact.

**Confidentiality:** As educators you are often handling or discussing confidential information about our students and fellow staff members. Please be mindful of discussing student/staff information in public areas such as workrooms, hallways, and office areas. Many times, parent volunteers and / or substitute teachers are present in these areas. Only share information that is necessary to meet a student's educational goals.

**Copies/Reproduction of Material:** The copy machines and our media aide are in the front workroom. Turn in your copy requests to the media aide at least 3 days in advance to ensure timely delivery. Students will not be allowed to drop off copy requests nor pick up copied materials.

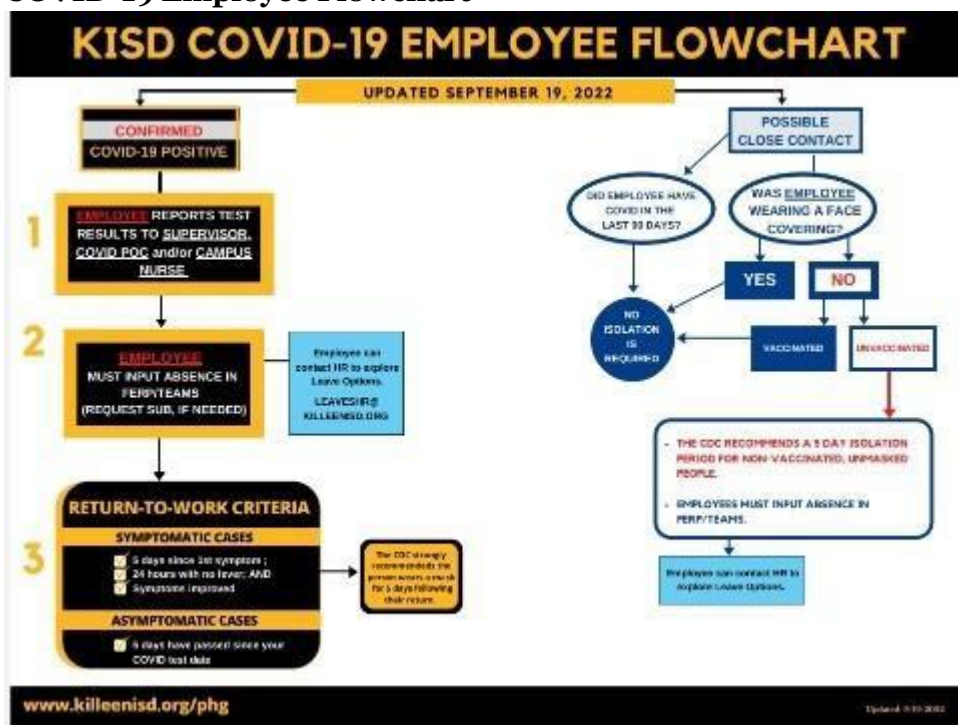
**Counseling:** The counselor provides guidance and counseling throughout the academic day. The counselors also do HARP, RTI, registration, small group counseling, classroom guidance lessons, restorative practices, and students' schedules.

**Crisanta Tidwell:** All Students A-K

**Deborah Fay:** All Students L-Z

**Raymond Storms:** SEL Counselor

### COVID-19 Employee Flowchart



**Cumulative Records:** Each student has a cumulative record folder located in the counselor's office. These folders were started when the student entered school for the first time. It contains



health, testing, and other pertinent information on the child. These records may not be removed from the counselor's office. They may be reviewed in that area only.

### **Curriculum Corner:**

Effective teaching begins with a lesson plan. Every lesson requires a plan of action that involves a series of steps, beginning with the end in mind. A lesson plan is a map of what students need to learn and how it will be done effectively during class time. Well sequenced lesson plans benefit both the teacher and the students by allowing for a smoother functioning classroom and fostering a safe learning environment optimized for student learning. When preparing lesson plans, gather all the necessary materials:

- Year at a Glance (YAG)
- TEKS Verification Document (TVD)
- Instructional Focus Document (IFD)
- Unit Map
- Pacing Guide
- Hess Cognitive Rigor Matrix
- Common Unit Assessment
- Text & Supplementary Materials
- LORMS Data Analysis Form – Pre and Post Assessment

### **Unit Planning Process**

- 1) **Pre-planning:** Pre-plan with the Unit Pacing Calendar and Year-at-a-Glance (YAG).
- 2) **Unit Map:** Identify the priority standards for the unit.
- 3) **Common Unit Assessment (CUA):** Backwards design thinking: Analyze the CUA items, make correlations to the Unit Map, discuss what students must know and be able to do to demonstrate learning.
- 4) **Analyze the “unpacked” priority standards:** Focus on the concepts (nouns), the skills (verbs) and the level of cognitive complexity. Create Unit Essential Questions and Big Ideas Anchor Chart(s), which will be referred to throughout the unit.
- 5) **Analyze the Unit Learning Intentions and Success Criteria Chart:** The chart identifies what students will know and be able to do by the end of the unit. The Success Criteria is the starting point for daily learning targets and the day-to-day learning progression.
- 6) **Complete the Data pre-analysis** portion on the data analysis form.
- 7) **Determine the daily targets and the day-to-day learning progression:** Use the Unit Learning Progression Chart to outline the day-to-day learning progression.
- 8) **Learning Targets, TEKS, and tasks should be aligned.** TSI statements are a required part of your lesson plans and should be posted in your room.

Unit planning should be constructed in a manner that ensures maximum instructional time on-task. Bell-to-bell instruction is expected. Your expert instructional delivery must:

- engage students actively in relevant, real-world experiences.
- utilize research-based strategies, such as Lead 4ward:

- 321 Summary
- Café Conversation
- QSSSA – Question, Stem, Signal, Share, Assess.
- differentiate according to student's need.
- facilitate student thinking critically, asking questions, and explaining their thinking.

**Assessments should be ongoing and reflective.** The following are required:

- Use Common Formative Assessments to understand student learning and inform the instructional process. These assessments should not take more than 20 minutes to complete and be no longer than 8 questions.
- Align assessments with the rigor, depth, and complexity of the standards in an ongoing process.
- Use multiple methods of assessments and strategies with a clear purpose to support student learning, to include reviewing student work and performance.
- Provide feedback to parents and students. Communicate specific strengths and needs in a timely manner.

After each Common Unit Assessment, nine-weeks exam, and semester exam, complete an Assessment Analysis and Instructional Plan, and submit these documents to the CIS and your appraiser.

