



William D. Slider Middle School

Faculty and Staff Handbook 2020 - 2021

Mission

The mission of William D. Slider Middle School is to maximize the potential of every student to acquire the intellectual, technical, ethical, economic, communication, and citizenship skills to successfully complete college and to live fruitfully within a democratic society.

Vision

Tomorrow's Leaders Learning Today

Purpose of this handbook:

The purpose of this handbook is to make the faculty aware of campus procedures that designed to provide the best educational program for students at William D. Slider Middle School. If at any time you have a question or need clarification, please check with the office personnel or administrators.



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POLICIES AND PROCEDURES

Subject to Change based on COVID-19 Guidelines

Purpose:

The purpose of this handbook is to make you aware of the campus procedures to which we must adhere to in order to provide the best educational program for the students at William D. Slider Middle School. Although we have attempted to be as comprehensive as possible in outlining building policies and procedures, we cannot anticipate every situation that might arise during a school year. If at any time you have a question or need clarification, please see an administrator. It is the responsibility of all employees to set a positive example for our students. These policies and procedures are to be followed by all personnel and are considered a campus addition to the district-wide handbook provided to each employee. Grading policy, absence policy, grievance, governmental regulations and so forth will be found in this handbook. Due to numerous changes enacted by recent legislation, it is recommended each staff member read this material carefully.

Announcements

Pledge of allegiance, Texas pledge and announcements will be made daily 3:25. Please require your class to listen. If you have information to be announced, please email administration.

ATTENDANCE POLICIES -Student

William D. Slider Middle School Principal's Attendance Plan of Action

Based on FEC Local, a student loses credit when attendance drops below 90%, whether the absences are excused or unexcused. When attendance drops below 90% but remains at least above 75% an assistant principal will meet with the student to issue a loss of credit contract to regain credit:

- A student will be issued a loss of credit contract with a completion date. Students must attend tutoring, intersession or participate in another approved instructional program to regain credit. Credit will be awarded with a completed Loss of Credit contract.
- The student must complete 45 minutes of instruction outside of the school day for every absence that exceeds the 90% attendance rule.

Only the attendance committee or the Principal can determine if extenuating circumstances are a factor in Loss of Credit.

If a student does not agree with the loss of credit contract, they may appeal the terms of the contract with the campus attendance committee. If a student is denied credit, then the student may appeal the decision to the District Attendance Committee. If credit denied is upheld by the District Attendance Committee, then the student may appeal to the SISD Board of Trustees.

- Documentation regarding student absences must be provided by parent/guardian so that a decision may be rendered by the attendance committee.

When attendance drops below 75%, the attendance committee will review the student's entire attendance record and issue a Loss of Credit Contract

Student Absence procedures - subject to change due to COVID-19

When a student is absent from any period during the school day, a rapid notification message will be received on your phone.

It is the responsibility of the student and/or parent to clear absences by the third day. What can the student do to correct the absences?

- The student may bring in a Dr.'s note or a note from their parent
- The teacher can submit an absence correction form if an error was noted in the recording of attendance.

Excused Student Absences

An excused absence is one resulting from:

1. Personal illness, doctor's appointment, death in the immediate family, weather which makes travel dangerous, or approved school-sponsored activities.
2. Religious, holy days when a parent submits a written request in advance.
3. Other excused absences must be approved by the principal in advance of the absence.

Following an absence, the student must report to the front desk to get an absence slip. Students shall be required to make up work due to truancy or unexcused absence. Zeros can be given for work not made up.

Unexcused Student Absences

Students whose parents do not call the attendance office within 3 days of the absence will receive an unexcused absence. No work may be made up and "zeros" will be given in all classes missed. Each of the following is considered an unexcused absence in every instance and will be noted as such.

1. Cutting any class.
2. Absences from School, even if ill, if the parent is not aware of the absence.
3. Leaving campus during the day without a pass from the attendance office.
4. Misuse of a pass from a teacher. Any student given a pass by a teacher who is found to be in noncompliance with the provisions of that pass will be considered truant.
5. Truancy is defined as student absence from school without the permission of the parent or guardian, or absence from classes without the permission of the administration.
6. Truancies will be considered a severe discipline offense.

Leaving Campus during the Day

All students must be signed out at the front desk before leaving campus for any reason. Leaving school without proper permission is considered an unexcused absence or truancy. Students who are ill must be sent home by the nurse. Leaving campus without going to the nurse will be unexcused.

Truancies

What happens if a student is caught ditching/skipping class or the student has too many unexcused absences?

1. The student will get a referral
2. The student will go to SAC
3. The parents will receive a warning letter. **This letter states that if the student continues to have unexcused absences the student and parent will GO TO COURT!**

Truancy Court

A student may be sent to court for the following reasons:

1. If student has 3 or more unexcused period absences within a 4-week period
2. If student has 10 or more unexcused period absences within a 6-month period

Tardy Policy

DEFINITION OF TARDY:

A student shall be considered tardy when he or she arrives to school after the beginning of the official school day or is not in the assigned class at the beginning of a class period.

First tardy - Verbal warning

Second tardy - Teacher will make parent contact and may impose a consequence.

Third tardy - Teacher will make parent contact and write a referral; consequence will be one day of Saturday School, lunch detention or community service.

*Tardy records are cleared at the beginning of the Spring Semester (January 2020)

Credit

If a student is not in attendance 90% of the time, student will receive "LOC" instead of a final grade and will receive no credit until the Loss of Credit (LOC) contract is completed. Unless credit is awarded by the Attendance Committee, a student shall not be given credit for a class if the student is not in attendance for 90% of the time. On the 10th absence the student will lose credit. Once a student has exceeded the number of absences to comply with the 90% rule, the student will meet with the designated administrator and/or the Attendance Committee. At that time, a decision will be made regarding tutoring to make up for class time. Tutoring will be before and/or after school.

Loss of Credit

A student will lose credit for any class/period:

1. If the student is absent more than 9 times.
2. Regardless if the student's absences are excused or unexcused

In the event that all of the absences are excused then case must also be reviewed by the attendance committee.

ATTENDANCE POLICIES -Faculty and Staff

Absence Procedures for Faculty and Staff

In the event of an absence, please do the following:

1. Log in to Frontline before 6:00 AM
2. Although sick days are provided by the state and district, these days should not be abused. Because the substitute budget is placed at the campus level, we do not want to have to supplement this fund with other monies due to excessive absences. Remember all sick days accumulate and carry over as personal days. THE BEST INSTRUCTION IS DELIVERED BY THE CLASSROOM TEACHER.
3. All personal days must be signed and approved the campus Principal three days prior to the event. Forms are found in Staffnet/Department HR/HR Forms/Request for personal leave.
4. ALL TEACHERS ARE REQUIRED TO HAVE 3 DAYS OF EMERGENCY LESSON PLANS ON FILE WITH YOUR DEPT CHAIRS.
5. Teachers must complete a Trip Request (TR) form and/or a Request for School Business/Staff Dev Days form if an absence is school business. When filling out the Request for School Business form (blue form), please get the dept. chair's initials before giving to your administrator/supervisor for final signature. This form should be returned to Marty Flores. Any school absence that is not approved by the school administration will be charged to the employee.

Leaving Early

All employees who leave more than one hour early or who arrive more than one hour late, will be charged with a half day absence. Any employee leaving campus must sign out in the office with the receptionist. Any employee requesting early leave or late arrival must have permission from their supervisor prior to leaving campus. (Conference periods are considered part of the instructional day). If you are feeling ill, report to the nurse so she can document illness before leaving if you need to leave campus because of illness.

Attendance Accounting Procedures

Attendance accounting will be maintained on computer by the office. Please follow these procedures:

1. Report absences at the beginning of each class period via the Tyler SIS. Attendance is to be taken by the teachers only (Students are not allowed access to this center). Teachers are to take attendance within the first 10 minutes of class.
2. Keep a hard copy of your attendance. It will be picked up at the end of the year.

3. The "Daily Teacher Report" is to be filled out by each teacher to indicate that the information placed in the computer via Tyler SIS is correct. Once a teacher signs their name, he/she is saying that the information is already correct or that a correction is being made on the "Daily Teacher Report. The report sheet MUST be signed DAILY and returned to the Attendance Office. All signatures must be in black ink. Please do not keep these sheets in your room or throw them away. A teacher signature is required to indicate that all necessary changes have been made. Substitutes are not to sign these reports unless they are long-term subs. If a teacher is absent, he/she will need to take care of that report upon his/her return to work.
4. Students will be allowed a maximum of ten class absences for school business. These absences will be coded "S" in the computer if they are UIL related or "9" if they are school related but not dealing with UIL competition. These will not show up as absences for accounting purposes.
5. Instruction is important in all classes; release students when the bell rings and do not keep them from attending another class. If students are to see the importance of attending class regularly, teachers must set the example.

Credit

Unless credit is awarded by the Attendance Committee, a student shall not be given credit for a class if the student is not in attendance for 90% of the time. Once a student has exceeded the number of absences to comply with the 90% rule, the student will meet with the designated administrator and/or the Attendance Committee. At that time, a decision will be made regarding tutoring to make up for class time. Students will only be allowed to attend LOC after school /Saturdays.

Loss of Credit A student will lose credit for any class/period:

- If the student is absent more than 9 times in the first semester and more than 10 times the second semester.

If the student's absences are excused or unexcused Excessive absences must be reviewed by the attendance committee

CAMPUS INFORMATION

AV Equipment

All audiovisual equipment must be checked out of the library. Once it is checked out, it becomes the responsibility of the teacher and must be locked away each night. AV equipment is not to be taken home without the express written permission of the principal. AV equipment should be checked regularly to be sure that it functions properly. If it needs repair, be sure to notify the librarian. Do not allow students to view films for which you did not sign up. Teachers are not to use personal VCR or DVD players in their classroom.

