

San Elizario High School Faculty Handbook

“Commitment Beyond Compliance”

2009-2010

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Mission Statement

***To commit ourselves to
establish high standards of
learning that we expect all
learners to achieve and
ensure our behavior reflects
our collective responsibility
to provide an environment
conducive to such learning.***

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Core Values

Integrity

Accountability

Teamwork

Campus Goals

- 1. San Elizario High School will provide students with the programming necessary for maximizing their academic performance.**
- 2. San Elizario High School will provide parents opportunities for meaningful involvement in the educational process.**
- 3. San Elizario High School will maintain a safe and drug free school.**
- 4. San Elizario will provide well trained and highly qualified teachers.**

PLEASE NOTE THE TIMELINE:

- The 2009-2010 Campus Improvement Plan (CIP) notebook will be used to address instructional goals. Meetings will be held to address formative reviews (see calendar) Departments will meet to make necessary amendments (additions, deletions, etc.) These changes will be submitted to Mr. Baca no later than September 11, 2009.
- The School Improvement Team (SIT) will review CIP assessments and will formulate proposed changes of the 2009-2010 goals.
- Any proposed changes will be returned for review by departments. After review, drafts will be returned to the SIT.
- The SIT will finalize goals for campus and district approval.

Maintaining Good Conduct

The following steps will help maintain good conduct and a safe environment for our students:

1. An atmosphere of directed activity is important to successful learning. The best way to insure proper conduct is to have well-planned activities in progress at all times.
2. All members of the staff share in the responsibility for student conduct. Do not hesitate to correct any misconduct you may witness inside or outside the building.
3. All teachers will be prompt in reporting to their classrooms. Teachers must stand by their classroom doors during transition periods and five minutes before class starts in the morning.
4. Teachers are not to leave the classroom unattended at any time for any reason. If it becomes necessary for the teacher to leave the room for an emergency, ask for help from the teacher next door.

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5. Only one student at a time should be allowed out of the class to visit the restroom. That student must have a hand-written pass stating name, date, time and destination. These passes are available in the blue forms cabinet in the office. **Students must present a school ID before they are given a pass to leave class.** All students have four minutes between classes. Only in emergencies should students be allowed to leave the class during instructional time.

All teachers are to use Assertive Discipline in their classrooms. The specifics of the plan are to be developed by each teacher based on the needs of the students and the course. The basic components of an Assertive Discipline plan are:

- 1. 3- 5 rules; these must be unambiguous with no room for interpretation.**
- 2. Consequences for breaking the rules. These must include contacting parents prior to students being sent to the administration for discipline, except for severe cases.**
- 3. Positive reinforcement to be used by the teacher.**

Students must be familiarized with the Assertive Discipline plans on the first day of school. Each teacher must submit a copy of their Assertive Discipline plan to their supervisor before the first day of school. Freshmen and Sophomore PLTs are encouraged to develop a common plan.

Students are to be sent to the office only when they are causing a disruption that is interfering with teaching or learning. For minor disruptions, teachers need to turn in completed referrals to the appropriate administrator who will call students in as soon as possible.

Please do not call for a security officer to escort a student to the office unless there is a reasonable suspicion that the student will cause harm to self, other students, or will fail to report as requested.

Administrators will assign any of a number of consequences that include:

- Lunch detention**
- After school detention**
- Period ISS**
- Full day ISS**
- Saturday detention**
- Suspension**
- Discipline Alternative Educational Placement (EXCELL)**
- Expulsion**

SB1 allows teachers to request that student be permanently removed for their class for discipline reasons. The final determination will be made by the school's Placement Review Committee (PRC) consisting of an administrator and two teachers selected by the campus. The PRC will take the following into consideration: paper trail documenting the teacher's attempt to correct the student's behavior, this should include parent contact, documentation of the offense,

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the teacher's written request to have the student removed from the class. The PRC may decide to leave the student in the same class or move the student to another class. For the 2009/10 school year, Gary Gardner and Michael Warfield will serve on the PRC. Veronika Hernandez will be their alternate.

Announcements

We have four minutes at the end of second period for announcements.

Please keep them short and to the point. Please require your students to listen to the daily announcements. All announcements should be sent via e-mail to the Student Activities Manager or placed in his/her mailbox in the office before 10 a.m. Announcements should be limited to student recognition and meetings. Please use posters to promote sales and events as much as possible.

Posters

We encourage all school groups to use posters to promote their events. Posters should be straight, neat, and contain no spelling or grammatical errors. They should never be stapled or glued to the walls. Please attach them to the cork strips provided for that purpose. Sloppy posters and those with errors will be removed by administration. And please remember to remove your posters when they are no longer relevant. Excessive tape is not allowed. This creates additional work for our custodians.

Staff and Student Dress Codes

It is district policy that all employees of the district dress in a manner which reflects their professionalism. Therefore, employees are expected to set a good example for the students in what they wear to work each day. Very casual attire is not appropriate. In addition, employees are not to wear jeans to work on days when students are present in the classrooms. An exception to this is on Fridays, when employees may wear nice jeans provided they are also wearing a school shirt [no t-shirts]. District administrative regulation does not recognize "Casual Fridays," but does endorse "School Spirit" Friday. Teachers are required to enforce the student dress code in their classrooms as follows:

Dress Code/Guides to Good Grooming. The dress and grooming standards of San Elizario High School are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Clothing, hairstyles, and accessories should not be disruptive, immodest or compromise student safety. Students will come to school looking clean, neat, and ready to learn. The district prohibits pictures, emblems, or writings on materials or clothing that are lewd, offensive, vulgar, immodest, or promote or refer to alcoholic beverages, drugs, or any other substance prohibited by law. The school also prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal operations. Shirts or other clothing items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation or other offensive items are specifically prohibited. No t-shirts are allowed at any time unless they are plain or school related.

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The following statements serve as guidelines so that there is no question of what is acceptable.

- “Sagging pants” are not allowed. Jeans, slacks, shorts, and all other pants must be worn at or about the waist at all times and held up by a belt—no cloth belts. Extremely long t shirts are not allowed. Pants must be worn at the waist. Undergarments should not be visible at any time.
- Inappropriate exercise clothing will not be allowed without an appropriate covering garment.
- Pants and other articles of clothing that are torn, ragged, frayed, or pants with holes are not permitted.
- Sunglasses, caps, hats, bandanas, and other headwear are not to be brought into the building.
- Hairstyles or unnatural hair colors, Mohawks, extremely spiked hair, that, in the judgment of the school administration, cause a disruption of the educational environment are not allowed.
- Clothing should be worn for the purpose for which it was designed. No undergarments or pajamas are to be worn as outerwear.
- Shoes must be worn; house shoes or slippers are not allowed.
- Earrings are permissible.
- Shorts must not have any chains or straps dangling anywhere on the garment.

Boys: Shirts with sleeves must be worn at all times.

Shorts that extend to or below the students’ fingertips when their arms are held to their sides are acceptable.

Girls: Plain, sleeveless or school-related tops with a minimum width of three-inch wide straps are acceptable. The shirt straps must be wide enough to cover undergarments.

See-through, bare midriff, halter type, shoulder bearing, or spaghetti strap blouses or any revealing clothing is not permitted. Shirt hems should extend well below the waist of pants/shorts/skirts whether in a sitting or standing position.