Submission of your lesson plans is non-negotiable. TSIs are an integral part of your planning and instruction. **All** teachers are required to submit weekly lesson plans on Schoology by 8:00 on the first day of each week. If your lesson plans are not submitted on time, you are required to report to the Lesson Planning Lab in the PLC room, during your conference period on the first day of the week to complete and submit your lesson plans. Please be advised that failure to comply with this requirement may result in a negative evaluation rating under the dimension of planning and instruction.

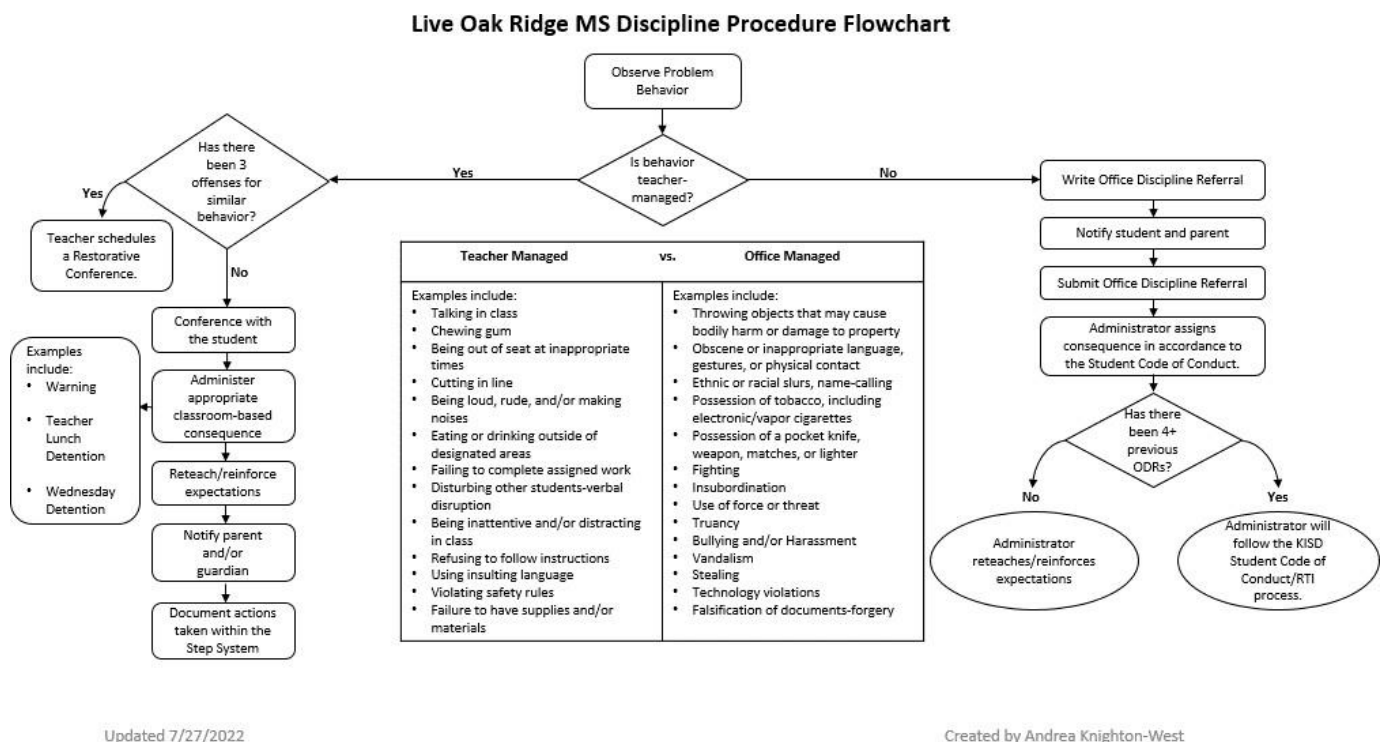
**Deliveries:** Front office secretaries are not responsible for food deliveries by staff (Door Dash, etc.). If you order food, you must be present in the front office or outside to receive to the order. Food deliveries are not permitted at grade level entries for safety reasons. You are not permitted to leave your class or have someone watch your students to come pick up food deliveries. Students are not permitted to have food delivered during the day.

**Detention: Live Oak has several different Detentions.**

- **Teacher Detention:** Teachers can do their own individual detentions, if desired.
  - For Lunch Detention, please allow the student to get their lunch prior to starting the detention. You are responsible for supervising students during this time.
  - **Grade and/or Teacher Detention are on Wednesday;** please notify parents and communicate your expectations. If your detention is after school, you are responsible for supervising your students until they are picked up or leave campus.
- **Friday Detention:** Teachers cannot assign students to the Friday Detention. Friday Detention will be assigned by an administrator for minor offenses.
- **Saturday Detention:** Assigned by assistant principals and served on Saturdays from 8:00 a.m. -12:00 p.m.
- **ZAP-Zeroes Aren't Permitted:** ZAP is an **academic consequence** for students who have accumulated **two or more zeroes**. We are **REQUIRED** to provide them with an opportunity to complete the assignments for partial credit. The student is responsible for bringing work to ZAP and returning it to the teacher. The student will remain in ZAP the entire time assigned. The teacher

must contact a parent prior to assigning a student to ZAP. The deadline for adding/removing students from the ZAP list is by 4 p.m. the Thursday before the ZAP session. ZAP will be held every Friday, except before holidays. ZAP is also available during lunchtime with the campus Communities in Schools.

**Discipline:** Teachers should thoroughly read and be knowledgeable of the district's Student Code of Conduct and the Student Handbook. Adherence to LORMS procedures regarding student misbehavior and the necessary steps in documenting interventions, consequences, and parent phone calls / conferences are required. **Parent/guardian contact is required when a referral is deemed necessary.** Please thoroughly annotate contact information in the online referral prior to submitting the referral to the APs' office. The supervising staff member or AP will make all parental contacts, not aides or secretaries.



## Discipline Plan:

\*ALL referrals shall be signed by student, teacher, and administrator in cases where a student refuses, administrator will have present staff member sign as witness\*

For violations of the Student Code of Conduct serious infractions not considered:

### STEP 1:

1. Teachers **will** document a "Warning" during a restorative talk with student, teacher may assign a further consequence.
2. Parent(s) **will** be contacted via phone, email, person, or certified letter.

- a. Teachers **MUST** receive verbal or visual confirmation of contact.
  - b. Teachers **MUST** retain documentation to be used if necessary for STEP 3 meeting.
3. Document Step 1.

