

San Elizario High School

A College and Career Readiness Institution



CORE VALUES:

Respect, Responsibility, Safety

Student/Parent Handbook 2020 - 2021

Parent Access (http://www.seisd.net/parents_resources)

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San Elizario High School

13981 Socorro Road
P.O. Box 920
San Elizario, TX 79849

Phone (915) 872-3970
Fax (915) 872-3971
Web site <http://ww.seisd.net/sehs>

Vision Statement

San Elizario High School will prepare students to enter a four-year university or college of their choice by becoming a cutting-edge learning institution focused on advanced academics and college readiness.

San Elizario High School Mission Statement

To motivate students to “believe” in themselves and instill the “confidence” necessary, in them, to reach their post-secondary goals.

San Elizario High School Directory

Main Office: 872-3970

ADMINISTRATION

Principal	April Marioni	3701
Assistant Principal	Brenda Pallares (Pam-Z)	3778
Assistant Principal:	Jaime Parra (A-Garcia)	3702
Assistant Principal:	Martha Tenorio (Gar/Amaya – Pal)	3703
Campus Secretary:	Alfredo Cardona	3709

COUNSELORS

Counselor	Nora Almanzar (Gar/Amaya – Pal)	3778
Counselor	Paula Hernandez (A-Garcia)	3779
Counselor	Patricia Villarreal (Pam-Z)	3780
Counseling Clerk	George Almanzar	3846

SCHOOL SUPPORT

Student Activities	Jasmine Lozano	3783
Librarian	Belinda Muñoz	3742
Attendance	Ruth Prieto	3796
Registrar	Pat Payan	3738
Nurse	Jose Casas	3973
Nurse's Aide	Deborah Salas	3973
At-Risk Teacher	Maria Crews	3748
Bookroom	Gloria Aldaz	3787
Cafeteria Manager	Maggie Paz	3972
Head Custodian	Luis Hernandez	3812
SRO	Deputy Placencia	3731

ACADEMIC SUPPORT

Instructional Specialist: English/Social Studies	Erika Morales	3711
Instructional Specialist: Math/Science	Andres Pena	3711

*****It is the student's and parent's responsibility to know and be familiar with the information in this student handbook.*****



San Elizario ISD 2020-2021 District Calendar

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	*22	*23	*24	*25	*26	27
28						

March 2021						
S	M	T	W	T	F	S
						6
7	*8	*9	*10	*11	*12	13
14	15	16	17	18	19	20
21	*22	*23	*24	*25	*26	27
28	*29	*30	*31			

April 2021						
S	M	T	W	T	F	S
				(A*)	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2020

- July 21-22 New Teacher Orientation
- July 23 Professional Development Day
- July 24 Teacher Workday
- July 27-30 Professional Development Days
- July 30 Annual District Convocation
- July 31 Teacher Workday

August 2020

- Aug 3 First Day of School

September 2020

- Sept 7 Holiday--Labor Day
- Sept 15 GEMS--Parent/Teacher Conferences
- Sept 17 SEHS--Parent/Teacher Conferences

October 2020

- Oct 2 End of 1st 9 weeks
- Oct 5-16 Fall Intercession
- Oct 19 Professional Development Day
- Oct 20 Beginning of 2nd 9 weeks
- Oct 27 Alarcon/Sorrego--Parent/Teacher Conferences
- Oct 29 Loya/Sambrano--Parent/Teacher Conferences
- Oct 30 Smart Snack Exemption Day

November 2020

- Nov 11 Holiday--Veteran's Day
- Nov 23-27 Holiday--Thanksgiving

December 2020

- Dec 18 End of 2nd 9 weeks
- Dec 18 Smart Snack Exemption Day
- Dec 18 Early Release Students/Staff
- Dec 21-31 Winter Holidays