Dresses, skirts, and shorts must extend three inches below the student’s fingertips when their arms are held to their sides.

Students in violation of the student dress and grooming code will be expected to change to appropriate attire when violations are brought to their attention. Students will not be allowed to leave campus for the purpose of changing clothes. Students who fail to meet this requirement of compliance with the Dress and Grooming Code may spend the remainder of the day in In-School Suspension. Students who persistently violate the dress code may be held to a higher dress standard (to include a uniform to

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be paid by the parent or guardian). Students are expected to be in compliance with the dress code at any school-related event or activity; school officials have the authority to ask them to leave if they are inappropriately dressed.

E-Mail Service To save on paper and copier use, we will use campus e-mail exclusively. Please check your e-mail at least twice each day. The weekly bulletin and monthly calendars will be sent out via e-mail as well as pass lists and notices of meetings and or deadlines for activities. If you are having problems with e-mail, contact the technology help desk for assistance. You may call them at extension #3489 or send an e-mail to helpdesk@seisd.net. Be sure you notify an assistant principal if your e-mail is down at anytime. E-mail use is for school business only. Forwarded jokes, pictures, and other non-school related e-mail are not allowed. Blanket e-mails/district wide are not allowed without receiving approval from the principal.

Absences

It is important that you make every effort to be in class every day. Students learn best when you are there. However, we know there will be times when you can't be there, so in the event of an unforeseen absence, please call Yolie at 872-3939 ext. 3708 no later than 6:30 a.m. If you have been out, please call the school before 3 p.m. to let us know if you will be returning the next day. Substitutes will automatically be retained if you do not contact the school office before 3 p.m. If you know in advance that you will be out (say, for a doctor's appointment, etc.) please let Yolie know as soon as possible. That enables her to get the best substitute for your classes. For each day that you are out, you need to give Yolie an "Absence from Duty" form. Although leave days are provided by both the state and the district, please use them sparingly. If you will be absent due to school business, you will also need an "Absence from Duty" form. Please complete it, and have it signed by your administrator prior to the absence. The district deducts local days first, as long as you are sick. However, if you take a personal day, then a state day is used because local days can only be used for illness. The local days roll over from year to year, but you may only accumulate five local days. Do not forget: Update your substitute folder regularly. These are filed by the front office staff.

All paraprofessionals and non-classroom staff must also follow the above procedures. They must contact Yoli no later than 6:30 if they are to be absent.

Yoli will send out an email listing all employees who are absent. Please help keep an eye on classrooms covered by substitutes.

Duty Hours

Teachers are officially on duty from 8:00 am to 4:00 pm. A bell rings at 8:35 to allow students to go to class. Teachers need to be at their doors by 8:40 Please do not arrive at your room after 8:40, and do not open your room and then leave. If your room is open, you are responsible for whatever happens in that room.

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Teachers and classroom aides are required to attend all in-service meetings, faculty meetings and department meetings. Teachers are also required to attend ARDs and parent conferences.

The San Elizario High School schedule has a Professional Development period built in from 8:00 to 8:35. This time is to be used for Professional Learning Teams (PLTs) and departments to focus on instruction and other relevant issues.

All core area teachers will be assigned to a content area PLT with other teachers who teach the same course (or subsequent course if the subsequent course only has one teacher).

Content Area PLTs are to meet weekly to:

- 1. Develop short (one or two weeks), medium (six weeks), and long term (semester or yearlong) goals;**
- 2. Develop common assessments to measure the above goals;**
- 3. Review student performance on common assessments;**
- 4. Discuss instructional strategies.**

Plan – Implement – Assess – Plan – Implement – Assess – Plan – Implement – Assess

All freshmen, sophomore, and junior core area teachers will also be assigned to a Grade Level PLT that will meet every other week:

- 1. Discuss student performance on TAKS and other assessments;**
- 2. Develop strategies to provide cross-curricular assistance such as vocabulary development, and reinforcement of math skills;**
- 3. Develop strategies for common study skills such as note taking, problem solving, pre-writing (mapping);**
- 4. Discuss discipline issues; assist each other in disciplining students; hold parent conferences.**

Senior level core area teachers will be assigned to a Grade Level PLT that will meet every other week to address:

- 1. Accuplacer, ACT, SAT data and to develop strategies for addressing deficiencies;**
- 2. Support students in completing graduation requirements.**

Core area departments will meet monthly to:

- 1. Discuss administrative issues pertaining to department;**
- 2. Vertically align curriculum, especially for PreAP and AP courses.**

All non-core area departments will meet every other week (twice monthly) to:

- 1. Discuss administrative issues pertaining to department;**
- 2. Develop strategies for addressing TAKS objectives;**
- 3. Instructional issues pertaining to their particular discipline;**
- 4. Share ideas for lessons.**

Department chairs will submit a sign-in sheet, meeting agenda, and notes to the department supervisor after each department meeting. Each teacher will also have a

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preparation/conference period each day. It is expected that this time will be used to complete school-related work and activities such as preparing lessons and communicating with parents.

Department chairs will meet with the principal once a month during the staff development period. The date and place for department chair meetings is posted on the calendar. Department chairs will also be expected to serve on the School Improvement Team.

Paychecks

Paychecks will be issued on the last working day of each month. They can be picked up from Yolie or Patricia in the front office.

Substitute Folders

All teachers are required to maintain a Substitute Folder to enable a sub to conduct class in the event of your absence. The following materials must be included:

1. Procedures for attendance, seating charts, students who require additional attention, etc.
 2. Fire drill information and exit routes.
 3. Your class schedule and hall pass procedures.
 4. Lesson plans or assignments for up to three days work. Once this lesson is used, you will need to replace it.
 5. Other general information, such as attendance procedures
- Sub folders will be provided for you. They are to be completed and turned in to Yolie by August 24, 2009.
6. Substitutes are not allowed on district computers.

Attendance Procedures

Attendance records will be maintained on computer by the office. Please assist in this by following these procedures:

1. Report absences at the beginning of each class period. Attendance is to be taken by the teacher only (not by students.)
2. Students are allowed a maximum of ten class absences per year for UIL activities. These absences will be coded SA. Absences which are approved by the school but are not UIL related will be coded 9. (Refer to field trip procedures.)
3. Teachers are not to keep a student from attending another class and then send them late with a note.
4. Record all absences/tardies.
5. The attendance office staff will track single period absences daily, to help curtail "ditching."
6. The attendance verification sheet is to be filled out daily by each teacher to indicate that the information is correct. Verification sheets are to be signed in ink, with corrections made or not, and returned to the attendance office no later than 4:00 pm each day.

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7. When a student has been absent, he/she will appear on your attendance verification sheet. Any student marked unexcused must have an absence admit slip when he/she returns to class. Please ask for and sign this slip for students who have unexcused absences.

Release for School Activities

Students participating in on campus activities will be released no earlier than one hour prior to the start of the activity. For example, for a 4:00 o'clock game, students will not be released any earlier than 3:00 o'clock.

Students participating in OFF campus activities that require transportation by district buses will be release no earlier than two hours prior to the star of the activity. For example, for a 4:00 o'clock game, students will be released no earlier than 2:00 o'clock.