**Note:** Teacher must document the STEP into the STEP System **-1 School Day** after the event.

#### **STEP 2:**

1. The teacher **will** issue the student a teacher consequence; a restorative talk will be held with the student.
2. Parent(s) **will** be contacted via phone, email, person, or certified letter.
  - a. Teachers **MUST** receive verbal or visual confirmation of contact.
  - b. Teachers **MUST** retain documentation to be used for STEP 3 Restorative Conference.
3. Document Step 2.

**Note:** The teacher will notify Dr. Storms once STEP 2 is documented.

#### **STEP 3:**

1. The teacher **will** contact the parents via phone, email, person, or certified letter to inform them of the Step 3 and that a Restorative Conference will be scheduled (using the times and days provided).
2. The student's Step 3 **will** be documented.
3. The teacher **will** contact the members of the contact the student's counselor, the At-Risk counselor, and the student's AP to inform of scheduled conference.
4. A Restorative Conference **will** be held with the student, parent(s), and the staff listed above.
  - a. An SSP for behavior will be created for the student.
5. After the Restorative Conference, future disciplinary actions may be placed on a referral to the Assistant Principal's Office.

#### **After STEP 3:**

The teacher will continue with the RTI process and documentation in the Behavior SSP.

#### **STUDENTS ASSIGNED IN SCHOOL SUSPENSION (ISS)/SUSPENSION (OSS)**

Students that have not completed their assignment to ISS or their OSS **MAY NOT** be allowed to attend any extra-curricular activities during the school day or after school. This includes athletic events and fine arts performances.

#### **STUDENTS ON DISTRICT PROBATION**

Students on district probation will meet with a mentor, counselor, and his/her assistant principal monthly.

Students that are on district probation must be documented within the STEP System for minor violations of the Student Code of Conduct (SCOC).

## Dress Code:

*Student:* The student dress code is published in KISD's Student Code of Conduct on Pages 39 - 40. Please read over these pages and be aware of the expectations for student dress. Students with possible violations of the dress code need to be sent to the APs office for verification.

*Staff:* Staff should follow the KISD Employee Dress Code located in the KISD Employee Handbook on Appendix II. Any exceptions to this dress code must be cleared through the principal. **Fridays are the only specified jean days with a spirit shirt, green, gold, or white top.** Harry Wong states an educator should dress for respect, credibility, acceptance, and authority. Jean or jean-like attire to include shirts, skirts, and dresses, are prohibited on professional dress days Monday through Thursday. Remember, the student dress policy should not be more restrictive than the expectations for staff. Walk it out Wednesdays include wearing of athletic shoes with the mission to increase movement through the room.

**Duty:** All teachers are required to arrive at school by 7:30 a.m. and may leave at 4:00 p.m. every day. Teachers will be required to hold morning and/or afternoon duty. A separate duty roster with duty times will be published by the APs' office. The **A.M. duty is from 7:30 – 7:50** and the **P.M. duty is from 3:30 – 4:00. Teachers are responsible for their duty and need to be on time. If for any reason, you cannot attend your duty, ask someone to cover it for you and inform the duty AP.** Please do not depend on substitutes to cover your duty.

**Emergency Drill Procedures:** We will conduct fire, shelter in place, secure, intruder, evacuate, and lockdown drills throughout the school year. It is important that you remind students how important these drills are to the overall safety of everyone on the campus. Please discuss drill procedures with your students.

Each classroom will have an emergency backpack that has a few supplies, along with a packet that gives district procedures that should be followed during the various drills.

**Emergency Lesson plans:** All teachers are required to submit 5 days of emergency lesson plans and update them every nine weeks, so the plans are current with your learning goals. All plans will be uploaded into LORMS Champions in the Emergency Lesson plan folder. These plans are only for emergency situations where you are unable to leave something in advance. If a substitute is required to use the emergency lesson plans, you must replace them upon your return. All emergency plans are due by the COB of the second week of school.

**Errands:** Students should **NOT** be asked to run errands. Students should not be sent to the mailboxes to pick up mail/copies for teachers. **Teachers should never leave their classroom physically unmonitored. Ask a neighbor to step in.**

**Face Coverings:** Face coverings are optional. Students and staff are allowed to wear their own face covering, provided they are not a distraction and within the dress code. If a student is exhibiting symptoms of Covid-19, the clinic may provide a mask while they wait to be picked up. Otherwise, the clinic or school will not be providing masks for those who choose to come to school without one.

**Faculty Meetings:** Plan to attend faculty meetings usually on the **second Wednesday** of each month after school. The intent is for professional staff to attend these meetings unless prior arrangements have been made with the principal. We plan to make them informative and productive. Most faculty meetings are on Wednesday and will start at 4:00 p.m. and end by 6:00 p.m. All other Wednesdays are reserved for other meetings such as grade level meetings, ARDs, RTI, 504, parent conferences, etc. **Please refrain from scheduling appointments or other student activities on designated meeting days.**

**Failures:** It is important that we keep parents informed of student progress. If students are in danger of failing, please contact the parents as soon as possible. This can be done through phone conversations, conferences, or electronic contact (with a reply). Please be sure to contact the parent when a student receives their second zero in a marking period. **All contacts should be documented.** Please be prepared to submit your failure contact logs quarterly. **Parents should be contacted early enough for corrective action to be taken. ZAP is strongly encouraged.**

**Field Trips:** To avoid conflict with transportation and any school activity such as testing, make sure you discuss your plan with the CIS before scheduling any activity. Field trip proposals must be submitted and approved at least six weeks before the week during which the trip is scheduled. The field trip proposal form is in Schoology (under resources for Champions). Once your field trip is approved it will be added to the principal's secretary's calendar. The secretary will arrange transportation. All field trips will have to be approved by the Principal, Education Services, Fine Arts (if you are a fine arts teacher), and transportation. The field trip sponsor must notify the nurse and cafeteria at least two weeks in advance of the trip.

- Every student must have an opportunity to attend. Set guidelines early and make them known.
- Notify the parents of any academic/behavior concerns immediately.
- No field trips can be planned during the week of exams or during the months of April and May.
- One field trip per grade level is authorized.
- GT trips will be scheduled 1 per semester.
- AVID field trips are limited to two per year, depending on funding.

**Fundraisers:** All fundraisers must be approved by the principal. All funds will be collected under the supervision of the principal's secretary.

**Grand Central Station (GCS):** Room 304 is available select times of the day for oral admin support, class accommodations, and testing. All students are welcome to come to GCS for

assistance, but this is not a redirect room. Please use the GCS pass to indicate the purpose of the visit and accommodations needed. This is an excellent resource for RTI students.