Building Use -No approvals until further notice due to COVID 19

Mary Mendoza, Assistant Principal, is charged with the responsibility for the outside use of the building. Campus staff wishing to use the building must submit a Building Use Request Form at least two weeks prior to the event. Building Use Requests must be approved prior to the use of the building including any outdoor athletic facilities. Groups without a form on file will be asked to leave the facility. Requests for use of the building from outside organizations or groups must be submitted one month prior to the event in order to receive school board approval. All groups using the school building must pay for security and custodians as needed.

Business Office

All money collected must be turned in on a daily basis to Marty Flores so that a written receipt can be provided. All school club expenditures must have prior approval from the administrator/supervisor and the principal, in writing. Please allow three days for checks to be prepared. The school is under no obligation to pay bills or reimburse individuals for purchases

that have not had prior approval from the principal. Anyone violating this rule must personally assume the obligations for payment. Supporting documents (receipts, invoices, and statements) must accompany every expenditure.

Cafeteria -Students –

Students are required to have their ID's in order to eat lunch in the cafeteria. The cafeteria will adhere to the guidelines of the Foods of Minimal Nutritional Value: Students may bring food from home. They are not allowed to share with classmates. All food consumed at school or at school functions must comply with Texas Department of Agriculture Guidelines. Please refer to the district calendar for allowable treat days. Teachers are welcome to set up a lunch account with the cafeteria. The cafeteria does accept checks.

Campus News/Parent Newsletter

Campus activities will be posted weekly on the school website. A Parent Newsletter will be posted on the school website every nine weeks. This is the means by which information will be sent to parents to include a schedule of upcoming activities and other pertinent school information. Please submit any information you want to appear in the bulletin to Ms. Gloria Avalos, Librarian. Be sure to check the bulletin boards throughout campus for important school, district, and state information. Teachers, coaches and sponsors are encouraged to submit articles of interest by the end of the first week of each nine weeks period.

Care of Building

It is extremely important that we all take pride in our building and instill in students that same pride. We encourage attractive displays and bulletin boards. All clubs, which put up displays in the hallways must place them in designated areas and remove all tapes and staples when taking displays down. Teachers who share rooms need to see to it that they leave things in order. Anyone who is going to display a poster must secure approval from Mary Mendoza. For any maintenance needs e-mail Sonia Andrade, Head Custodian and Mary Mendoza, Assistant Principal.

Employees will be required to follow a "clean desk" protocol. No food, drinks or other items that can be damaged should remain on the desk at the end of the workday. Personal cups, water bottles, etc., should be put away in drawers or cabinets. The workstation of an employee who demonstrates symptoms consistent with COVID-19 or has been diagnosed with COVID-19 will not be used for 24 hours. After 24 hours, the workstation will be cleaned and sanitized.

Change of Address

It is important that you fill out and submit a current Employee Information sheet to Marty Flores, Campus Secretary. Anytime you change your address or telephone number, you are to notify the campus secretary.

Class Period Transitions

Teachers are to stand by their doors during all transition periods. Your presence is of great help in preventing problems that might occur. It will also speed up the flow of traffic and reduce tardies and loitering. You are responsible for monitoring the halls near your room. One-way directional traffic should be enforced.

Club and other activities are suspended until further notice due to COVID-19

We ask that all sponsors observe the following rules:

1. Club Meetings-Sponsors must be present at club meetings. It is recommended that club meetings be held before school, after school or during lunch.
2. Fund Raising Projects- Please pick-up fund-raising form from Mrs. Flores. Before starting a fundraiser, please make sure you have an approved application. Fund raising projects will not be approved until previous projects have been recapped.
3. Banquets- the club sponsor will get permission from the principal.

4. Expenditures of Club Funds-No one is permitted to make any purchase or draw on any school account without prior approval from the administrator/supervisor and the principal.
5. ALL SCHOOL ACTIVITIES AND MEETINGS MUST BE POSTED ON THE CAMPUS CALENDAR. Information should be provided to Richard Salcido, Assistant Principal.

All clubs and performing groups such as the band, choir, cheerleading, and athletic teams must establish rules of conduct and consequences for misbehavior that are stricter than those for students in general. A violation of these additional policies and procedures is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. Each student member of a group imposing stricter standards shall be notified in writing of the standards of behavior and of the specific consequences of violating the standards.

Conference Period

Each day teachers will have one 45-Minute conference period. A calendar will be sent out at the start of the academic school year with a morning meetings/duty schedule. This schedule should be referred to daily.

- **Due to COVID-19 teachers will receive 450 minutes every two weeks**

Contests and special events sponsored by civic clubs, commercial firms, government agencies or any individual or group of persons, not a part of the school system must be cleared with the school administration.

Shared Workspaces - COVID -19

The following guidelines will apply to the use of conference rooms and shared workspaces: - Teams are encouraged to continue the use of electronic mediums to conduct group meetings. All persons in attendance should wear proper protective gear throughout the duration of the meeting.

Capacity will only be approved at percentage of the normal allowed capacity for the space. Seating, if used, should be situated so that persons are always at least six feet apart.

White boards ARE NOT to be used, unless each individual person has a personal set of markers, so that writing utensils are not shared among participants.

Tables and surfaces should be wiped down with sanitizing products at the start and end of each meeting.

Copy Machine is located in front office. **Follow distancing guidelines due to COVID 19**

Counselors

Students who have concerns or would like some help making plans for the future may visit their appropriate counselor. Appointments to see the counselor can be made before or after school.

Credit Averaging

In accordance with SISD policy (El Local), if a student fails one semester of a two-semester course but earns a passing grade in one of the semesters that is high enough that when averaged with the other semester is a grade of 70 or above, the student shall earn credit for the course.

Custodial Services and Concerns

All custodial services, not provided as routine, must be e-mailed to Sonia Andrade at sandra04@sisd.net. Complaints must be handled in the same manner. Tools and cleaning equipment are not to be borrowed from the custodial rooms. Report all vandalism to security and repairs needed to Sonia Andrade, immediately.

Deliveries to Students

Instruction is an essential part of a student's day and deliveries to the classroom disrupt this necessary instruction. Plan appropriately; there will be **No deliveries of any kind accepted.**

Department Meeting/Team Meeting Please adhere to the campus Professional Development Schedule. All teachers are expected to attend meetings and be on time. **Virtual meetings due to COVID-19**

District Policies

Throughout the year, new policies are added and changes are made in existing policies. All new policies are located on the district website and will be made available for your review. If you wish to make recommendations regarding policies, please see the principal.

Dropping Courses or Changing Schedules

Administrative Regulation EED – Students may drop a course or make a schedule without a consequence only during the first four days of the semester. Requests for course changes must be submitted in writing. After that time, students will receive a WD for the semester in which the withdrawal was made. The course will count as one attempt with no credit awarded. The course will also be awarded a grade of 50 and calculated in the grade point average and affect class rank. There are certain allowable situations that would warrant a change after the four day grace period which are the following: student does not meet prerequisites for the course, student is placed in an inappropriate level, student needs different class to graduate, and extenuating circumstances requiring administration's approval.

Discipline

A discipline plan will be developed by each teacher as their classroom management plan. Please use the Level 1 Discipline referral form. Parental contact must be made and documented on all referrals. Make sure to use the on-line referral system. **STUDENTS MUST SEE AN ADMINISTRATOR BEFORE BEING PLACED IN SAC.**

Duty Hours

Teachers are officially on duty from 7:30a.m. – 3:30 p.m.

Teachers and aides are required to attend all in-services, faculty, and department meetings. Teachers are also required to attend ARD's, 504's, parent conferences, and Open House. Teachers will have a duty-free lunch period.

Teachers are required to stand by their classroom doors during transition and before classes begin in the morning and after lunch.

Teachers are reminded that teacher duties are assessed on TTESS.

Faculty

Faculty meetings will be called as needed. All teachers are expected to attend and be on time.

Faculty Dress Code Professional dress required for virtual meetings

Monday- Teachers may wear a TEAM SISD shirt with jeans

Tuesday- Wednesday – Professional attire (no jeans)

Thursday – Teachers can wear jeans as long as they are wearing a college collared shirt

Friday – Teachers can wear jeans as long as they are wearing a school shirt. Jeans should be in good condition – not torn or frayed. **If you are leaving campus for a meeting or training, you are to dress professionally.**

Field Trips suspended until further notice due to COVID-19

Teachers requesting field trips may do so by submitting a Field Trip Request form along with Lesson Overview to administration at least three weeks prior to the date of the trip. Field trips should be scheduled during the intersession if possible. If field trips are scheduled during the

instructional day it must be during 8:15-2:30 to allow for the regular bus runs. A form must be filled out and given to the Attendance Office at least one week prior to the trip. This will allow the attendance office to assure that each student going on the field trip has not lost credit in any classes. The field trip parent permission form, off-campus activity form granting permission from all teachers, and the attendance form can be found online. Be sure to include transportation for students with special needs. No field trips will be approved during STAAR/EOC months or the week of final exams. Students who have not met standards on STAAR or EOC will not be allowed on field trips or preseason athletic games. Students must wear I.D. tags at all times during field trips.

Grievance It is understood that at times problems will occur. If at all possible, these problems should be resolved at the campus level through the use of a mediator such as dept. chair, counselor or administrator. If the problem still is not resolved, the next step would be to see the principal.

Hall Passes

No student should be allowed out of class without a pass or their student ID. Students outside of class must have his/her student ID and a school issued pass. Do not allow more than one student to leave class on a single pass. Special passes for counselors, nurse and computer lab will be provided. Do not use an eraser or other objects as a pass. Passes must be filled out completely prior to leaving the classroom, dated and signed by the teacher.

Health Services The school nurse will handle all problems of health within the school. She is the only person who may excuse a student from school due to illness. In case of an accident, the student should not be moved until the nurse is contacted. In case the nurse is not on campus, you should notify an administrator. The nurse is on duty from 7:30-3:30

ID Cards

All faculty and staff are provided with a picture I.D. card and are expected to wear them at all times while at school and at school functions. ID badges must be worn and visible above the waist while on school and district property. There is no charge for this card. ID'S are property of William D. Slider MS. There is a \$5.00 replacement charge for an I.D. card. ID cards will be required to access building.