Field Trip Procedures

Field trips are funded through the campus budget:

1. Submit a Trip Request Form (found in the blue forms file) to the principal at least three weeks prior to the trip. Field trips must be scheduled only between the hours of 8:00 am and 2:30 pm to allow for regular bus runs.
2. A Teacher Permission Form (also found in the blue forms file) must be carried by each student to each of his/her classroom teachers to get permission for the student to miss each teacher's class to go on the field trip. No student will be allowed to go on a field trip if a teacher has declined permission on this form.
3. A School Activity List (in the blue forms file) must be submitted to Francisco Huizar **at least two days prior to the trip** to allow time to ensure that each student going on the trip has not lost credit in any classes. If any students are ineligible, the teacher will be informed. The list will then be given to the attendance clerks and they will code the students for the field trip. Teachers are encouraged to voice any concerns regarding students who are scheduled to participate in field trips.
**Make sure you notify the clerks if any students on the list fail to go on the trip for any reason.*
4. A Parent Permission Form (blue forms file) must be returned with parent signature before any student is allowed to leave the campus.
5. Teachers must arrange for those students in their class who don't attend the field trip.
6. Teachers are limited to one field trip per year. All field trips must be instructional in nature and tied to the TEKS for the course.
7. The cafeteria must be informed of and sign off on your trip, to allow the staff to address food preparation.

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Business Agent/Club Funds

Yolie and Student Activities Manager are the only persons authorized to accept deposits and write receipts. Turn in money to Student Activities Manager on a daily basis. **Do not keep funds in your classroom.** These rooms are not secure.

All money collected must be deposited daily. Student Activities Manager will accept all deposits from clubs and fundraisers. Gloria Aldaz will accept all payments for textbooks. Yolie will accept funds from Student Activities Manager, NJROTC, and Band. All school club expenditures must have prior written approval, from the principal. Please allow three days for checks to be prepared.

The school is under no obligation to pay bills or reimburse individuals for purchases that do not have prior approval from the principal. Anyone violating this rule must personally assume the obligation for payment. Supporting documents (receipts, invoices, statements, etc.) must accompany all expenditure. We ask that club and class sponsors observe the following rules:

1. Sponsors must be present at all club meetings. It is recommended that meetings be held before or after school. No meetings may be held during instructional time.
2. Before you begin any type of fundraiser, you must complete a Fundraising Request Form and get it approved by Student Activities Manager, Mr. Baca, and the district finance office. Fundraising projects will be approved on a first come/first-served basis. **Recaps forms are required, and failure to submit a recap form within two weeks will result in denial of future fundraiser requests.**
3. Before any money can be spent from a school account, you must have prior approval from the club president, sponsor, and Mr. Baca. Requests will not be approved if you do not have adequate funds in your account to cover the expenses. No reimbursements will be allowed unless prior written approval is secured.
4. Sponsors are responsible for all money generated from fundraising and ensuring that all funds are submitted within three calendar days after the fundraiser completion date. All coins should be rolled prior to deposit. Get a fundraising rules packet from Student Activities Manager if you are not familiar with campus policies.
5. Special events which incur expenses (dances, banquets, etc.) must have the principal's approval before booking the facility, and funds must be available in your account to cover the cost before the contract is signed.

The school will not be under any obligation, and individual sponsors will assume responsibility for payment.

Using School Facilities for Contests and Events

Contests and special events using school facilities which are sponsored by civic clubs, commercial firms, churches, government agencies or any individual or group of individuals who are not a part of the SEISD must be approved by campus administration and the Director for Support Services. Security and custodial services for such use will be billed to the sponsoring agency. School groups who use the building for events outside of the regular school hours are also obligated to pay the costs for security and custodial services required by the event. This includes (but is not limited to) use of the cafeteria, theatre, or gyms for events such as dances, tournaments and banquets.

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Those wishing to use the building should submit a Facilities Request Form at least three weeks prior to the event to Ms. Christy Jaksch. The event is not approved until you receive a signed copy of the request. **The building will remain closed on Sundays.** There is a notebook available in the front office where you must sign in so security will be notified if you need to enter the building on weekends or holidays.

After Duty Hours

In the event that you need to stay after regular hours or if you need to come in during the weekend you need to sign-in on the “After Duty Hours” log located in the front office.

Building Maintenance

It is extremely important that we all take pride in our building and instill in our students that same pride of ownership. We encourage attractive displays and bulletin boards. There are several trophy cases and bulletin boards available for you to display student work or to advertise events. If you wish to use one of these, just schedule it with Student Activities Manager. All clubs, classes or teachers who put up posters, displays or decorations are expected to remove them in a timely manner. Nothing should remain on the walls more than two weeks. Posters should be neat, cut squarely, and contain no spelling or grammatical errors. Please monitor all posters and fliers made by your students for correctness and appropriateness. Put staples only in the cork strips, not in the walls. When attaching items to the windows, use minimal tape and make sure you completely remove all the tape from the glass when you remove the poster. While using the Multi—Purpose Room (MPR, aka old library) and the workroom by the office, please help us keep it clean. It is common courtesy to always leave a place better than you found it. Put your trash in the trash cans and recyclables in the recycle bins. Please help our custodians maintain a clean and pleasant atmosphere on our campus. If there are any maintenance or repair needs, complete a Maintenance Request Form and submit it to Francisco Huizar.

Change of Address

Anytime you change your address or telephone number, please notify Yolie and the district personnel office in writing that you have made changes in your personal demographic information.

Copier/Scantron/Risograph

The Scantron is located in the Multi-Purpose Room (MPR). The risograph and copier are located in the front office and teacher workroom. A code is required to use the copier. Patty has the codes. Use the Risograph if you are making 25 or more copies of a single page. Use the copier if you need less than 25 copies. Do not send students to the MPR to run copies for you. If you need assistance operating any of the machines, call Patricia Silva or Yolie for help. If a machine needs maintenance, notify Patty immediately.

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Technology Use

All audio-visual and technology equipment must be checked out from the library. Once it is checked out it becomes the responsibility of the teacher. VCRs, COWs, Hoppers, and 16mm projectors must be returned to the library daily. Availability of equipment/technology use will be determined by department agreement. All equipment should be checked regularly to be sure that it functions properly. If it needs repair, be sure to notify the librarian.

Acceptable Use Policy

SEISD provides Internet access and e-mail for all faculty, staff and students. To obtain a password, all individuals must complete the User Agreement Form and submit it to the campus Technology Liaison, Ms. Jaksch. The Instructional Technologist at Central Office will then issue a personal password to the applicant. The Internet is an electronic highway connecting thousands of computers all over the world and millions of subscribers. You will have access to:

- E-mail to people all over the world
- World Wide Web (www) graphical interface to other sites using Internet Explorer; if you need access to a website that is blocked, you will need approval from Mr. Baca
- Gopher-access to documents and literature in a folder-type design from universities, government sites and many others. It is expected that anyone having an account with the SEISD 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. Do not use your SEISD access to advertise for profit or to campaign for political office.
 5. Do not use for Internet games.
 6. Do not use language which is abusive, profane, or sexually offensive.
 7. Understand that your SEISD e-mail is not guaranteed to be private.
 8. If you suspect a security problem on the Network, inform a campus administrator.
 9. Protect the secrecy of your password.
 10. Abide by Federal and State laws regarding electronic communication.
 11. Understand that failure to abide by any of these rules will result in the loss of your Internet privilege.