**Grade book:** The grade book is kept electronically. You need to make sure your grade book is always secure. Grades should be posted / recorded in a timely manner, no more than five instructional days from the date received with exception given to projects. With parents having access through the web, they will expect grades to be updated on a regular basis. Nine-week grades are determined by the following percentages:

<b>Regular Classes</b>	<b>Honors/ High School Credit Classes</b>	<b>Grade Book Requirements per Nine Weeks</b>
Formative 45%	Formative 40%	Minimum of nine grades
Summative 55%	Summative 60%	Minimum of three grades Including grade-level content common assessments

Any student who receives an incomplete for a marking period must have a grade issued no more than 10 working days after the end of each 9 weeks.

**Grade Level Meetings:** Mandatory meetings will be held the first Wednesday of each month to cover logistics and grade level concerns.

**Hall passes:** All students must have the **official blue hall pass or planner** with date and time when leaving the classroom for any reason. **Use their planners as a pass.** The school nurse will be providing you with clinic passes. All students going to the nurse will need a clinic pass. Please fill out the pass completely. No preprinted pass or passes with multiple names are allowed. Please implement a daily sign out sheet for your room to track student activity.

**Homework:** Practice homework will be assigned only when students have had guided practice and are secure enough in those skills to be able to complete them independently and successfully.

- Homework or the threat of additional homework will not be used to enforce discipline in the classroom.
- Homework will not be assigned during the following time with an exception made for study/review guides.
  1. Group standardized testing, district-approved criterion-referenced tests, and state assessments.
  2. Semester exams
  3. Official school holidays (does not include teacher workday)

**NOTE:** Items 1, 2, and 3 apply only to those students who are involved in the testing.

**NOTE:** If long-term assignments are made, it is the responsibility of the teacher to plan those assignments and periodic progress checks for times that do not compel students to work during

*holidays (e.g., assignments should not be made shortly before holidays and be due shortly after holidays).*

- The recommended amount of time that students spend on homework varies by grade level:

6-8<sup>TH</sup> grade- Total not to exceed 90 minutes per day

- Teachers will consider the cumulative effect of homework assignments (i.e., math +language arts + social studies, etc.; one-day assignments + prorated time for long-term assignments + study or reading time)
- It is anticipated that students will not have homework assignments in every class every day.
- Time recommendations are for diligent students taking regular-level classes. Students who work more slowly, who work with distractions (television, iPods, and text messaging, radio, and cell phone interruptions) or who take honors-level classes (TAG, Honors) may exceed these estimates.
- It is the student's responsibility to prorate the time needed for long-term assignments. The teacher will provide guidance.
- Each campus shall define late homework. Teachers shall have a flexible and consistent procedure to address late homework that is distributed to students and parents in written form.

1. Homework turned in within 5 days may be accepted for full credit.
2. Teachers may choose not to accept late homework; however, the lowest homework grade(s) will be dropped.
3. Make-up work will not count as homework unless the original assignment was homework.

**Homework Center:** Instructional support is available Monday through Thursday from 4:00pm to 6:00pm for LORMS students in the LORMS Library. Certified teachers will be on duty.

**ISS - In School Suspension:** ISS is a consequence given only through the assistant principals' office. The ISS classroom is Room 112 (in the main hallway). Students should not be sent from the classroom to ISS. Educational Services must be provided to students while in ISS. Teachers will be notified a day in advance, if possible, of students assigned to ISS through e-mail. All teachers are expected to **visit** ISS and provide class work for the duration of the ISS assignment hard copy or in Schoology. Please note all assignments on the student work log. This work should correlate to the classroom instruction being delivered during that time. All assignments should be sent to the APs office by 8:45 a.m. each day and visit during your conference period. **Visitation is NOT optional.**

**Keys, Door Cards, and Building Security:** Keys are furnished to each teacher for classroom doors and storage cabinets through the principal's secretary. Your door card is also used to obtain building access through the exterior doors of our building. Teachers are responsible for the security of these keys and the building. Therefore, it is especially important



that you do not lose your door card or keys. In case you do lose them, please contact the principal's secretary as soon as possible.

**KISD Employee Handbook:** For any additional information regarding employees in KISD, you can view or download the Handbook, please select "Employee Handbook 2023-2024" in the [Employee Service Center](#) or on STAFF Resources and click on the EmployeeHandbook icon.

**Late Work:** Late work may not be accepted for full credit. Deductions from final grade will be -10 points for 1 day late, -20 for 2 days late, and -30 for 3 days late. Any grade lower than 70 a student can redo with a Redo Form signed and turn-in. Redo form must be turned in within 10 days of the grade being posted. The redo form is located on the LORMS website. The assignment must be completed in tutoring or ZAP. Projects, extended assignments, and performances will be governed by the teacher.

**Library Use:** The library is a vital part of our campus. Library hours are from 7:30 a.m. to 4:00 p.m. You may bring classes in, have resource material pulled, and check out AV equipment from the library. ELA and Reading classes will have scheduled times for library use; other classes must reserve the library in advance. Please email Mrs. Barnes for information. When sending students to the library, do not send more than five students at a time. Students must have a hall pass with the date and time when coming to the library and should sign in upon arrival. Students will not be allowed to leave except to return to class. The library is also available before and after school and during lunch.

**Lockers:** Lockers will be assigned through EschoolPlus. It is the student's responsibility to provide a combination lock (key locks will not be allowed) for his/her locker. Administration retains the right to search for personal property of students when there is reasonable cause to do so to protect the safety of all those present on campus. If a student cannot obtain access to their own locker, they should be sent to the counselor's office. The student will be required to complete paperwork before a lock can be cut off. Regular locker cleanouts will be scheduled quarterly through the math classes.

**Lobo Time:** We will use this time to address administrative tasks such as report cards, forms home, and character education. Four times a week, this period will be used to support our STAAR (State of Texas Assessments of Academic Readiness) initiative. Character education will be addressed during this period as well.

**Lost and Found:** If items are left in your classroom, please place them in the front office. Teachers can send students to look for lost items if time allows at the end of class. Do not send students out of class during instructional time. Otherwise, remind students to look for lost items during lunchtime or between classes. Lost valuables should be returned to the front office.

**Mail/E-mail:** Teacher's mail and memos will be placed in the appropriate mailbox periodically throughout the day. These mailboxes are in the front office area near the media room. Please check your box every morning and afternoon for mail. Due to confidentiality policies, please do not send students to check your mailbox. E-mail will be used to disperse information from

school and district personnel. Please check email daily and reply when applicable within one school day. Teachers cannot DL the staff. Forward all DL requests to an administrator and/or the principal's secretary.