Injured Employees

By law, SISD is required to report all on-the-job injuries to Texas Employer's Insurance. All on-the-job injuries should be reported to the school nurse immediately. A report must be filled out by all injured employees. The form must be filled out by the employee themselves; nobody else can fill out the report. The nurse will assist the injured person and recommend outside medical help, if needed. All employees returning to work from an injury must first obtain an approval from the Human Resource office to be given to the school nurse. The nurse will finalize the status of the release to return to work.

Jury Duty

Employees summoned for jury duty will be granted release time for their duties to perform that service upon presentation to your administrator/supervisor a copy of the summons. Employee salary and other benefits will accrue without penalty. Any reimbursement paid by the courts may be retained by the employee. The employee will provide necessary documentation to the campus secretary, Marty Flores indicating the dates and times services were rendered for jury duty.

Keys

The designated administrator/supervisor will issue keys. Under no circumstances are keys to be loaned to students. A replacement fee of \$5.00 will be charged for each key lost. A \$10.00 fee

will be charged if rekeying of classroom and closet are necessary. It is illegal to have your school keys duplicated. School keys can be made only by the maintenance department.

Laminating

The laminating machine will be operated by the campus aide. Please leave materials to be laminated along with the laminating request form in the designated bin set by the campus aide.

Lesson Plans (Lesson Overviews)

Teachers are required to maintain up-to-date Lesson Overview for all subject areas they teach and submitted weekly to the appropriate SCEI coaches. Lesson plans should include all of the following:

1. Dates,
2. Subject, class (period)
3. Instructional Objectives/Student Expectations
4. Evidence of TEKS implementation
5. Brief description of procedures/methods
6. Materials, texts, page numbers, etc.

Library Hours 7:30 A.M.-3:30 P.M.

The library provides materials to support all areas of the school's curriculum as well as a variety of materials for pleasure reading which includes books, newspapers, and magazines. Students are required to have their ID in order to check out books from the library.

Lunchtime

William D. Slider Middle School has three separate lunch periods for students. Students will not be allowed to bring drinks or food into the classroom.

Mailboxes

Each employee has an assigned mailbox which is located in the main office. Mailboxes must be checked on a daily basis and do not allow excess materials to accumulate. Correspondence with other schools and departments within the district is sent via district mail. Envelopes are available at the receptionist's desk.

Modifications of Instruction

In serving special education students, 504 students, and ESOL students certain accommodations will be required. The special education dept. will send an ARD Evaluation Form via email to all teachers that serve the student prior to the ARD. Please fill out and return the requested information as it will be discussed in the ARD meeting. All ARD meetings are federally mandated and therefore teacher presence is required. At the completion of an ARD, accommodations will be sent to the teacher and a signature of receipt must be returned to the SPED dept. for their records.

Accommodations for Special Education students are required by law and are not optional.

Section 504 Accommodation meetings will be held annually, information will be provided to the teachers by the 504 Campus Coordinator and a signature of receipt must be returned.

LPAC meetings will be held for ESL students and information will be gathered by ESL Campus Coordinator and submitted to teachers.

Movies in the Classroom

Movies are not allowed in the classroom unless they are directly linked to instruction. Movies with an "R" rating will not be allowed to be viewed. Lesson Plans must be submitted to the supervisor that document the instructional purpose of movie. Teachers must secure written approval from their supervisor prior to showing a movie.

Parties are suspended until further notice due to COVID-19

No class parties or free periods are allowed. The district calendar provides for two allowable treat days where students can bring snacks to share with the class. Please refer to the district calendar for those dates.

Purchase Orders

Purchasing instructional materials is done through the departments, see your department chair. Quotes must be submitted by department chairs for purchases over \$100. These forms may be picked up at Marty's office. All purchases must have prior approval from the department administrator and the Director of Purchasing at the Ed. Center. A Vendor Data Entry Sheet must be on file for all vendors. Requests for checks must be submitted 72 hours in advance. Request checks BEFORE services are rendered or products are received. We will not generate checks after the fact. Any checks over \$500 must be approved by the District Service Center.

Request for Pupil Information

If you receive a request for information on a student, please notify the office. Because of the Privacy of Records Act, we are to be very careful to whom we give information. It is best, if there is any doubt, to send the person making the inquiry to the office. Written information requires that we have a written release from the parent. Most agencies are aware of this, but we often do not get the signature on the release. Check with the office before

School Improvement Team (S.I.T.)

The purpose and goal of the School Improvement Team is to act as an advisory to administration in its efforts to improve the educational standards at William D. Slider Middle School. This will improve the students' ability to succeed in their educational endeavors. Any interested faculty, staff or community member may attend. An agenda will be distributed prior to each meeting. Suggestions for items to be addressed by the committee should be submitted by the Friday prior to each meeting. Items should be related to the goal of the committee as stated above. Minutes will be taken and distributed to all faculty and staff. Meetings are held the second Tuesday of each month unless scheduled otherwise. SIT members will be asked to serve for two years unless the member declines.

Sexual Harassment

Sexual harassment will not be tolerated at William D. Slider Middle School. Sexual harassment includes, but is not limited to the following:

1. Unwelcome sexual advances
2. Requests for sexual favors
3. Inappropriate verbal, visual or physical conduct of a sexual nature that may be found offensive by a person.

Sexual Harassment may be directed from student to student, a student to an adult, or an adult to an adult. Please report any incidents of sexual harassment to any of the campus administrators. Training will be provided by the district on an annual basis.

Socorro's Acceptable Use Policy

Internet access is available to students, teachers and administrators of Socorro ISD. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. You will have access to:

1. Email- to people in Socorro ISD and all over the world.
2. WWW (World Wide Web) – graphical interface to other sites all over the world using Netscape.
3. Gopher-access to documents and literature in folder type design from universities, government sites and many others.
4. Discussion groups on a wide variety of topics.

It is expected that anyone having an account with the SISD Network accepts and abides by the following policies:

1. Respect the privacy of others.
2. Respect the legal protection provided by copyright license.
3. Respect the integrity of computing systems.
4. No Advertising for profit or campaigns for political office.
5. Do not use for games.
6. No language which is abusive, profane or sexually offensive.
7. Email is not guaranteed to be private.
8. If a member feels there may be a security problem on the Network, he/she must e-mail the system administrator and inform the webmaster @ (webmaster@sisd.net).
9. Protect your password.
10. Abide by Federal and State laws regarding electronic communication.
11. Failure to follow these rules will revoke your privilege to the Internet.

Student Tutorial Programs

Students earning unsatisfactory three week, six-week, or nine-week grades will be required to attend scheduled tutorials in specific content areas until satisfactory progress occurs. Content area teachers will provide more specific information when semester begins.

Student Travel and Discipline

When students are on a school sponsored field trip or out of town trip, they are expected to follow all the rules stated in the Student Code of Conduct, WDSMS Student Handbook, and all rules provided by the school sponsor. If any of these rules are broken consequences will follow accordingly.

Substitute Folders

All teachers are required to generate a Substitute Folder that is to be left in the classroom or given to the campus aide. The folder will be used by the substitute to enable him/her to conduct class in the event of an absence. The materials should include:

1. Lesson Plans or assignment (general) for up to 5 days work.
2. Class schedule
3. Procedures for attendance
4. Seating chart
5. Fire drill procedure
6. Lockdown procedure
7. Hall pass procedure
8. General information

Do not leave access to computers, calculators or other valuables when you are absent. Also, instructions limiting the number of students leaving the classroom **MUST** be left for the substitute.

Supplies

Any supplies must be obtained from the department chair.

Telephone Phones

Should be used for school business only. Do not make any long distance or directory assistance calls from any of the school telephones. Dial 0 to call the office. No cell phone use during instruction time. Do not move or replace the classroom phone with a personal phone.

Textbooks

State-approved textbooks are provided to students free of charge for each subject or class. Class sets of texts will be issued to each teacher. A student who is issued a damaged book should report the damage to the teacher. Students may check out a textbook overnight (with their ID only). Students are responsible for all books that are checked out to them. Any student

failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the students will have textbooks available for use at school during the school day.

Teachers are accountable for all textbooks checked out to them from the bookroom or from the library (dictionaries, classroom sets, and TE's).

Trip Requests

Teachers taking trips must submit a Professional Trip Request Form for approval by the administration at least ONE MONTH prior to departure. Forms are available in the administration office area. Staff Development expenditures will be presented to the School Improvement committee.

Tyler Parent/Student Portal

The Tyler Parent/Student will enhance communication between school, home, and community. This service allows parents, guardians, and students to view information regarding registration, attendance, scheduling, report card, homework, and TAKs test scores. Students have access through the student portal on the district website. Parents and Guardians can visit our campus to register to receive a username and password at the receptionist's desk.

Visitors

A visitor is defined as one who is not a member of the student body of William D. Slider Middle School or an employee of SISD. All visitors must report to the receptionist's desk in order to receive a visitor's pass. Visitors will be asked to show identification when signing in at the campus. No student guests are allowed. It is part of your duty not to be engaged in conversation with someone who appears at your door. It is your right to tell anyone who comes to your door that you are not allowed to converse during class time and that they should go to the office. Teachers' children should not be on campus during working hours unless special permission has been given by the principal. Visitors are not allowed in the classroom without permission from the principal.

Wellness Program The district wellness program is made available to all district employees. This program provides various types of health screening during the year. Information will be distributed via email.