Copyright Laws

Please make sure you follow Copyright and Fair Use Laws when using motion media, text material, music, lyrics, music video, software and duplication of printed material.

Fixed Assets and Supplies

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Campus fixed assets are inventoried by classroom. Computers and furniture must not be removed from an assigned location without the proper form submitted to and approved by Ms. Jaksch. Report any new purchases for tag inventory. For classroom supplies, fill out a Request to Expend Funds or a Warehouse Request form and obtain your department chair's approval.

Then submit the form to Yolie or Patty. Supplies which are ordered from the warehouse by Wednesday will be delivered to the campus on the following Monday. All teachers are expected to sign a laptop agreement form prior to receiving their laptops.

Telephones/FAX

The phones in your classroom are provided to facilitate parent contacts. Instructional time should not be disrupted by personal calls. If you receive a call through the front office, it will not be transferred to your extension during class unless it is an emergency. If it is not urgent, a note will be placed in your mailbox. Because we are not allowing student use of cell phones on campus, it is important that teachers and staff also refrain from using cell phones during instructional time. That includes placing and/or receiving calls and/or text messages. Classroom phones are not for student use. They should be put away except during prep time, and used for making parent contacts. Any school-related long-distance calls which need to be made from school must have prior approval from your supervisor. The office FAX machine should be used for *school business only*.

Harassment

SEISD condemns and prohibits harassment of an individual on any basis prohibited by law, including race, color, creed, age, sex, religion, national origin, marital status, ancestry, citizenship, military status, or mental or physical disability. It is the policy of SEISD to maintain a working and learning environment that is free from sexual harassment. Harassment of any kind is deemed unacceptable conduct in the employment and educational environment and will not be tolerated. If you believe you have been harassed, report it to an administrator immediately.

Modifications

In serving Special Education, 504 and ESL students, certain modifications will be required. The special education teachers or the 504 Committee will send a list of recommended modifications to regular classroom teachers. Response to Intervention (RTI) will be in place before recommending students to special education.

It is the responsibility of each teacher to know if modification of instruction is needed to satisfy a student's IEP. Please feel free to ask for assistance in your lesson modification. When you are unable to attend an ARD meeting, be sure to send an academic/behavior report. Staff Development & Conference Periods Teachers are expected to meet with other teachers in their grade level, departments or other academic areas for collaboration in instruction and to share ideas.

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Requests for Pupil Information

If you receive a request for information about a student, please notify the office. Because of the **Privacy of Records Act**, we need to be very careful to whom we give information. While there is technical leeway in giving oral information, please do not fall into the trap of giving information to a separated spouse. 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 a signature on the release. Check with the office before you fill out these forms.

Custodial Services

All custodial services not provided as routine must be requested in writing and placed in the custodians' mailbox. Complaints must be handled in the same manner. Tools and cleaning equipment are not to be borrowed from the custodians' room. Report all incidences of vandalism or needed repairs immediately to an administrator.

Fire Prevention and Fire Drills

Fire drill maps are issued to all teachers. We will conduct monthly fire drills. Please familiarize your students with exit routes from your classroom. The fire drills may be obstructed or unobstructed. In the case of unobstructed fire drills, follow the routine exit. During an unobstructed drill, some hallways or doorways will be barricaded to simulate a fire. In this case, students will exit through an alternate route. ***Due to safety regulations, it is necessary that all teachers leave the window in their classroom door uncovered.*** We must have an unobstructed view into the classroom in case of emergency.

Fire Drill Signals:

Evacuate — continuous siren sound and fire signals flashing.

Return to Class — continuous beeping sounds

All exits and returns to the building should be conducted in an orderly and quiet manner. Upon exiting, the teacher should take the following steps:

1. Close and secure all windows.
2. Turn off air conditioners and all electricity.
3. Close all classroom doors, but leave them unlocked.
4. Take your grade book and pocketbook.
5. Exit in an orderly manner, and encourage students to walk as quickly as possible. Remain with your students at all times.
6. Once outside in the waiting area, check attendance to make sure you did not lose a student on the way out of the building. This accounting will be extremely important in the event of an actual fire.

A “Lock Down” may be necessary under certain circumstances. The administration will call for a “Lock Down” by using the intercom system or by announcing it verbally in the hallways:

- 1. Close and secure all doors and windows.**
- 2. Turn off all lights.**

*Updates will be made on a continual basis and will be sent to you via e-mail and or hard copy. It is your responsibility to check your e-mail and keep abreast of these changes.

- 3. Move students away from doors and windows and maintain silence.**
 - 4. Students who are out in the hallway are to be brought into the closest available classroom.**
 - 5. An announcement will be made to end the lock down.**
- The above “Lock Down” procedure will be drilled twice per year.**

Severe weather conditions (tornados, severe hail storms, severe winds) may require the implementation of a “Shelter in Place” situation. If this is called, please keep students in class away from exterior windows and doors. Depending on the condition, further instructions will be given through the PA system. If an evacuation of the campus is necessary, teachers are to escort their classes to a designated location to board school busses for transport to a designated location. Teachers need to bring an updated student roster with them to account for all students assigned to them during the period of evacuation.

Filing Grievances

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

Please refer to Legal and Local policies DGBA for information on procedures for filing a formal grievance if you are unable to resolve your problem.

Hall Passes

No student should be allowed to leave your classroom without a pass and a school ID. Students who must leave and do not have an ID are to be referred to the appropriate administrator via a Discipline Referral.

Passes are located in the blue forms cabinet and should be used for all destinations. Do not allow more than one student to leave class on a single pass. Do not issue any passes other than the universal pass. Make sure you have put the date, time, student name and destination on the pass before you sign it. Any student stopped by security or staff that is not carrying an appropriate pass will be escorted back to class.

No Smoking

SEHS is a smoke-free campus. Smoking is not allowed anywhere on the campus or within 1,000 feet of the campus. This also applies to smoke-free tobacco products.

On the Job Injuries

*Updates will be made on a continual basis and will be sent to you via e-mail and or hard copy. It is your responsibility to check your e-mail and keep abreast of these changes.

It is very important that you notify the school nurse immediately if a work-related injury occurs. Even small injuries such as paper cuts can become infected and require medical attention in the future. Employees returning to work from an injury must bring a doctor's release note to the personnel office. They will finalize the status of the release and allow the employee to return to work.

Jury Duty

Employees summoned for jury duty will be granted release time from their duties to perform jury duty service. When you are called for jury duty, give Yolie a copy of the summons and ask her to secure a sub for that day. Make sure you stay in contact with the school during the time of your service so Yolie knows when to release your sub. Upon return, submit a copy of the **Proof of Service** form to Yolie with your **Absence from Duty** form, indicating the dates and times services were rendered for jury duty. Employee salary and benefits will accrue without penalty during jury service. The employee may keep any reimbursement paid by the courts. You must return to work if you are released from Jury Duty in the a.m. If Jury Duty is scheduled in the p.m., you must report to work in the morning.