**Maintenance Requests:** If you notice anything in need of repair, please notify Ms. Mintz in the front office. Do not place any furniture in the hall at any time.

**Make-Up Work Policy:** Student absent from school shall have the opportunity to make up all schoolwork assigned during their absence.

- Work assigned prior to the student's absence shall be turned in or completed on the day the student returns to school.
- For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.
- Students shall receive credit for satisfactory make-up work after an unexcused absence.

The highest grade, however, for satisfactory make-up work after an unexcused absence shall be a grade of 50 percent. [KISD School Board Policy EIAB Local]

***Students will be required to attend ZAP or a Friday or Saturday D-hall session to complete any missing work. Submit request to APs in advance.***

**Media:** At no time may a LORMS staff member communicate with the media. If approached by a member of the media, please direct them to the public information department of KISD. KISD staff is also not authorized to add comments or provide updates to inclement district events.

**Modifications:** If a child has Special Education, ELL, or 504 accommodations, you should be given a copy or access to these accommodations. The accommodations must be located in a secure location. It is the teacher's responsibility to make sure that the accommodations are followed. If you have questions about the modifications, please see the coordinator for that program.

**Minor Violations:** Students with minor violations (ID, Dress Code, and Electronics) after 1<sup>ST</sup> period, except tardies will be entered in the free form provided by the APs office. All tardy violations will be noted in TAC when the teacher takes attendance. Any student who refuses to comply is insubordinate. Minor violations are tracked through HERO.

**Movies / Videos:** All movies/videos/clips shown during instructional time should be relevant to the curriculum and require administration approval. Please complete the Movie / Video Request Form (see index) and submit it to the CIS at least five school days prior to viewing. Some films may require guardian parent permission as well, so plan accordingly. Adherence to federal copyright laws is expected always and more information may be obtained from the KISD Employee Handbook.

**Name Tags:** Picture ID cards should always be worn by everyone during the school day. This ID should be worn to district training, district events, and athletic contests. First period teachers are responsible for checking student IDs and issuing temporary IDs as needed. After the first period, any student without a temporary or school ID should be documented in the MORs.

**Oral Admin Students:** Students who receive oral administration as their testing accommodations need to be addressed in a class setting. Please follow the same guidelines set for SPED students.

**OSS:** Per TEC Section 37:28.002(a)(1) – Schools must provide work for students assigned to OSS prior to leaving campus.

**Parental Permission Slips:** A permission slip allowing students to participate in events off campus must be properly completed and signed by the parents prior to participation. The permission slip should provide parents with as much information as possible. Please see an administrator if you have questions about what to include.

**Parking:** There is a staff parking lot located in the front of the building. Please do not plan on driving or parking along the back of the building during student lunches. In addition, parking in the fire lane is prohibited. Do not park between grade level wings.

**Parties:** Not authorized during the school day.

**Passing period:** We have 4-minute passing periods between each class period. Please use this time to encourage students to get to class on time. Teachers must station themselves in the hallway near their classroom during each passing period. **It is important for us to actively monitor students.** You are asked to move away from your door/classroom if you do not have an incoming class during that period. If your classroom is located near student restrooms, please be cognizant of large groups congregating in there and ask them to move on to class.

**Personal Leave:** If you are requesting personal leave, you must get approval from the principal at least **5** days prior to the date(s) requested. You must also fill out a Personal Leave Request Form. The forms are in the front office. **Personal leave is approved at the discretion of the building principal. Reminder: DO NOT ENTER THE ABSENCE in TEAMS UNTIL AFTER YOUR LEAVE HAS BEEN APPROVED AND THE PAPER LEAVE FORM IS RETURNED TO YOU.** This must be entered in TEAMS at least 2 days in advance of the leave date so the principal can electronically approve the absence. In addition, please note that leave requests may not be granted during blackout days.

**Planners:** Planners are being provided this year to ALL students. Do not release a student without issuing them an official blue pass/planner. They may be asked to return to class. No

pre-printed/laminated passes allowed.

**PLCs:** Professional Learning Communities are governed by the district's plan for instructional excellence "The 3 Essentials +1, and the campus momentum plan/Campus Improvement plan. PLC is a time for departments to share or review instructional strategies, plan using the Unit Learning Progression chart and create common formative assessments, analyze data from Measures of Academic Progress (MAP), CFAs and CUAs, and create action plans that will improve student learning and teaching instruction on the campus. **This is not a conference period or a time for running personal errands. Your attendance is required.** PLCs must keep attendance and minutes for each meeting and submit them on Schoology under your departments page. PLC meetings are set for every other Friday but may be moved to after school if needed. See index for specific dates.

**PLCs (Professional Learning Communities) will use the four critical questions of learning to drive their collective inquiry and action research:**

1. What do we want students to learn? (**PRIORITY Standards**)
2. How will we know if they have learned? (**Formative Assessments**)
3. What will we do if they do not learn? (**Systematic Interventions**)
4. What will we do if they already know it? (**Extended Learning**)

#### **Pledges to U.S. and Texas Flags and Mandatory Moment of Silence**

Section 25.082 of the Texas Education Code mandates 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, meditate 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." A student may be excused from the pledge of allegiance (**but not from observing the moment of silence**) if the student's parent or guardian provides a written request.

**Professional Development and Workdays:** Throughout the school year, there are days intended for professional development and others are specified as workdays. On these days, please plan to work a full day. There may be time to leave campus to get lunch. Workdays are intended for you to have the time you need in your classroom to clean, plan, and organize materials.

**Professional Leave:** We have funds allotted for teachers' travel. The principal and the APs are responsible for determining the mission of teachers' travel. Therefore, all professional leave must be pre-approved. After the professional development is approved, an official Professional leave request will be entered online by the principal's secretary. This form must be submitted at least two weeks prior to departure to the CIS to verify relevance to content/position.

**Progress Reports:** Progress Reports will be distributed through the designated class in accordance with KISD policy. An email will be sent prior as a reminder as to when grades should

be loaded. If a grade discrepancy is noted, please contact the counselor's office as soon as possible to complete a grade change form.

**Projects:** All extended assignments (such as research papers, projects, and packets, etc.) must contain instructional expectations, rubrics, periodic graded checkpoints, and deadlines to send home. **Please be sure to have all extended assignments reviewed by the Curriculum Specialist prior to submitting them to the principal for final approval.** Students can be denied an opportunity to redo extended assignments.