STUDENT ATTENDANCE INFORMATION

Student Attendance

- Ensure that the attendance roster matches the students actually in your class daily. Notify the attendance clerk of any discrepancies.
- If a student enrolls in your class through a schedule change and does not appear on your attendance roster within a day, please contact the Attendance Office.
- When checking attendance, a student is either absent or tardy. Although, you will receive a list via e-mail of students who have been placed in SAC, suspended, or who are on a field trip, all students not physically in your class should be marked absent. The attendance clerk will make corrections for those types of activities.
- When you receive your Daily Attendance Verification Sheets, please only use black ink to sign and/or make corrections. When you sign your attendance sheets, the state considers you legally responsible for all information being true and correct and prepared in accordance with laws and regulations pertaining to pupil attendance.
- **VERY IMPORTANT:** Please do not let any student check your attendance roll or make any entries.
- If a student comes in late, change the code from absent to tardy on the daily report.

- If a student has 3 consecutive absences in your class, please contact the Attendance Office immediately.
- Accuracy is critical, since awards will be given based on perfect attendance.
- The district will be conducting an extensive attendance campaign; encourage students to attend class daily.

ATTENDANCE CODES 2020-2021

Attendance Codes 2020-2021

Attendance Codes	Description	ADA Type
2	With Administrator (to include non-disciplinary actions)	Present
3	With Nurse	Present
4	With Counselor	Present
5	Testing (STAAR, EOC, Benchmarks, TSI, TELPAS, ect...)	Present
9	NON-UIL School Activity (On/Off Campus)	Present
A	Absent	Absent
AO	Attendance Office	Present
CV	11,12th Grade College Visit (6 Days Max each year)	Present
D	Doctors Appointment (student was in school partially)	Present
E	Excused Absence:	Absent
	Take You Daughter - Son to Work Day	Absent
	Parent Note (anything other than illness, request admin approval)	Absent
	Doctors Note (did not attend school at all during the specified day)	Absent
	Probation Officer	Absent
EC	Election Clerk (2 Day Max)	Present
ENL	Student Enlistment (4 Day Max - 17 yrs or older)	Present
ER	Early Release	Present
FSP	FSP Funding Codes:	Present
	US Citizenship / US Nationalization	Present
	Required Court Appearance to include (civil, criminal, traffic) State, County, or Federal	Present
	Military Funeral (TAPS / 6-12 grades)	Present
	Religious Holiday	Present
HB	Homebound:	Present
	Pregnancy Homebound	Present
	Special Ed/Homebound	Present
	Gen ED Homebound	Present
ISS	SAC (L.S.S)	Present
MIL	Active Duty / Deployment (Approved FEA AdReg Form Required)	Present
O	Keys Orientation	Present
OSS	Removal (O.S.S.)	Absent
P	Present (For Future Use-Disabled)	Present
PA	Present - Asynchronous	Present
PS	Present - Synchronous	Present
PR	Partial Removal (Elem Grades Only)	Present
S	UIL School Activity (Off Campus)	Present
T	Tardy	Present
U	Unexcused Absence (Unresolved or Unapproved Absence)	Absent
W	Inclement Weather	Absent

STUDENT BEHAVIOR EXPECTATIONS

School-Wide Discipline Plan

Students at William D. Slider Middle School are expected to:

- Arrive to school on time (7:45 am) and all classes on time.
- Wear School ID at all times
- Be prepared for each class with appropriate materials and assignment.
- Be aware of all the rules, the regulations, and the standards for student behavior as stated in the Student Code of Conduct and William D. Slider Student Handbook.
- Respect other individuals and property.
- Assist the school staff in operating a safe school.
- Help keep our campus clean by throwing your trash in the proper containers or trash cans.
- Follow directions.
- Use appropriate language and gestures.
- Refrain from public display of affection.
- Have a pass to be in the hallway during class.
- Gang Activity, such as gang signs, gang style writing, gang graffiti on persons, belongings or school property will not be tolerated (Severe Clause).
- Threats, taunting, fighting or not permitted (Severe Clause).
- Follow all regarding Internet/Email/Social Media Policy (Severe Clause).

Consequences

1st offense: Student will be addressed and warned about behavior.

2nd offense: Student will be addressed and parent contact will be made.

3rd offense: Parent contact will be made and a student will receive a student discipline referral to be address by an administrator.

Severe Clause: Any severe behavior problems will result in a student/administrator conference and removal pending satisfactory parent conference and may result in placement in the Alternative Education Program.

Positive Referrals

When students demonstrate Stallion Pride and/ or exemplary behavior students may receive a positive referral.

Discipline Infractions

If a student breaks any rule in either the Student Code of Conduct or the William D. Slider Student Handbook, he/she will face several consequences. These consequences are designed to help correct the problem(s) that interfere with his/her progress in school. These may include, but are not limited to:

1. **Detention:** this may take place during lunch, or after school.
2. **Community Service:** this may take place during lunch, or after school.
3. **Saturday School:** will take place on Saturdays from 8:00- 12:00.
4. **In School Suspension (SAC):** a student may be assigned to SAC for repeated violations of school rules or for a major offense.
5. **Suspension:** a student may be suspended from school 1-3 days
6. **Placement in KEYS Academy:** KEYS Academy is a long-term alternative academic setting that allows a student to stay in school and continue schoolwork while being

closely supervised. Placement will depend on the offense, and the minimum stay will be 9 weeks.

Prohibited Items

The following are among the items not permitted on the Slider Middle School campus and their possession will be considered a violation of school rules, some very serious. Included, although not specifically listed, are any items that one would reasonably expect to disrupt the educational environment. Specifically prohibited are:

- Weapons (firearms, knives, etc...)
- Illegal drugs of any kind, including alcoholic beverages
- Ear Buds/Headphones of any kind will not be allowed to be in or hanging on your ears during transition time and during class for non-instructional purposes. They will be confiscated and may be picked up from the campus monitors at the end of the instructional day.
- Any types of portable speakers are not allowed at any time.
- Whistles
- Skateboards
- Slingshots
- Fireworks
- Spray paint
- Laser pens/pointers
- Whiteout
- Vapor
- Mace or pepper spray
- All students are prohibited from possessing or using tobacco products (including and not limited to: cigarettes, electronic cigarettes, cigars, pipes, snuff, or chewing tobacco.
- Permanent makers
- Inhalant devices
- Fidget spinners (unless medical documentation is provided)
- For testing purposes NO STUDENT SHALL POSSESS A TELECOMMUNICATION DEVICE OR ELECTRONIC DEVICE UNLESS AUTHORIZED BY ADMINISTRATION.
- ***Anything deemed inappropriate by the administration.***

William D. Slider Middle School is not responsible for the loss or theft of any personal property from athletic lockers, classrooms, or book bags.

Media Devices

Students may not possess/ use personal media devices while on school property or while attending school-sponsored or school-related activities. Examples include Gameboys, IPADS, Nooks, iTouch, music players, or any other device that is not a cell phone. Music or Game players are not allowed on school property during the instructional day and are only allowed with sponsor approval during extracurricular activities. **The school is not responsible for lost, damaged, or stolen devices.** Such devices are not necessary for instruction and bringing them to school puts such property needlessly at risk. Administration must prioritize their time and attention to student safety and instructional matters. The above items will be confiscated for 5 days and students will be disciplined according to the Student Code of Conduct. The parent/Guardian must collect the device after 3:15 till 4:00 at the end of 5 days. The penalty fee will be waived for first offense. Second and all subsequent offenses the parent may recover device after paying a \$15 penalty. Devices that are unclaimed after 30 days will be disposed of, as per School Board policy FNCE Local.

Consequences:

1st Offense: Picked up, noted and returned to parent on Friday after school.

2nd Offense: Picked up, noted, and returned to parent on Friday after school and \$15 fine.

Each subsequent offense: Same as 2nd offense

Cellular Phones/Communication Devices

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. Cell phones may only be used before school and after school and must remain turned off during the day and all testing. **The school is not responsible for lost, damaged, or stolen devices.** Such devices are not necessary for instruction. Administration must prioritize time and attention to student safety and instructional matters. These electronic devices may not be used to invade personal privacy or engage in any illegal activity. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. Criminal charges will be filed according to Texas law concerning illegal recording and violation of Cyberbullying statutes. Students who violate SISD district policy shall be subject to established disciplinary measures. District employees shall confiscate any electronic devices found on school property, at school-sponsored or school-related activities on or off school property not being used in compliance with the Student Code of Conduct or the specific times listed above. Communication devices will be confiscated for 5 days and students will be disciplined according to the Student Code of Conduct. The parent/Guardian must collect the device after 3:15 till 4:00 at the end of 5 days. The penalty fee will be waived for first offense. Second and all subsequent offenses the parent may recover device after paying a \$15 penalty. Devices that are unclaimed after 30 days will be disposed of, as per School Board policy FNCE Local.

Any disciplinary action will be in accordance with the Student Code of Conduct.

Tobacco Use All students are prohibited from possessing or using tobacco products (including but not limited to: cigarettes, cigars, pipes, snuff, electronic cigarettes (e-cigs), or chewing tobacco on school or within 1000 feet of the premises. A citation will be issued for this infraction.

Student Dress Code

The students at William D. Slider School are expected to be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazards to themselves or others.

The following Dress/Attire IS NOT ACCEPTABLE AND THEREFORE NOT ALLOWED:

1. Satanic messages, obscenities or alcohol/tobacco/drug advertisement on clothing or accessories
2. Any type of clothing that advertises another high school
3. Hats (both males and females), caps, beanies, hairnets, doo rags, scarves, handkerchiefs, hoodies covering the head or sunglasses worn inside the building. (Items will be available for pickup by parent at the end of the 9 weeks.)
4. Spandex, fishnet shirts, spaghetti straps, off the shoulder, low cut, and tube tops or stretch clothing Tank top straps must be wider than 1 ½ inches
5. Bare midriffs (i.e. exposed tummy) are not allowed. Shirts/blouses must be long enough to where the midriff area is neve exposed
6. Leggings may be worn under length-appropriate dress or skirt and be free of holes/tears (i.e. they may not be worn as pants)
7. Men's shirts must have sleeves

8. See through or translucent clothing must have a shirt underneath (underwear and/or any undergarments) cannot be showing at any time.
9. Underwear and/or any undergarments cannot be showing
10. Excessively baggy clothing (pants and shorts must be worn at the waist)
11. Excessively long shirts
12. Torn or ripped apparel (jeans, leggings, etc.)
13. All coveralls/overalls must be worn properly (straps must be snapped on and worn over the shoulders)
14. Dresses, skirts, and shorts must be mid-thigh or longer
15. Long key chains, chains on pants, and wallet chains of any length. Belts must be tucked all the way in pant loops
16. Do not wear any clothing or accessories which indicate gang affiliation
17. House slippers or pajamas
18. Facial Piercing – No spikes or sharp points
19. Ear Piercing – Due to safety reasons tapers, talons or any other object deemed dangerous by administration are not allowed
20. Flip-flops shower shoes, sandals without a back strap
21. Spiked hair that will obstruct others view * Anything deemed inappropriate by administration will result in a violation of the dress code.