Keys

Keys will be issued by security. Under no circumstances are keys to be loaned to students. A replacement fee of \$5 will be charged if a key is lost. Additional fees will be charged if re-keying of the classroom and/or filing cabinets is made necessary because of the lost key. No exceptions will be made. It is illegal to have school keys duplicated. Only the maintenance department may make school keys.

Laminating and Printing Requests

The laminating machine will be operated by the print shop. Please have your department chair approve your request. The charges will be made to the appropriate department budget. Requests for t-shirts should be made at least three weeks prior to when you need the work completed. Submit requests in writing to Joe Olivas.

For printing requests, you must first get a quote from Mr. Olivas. You must then complete a "Print Request" form and a request to expend funds. Submit both of these forms to the front office for approval. The printing can be requested only after a purchase order is secured.

Leaving Early/Arriving Late

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 requesting permission to leave early or arrive late must request permission from their supervising administrator. In addition, teachers who need to leave the campus during their lunch period need to sign out in the front office.

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Campus Visitors

A visitor is defined as one who is not a member of the student body of San Elizario High School or an employee of the district. No student guests are allowed on campus without administrative permission. It is part of your duty not to be engaged in conversation with anyone 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. If a visitor really needs to see you, you will be called to the front office. Teachers' children and students' children or siblings should not be on campus during working hours as per district policy.

Elections

On any selection process where voting is involved, the ballots must be counted by more than one adult employee. Do not allow students to count ballots at any time. The ballots should then be stored for the remainder of the year in case there are any questions raised.

Professional Development

If you want to attend a conference or workshop, fill out a Request for Professional Development at least one month before the workshop. Attach all workshop information and registration forms. Yolie has a package of forms required for workshop. Ask her for the appropriate paperwork. Obtain approval from your department chair, supervisor, and the Principal. Yolie will submit the completed forms to central office for approval.

Preparing Purchase Orders

When purchasing instructional materials, fill out a Request to Expend Funds form (from the blue forms file). Obtain your department chair's approval and submit the form to the front office. Allow at least three days for principal's approval. Once approved by the principal, the purchase request will be submitted to central office which will generate a purchase order. Once the purchase order is received (in about a week), it will be mailed or faxed to the vendor, or you may be given the PO so you may go purchase the supplies. Purchases must reflect the support of campus and department goals. (CIP/DIP)

Any items purchased without the department chair's approval and without the Principal's approval will be the teacher's responsibility. **Do not purchase anything expecting reimbursement.** Get your purchase request approved before you buy. The District disapproves of reimbursements.

Please note: the reimbursement rule also applies to fundraisers and activity accounts. All purchases must be approved by administration in advance.

Traffic in the Building

*Updates will be made on a continual basis and will be sent to you via e-mail and or hard copy. It is your responsibility to check your e-mail and keep abreast of these changes.

Teachers are to stand by their doors during all transition periods. Your presence is a great help in preventing problems which might occur. It will also help speed up the flow of traffic and reduce tardies and loitering. You are responsible for monitoring the halls near your room, and asking students to be on their way to their classes.

School Nurse

Our school nurse will handle all health problems within the school. She is the only person who may excuse a student from school due to illness. In case of an accident, the injured person should not be moved until the nurse is contacted. In case the nurse is not on campus, notify an administrator about the accident. The nurse is on duty from 8:15 am to 4:15 pm.

Class Parties/In-Class Movies/Film Clips

No class parties or free periods are allowed. Showing movies, eating pizza and drinking sodas violate district, campus, and Texas Department of Agriculture policies. No movies are to be shown unless a video form has been filled out and approved by your supervisor. **(Writing it in your lessons plans does not constitute approval.)** There are times when it is appropriate and/or necessary to show only movie clips, but they must be directly related to the current curriculum and should include follow-up discussion. (Make sure you follow copyright and fair use policy.) It is important that you utilize all available instructional time. Video should be stopped every 10-15 minutes to address content relatedness.

Sign-in Sheets

Employee sign-in sheets are located in the front office on the table near the telephone. You need to sign in on a daily basis. This is a legal document used to prepare payroll. Accuracy is essential. Errors cause delays and/or errors in paycheck preparation. Do not sign in or out for other employees. **If you leave campus for any reason during the school day, you need to sign in and out with Yoli Urias** in the front office. Paraprofessionals are to use the time clock.

Dealing with Tardies

Each teacher must deal with tardies in a uniform manner. Therefore, all teachers are required to follow these guidelines:

You are to handle the first four tardies each semester in accordance with your **Assertive Discipline Plan**. Parent contact made no later than the second tardy. On the fourth tardy, and for each subsequent tardy within that semester, send a discipline referral to the appropriate administrator. Be sure to list the number of times the student has been tardy that semester and when the parent contact was made.

The office will take the following steps upon receipt of the referral.

- On the first referral, the office will assign lunch detention.

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- On the second referral, the school will have a parent conference
It is important that every teacher follow these procedures. Please do not use an alternate plan. Administration can not support a plan which deviates from the campus-wide policy.

Lunch Time/Cafeteria Food

Please remind your students that all food from the cafeteria or purchased at the snack bar must be eaten in the cafeteria. Food may not be taken outside, into the hall areas, or into any other area of the building. SEHS is a closed campus. This means students are not allowed to leave campus at any time during the school day. Teachers who want to eat food from the cafeteria or snack bar are allowed to take it to the Multi-Purpose Room (MPR, aka the old library) or back to their classrooms. If you wish to avoid waiting in line behind the students, call in your order to the snack bar (3972) before 11 a.m. and your lunch will be ready and waiting when you arrive.

SIT

The School Improvement Team is a group of paraprofessionals and teachers who meet once a month with the Principal to discuss any issue which is of concern to the employees of SEHS. Members are department heads. No subject is off limits; however, it is expected that the members will come not to complain but to offer constructive criticism and creative solutions to problems and/or concerns.

If you have a question or concern, talk to your SIT representative prior to the monthly meeting. Dates for meetings are on the school calendar.

The purpose/goal of the SIT is to improve the educational standards and overall atmosphere of San Elizario High School and to serve in an advisory capacity to the principal. Membership is made up of an administrator and a counselor, elected faculty and staff members, parents, and members of the community who are not parents of current SEHS students. Any interested faculty, staff, parent or community member may attend these meetings and/or place items on the agenda, but they must be related to the goals of the campus. Minutes will be taken and distributed to all faculty and staff via e-mail.

Principal's Student Advisory Committee

The Principals' Advisory Committee is a student committee to discuss any issue which is of concern to the students at SEHS. Representatives of this committee will meet for breakfast every month with the principal. Twelve students will be selected for this committee – three from each grade level. As with the SIT, no subject is off limits. Again, it is expected that the students will come to the meetings with a plan or solution in mind.

Textbooks

*Updates will be made on a continual basis and will be sent to you via e-mail and or hard copy. It is your responsibility to check your e-mail and keep abreast of these changes.

Ms. Jaksch and Gloria Aldaz are in charge of textbooks. All books are bar-coded and scanned with the student's ID card. If a barcode is removed from the book, there is no way to trace the textbook number. Please inform your students that if the barcode is removed from the book, they will have to pay for the book because they can not prove it is the book they were issued. During the first week of school, teachers should list in their grade books the book numbers (from the bar code inside the front cover of the textbook) for each student in the class. That listing of numbers will be used for periodic textbook checks.