**Prohibited Items:** The following items are prohibited on KISD campuses: Skateboards/Roller/Heelys/Blades/Scooters, Lasers, Dice, Hair Picks, Pacifiers, Slides-shoes with no heel or heel strap, Pornographic Material, Electronic Cigarettes/Cigarettes, Spice, and any other item which the Administrator deems as detrimental to the safety, order, and discipline of the educational environment. Live Oak Ridge Administrators have prohibited the following items: self-defense weapons, shoes without a solid sole, stilettos (more than 3 inches high), bandanas, head scarves, pocketknives, stuffed animals, blankets, pillows, gum, opaque water bottles, and fidget spinners. Students can have clear water bottles with clear liquids.

**Redo Work Policy:** The Middle School Grading Policy states a student shall be permitted one opportunity to redo any assignment or retake any test for which the student received a failing grade (below 70%). The teacher will average the original failing grade with the second attempt grade to create a new grade for the assignment. The new grade shall not exceed a 70%. The student or parent must request the additional opportunity in writing within 10 days of the grade being posted in the grade book and within the grading period. The redo request form can be found on the LORMS Website. **Students are NOT permitted to redo Nine-Week or Semester Exams, or Projects/Extended Assignments.**

**Response to Intervention:** Response to Intervention provides a framework for effectively utilizing the best instructional and behavioral practices with a scientifically, research-based curriculum to address students' needs. RTI is not a new process. RTI should be viewed as a seamless problem-solving process that enhances the learning of all children by using consultation and support among all educators. Special education teachers are available for consultation and support even before students are "labeled" for services. Parents become partners in intervention support. Students take ownership of their learning. Successful implementation of RTI involves four important components-universal screening; multiple tiers of instruction, intervention, and support; progress monitoring (data collection and assessment system used in decision making process); and ensuring fidelity to programs and processes. The RTI process does not guarantee acceptance into special education.

**Search and Seizure:** The district has the right to conduct administrative searches of personal property such as backpacks, clothing items, purses, and automobiles driven to school by a student and parked on school property when there is reasonable cause to believe they contain articles or materials prohibited by the district and to protect the safety and order of the learning environment. The district may also conduct administrative searches in accordance with board policy. Such searches may include parking lots, classrooms, lockers, and common areas of the school and may include the use of metal detectors and/or trained detection dogs. **ONLY LORMS admin can conduct a search or detain a student.**

**Social Media:** All social media accounts that represent KISD are required to submit a Social

Media Agreement.

- Link to social media Administrative Procedure XI-K: <https://bit.ly/2C9qnQY>
- Link to Social Media Agreement: <https://bit.ly/3itiV66>

**Special Education:** Each of the special education students will be assigned a case manager. The Case Manager is responsible for scheduling the ARD meetings while the Campus Special Programs Facilitator will be conducting the ARD meetings. The case managers are the special education teachers on our campus. Please contact them immediately with concerns.

**Substitute Plans:** When you know you are going to be out, please leave your lessons on the LORMS Substitute lesson template. Substitutes are not always certified teachers in the area in which you teach, and a detailed plan will help ensure their day goes smoothly. Your plans should be detailed enough to keep students as engaged as possible from bell to bell. Please set up a binder with your procedures and expectations, SPED tracking sheets, BIPs, and seating charts if you have them, helpful students a sub could rely on, hall and nurse passes. All sub plans should be emailed in advance to the CIS and receptionist.

Long term substitutes will have access to technology, maintain grades, and tracking sheets.

**Supplies:** For regular classroom supplies, you will need to fill out a supply request. The receptionist will be able to give you pens, pencils, paper, highlighters, post-it notes, staples, etc. These are provided for your use in the classroom. Do not remove a student from class due to lack of school supplies or provide an academic or disciplinary consequence.

**Supervising Students: Students should NEVER be left unattended in a classroom/hallway/out front.** An adult need to be visible to the student(s) always. No students can meet without a supervising staff member being present. This includes tutorials, extra-curricular activities, and school events. A staff member is required to wait until the last member of their group has been picked up.

**Tardy:** All students who arrive after the tardy bell should be permitted to class and marked tardy in TAC (Teacher Access Center). If they are excessively late for a period (15 minutes or more), mark them absent and then send them to the front office. If the student may be considered truant, follow the disciplinary process. Transfer students are to maintain good attendance, including no tardiness, or the transfer request may be revoked.

**Telephone Use:** There are telephones located in each grade level workroom that you may use to contact parents during the school day, **but not during instructional time**. The phones in your classroom are for contacting the front office and Room 110 (AP's Office).

To contact the front office: press the designated button on the classroom phone.

To contact Room 110 (the Assistant Principals' office): dial 2494

**Testing:** Throughout the year, group standardized tests and other district approved tests will be administered. Teachers are utilized as test administrators and monitors during STAAR testing. Please plan to attend training prior to the STAAR testing. The Curriculum Specialist is the testing coordinator for STAAR. She will provide training and information for all STAAR testing. It is the test administrator's duty to read

their testing manuals and complete all training prior to administering STAAR testing.

Testing schedules are in the Important Date Section of this handbook.

### **Textbooks:**

Before School Starts:

- All textbooks are available online. Be sure students know how to access their textbook online.
- Select courses may check out class sets of books.
- Teachers are responsible for all textbooks within a classroom set assigned. All those textbooks must be covered and numbered to make daily accountability easier.

When School Starts:

- All student textbooks will be assigned during the first 2 weeks of school. A schedule will be established to distribute textbooks through Math, ELA, and Science.

During the School Year:

- Conduct a textbook check during the 1<sup>ST</sup> week of each grading period according to the list of textbooks provided to teachers from the AP's Office. This list is due back to the AP's Office within one calendar week of receiving it.

End of School Year:

- Follow the end of year procedures regarding textbooks.

### **TIA: \*\*\*\*\*Needs Updated Information for 2023-2024 SY**

Killeen ISD's application for the Teacher Incentive Allotment is wrapping up the first of two phases.