What Not to Bring

In addition to the items mentioned in the Student Code of Conduct, the following items are not permitted on campus:

1. Illegal drugs of any kind, including alcoholic beverages
2. Fireworks
3. Knives
4. Sharp objects or sticks
5. Slingshots
6. Whistles
7. Firearms (Guns)
8. Spray paint and /or graffiti paraphernalia (permanent markers, etc.)
9. Roller blades/skateboards
10. Electronic devices to include beepers/pagers, PDAs, cell phones, cameras (digital, video, etc), CD players, MP3 players, iPods, video games, or any other device that has the potential to be considered a distraction to the educational environment are not allowed at school (unless used for instructional purposes). (A \$15 retrieval fee will be charged after 1st warning). Students failure to promptly and peacefully relinquish a device will result in more serious disciplinary action. Defiant behavior such as attempting to dismantle a device before relinquishing it (for example, removing the SIM card, battery, etc) will result in more serious disciplinary action. This handbook serves as notification to students and parents that the campus will dispose of confiscated telecommunication devices at the end of 30 days if no claim is made and no return fee/fine is paid. The campus assumes no responsibility for damaged, lost or stolen devices once they are confiscated.
11. Anything deemed inappropriate by the administration

Possession of any of these items mentioned above will be considered a serious violation of school rules.

William D. Slider Middle School is not responsible for the loss or theft of any personal property from athletic lockers, classrooms, or book bags.

Picking up Electronic Devices Electronic devices will only be given back to the parents on Tuesdays or Thursdays from 8:30 AM -11:30AM and 2:30PM- 4:00PM. Student and parent must show I.D. to get the electronic device back. A referral will be issued to the student.

ALL CONFISCATED DEVICES MUST BE TURNED INTO THE OFFICE AT THE END OF THE INSTRUCTIONAL DAY WITH A REFERRAL. PLEASE DO NOT STORE DEVICES IN YOUR CLASSROOM.

GRADING POLICY

(Revised 5/29/2019 EIA Regulation)

Philosophy:

- Grades should be a reflection of what students know and are able to do, and on the mastery of TEKS. They should communicate to students and parents how far a student has progressed in their learning.
- Mastery of later assignments should be based on mastery of earlier assignments. Therefore, it might be appropriate to adjust grades from early assignments if the student has shown that they understand the more difficult concepts.
- Grades can & should improve as students increase their knowledge.
- Formative assessments happen daily.
- Students should self-assess their own learning.

Composition of Grades:

In averaging nine weeks grades, the following weighting procedure will be used:

- 60 % - Daily Work: class work, homework, and quizzes (15 grades minimum; 5 daily grades every three weeks)
- 30 % - Major Grades: Unit tests, common assessments, projects, and notebooks. (3 grades minimum; one major grade every three weeks)
- 10 % - Nine weeks exam

Grades must be recorded on a weekly basis.

Assessments

Teachers teaching the same grade & subject will give the same exams & major projects to students.

Final Exams

All students will take a final exam at the end of every nine-week grading period. If a student misses their final exam as a result of an excused absence, the student will be allowed to make up the test during the following intersession in accordance with district policy. An exam schedule will be set at the end of every grading period. No students will be allowed to test before their scheduled exam time.

Homework

Math & Social Studies homework will be due on Tuesdays and Thursdays.

Extra Credit

Teachers may allow students to complete extra credit to raise their grade at their discretion. All extra credit assignments must be academic and curricular in nature.

Extended Time for Assignments via Special Education, Section 504, or RTI

Some students receive extended time for assignments as a legal modification. These modifications must be honored. However, students must show some effort on the assignment. In other words, "extended time" does not mean "I didn't find time to do my homework."

Conduct Grades:

Conduct grades should be used to communicate to parents that students are behaving unsatisfactorily. This includes, but is not limited to, talking in class, not turning in homework on time, and consistent tardies.

Parents must be contacted by the teacher before issuing an N or U for conduct.

1. The teacher will assign a grade that reflects the student's relative mastery of an assignment.
2. A student will not be exempt from taking a major exam in any subject in which any other student is required to take an exam.
3. A student must be enrolled at least 25 school days of the grading period in order to be eligible for a grade.
4. Teachers are to submit a copy of their Nine Weeks Exam to their administrator/supervisor.
5. Student grades will be based only on mastery of TEKS. Student grades shall not be penalized for unsatisfactory conduct. Such matters must be addressed through the conduct grade only.

Students have the opportunity to re-do failing assignments within any 3 week Progress Report Window. Once Progress Reports have been posted, the opportunity to re-do those assignments is over. Teachers may have the students complete an assignment different from the original. Students must approach their teacher about any re-do or make-up work. Teachers may assess a penalty for late work. (Revised 5/29/2019)

Promotion, Placement, & Retention

In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, science, and social studies. In other words, students must receive at least a 70 in all 4 core subjects AND a 70% overall including electives.

In addition, all 8th graders must pass the math and reading STAAR tests in order to be promoted to the 9th grade. **May change due to COVID-19**

Other Information

Our campus grading policy will follow Socorro Independent School District policy. Our school policy will ensure that students are being assessed on their progress and that a sufficient number of grades are recorded to support the grade average assigned.

Label the daily work, major work, and exams appropriately. Numerical grades are required in all subject areas. (Advisory will be indicated as pass/fail). Retest grades should be documented in the grade book in the comments section. Label the retest grade.

Every student will be issued a progress report at the end of the third and sixth week of a grading period. If a student is failing, ensure a signed copy is returned to their advisory teacher.

Homework packets and assignments will not be given over intersession or vacations longer than three days. Exceptions may be approved by the department supervisor for pre-AP classes.

Gradebooks

Gradebooks will be maintained electronically by the Tyler SIS Program. Gradebooks will be checked periodically by the teacher supervisor. Grades should be posted weekly so that students and parents can see current status in the class. Each gradebook should have the following information:

1. Assignment page, test or objective for each grade
2. Major grades, test grades and final grades clearly labeled
3. Attendance/tardies * Teachers should have at least 15 daily grades and 3 (minimum) major grades per nine weeks. Teachers must enter at least 2 grades per week.
*Marked verification sheets will serve as documentation as grade sheets.

Progress Reports/Report Cards

The following procedures need to be adhered to regarding the reporting of progress or grades to the parents:

1. Progress Reports are to be sent home to parents for their review every three weeks.
2. The teacher will be responsible to keep all Progress Reports on file in case of parent concerns.
3. At the end of the third and sixth week of each nine-week grading period, the teacher must send a progress report to the parent of any student who is failing, in danger of failing, or not working to potential. Teachers must send a progress report home to the parents of any student who will fail for the nine weeks.
4. If students are working on long term projects, progress on the project must be graded on a weekly basis.

YRE Calendar	End of 3 Weeks Snapshot	Progress Reports	End of 9 Weeks	End of 9 Weeks Grade Submission Window Closes	Report Card Distribution Week
1 st 9 weeks	Sept 4/Sept 25 by 4pm	Sept 9/Sept 30	October 9	October 19 by noon	October 26
2 nd 9 weeks	Nov 6/Dec 4 by 4pm	Nov 12/Dec 9	December 18	January 4 by noon	January 11
3 rd 9 weeks	Jan 25/Feb 12 by 4pm	Jan 27/Feb 17	March 5	March 22 by noon	March 29
4 th 9 weeks	April 12/April 30 by 4pm	April 14/ May 5	June 3	*May 28 **June 5 ***May 28 all by noon	*May 25 **June 14 ***June 14

*Elementary School report cards will be sent home with the students on the last day of school (June 3rd).

**Middle School & High School report cards will be distributed via mail the week of June 14th.

Note: End of 9 Weeks Grade Submission Windows by 12:00 PM

Grade Changes

All incomplete grades reported for a Nine Week grade must be changed within five school days from the end of the grading period. Any incomplete which is not changed by the teacher, will be automatically changed to the grade that is in the system. Incorrect grades must be changed within five days from the day report cards are issued.

According to UIL guidelines, an incomplete grade will render a student ineligible. Any student who fails a class will be ineligible to participate in extracurricular activities even if the teacher submits a grade change. The only conditions under which a student will regain eligibility as a result of a grade change will be:

1. school/state grading procedures were violated
2. a mechanical error was made in averaging or recording the original grade

UIL Eligibility

UIL dictates that all students must pass all classes with a 70 or above. Attending intersession/remediation/tutorials will not be reflected for the current grading period and therefore will not change student eligibility. Grade changes do not automatically render a student eligible certain criterion must be met and will be addressed with the appropriate administrator

Honor Roll

An honor roll system will be observed to recognize above average student achievement. Students who meet the requirements outlined below are eligible for the honor roll. **Scholars**

Honor Roll

1. A numerical score of 90-100 in all subject areas
2. All excellent and / or satisfactory marks in conduct.

Achievers Honor Roll

1. A numerical score of 80-100 in all subject areas.
2. All excellent and / or satisfactory marks in conduct.

Academic Dishonesty Policy

Academic dishonesty shall constitute a violation of the rules and regulations of this institution, and is therefore, subject to administrative review. This shall include, but not be limited to:

Cheating, Plagiarism, and/ or Collusion.