Loss of Credit Redemption of Loss of Credit

Unless the Attendance Committee awards credit, a student shall not be given credit for a class if the student was not in attendance for 90% of the time the class was offered. Once a student has exceeded the number of absences allowed in compliance with the rule, the student will meet with an assistant principal or the Attendance Committee. At that time, a decision will be made regarding tutoring or another activity to make up for class time. The tutoring will be after school and in the subject area in which the student has lost credit. If the absences are unexcused, that factor will determine whether or not the student is allowed to attend tutoring. Students who lose academic credit in a class due to absences will be given a contract to regain the lost credit. All loss of credit contracts must be complete by the end of the semester following the semester in which the credit was lost.

Grade Changes/Eligibility

Incorrect grades must be changed within ten calendar days from the day report cards are issued. ***All grade changes must be approved by Mr. Frank Huizar.*** According to UIL guidelines, 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:

- School or state grading procedures were violated.
- A mechanical error was made either in averaging or recording the original grade.

Students may not submit make-up work or extra credit assignments after the end of the grading period to regain eligibility. If a student is missing work due to absences, district policy gives the student one day for each day out to complete the work. Therefore, except in extreme circumstances, all students should submit all work each six weeks within the grading period.

Graduation Requirements

In order to receive a diploma from the San Elizario Independent School District, a student must successfully complete the following:

- 2.5 years of electives
- 4 years of English
- 4 years of Social Studies
- 4 years of mathematics

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4 years of science
2 years of foreign language
1.5 years of physical education
1 year of computer technology
1/2 year of health
1/2 year of speech

For the classes of 2009 and 2010:

Freshman (9th) — 0 to 5 credits
Sophomores (10th) — 5.5 to 11.5 credits
Juniors (11th) — 12 to 17.5 credits
Seniors (12th) — 18 credits or more (24 needed to graduate)

For the class of 2011:

Freshmen (9th) – 0 to 5.5 credits
Sophomores (10th) – 6 to 12.5 credits
Juniors (11th) – 13 to 18.5 credits
Seniors (12th) – 19 credits or more (26 needed to graduate)

For the class of 2012:

Freshmen (9th) – 0 to 6 credits
Sophomores (10th) – 6.5 to 12.5 credits to include Algebra I & English I
Juniors (11th) – 13 to 19 credits
Seniors (12th) – 19 credits or more (26 needed to graduate)

In addition to meeting the credit requirements for graduation as established by the Texas Education Agency, students must also pass the Texas Assessment of Knowledge and Skills (TAKS) in the areas of reading, math, writing, social studies and science. ***Students who do not meet these requirements will not participate in graduation ceremonies.***

Students who meet the following requirements will be placed on the Honor Roll.
A Honor Roll - Grades of 95 or higher in all classes
A/B Honor Roll - Grades of 85 to 94 or higher in all classes
Incentives for students on the A or A/B Honor Roll and for students with perfect attendance will be awarded for the first five six weeks' grading periods.

Grades and Grade Reports

It is the responsibility of all professional staff to enhance the communication between home and school and to ensure that parents are informed of their children's progress. **The following procedures will be followed in reporting student progress to parents:**

*Updates will be made on a continual basis and will be sent to you via e-mail and or hard copy. It is your responsibility to check your e-mail and keep abreast of these changes.

- Grades for each reporting period shall be determined by a combination of daily grades, major exams and/or projects. A minimum of twelve (12) grades per grading period shall be required to measure a student's progress toward mastery of the TEKS.
- In averaging six weeks grades, the following weighting system should be used:
Daily Work should be representative of a variety of learning activities such as class work, homework, and quizzes. These grades, collectively, comprise 50% of the grade. Exams and projects comprise 30% of the six weeks grade. A major exam or project serving as the six weeks test is worth 20% of the final grade.
- A major exam/project shall be administered at the end of each grading period in each subject area on the dates designated on the campus calendar. DO NOT deviate from the exam schedule without specific permission from the principal.
- No student may be exempted from taking the major exam/project in any subject in which any other student is required to take an exam.
- A student must be enrolled at least 15 school days of the designated grading period to be eligible to receive a grade.
- Teachers are to submit a copy of their Six Weeks Exam with the answer keys to their supervisor no later than on the Monday of the week in which the tests are to be administered.
- No grade lower than a 50 may be posted on the report card during the first two grading periods of each semester.
- Student grades will be based only on mastery of TEKS. **Student grades may not be penalized for unsatisfactory conduct.** Such matters may be addressed through the conduct grade only.
- Teachers must be able to justify all grades given.
- At the end of the third and the sixth six weeks grading periods, there will be no six weeks exam. Instead, a comprehensive semester exam will be administered.
- Grades for the third and sixth six weeks will be 50% daily work and 50% exams and projects.
- The semester exam will count as 14% of the semester average.
- **Grade sheets must be turned in on time!** Failure to turn all grade sheets in on time compromises other procedures such as report cards, eligibility, credits, courses, etc. No incompletes should be given without permission from your supervisor.
- Regular report cards will be issued to special education students.
Resource classes will be marked with a capital "R." Grades in those classes are determined in terms of the student's ability and in accordance with the student's IEP.
- Progress reports will be sent home in the middle of each grading period. Teachers will receive Scantron forms for grades, and progress reports will be printed and distributed. Dates for progress reports are on the school calendar. It is important that you bubble correctly and carefully. Avoid erasures, as they confuse the system.
If you have questions or concerns about the grading system or report cards and progress reports, don't hesitate to discuss them with your department chair and/or any campus administrator.

Credit Averaging

*Updates will be made on a continual basis and will be sent to you via e-mail and or hard copy. It is your responsibility to check your e-mail and keep abreast of these changes.

In accordance with SEISD policy, students who fail the first semester of a year-long course may still be eligible to earn credit for the entire year. The average of the final semester grades in the fall and spring must achieve a 70 or better.

Grade Book Procedures

All teachers must use the district adopted electronic grade book. Because the grade book is a legal document, names, ID numbers, and final grades for each six weeks need to be recorded. Each grade book should include a key that denotes special sub-populations.

Each grade book should also have the following information:

1. Full legal names and ID numbers of the students in alphabetical order.
2. Indication if the student is resource (R), content mastery (CM), 504 or resource modified (RM). By each grade column there should be an indication of which modification, if any, was used for each resource modified student. Use the number of the modification as listed on the modification sheet provided by Special Ed.
3. Dates included within that grading period.
4. Absences and tardies.
5. Assignment page, test, or objective for each grade given.
6. A minimum of 10 daily grades and 2 test or project grades, as well as the six weeks exam grade, are required for each grading period. **All teachers should keep a back up copy of their grades, either on the computer or on hard copy, in case of the loss of the grade book.** Teachers should expect their grade books to be monitored each six weeks by administration.