January 2021

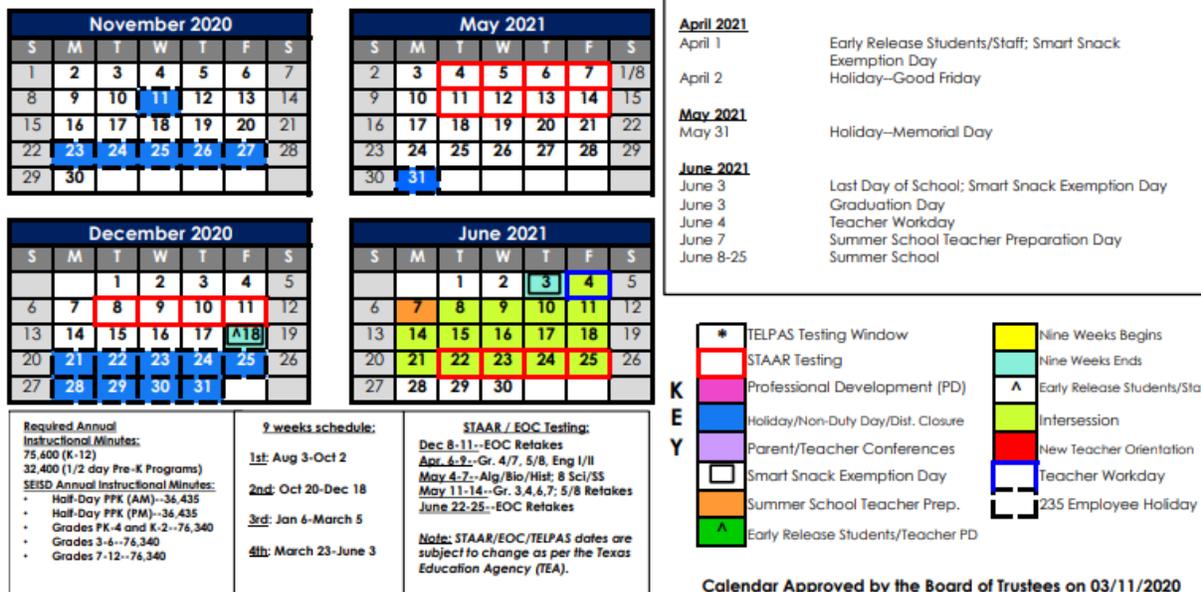
- Jan 1 Winter Holidays, Continued
- Jan 4 Professional Development Day
- Jan 5 Teacher Workday
- Jan 6 Students Return; Beginning of 3rd 9 weeks
- Jan 18 Holiday--Martin Luther King Day

February 2021

- Feb 12 Smart Snack Exemption Day
- Feb 17 Early Release Day; Professional Development
- Feb 23 GEMS--Parent/Teacher Conferences
- Feb 25 SEHS--Parent/Teacher Conferences

March 2021

- March 5 End of 3rd 9 weeks
- March 8-19 Spring Intercession
- March 22 Professional Development Day
- March 23 Beginning of 4th 9 weeks
- March 25 Alarcon/Sorrego--Parent/Teacher Conferences
- March 30 Loya/Sambrano--Parent/Teacher Conferences



Important Dates 2020 - 2021

AUGUST 2020

August 3, 2020

First Day of School

SEPTEMBER 2020

September 7
September 17

Labor Day: Holiday
Fall/Parent Teacher Conference

OCTOBER 2020

October 2
October 5-16
October 20

END OF 1ST 9 WEEKS
Fall Intercession
Beginning of 2nd 9 Weeks

NOVEMBER 2020

November 11
November 23 - 27

Veteran's Day (No School)
Thanksgiving Break

DECEMBER 2020

December 8 - 11
December 18
December 21 - 31

EOC Retesting
1ST SEMESTER ENDS/ Early Release (½ day)
Holiday Winter Break

JANUARY 2021

January 1-5
January 6
January 18

Holiday Break
2nd Semester Begins
Martin Luther King Holiday

FEBRUARY 2021

February 17
February 25

Early Release (½ Day)
Spring Parent/Teacher Conference

MARCH 2021

March 5
March 8 - 19
March 23

APRIL 2021

April 1
April 2
April 6-9

MAY 2021

May 4-14
May 3-13
May 31

JUNE 2021

June 3

END OF 3RD 9 WEEKS

Spring Break
Beginning of 4th 9 Weeks

Early Release (½ Day)

Holiday-Good Friday

English EOC Tests

Algebra, Biology and US History EOC Tests

AP Testing
Memorial Day Holiday

CLASS OF 2021 GRADUATION

Last Day of School



San Elizario High School



BELL SCHEDULE
SPRING 2021

A LUNCH

- 1st Period 08:45-09:38
- 2nd Period 09:41-10:29
- 3rd Period 10:32-11:20
- 4th Period 11:23-12:11
- A Lunch 12:11-12:41**
- 5th Period 12:44-1:32
- 6th Period 01:35-02:23
- 7th Period 02:26-03:14
- 8th Period 03:17-04:05