Cheating on a test shall include:

1. Copying from another's paper.
2. Using test materials not authorized by the test administrator.
3. Collaborating with or seeking aid from another student during the test period without permission.
4. Knowingly using, buying, selling, stealing or soliciting, in part or in whole, the contents of an un-administered test.
5. The unauthorized transporting or removal, in part or in whole, of the content of an un-administered test from a room, computer, website, or other secured area.
6. Substituting for another student or permitting another student to take a test with a false identification.
7. Compromising the integrity of the testing environment in any way in violation of the teacher's specific instructions. This includes, but not limited to, talking, sharing materials, or failure to keep answers covered.

Plagiarism shall be defined as the appropriating, copying, buying, receiving as a gift, or obtaining by any means other than independent individual work, the unacknowledged submission or incorporation of it as one's own work. This shall include pieces available through computerized sources.

Collusion shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

If a student violates the Academic Dishonesty Policy teachers will:

1. Call/conference with student's parent.
2. Give student a zero for the assignment/test (student may be retested at the teacher's discretion).
3. A discipline referral may be given to the student if the incident involved violation of other rules in the Student Code of Conduct or WDSMS Student Handbook.

NATIONAL JUNIOR HONOR SOCIETY

Prerequisite Conditions for Selection

- Students must be in the 7th or 8th grades.
- Student must have a GPA of 92% the previous school year.
- Student must have recommendation letters from at least two of the previous year's teachers.
- Student must write an essay using a given prompt.

The Criteria

The Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, character, and citizenship. These criteria for selection form the foundation upon which the organization and its activities are built.

- **Scholarship:** Students who have a cumulative grade point average of 92 percent, A, or equivalent standard of excellence (or a higher cumulative average set by the local school's Faculty Council), meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, character, and citizenship.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.
- **Citizenship:** The student who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice, and democracy, and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

The Faculty Council

The Faculty Council is the five-member selection committee facilitated by the chapter adviser who sits as the sixth, non-voting member of the group. The Faculty Council is appointed by administration.

See sponsor for additional information on the NJHS Chapter at WDSMS.

TEACHER EXPECTATIONS

JOB DESCRIPTION

Job Title: Teacher
Reports To: Principal

Pay Grade: Teacher Salary Scale
Terms of Employment: 187

Exemption

Status: Exempt

Primary Purpose:

Provide students with appropriate learning activities and experiences in the subject area(s) assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth.

Enable students to develop competencies and skills to function successfully in society and be college ready.

Qualifications:

Education/Certification:

- Bachelor's Degree from an accredited college or university
- Valid Texas teaching certificate with required endorsements or training for subject and level assigned
- Demonstrated competency in the subject area(s) assigned

Special Knowledge/Skills:

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior in a constructive and positive manner
- Strong organizational, communication and interpersonal skills
- Demonstrated competency of digital-age work and student learning

Experience:

- One-year student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies:

1. Exhibit a comprehensive understanding of content, discipline, and related pedagogy as demonstrated through the quality of the design and execution of lessons and the ability to match objectives and activities to relevant state standards such as Texas Essential Knowledge and Skills, College and Career Readiness Standards, and English Language Proficiency Standards.
2. Develop and implement timely lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations and/or modifications that differentiate for individual student needs.
3. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students, and present subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations.
4. Employ a variety of instructional techniques, integrate and actively use technology and media consistent with the physical limitations of the assigned location and the needs and capabilities of the students involved.
Teacher ADOPTED: 3-5-85 AMENDED: 10-11-94, 7-15-08, 3-8-13, 2-13-15, 10-5-16
5. Demonstrate understanding of instructional planning and timely delivery pacing by providing standards-based, data-driven, differentiated instruction that engages students, incorporates appropriate use of technology, and makes learning relevant for today's learners. 6.
6. Work cooperatively with special population teachers to modify curricula as needed for students being served through special programs. 7.
7. Work collaboratively with other members of faculty and staff to determine instructional goals, objectives, and methods according to district and campus requirements.
8. Accept shared responsibility for project-based, interdisciplinary and/or thematic campus initiatives that provide both intervention and enrichment opportunities for all students.

Student Growth and Development

9. Be a positive role model for students and support the mission of the campus and the district.
10. Work to ensure high levels of learning, social-emotional development, and achievement outcomes for all students, taking into consideration each student's educational and developmental background and focusing on each student's needs.

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours and may be required to attend faculty, campus, or District meeting as determined by the campus Principal

Other: Maintain physical and electronic reports, records, and other required district documentation (have it available upon request)

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Alcohol Products / Tobacco Products / Controlled Substances

These items including VAPes are not allowed anywhere on or around the campus.

Dress and Grooming

Dress and grooming for employees shall be clean, neat, and in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

All staff shall observe modesty, appropriateness, and neatness in clothing and personal appearance. Staff members should only wear jeans as specified by principal.

Inappropriate Attire: Shorts of any length, sweat suits/jogging attire, miniskirts, leggings or form fitting pants, Tank tops, Midriff-baring tops, low-cut, revealing tops, slippers, house shoes, beach sandals/flip flops, tattoos (All visible tattoos must be covered) and no facial piercings.

Restroom Use

Employees are strongly encouraged to wear facemasks while they are in restrooms. In addition, employees must use caution when touching toilets, sinks, or any other objects in the restrooms. Employees must attempt to wash their hands prior to using the restroom and after using the restroom.

Classroom Care and Physical Appearance

Our campus is our second home. We all need to set an example by keeping it clean and by encouraging students to do the same. Our custodial staff works very hard to keep our campus clean; we must also do our part.

1. All classrooms and office lights are to be turned off when not occupied including interactive white boards.
2. Cafeteria lights are to be off when not serving or being cleaned.
3. At the end of each day, classroom teachers are responsible for locking the door of their classrooms.
4. The physical appearance of the classroom must be appealing at all times. The following should be done:
 - Bulletin boards should be attractive and instructional.
 - Neatness and cleanliness should be apparent.
 - Do not allow trash to be left on the floor or under chairs.
 - Put all materials in the closet or on the shelves so the entire room will be cleaned.
 - Leave your desk neat and orderly before leaving for the day.
 - Report to administration any custodial or maintenance problems in your room.
 - Take pride in your room's appearance and encourage your students to do likewise.
 - Teachers should pick up and clean up after themselves in the teacher's lounge.
 - Check desks at the end of each period to make sure no writing or damage has occurred.
 - Student desks should be away from white boards, windows, and bulletin boards if possible.
 - As per fire code: paper or decorations cannot be hung from the ceiling. There needs to be an 18-inch clearance from ceiling on shelves and in closets.

E-mail / Mailboxes / Telephones

Check your e-mail, voice mail, and mailbox every day. At times some correspondence must be done through your mailbox located in teacher's lounge. Do not send students to check your mail.

Students are not allowed to use telephones in classrooms to call parents if they feel ill. They must go to the Nurse, and only the Nurse can authorize illness. **Teachers are prohibited from using cell phones, telephones, computers, or tablets for personal use during classroom instruction time.**

The classroom phone may be used to call parents about a student's behavior, grades, etc. during conference periods only. We will work with teachers to allow phone calls in emergency situations.

Portable electronic devices are to be turned off while at school. Teachers are to take up the device and deliver the item to the head secretary's office if the student uses the electronic device during school hours. The device is turned in to the front office for proper documentation and parental pick-up and fee.

ID Badge

All staff and teachers must wear an ID badge. ID badges must be worn and visible above the waist while on school and district property.

Injured Employees

By law, SISD is required to report all on-the-job injuries to Texas Employer's Insurance. All on-the-job injuries should be reported to the school nurse. The nurse will assist the person and recommend outside medical help, if needed. All employees returning to work from an injury must first obtain an approval from the personnel office at the district office to be given to the head secretary.

Employee Illness

Report to the nurse so she can document illness before leaving if you need to leave campus because of illness

Cell phones should not be used during instructional time, either to make phone calls or send text messages.

Teachers' Lounge – No Teacher's Lounge Available due to COVID-19 Guidelines

All social gatherings or group activities are cancelled. This includes sharing food of any kind, potlucks, and/or office celebrations requiring groups to gather.

Avoid person-to-person contact such as shaking hands. The CDC strongly advises against handshakes during the coronavirus pandemic.

Avoid visiting or socializing at another employee's cubicle or office.

Employee Self-Screening

Temperature Checks and Health Questions, We encourage employees to self-screen before going to work by checking their temperature and determining if they have any of the following new or worsening signs or symptoms of possible COVID-19:

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache
Sore throat
Loss of taste or smell
Diarrhea
Feverish feeling or a measured temperature equal to or greater than 100.4°F
Known close contact with a person who is lab-confirmed to have COVID-19

If running a fever of 100.4°F or higher or feeling ill, please stay at home. Make sure to contact your health provider, when needed, and notify your supervisor regarding your absence. Individuals with temperature readings over 100.4°F °F will not be permitted to report to work and will be directed to a designated area where they will be given information to the District's Employee Health Clinic for further instructions.

ABSENCE PROTOCOL

All teachers must be on time and ready to work. All teachers must be visible in the halls before school, during passing periods, and after school. Teachers' time schedule is 7:30 A.M. – 3:30 P.M.