- In phase one, the district developed a local designation system, implemented the system, and collected data.
- Data collected will be submitted to TEA in **October 2022** as part of phase two.
  - In phase two, TEA will use a third-party, Texas Tech University, to run an 11-point validity and reliability study.
  - Using the results, TEA will decide whether to approve the district's local designation system or deny it.
  - TEA approves the local designation system as a whole; it does not approve individual campuses or teachers.
- The district will not know if TEA accepts the data submission, and we can award teacher designations until **February 2023**.
  - If accepted, TEA would use Winter PEIMS submission to determine teacher campus and teaching position.
  - TEA will determine funding amount per campus and notify the district by the end of **May 2023**.
  - The district would award teachers the incentives awarded by **August 31,**

### **2023.**

- If TEA reviews the data submitted and denies the local designation system, the agency will provide feedback and recommend edits toward improving plan performance in **February 2023**.
  - If this happens then the district would need to reconvene its steering committee to consider revising its plan, in **March 2023**, and submit those revisions in **April 2023**.
  - Should revisions occur, the new designation system would NOT apply to the previously collected data.
  - As such, if the local designation plan is denied and a revised plan submitted, a new data collection and data validation must occur before teachers may be considered for designation in the future.
- For this reason, **this school year must be another data collection year, and all teachers teaching a TIA eligible course must be observed again for the 2022-2023 school year and go through a full T-TESS appraisal process. Likewise, expectations for student growth measures and professional development also remain in place.**

**Time Out Policy:** General or special education personnel who implement time-out must receive instruction in current professionally accepted practices and standards regarding behavior management and the use of time-out. Hallways are not timeout locations approved.

**Transportation:** Many of our students use the bus to get to and from school. Buses can also be requested for field trips and other school-sponsored events. The bus request needs to be made with the principal's secretary at least 4 weeks in advance. Also, students are required to have a school ID to ride the bus to and from school. A temporary ID is acceptable.

**T-TESS:** T-TESS is the teacher appraisal system used to evaluate teacher performance. There will be an annual update training for T-TESS. As a teacher, you will be assigned a teacher supervisor. Please view the attachment to find your supervisor. A teacher's T-TESS exemption status may be changed at the discretion of their appraiser.

**Tutoring:** Tutoring is scheduled to begin August 21, 2023. Remember, the required content tutoring days are:

**Monday:** Science/Elec **Tuesday:** ELAR **Wednesday:** History/Elec **Thursday:** Math.  
Please document parent contact when mandatory tutoring is required. We have an approved mandatory tutoring form.

**Visitors:** They will need to sign in the front office and be given a visitor sticker/tag. If you see anyone in the hallway without the visitor sticker/tag, please guide them towards the front office to sign in. Also, if at any time we have a hostile unidentified person in the building, please contact the APs immediately. If you plan to have a guest speaker or visitor in your classroom during instruction time, please see your T-TESS administrator for prior approval. Parents who request to visit a class during instructional time must be approved by an administrator 24 hours before the classroom visit and have an approved volunteer district application on file. The



classroom teacher must also be notified. Guests are prohibited from recording students and teachers while visiting the classroom or any areas on campus. Remember, the visitor's location is now being written on their visitor's sticker to help increase staff awareness and security. Visitors are not allowed in the cafeteria during the scheduled lunch times. All visitors must have an approved background check to move past the front area. District employees must wear an approved KISD ID. No personal visitors during instructional time.

**Workrooms:** There are teacher workrooms located in each grade level hall. Each workroom has a microwave and refrigerator. Please do not send students to workrooms. Please help keep our workrooms clean. The custodians will not maintain your cooking areas. Food left in the workroom refrigerators on Friday will be discarded.

## **Live Oak Ridge Middle School Administrative Responsibilities**

### **Wanda Stidom (Principal)**

Activity Calendar  
Admin Duty Roster  
Budget/Special Request  
C&I Review and Analysis  
Campus Handbook  
Campus Improvement Plan-Lead  
Campus Level Hearing Officer  
Custodians and Facilities  
Departmental Chair Meetings  
Departments – New Teachers, SPED, and Fine Arts  
Employee Travel Approval  
Field Trip Approval/ Activity Fund Approval  
Grade 8 Hall Monitor  
Grants  
Instructional Resource Allocation  
Keys Monitor  
Level One Grievance Hearings  
Master Schedule/Bell Schedule  
Personnel/Hiring  
PLC Admin  
PULSE POC  
RTI Coordinator  
SBDM Committee Lead  
SPED Coordinator  
Student Schedule Changes Approval  
Supervise SPED Aides  
Attend all Dance Events and Academic Events

Teacher Absence Request and Leave Approval  
T-TESS (walk-throughs/observations/summatives)

**Shuntala Cuthbert (Assistant Principal)**

504 Admin Support  
ARD Admin Support  
Attend All Dance Events and Academic Events  
Attend Departmental PLCs  
Bully Reporter Admin  
Campus Conduct Committee/District Conduct Committee  
Campus Improvement Plan-Support  
Crisis Team-Lead  
DAEP Hearings  
Dance and Cheer Teams  
Departments – Math, Science, and PE  
Discipline Management/Behavior RTI Support (All grades last name L-Z)  
District and State Testing Admin  
Extracurricular Duty-Girls Athletics and Club Functions  
Grade 6 Hall Monitor  
ISS Monitor  
Leadership Team  
Learning Center/ZAP  
Duty Calendar  
Lunch Duty  
PM Admin Duty  
Safety and Security Drills  
Special Program Support (SPED/504)  
Transportation  
T-TESS (walk-throughs/observations/summatives)  
Other duties as assigned by principal

### **Gloria Effinger (Assistant Principal)**

504 Admin Support  
AM Duty Admin  
ARD Admin Support  
At-Risk Admin  
Attend All Dance Events and Academic Events  
Attend Departmental PLCs  
Attendance- Lead  
Bully Reporter Admin  
Campus Improvement Plan-Support  
DAEP Hearings  
Departments –RLA, History, CI/CL, LOTE, and Dyslexia  
Detention Hall Coordinator  
Discipline Management/Attendance Hearings/ Behavior RTI support (All grades last name A-K)  
Dyslexia Admin  
Extracurricular Duty- Boys Athletics and Club Functions  
Grade 7 Hall Monitor  
ISS Monitor  
Leadership Team  
LPAC/TELPAS Admin  
Lunch Duty  
Special Program Support (SPED/504)  
Staff Duty Roster  
Teacher Resources Kits  
Testing Admin  
T-TESS (walk-throughs/observation/summatives)  
Other duties as assigned by Principal

### **Jovanda Minor and Jerrilyn Lizama (CISs)**

Academic UIL Coordinator  
ALC Meetings  
Assessment Scoring Monitor  
Campus Improvement Plan-Support  
Campus Testing Coordinator  
Curriculum and Instruction  
Data Analysis and Tabulation  
Data Management  
Duke Tip  
Dyslexia Support  
Education Foundation Ambassador  
Employee Benefits Coordinator  
Fine Arts Hall  
Instructional Coach Support  
Instructional Materials