Homework

The purpose of homework is to provide a drill which helps students practice the basic skills of a subject, to give students practice and extension of concepts already learned in class, to extend learning beyond the material that can be covered in class, to develop effective study methods, and to help the student prepare for classroom work. Ensure that the student understands the work/assignment to be done. Homework must be reviewed the following day to ensure student understanding. Homework should not, under any circumstances, be assigned as punishment. Plans of Intervention should be designed per teacher/ department to address individual student needs as related to academic progress. During your 8-8:35 am planning period, plan to discuss your instructional plans with other faculty members to appropriately schedule homework, tests, and major projects, so students do not get over-loaded at any point in time. Whenever possible, use teaching across the curriculum to enhance learning.

Instructional Labs

There will be three instructional support labs in operation during the 2009-2010 school year — the CEI Lab, Read 180, the Special Education Content Mastery Center (during six-week exams). The purpose of the centers is to assist students with instructional materials and academic assignments to lower student failure rates.

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Students in these labs have been hand-scheduled using a variety of data (TAKS, Lexile etc.)

Your students also have access to the computers in the library. Familiarize yourself with all resources available to you through our library.

Lesson Plans

C-Scope will be used to assist in designing lesson plans on a six-week template. **Lesson plans are due to the supervisor no later than noon on Monday of the week in which the plans are to be implemented. Content area PLTs are encouraged to submit a team lesson plan instead of individual plans.** Lesson plans will be monitored, so be sure to include TEKS, materials, evaluations, and special populations. Use your morning planning time to implement a holistic plan designed to inherently have teachers plan together and to have alignment between TEKS.

Teacher Evaluations

San Elizario High School uses the Professional Development Assessment Survey (PDAS) for teacher evaluations. PDAS requires one formal observation of at least 45 minutes. These will all be completed before the Thanksgiving break. In addition, walk-through visits will be conducted throughout the year. The district expectation is that walk-throughs be conducted on a weekly basis. Walk-throughs may be focus on instruction in general, or they can focus on specific objectives: i.e. student engagement; rigor, classroom management. Please refer to administrator duties for department assignments to determine the name of your evaluator.

Please note that the formal observation and the walk-throughs are designed for professional development – to improve instruction and learning. Administrators will be looking for a variety of things:

- **Student engagement with the curriculum; all students are actively participating in the lesson.**
- **Evidence of a well implemented Assertive Discipline plan; a plan is posted on the wall; all students are behaving and on task. Student time on task = 90 - 100%.**
- **Clarity of explanation - student understanding of the objective being addressed; the lesson objective is posted and students can verbalize what is being addressed.**
- **English usage/language development – is the academic interaction between the teacher and the students in English? Is there a focus on language development? Is there a word wall? Are vocabulary wall referenced during the lesson.**
- **Evidence of a basic lesson cycle; the lesson should flow smoothly (see below).**
- **The lesson is being taught at an appropriate level of rigor; see Blooms Taxonomy for a guide. Also utilize the cognitive demands listed on the TEKS.**

Basic Lesson Cycle – below is an example of a lesson cycle.

- **Sponge Activity/Administrative responsibilities**

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- Review of homework or previous lesson
- Introduction to the new lesson – state and write objective
- Guided practice
- Independent practice
- Assessment of learning

The above is only a basic guideline. It should be modified to meet the specific needs of the class and the objective being taught.

Blooms Taxonomy:

Lower Level

1. Knowledge- factual answers, recognition, testing recall
2. Comprehension – translation, interpretation, extrapolation

Middle Level

3. Application – to situations that are new, unfamiliar, or have a new slant
4. Analysis – breaking down into parts and forms and identifying motives or causes, making inferences, finding evidence to support generalizations

Higher Level

5. Synthesis – combing elements into a pattern not clearly there before
6. Evaluation – according to some set of criteria; judging the value of something

PDAS timelines:

- Teacher orientation must occur within the first three weeks – September 11.
- Teacher Self-Report I must be completed and submitted by September 11.
- No formal (45 minute) observations during the first three weeks – September 14 is first possible date.
- Formal observations must be completed by November 20 for all returning teachers.
- Formal observations for teachers new to the district must be completed by October 16.
- Walk-throughs are conducted throughout the year.
- Written documentation for walk-throughs and formal observations must be shared with teachers within ten days.
- Teacher response to any walk-through or formal observation documentation or Summative Annual Appraisal Report must be done within ten days.
- Teacher Self-Report II & III must be completed and submitted by April 30
- Summative Annual Report must be shared to teachers by May 14
- Summative Conference must be conducted by May 14

Progress Report Procedures

Progress reports are designed to provide a notice of progress to the parent or guardian of a student whose grade average in any class is lower than 70, or whose grade average is deemed borderline, or whose grades have dropped significantly. Progress reports will be printed for each student. Teachers need to turn in accurate averages for all students for

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these reports to be most valuable to students, parents and coaches. Progress reports will be issued at the end of the first three weeks of each grading period. This information will be made available to the sponsors and coaches of extracurricular activities in which the student participates. It is the responsibility of the sponsor and/or coach to check the failure list in George Almanzar's office. The progress report will state that the student has the remainder of the six weeks grading period to bring the grade up to 70 or above, and that the student will be suspended from extracurricular activities if the grade is not brought up to that point by the end of the six weeks grading period. Any student whose grade is lower than a 70 at any point in the grading period is required to attend after school tutorials.

Summer School – A+ Credit Recovery

An after-school and/or summer school program is provided for students who are not performing at grade level to assist those students in completing their credits and meeting their graduation requirements. Summer school and the A+ Credit Recovery Program (For students on a priority basis only) may be used for redemption of credit due to attendance or failure, or as an enrichment program. Students will be enrolled in classes deemed relevant to their current status.

Tutorials

SEHS provides tutorials in all the core-area classes. Students whose grades in a core subject fall below 70 at any time during a grading period are encouraged to attend after school tutorials. Because tutoring is recommended for students who are failing, students who do not attend the tutoring and/or fail to comply with the mandatory tutoring guidelines will be subject to disciplinary action. In addition to this recommended tutoring, many SEHS teachers choose to provide tutoring for their students who are not necessarily required to attend formal tutoring. It is expected that all students will take advantage of these opportunities to enhance their learning. A 3-part NCR tutorial form has been developed and will be used to send students to tutoring. The sending teacher is expected to notify both the student and the parent of the assignment to tutoring, and to let the tutor know the student has been assigned. In addition, the sending teacher must let the tutor know specifically what tutoring is requested. The tutor is expected to notify the sending teacher of the student's progress, or lack of it.

Make-up Work

Make-up work is assigned to provide students an opportunity to make up assignments missed because of absence. The student will also be given an opportunity to make up tests missed because of an absence. The teacher is responsible for making sure the following procedures are carried out. For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the course and the needs of the individual student in mastering the TEKS, or in meeting course requirements. All students will make up work regardless of whether the absence was excused or unexcused,

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and they will be allowed one day per day absent to complete the make-up work. The grade for make-up work after an unexcused absence shall be reduced by 10 points. The District shall not impose a grade penalty for make-up work after an absence because of suspension.

School Mail

Each employee has an assigned mailbox, located in the workroom by the offices. Items of importance will be distributed through your mailbox. Please check it on a daily basis and do not allow excess materials to accumulate. Do not send students to pick up your mail. Correspondence with other schools and departments within the district is sent via district mail. Envelopes are available from Yolie for that purpose. Items for distribution through district mail should be placed in the basket in the office provided for that purpose. If you wish to make a mail contact with parents to discuss a student's progress in your class, the school will gladly pay the postage for that parent contact.