1. Employee Absence

In the event it becomes necessary for you to miss a day of school, it is the teacher's responsibility to do one of the following:

- If you are aware of an absence in advance (jury duty, personal business, or workshops), notify administration. Please make sure that all appropriate paperwork has been filled out and approved by your supervisor three days prior to calling in your absence as per DEC local and DEC AdReg, including the "Request for Personal Days."
- Discretionary leave shall not be allowed on the following days. On the day before or after a school holiday or intercession, test administration days, professional or staff development days, first or last days of school and parent conference days.
- If you are ill and know that you will be out on the day prior to your absence, you may notify administration and call in your absence prior to the day of your absence.
- If you are absent on the day that grades are due, it will be your responsibility to arrange with your department chair or another teacher to get your grades in on time.
- If an illness or medical leave causes you to be absent the last week of school, please inform administration. It is your responsibility to make arrangements to complete check-out. You may be required to submit a doctor's note as per DEC local
- If you or a family member becomes ill during the night, and you must be out, you need to call the AESOP system before 6:00 a.m. on the day of the absence. There will not be a number available to call after 6:00 a.m. Calls cannot be accepted after 6:00 a.m. due to availability of substitutes. In the event that you are unable to call in your absence, please contact Veronica Loera, campus aide and your department chair and immediate supervisor.
- Please do not plan staff development without prior approval from your supervisor.
- Employees summoned to jury duty will be granted release. Please give a copy of your jury summons to the campus secretary. If you are not selected for jury duty, you must report back to campus
- Personnel will be permitted to leave campus for emergency purposes only. All personnel leaving campus during the school day must have approval from administration and must sign-out in the front office.

- All employees who leave more than one hour early or arrive more than one hour late may be charged for a half-day absence. Any employee leaving the campus must sign out at the front office.
- **Sub – Folders:** All teachers are required to prepare a substitute folder for when you are absent. All substitute folders must contain: a seating chart, attendance procedures, emergency procedures (i.e. Lockdown/ Evacuation Plan), bell schedule, lesson plans, a discipline plan, and a note to the substitute. The substitute folder must be uncovered and easy to find on your desk.

PLEASE KEEP THE FOLLOWING IN MIND...

- Employees are responsible for keeping track of their state and local days to include sick and personal days.
- Administration will attempt to work with you in any emergency situation.
- Make contact with your department chairperson or another teacher in your department with substitute plans.

RESOURCES

Copy Machines

The copy machine is located in the front office for your use. Students may not operate machines.

Please report problems with the copier immediately to the front office.

Computer Lab

Slider Middle School has one computer lab. Advanced planning is imperative in order to secure lab times. The lab will be scheduled through the library.

LEARNING EXPECTATIONS

Classroom Observations

Observations by administration will be frequent. Do not stop teaching; please continue teaching as usual. For extended periods of observation, a form will be filled out via Eduphoria for your PDAS documentation. The PDAS timeline will be published and followed.

Classroom Time

The teacher should use classroom time for instructional purposes. Record keeping should be done during conference period or at a time that does not conflict with instructional time. Lesson plans, report cards, grading papers, working on the computer etc., should not be completed while your students are in the room. THIS IS THEIR TIME.

Field Trips

Administration and the assistant superintendent must approve all field trips using the district form. Once the field trip has been approved and all paperwork submitted, teachers should email a list of students participating on the field trip to the attendance office by sending it via e-mail. The email should include the itinerary, list of chaperones, student list, teacher list, and the correlation to the TEKS. Late field trip requests will not be processed.

Teachers taking out of town trips must submit a Professional Trip Request Form for approval by administration at least thirty school days prior to the departure. When submitting the form, a list

of participating students must accompany the request. A list of traveling students should also be e-mailed to all teachers 72 hours prior to the trip.

Parties

Class parties and free periods are not allowed. Serving food outside of established treat days is a violation of Federal Nutritional Policy.

Tutoring

Most tutoring will be centralized. Students will be referred to tutoring as needed.

Department Chairperson Job Description

The role of the department chairperson is one of teacher, collaborator, and mentor. The department chair is responsible for the daily operation of the department within the school.

Duties and Responsibilities

- Serve as an instructional leader for members of the department.
- Attend district instructional committee meetings.
- Work with principal on development & implementation of department budget.
- Assist organization with the selection of instructional materials.
- Provide orientation and support for new teacher(s) in the department.
- Provide support for substitute teachers.
- Act as a liaison for the department in curriculum development.
- Assist school administration with the identification and selection of new teaching staff.
- Assist with assessment and data collection relevant to student and program evaluation.
- Assist school administration with scheduling and teaching assignments.
- Conduct regularly scheduled department meetings to discuss curriculum, instruction, and student achievement.

Teacher Planning Time, Meetings, & Lesson Plans

Planning Time

Teachers receive at least 450 minutes of planning time every two weeks. This time is to be used for activities related to teaching such as preparing for lessons, grading assignments, and making parent contacts. Use TEAMS for Virtual meetings

Lesson Plans

Lesson plans will be created by teams of teachers in the same subject and grade level. For example, all 6th grade math teachers will collaborate to create unit lessons based on TEKS Resource System. While each teacher has his or her individual style, teachers in the same area should be teaching the same lessons.

Lesson plans will be created prior to beginning a TRS unit using the approved lesson plan form. Lesson plans are to be uploaded to the J drive on a weekly basis. Administration will view lesson plans for completeness and prior to conducting walk-throughs.

In serving Special Education students and 504 students, certain modifications will be **required by law**. The special education teachers will send modification recommendations to regular classroom teachers.

It is the responsibility of each teacher to know if a modification of instruction is needed to satisfy a student's IEP. Please feel free to ask for assistance in your lesson modifications. Any special education teacher can assist you with this need.

Teachers are required to fill out requested reports for special education ARD meetings. Modifications are not optional.

Department Meetings

Department meetings will be called as necessary by department chairs and will be held before or after school. Agendas should be submitted to department supervisor prior to the meetings. Meetings are to be held on virtual platforms.

School Website

The school website should be utilized for instructional, inquiry, and communication purposes both within the school/school district and the community. Teachers, coaches, and staff are encouraged to submit lessons, class calendars, upcoming events/activities, and any other information deemed appropriate. This is an excellent tool for parent communication. Teacher web pages must be updated at least once per nine weeks.

Honors Policy

Academic dishonesty shall constitute a violation of the rules and regulations of this institution, and is therefore, subject to administrative review. This shall include, but not limited to: **cheating on a test, plagiarism, and/or collusion.**

SAFETY PROCEDURES

Hall Procedures

All students must carry a pass anytime they are in the hall during class time or to go to a teacher's room, library, lab, etc., during lunch. If a student needs to report to your classroom before school, he/she will need a pass. Teachers should be visible in the hallway and at your doorway during class changes. This will help maintain discipline and safety.

Nurse

Our school nurse will handle all problems of health within the school. She is the only person who may excuse a student from school due to illness. In case of an accident, the student should not be moved until the nurse is contacted. In case the nurse is not on campus, notify an administrator.

Student supervision

Teachers, coaches, and other designated school personnel must monitor assigned students at all times. This includes classrooms, field trips, after school tutoring, extra-curricular practices, and events, or any other school sponsored event when a group of students have been assigned. Students should not be left unattended for any reason. Coaches are required to stay with their teams until all students are picked up by parents.

Visitors

A visitor is defined as one who is not a member of the student body of Slider Middle or an employee of SISD. Student guests are not allowed. Please send any person who visits your classroom without a visitor's pass to the front office. This includes spouses and other relatives of employees.

Main Lobby

No loitering or congregating will be allowed in any lobby areas. Barriers/safe zones will be established around the front desk/receiving areas. Spaces will be reconfigured to achieve social distancing. This will include the removal of seats and the closure of lounges within open areas, and the use of spacing tables at reception areas. All visitors will be required to follow established safety protocols. The front desk staff will check with the visitor and ask if they have an appointment.

Appointment Scheduling Socorro ISD staff are encouraged to set appointments to avoid increased lobby, hallway, and elevator traffic during employee entry and departure times.

Visitors with an Appointment If a visitor has an appointment, the staff will suggest that the campus or department representative come to meet with the visitor in a provided space. However, the final decision on whether to allow the person to go to the campus or department will be left with the campus or department representative.

Visitors without an Appointment If a visitor does not have an appointment, the campus or department will determine whether someone is available to assist the visitor. If the specific staff member is not available, the visitor may be asked to schedule an appointment or attempt to conduct their business via phone or other means.

Deliveries

Deliveries for students are not accepted at William D. Slider Middle School for any occasion due to the potential to disrupt instruction. This includes

Discipline

A classroom discipline plan is a system which allows the teacher to clarify behaviors which are expected from students and what they can expect from the teacher in return. The aim of the plan is to have a fair and consistent way to establish a safe, orderly, positive classroom in which teachers teach and students learn. An atmosphere of well-directed activity is important to successful learning. Rituals and routines established early prevent disruptions later.

Teachers should exhaust their discipline plan **BEFORE** sending students to administration. Please make sure to provide the Level 1 discipline form to administrator. The discipline plan should be posted, and should include (but not be limited to):

- Verbal warning
- Teacher-Student conference
- Parent contact / conference (Keep documentation of communication)
- Changing seating assignment
- Withdrawal of privileges
- Detentions
- Counselor / Administrative input

*****Students should not sit unattended in the hallway for any reason, as students should not be left unattended at any time.**

Student(s) should be sent to the office with a complete referral.

The behaviors that warrant immediate referral to Assistant Principal could include but are not limited to:

- Stealing of major items
- Fighting
- Insubordination and unruliness
- Completely out of dress code
- Ditching
- Unsafe disruption in class or unsafe hall behavior
- Destruction of property
- Threatens self and/or others
- *Drugs, Tobacco, Alcohol, Weapons

***Note:** Names of students suspected of possession or under the influence of the above mentioned should be referred to administration immediately. **DO NOT** just send the student to the office; you must inform administration of this situation and have someone pick up the student from your classroom.

Complete the discipline referral form before sending a student to the office:

- Be specific—write facts only, do not include opinions
- Be complete—fill in teacher's portion of the form
- Do not include other students' names on the referral
- Make verbal contact with parents by telephone
- Administration makes decisions regarding consequences for referrals.
- Include the time you are sending the student to the office on the Discipline Referral.

Once an administrator has addressed the consequence, the student will receive a copy to take home. A copy will be given to the teacher and the white copy will be filed in the office.

Special Assignment Class (SAC)

The Special Assignment Class is designed to provide the student an alternative placement for misbehavior while allowing the student to continue his/her educational requirements.