Intervention Coordinator  
Leadership Team  
Lesson Plan Review  
Lunch Duty  
New Teachers and Mentors Orientation and Training including documentation for district  
PLC Coordinator  
Professional Development/PLC- Support  
Professional Development/Workshops  
Substitute Teacher Support and Monitor  
TAG Coordinator and Tester  
Testing Coordinator – STAAR, EOC, TELPAS, PSAT, Duke Talent Search, all state and federal testing  
Title I Crate Manager  
CompED Crate  
United Way Representative  
Walk-Throughs  
Wellness Coordinator  
Other duties as assigned by Principal

### **Crisanta Tidwell (A-K) and Deborah Fay (L-Z) (Counselors)**

504- Support  
6<sup>TH</sup> Grade Orientation /Meet the Teacher Coordinator  
8<sup>TH</sup> Grade CATE, ECHS, and High School Visit Support  
Attend all Academic Events  
Bullying – Prevention and Response  
Campus and State Testing-Support (Tidwell)  
Classroom Visits and Developmental Guidance  
Cumulative Folders  
Early Withdrawal  
EschoolPlus Training and Support  
ESL Support  
First Day Procedures  
Grade Level Award Ceremony Support  
Grade Reporting/UIIL Eligibility  
Grades and Grade Verification  
Gym Hall T and Grade 6  
HARP Support (Fay)  
Home Access Center  
Impact Aid- Support  
Leadership Team  
Lunch Duty  
Needs Assessment Survey-Lead  
New Student Transition – Youth Sponsorship Program  
PEIMS

Pre-Registration /Registration/Schedule Changes  
Promotion –Retention Managers  
Quarterly Failure Reports with Student Counseling  
Records Review and Procedures  
Student Counseling & Crisis Management  
Student Recognitions – Academic Achievement Awards Ceremony, NJHS, Honor Roll  
Celebrations, Character Traits  
Student Schedules and Records  
Transfer Requests – managed by secretary  
Transitions 5 to 6 and 8 to 9  
Other duties as assigned by Principal

### **Raymond Storms (SES Counselor)**

At-Risk Lead  
DAEP Return Hearings  
Gateway Transition Plans  
HARP  
Impact Aid Admin  
ISS Counseling  
Leadership Team  
Lunch Duty as needed  
Restorative Practices Representative  
RTI Coordinator (Academic and Behavior)  
SPED Referrals  
SSP/PGP Input into EschoolPlus  
Step 3 Conferences  
Other duties as assigned by principal

### **Denene Barnes (Librarian)**

Campus Newsletter Assistant  
Community Involvement-Assistant  
Library Maintenance and Requisitions  
Social Media Support  
Textbooks/Assets Manager  
Staff Training & Support  
Multimedia Support  
Instructional Equipment

### **Sharvon Dames (CIT (Campus Intervention Team))**

Acceptable Use Policy  
Advisor for Technology Implementation  
Campus Inventory

Computer Equipment Maintenance  
Computer Labs  
EschoolPlus Training and Support  
Hardware/Software Inventory  
Leadership Team  
Manages Campus Tech Aide  
Multimedia Support  
Online/Computer Based Testing  
Program Support  
Social Media Lead  
Staff Technology Training and Support  
Tardy System Manager  
Technology Budget  
Technology Integration (TEKS)  
Testing Support  
Webmaster  
Other duties as assigned by Principal

## T-TESS Responsibilities 2023-24

<b>Effinger</b>	<b>Cuthbert</b>	<b>Stidom</b>
Barge	Akech	Bacon
Clark	Alvarado	Besa
Ernst	Fields	Brown
Friday	Harris	Bryant
Howell	Hawkins	Cooper
James	Jackson	Durbin
Martinez	Lawrence	Elder
McGee	Maggard	Evans
McLean	Mullings	Greene
Quest	Norman	Jones
Scarr	Sanders	Robinson
Troy	Smith	Rodriguez
Varela	White	Wallace
Williams	*PE-Vacancy	Wright

Teacher Name: \_\_\_\_\_

Name of Film: \_\_\_\_\_

Current Unit of Study: \_\_\_\_\_

Will you be showing: entire?                  film/selected?                  clips?

*(R-Rated films may not be shown.)*

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\_\_\_\_\_Approved \_\_\_\_\_Not Approved

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\*\*\*Still Needs to be updated for 2023-2024 SY

## Important Dates: Mark Your Calendars

2022-2023 Nine Weeks Exam Schedule by Periods

Nine Weeks	Dates
1 <sup>st</sup> Nine Weeks	October 11-13
2 <sup>nd</sup> Nine Weeks	December 13-15
3 <sup>rd</sup> Nine Weeks	March 7-9
4 <sup>th</sup> Nine Weeks	May 16-18

### State Testing Schedule

#### TELPAS/TELPAS Alt

February 20-March 31  
(L/S/R/W)

#### STAAR Alt 2

March 14-April 28 (Preview)  
March 27-April 28

#### MAP Testing Windows

August 29- September 23 .....BOY  
January 9 – February 3.....MOY  
April 11 – May 3.....EOY

#### STAAR Benchmarks

##### Campus Benchmark Dates

February 28.....Grade 6-8 Math and  
Algebra  
March 1.....Grade 6-8 Reading  
March 2.....Grade 8 Social Studies  
March 3.....Grade 8 Science

#### STAAR Testing Dates

(Online Testing may extend Testing Window)

April 18.....Grade 6-8 Reading  
April 25.....Grade 8 Science  
April 26.....Grade 8 Social Studies  
May 2 .....Algebra I  
May 2 .....Grade 6-8 Math

### PLC Dates

PLC Room-Data Driven

August.....\*26<sup>th</sup>  
  
September.....\*9<sup>th</sup> & 23<sup>rd</sup>  
  
October.....\*7<sup>th</sup> & 21<sup>st</sup>  
  
November.....\*4<sup>th</sup> & 18<sup>th</sup>  
  
December.....\*2<sup>nd</sup>  
  
January.....\*13<sup>th</sup> & 27<sup>th</sup>  
  
February.....\*10<sup>th</sup> & 24<sup>th</sup>  
  
March.....\*10<sup>th</sup> & 24<sup>th</sup>  
  
April.....\*7<sup>th</sup> & 21<sup>st</sup>  
  
May.....\*5<sup>th</sup> & 19<sup>th</sup>

### Teacher PD Days

(Blackout Leave Days)

September 2  
October 7  
January 3  
February 17  
March 20  
April 10

\*Elective Teachers must attend 1<sup>st</sup> PLC  
Monthly.