Visitors

All visitors to SESHS must report to the front office and get a visitors pass if their visit is approved. All guest speakers must be approved by the school principal before being scheduled. No recruiters of any kind (military or proprietary schools) are to be invited to any classroom without approval from the principal before being scheduled.

Counselors

Counselors are available to assist students in the areas of academic, career and personal and social development. Counselors will develop a guidance curriculum that will be delivered through classroom presentations, small groups, and on an individual student basis.

Counselors will call for students using a special counselors' pass ONLY.

To send a student to the counselors office use a universal pass (the student must have a school ID).

Paula Hernandez

A – Garcia

Jesse Cobos

Gardea – Ortiz

Laura Harper

Ostos - Z

Administrative Duties

Antonio Baca- *Principal*

Administrative Work Schedule

Budget

Department Head Meetings

Discipline Appeals A - Z

*Updates will be made on a continual basis and will be sent to you via e-mail and or hard copy. It is your responsibility to check your e-mail and keep abreast of these changes.

Duty Schedule
EXCELL
Fund Raising
PLT meeting schedule/coordination
Parent Newsletters
PDAS
Student Advisory Council
Staff Development
Teacher and Student Incentives
Teacher Handbook
Appraisals
SEHS Administration
Math Department
All new teachers
Counselors
Social Worker, Student Activities Manager
Head Secretary
Office Clerks
Registrar

Francisco Huizar - *Asst. Principal*

Attendance / Court
AP and G/T
Cheerleaders
Parent/Teacher Nights
Discipline A-Garcia
At Risk A-Garcia
EXCELL
Grade Reporting
Duty
Time Clocks
Master Schedule
PDAS
Pre-registration including Middle School
Summer School
Tutoring
Appraisals
Social Studies Department
Foreign Language Department
Fine Arts
Speech
Librarian/Library Aides

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PRS

Attendance Clerk

Scheduling Clerk

Monitors

Adolfo Sanchez - *Asst. Principal*

TAKS Testing

Athletics / DEC Meetings / Athletic Eligibility

UIL Eligibility

At Risk Ostos - Z

Discipline Ostos - Z

Duty

Jerry Antwine Scholarship Golf Tournament

EXCELL

LPAC

PDAS

Registration

Security

Title III Budget

Appraisals

Science Department

ESL Department & Aide

PE / Health /Trainers

Security, Cafeteria Manager & staff

NJROTC

Nurse

Christy Jaksch - *Asst. Principal*

ARDs A – Z

504 A - Z

At-Risk Gardea - Ortiz

Discipline Gardea - Ortiz

RESPONSE TO INTERVENTION A-Z

EXCELL

Reading 180 Lab/CEI Lab

Duty

Facility Requests

Fixed Assets

Room Assignments

Textbooks

PDAS / PDAS Presentation

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Technology Committee / Technology Budget
Grounds/Custodians & Building Maintenance/Transportation

Appraisals

English Department / Journalism
Reading Department
Special Education Department
ISS Clerk
Textbook Clerk
Special Ed Clerk
Custodians
Transition/CM clerk

Julian Encina—Lead Counselor/CATE Coordinator

PDAS & walk-throughs for CATE

Duty: Supervision of all CATE functions to include Saturday supervision (Cosmetology; automotive, etc); assist in monitoring the CATE area during lunch and transition periods.

Assist with Registration

CATE budgets

Health Advisory Council

Crisis Intervention / Safety / Fire Drills

PGPs – supervise function

SAT/ACT/Accuplacer testing coordination & supervision to include Saturday supervision

College Day; plan and supervise

Scholarships; supervise and work with counselors

Secure CATE coursework (when appropriate) for students placed in EXCELL.

Appraisals

CATE

Adriana Chavez-Counselor's Clerk

Sylvia Ruvalcaba-CTE Aide

Bell Schedules

51 minute periods; 4 minute transitions; warning bell after two minutes

8:00 – 8:40 Staff Development/PLT
8:45 – 9:36 First Period
9:40 – 10:31 Second period (no bell at 10:31)
10:31 – 10:34 Pledge and announcements
10:38 – 11:29 Third Period
11:29 – 12:06 Lunch A
11:34 – 12:25 Four A Period
12:25 – 1:01 Lunch B
12:10 – 1:01 Four B Period

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1:05 – 1:56 Fifth Period
2:00 – 2:51 Sixth Period
2:55 – 3:46 Seventh period

Assembly Bell Schedule

8:00 – 8:40 Staff Development/PLT
8:45 – 9:25 First Period
9:29 – 10:09 Second Period
10:09 – 10:13 Pledge and Announcements
10:17 – 10:57 Third Period
11:01 – 11:41 Fourth Period – 4A
10:57 – 11:40 Lunch A
11:41 – 12:24 Lunch B
11:44 - 12:24 Fourth Period – 4B
12:28 – 1:08 Fifth Period
1:12 – 1:52 Sixth Period
1:56 - 2:36 Seventh Period
2:40 – 3:45 Assembly

Students who do not attend assembly will stay in 7th period from 1:56 through 3:45. Some classes may be consolidated to allow teachers to assist with assembly.

SEE FINAL EXAM BELL SCHEDULES BELOW

Final Semester Exams – December-Pending Mock Test

Wednesday – December 16

8:45 – 9:23 1st period
9:27 – 10:05 2nd period
10:09 – 10:47 3rd period
10:47 – 11:17 A lunch
10:51 – 11:29 4th period for B lunch
11:29 – 11:59 B Lunch
11:17 – 11:55 4th period for A lunch
11:59 – 12:36 5st period
12:40 – 2:10 6th period exams
2:15 – 3:45 7th period exams

Thursday – December 17

8:45 – 10:45 1st period exams
10:50 – 12:50 4th period exams for B lunch
10:50 – 11:40 1st lunch
11:40 – 1:40 4th period exam for a A lunch
1:45 – 3:45 5th period exams

Friday – December 18, Early Release

8:45 – 10:15 2nd period exams

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10:20 – 11:40 3rd period exams

Final Exams – End of Year

Wednesday (June 2) – 7th period tests

8:45 – 9:25 1st

9:30 – 10:10 2nd

10:15 – 10:55 3rd

10:55 – 11:30 1st Lunch

11:00 – 11:40 4th for 2nd lunch

11:30 – 12:10 4th for 1st lunch

11:40 12:10 2ND lunch

12:15 – 1:05 5th

1:10 – 1:50 6th

1:55 – 3:45 7th test

Thursday (June 3) – periods 1st, 3rd, & 5th

8:45 – 10:45 1st period test

10:50 – 12:50 3rd period test for 2nd lunch period students

10:50 – 11:40 1st Lunch

11:40 – 1:40 3rd period test for 1st lunch period students

1:45 – 3:45 5th period test

Friday (June 4) – periods 2nd, 4th, and 6th

8:45 – 10:45 2nd period test

10:50 – 12:50 4th period test for 2nd lunch period students

10:50 – 11:40 1st Lunch

11:40 – 1:40 4th period test for 1st lunch period students

1:45 – 3:45 6th period test

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