- Teachers must check e-mail daily to identify students in SAC. If a student's name appears on the SAC list, THAT STUDENT IS NOT ALLOWED TO ATTEND REGULAR CLASS INSTRUCTION. The campus attendance clerk will enter the SAC codes.
- Teachers must assign work for each day a student is assigned to SAC.
- Teachers are required to bring work to the SAC room and check on their students that may be assigned to SAC. Assignments can also be emailed to the SAC instructor or delivered to the front office for delivery to the SAC instructor.
- Once the SAC placement is completed the students will return to their regular instruction setting with all assignments completed.
- Once a student is in SAC placement, they must adhere to the regular dress code that the campus has adopted. STUDENTS IN SAC WILL NOT BE ALLOWED TO HAVE FREE DRES OR JEANS DAY.
- Once a student is in SAC placement, he/she will not be allowed to attend any extra-curricular activities on or off campus for that day

Student Dress Code

An attractive school wardrobe promotes school spirit, improved self-image, and school unity. School uniform programs make it easier for students to develop a sense of belonging at school because greater attention is given to who they are instead of what they wear. Additionally, uniforms enhance a safe and orderly school environment by reducing obvious differences in students' economic status, suppressing gang affiliated activity, and assisting school officials in readily recognizing intruders.

Uniform Dress Code is the philosophy of the Socorro Independent School District and William D. Slider Middle School that all students should maintain high standards of dress. A committee of parents, students, and teachers adopted a uniform policy for William D. Slider Middle School.

Student ID Cards

All students will be issued a picture I.D. card within the first two weeks of school and are expected to **wear the ID card in plain sight at all times** while at school or attending school functions. The card's primary function is campus security. This I.D. card will also be used for library access, textbooks, required when picking up class schedules, and for charging meals in the cafeteria. The cost to replace a student identification card is \$5.00. In order to identify our grade level students,

Shirts

- Students may wear a white, navy blue, or hunter green **t-shirt** with school logo.
- Students may wear a solid white, navy blue, or hunter green **collared shirt** without a school logo.

- Shirts for the current year's various school organizations, choir, band, student council, yearbook, science club, theatre arts, dance, etc., may be worn on **Fridays** only.
- Colleges, Universities, or AVID Shirts may be worn on **Thursdays** only.
- Students may not wear other non-uniform clothing over their logo shirts.
- Slider school logos must be clearly visible at all times.
- For warmth or comfort students may wear long sleeved shirts underneath a school uniform or activity shirt.

Pants, Shorts, Skirts, and Skorts

- Students will wear khaki or tan pants/joggers/capri/shorts in good repair. No other colors permitted. Wide-leg and baggy-fit pants are not acceptable.
- The length of the pants must not touch/drag along the floor, and they must fit according to the waist size of the student.
- No military style cargo pants, ragged edge, Daisy Dukes, Spandex or stretchy pants (leggings), hot pants or short shorts are permitted.
- Shorts may not be rolled up.
- The length of skirts, skorts, and shorts must extend below the student's fingertips when the student's arms are extended at his/her sides.
- Jeans are not permitted unless specified by administration as an incentive. **Torn jeans are not permitted.**

Jackets/ Sweaters

- Can be worn as seasonably appropriate.
- Button or zipper jackets/coats/sweaters must be unzipped or unbuttoned while in the building.
- Hoodies must be solid white, navy blue, or hunter green. A hoodie with a William D. Slider logo is allowed.

Physical Education Dress Code

Students must dress appropriately in all physical education classes to assure safety. Physical Education dress code requirements include gym shoes, a white, grey, school color or athletic t-shirt and shorts or sweat bottoms in any color.

William D. Slider Middle School is not responsible for any lost or stolen items. Your child is provided a locker to use during instruction. It is their responsibility to secure all items (locks are highly recommended).

Violation of Dress Code

If Administration determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day, until a parent or designee brings an acceptable change of clothing to the school or until the problem is otherwise corrected.

1st Offense: Student will be required to change or borrow clothing from William D. Slider.

2nd Offense: Student will be required to change and parent contact.

3rd Offense: Student will be required to change, parent contact and community service.

4th Offense: Student will serve in school suspension (SAC) or consequences will be given as deemed appropriate by an administrator.

EMERGENCY PROCEDURES

Each school is responsible for implementing a plan to assure effective response and resolution during any crisis situation; it is essential and key for the protection of students, employees, visitors, and general school safety. Teachers are responsible for maintaining students, responding to directions from the principal or designee and for student accounting.

EMERGENCY SITUATIONS

Lockout

You will hear **Lockout, Lockout, Lockout** over intercom followed by directions

What to do?

“Get Inside. Lock outside doors”

Teachers and staff will:

- Recover students and staff from outside building
- Increased situational awareness
- Take roll, account for students
- Do business as usual

Lockdown

You will hear **Lockdown, Lockdown, Lockdown** over intercom followed by directions

What to do?

“Locks, Lights, Out of Sight”

Students will:

- Move away from sight
- Maintain silence

Teachers and staff will:

- Recover students from hallway if it is safe to do so
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door

Evacuate

What to do?

“To a location”

Teachers and staff will:

- Grab roll sheet if possible/take go bag (unless instructed not to take anything with them... dependent on reason for evacuation)
- Lead student to Evacuation location
- Take roll, account for students
- Report injuries or problems, to first responders Red Card/Green Card method

Shelter in place

What to do?

“For Hazard Using a Safety Strategy”

Hazards:

- Tornado/Thunderstorms/lightning/Hail/High Winds
- Outdoor Hazmat or Air quality situation

Safety Strategies might include:

- Evacuate to shelter area or enclosed area away from potential flying debris
- Severe weather situations stay away from large open areas and windows
- If possible, seal the room
- Drop, cover, and hold

Hold

What to do?

“In Your Classroom”

Students will:

- Clear the hallways and remain in the room until all clear is announced
- Do business as usual

Teachers and staff will:

- Recover students from the hallway
- Lock classroom door
- Take roll, account for students
- Do business as usual

*****All communication with media needs to be handled by the Superintendent or designee; no teacher or student should talk to the media. *****

Fire Drill Procedures

- We will conduct fire drills at least once a month.
- Consult the emergency escape map on your classroom wall for the suggested escape route.
- Review the escape map each new grading term with your class.
- Students are to move quickly and quietly through the halls.
- **It is imperative that all students remain quiet during fire drills.** There may be times when your regular exit route is obstructed, and it will be important that everyone can hear instructions pertaining to new exit routes.
- Please keep fire drill procedures in your sub folder.
- **Make sure that doors and windows are closed and all lights are turned off. Do not lock your classroom door.**
- Remember to take your emergency folder with you.
- Check attendance again after returning to your room. This will allow you to catch those students who may see fire drills as opportunities to skip class.

Silent Evacuation

An administrator or school employee will go to their assigned designated classrooms and inform the teachers and students to evacuate. The process will continue until the building is evacuated. Security will help with the orderly evacuation of the school. In case of an evacuation, the campus will notify the proper personnel at the District Service Center at 937-0000 and SISD Police at 937-4357.

Natural Gas Leak / Explosion

Natural gas leaks are identified by an odor similar to rotten eggs.

1. If you suspect a leak, notify the administration and the custodial staff.
2. Assess the immediate surroundings.
3. Notify key people and activate EOP.
- 4. Administration or a designee will call 911 and notify the Superintendent, the proper authorities, and the SISD Safety Officer.**
5. Evacuate the building (when deemed necessary after evaluating situation) **without sounding the alarm** and ventilate the area if possible.
6. Stay upwind of the gas leak area and do not allow anyone to enter the area.
7. **DO NOT USE CELL PHONES OR ANY OBJECT WHICH EMITS AN ELECTRICAL CHARGE.** Use land lines for any phone calls. Do not allow sparking material or open flames in the area of the gas leak.

Power Outage

Power failures of any type can occur at any time.

1. Administration will call Operational Services. Although the power failure has occurred, the telephones may still be operational.
2. Administration or a designee will notify the Superintendent's office, the proper authorities, and the SISD Safety Officer.
3. Should the telephone system not be operational, administration will use a cellular phone or send an adult to the District Service Center for assistance.
4. Do not approach or touch downed power lines. Secure the immediate area of the downed power line and do not allow anyone to enter the area.
5. Telephone use should be restricted for priority and emergency purposes only during the shortage.
6. In the event of a power outage, students will remain in the current room.
7. Teachers will not release students or issue hall passes until the problem is solved.

Severe Weather

Weather conditions can change dramatically and without much warning. Inclement weather can include rainstorms, windstorms, winter storms, flooding and tornados. Being alert to developing conditions can assist in responding to such conditions in a calm and orderly manner. Monitor weather radios at all times.

****NEVER TOUCH DOWNED WIRES OR ANYTHING THESE WIRES TOUCH****

Site Action

1. Sound emergency signal and activate the EOP.
2. Administration or a designee will notify the Superintendent's office, SISD Police and district Safety Officer.
3. The campus/facility administrator will remain informed on developing conditions via radio and television weather information.
- 4. Only the Superintendent or designee has the authority to cancel school and close campuses.**
5. In case the decision is made to close the school campus due to inclement weather, the campus administrator and district personnel will develop plans to assist the safe return of students to their homes.
6. Have a procedure ready for dismissal of students. Notify parents as needed.
7. In the event of telephone outage, principal/designee will designate a responsible adult to act as messenger for essential communications such as the use of a Blackberry, cellular phone, radio, or neighbor's phone if available, to keep communication with Superintendent's office.
8. If Superintendent decides to close the schools, principals will be notified. Superintendent's office will notify media if schools are to be closed

I, _____, acknowledge receipt of the attached faculty and staff handbook for William D. slider Middle School, which outlines many of my responsibilities and requirements. I understand that I am responsible for following all procedures listed here, as well as district policy, and state and federal laws. I understand that if I have any questions about any expectations, I may see any administrator for clarification.

Signature

Date