B LUNCH

- 1st Period 08:45-09:38
- 2nd Period 09:41-10:29
- 3rd Period 10:32-11:20
- 4th Period 11:23-12:11
- 5th Period 12:14-1:02
- B Lunch 1:02-1:32**
- 6th Period 01:35-02:23
- 7th Period 02:26-03:14
- 8th Period 03:17-04:05

Revised 01/04/21

#SanEliNation

#SanEliStrong

Student Last Name	Counselor	Assistant Principal
A-Garcia	Mrs. Paula Hernandez phernandez@seisd.net	Mr. Parra
Garcia Am – Pal	Mrs. Nora Almanzar nalmanzar@seisd.net	Mrs. Tenorio
Pam-Z	Mrs. Pat Villarreal pvillarreal@seisd.net	Mrs. Pallares

8:50AM 1st PD Tardy Bell
Teacher Day: 8:10AM to 4:10PM

INTRODUCTION

This handbook represents the best effort of making sure that all students are afforded the best opportunities to learn in the high school environment. Rules and regulations outlined herein are offered as a means of obtaining the best for, not only students, but parents, teachers, and administrators alike.

All policies, regulations, definitions, and procedures comply with the laws of the State of Texas. Students, you will be held accountable for adhering to the rules stated herein. Though an attempt has been made to make this handbook as comprehensive as possible, no handbook could cover every situation that will be encountered at the high school. The staff and administration will make every effort to apply the disciplinary code in an equitable and consistent manner. The final determination of any issue will be made at the discretion of the administration.

Both parents and students should become familiar with the San Elizario ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. The document may be found posted on the SEISD website www.seisd.net.

RESPONSIBILITIES OF SAN ELIZARIO HIGH SCHOOL STUDENTS

Students are expected to be aware of and accept individual responsibilities in the following areas:

- Respect the inherent human dignity, worth, and rights of every other individual.
- Attend school daily and be prepared and on time to all classes.
- Become actively involved in one's education in preparation for adult life.
- Express opinions and ideas in a respectful manner so as not to offend or slander others.
- Dress so as not to interrupt or interfere with the educational process.
- Be aware of and follow all rules and regulations regarding student behavior and conduct.
- Study diligently and strive for the best possible level of academic achievement.
- Assist in the maintenance and improvement of the school environment by preserving school property and exercising the utmost care while using school facilities.

COMMON CLASSROOM EXPECTATIONS

- Comply with all rules stated in the code of conduct
- Demonstrate respect continually in classrooms and hallways. Use appropriate language. Profanity, harassment, and or insulting remarks are unacceptable.
- Always carry a school ID and show it to any staff member upon request.
- Be on time and inside the classroom by the time the bell rings.
- Bring your classroom materials to every class.
- Have a hall pass when in the hallway during class time.
- Food and drink items are to be consumed in the cafeteria. Food and drink items are prohibited in hallways.
- Clothing/grooming that is deemed unsafe or disruptive for the classroom or school environment, including but not limited to hats/hoodies/chains/ear buds/earphones, etc., may not be worn in the building from 8:00 a.m. to 4:35 p.m.
- Make up work for all absences.

I. CONDUCT/BEHAVIOR/POLICIES

ATTENDANCE

Texas Education Agency Attendance Policy:

State law requires that a student between the ages of six and 19 years of age attend school. *“Every child in the state who has not completed the academic year in which his 19th birthday occurred shall be required to attend the public school in the district of his residence or in some other district to which he may be transferred as provided or authorized by law. A student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered.”*

Documents / Written Absence Notes

- All absences require a documented note from a doctor, a court, a funeral home, or a parent-written note to be considered excused.
- All absences of three (3) consecutive days or more due to illness or hospitalization must be certified by a doctor’s note.
- Only five (5) written notes from parents will be allowed for the school year.
- All notes must be submitted within **TWO** days
- The parent/guardian/student is responsible for turning in the notes at the attendance office immediately upon student’s return to school.
- The note must include the student’s full name, I.D. number, date(s) and period(s) of absence, reason for absence, parent signature, and a contact phone number where the parent can be reached for verification. Receipts, appointment cards, and or prescriptions are NOT acceptable.
- Undocumented (unexcused) absences count when a decision is being made to file on a student who is in noncompliance (nine or more unexcused absences) with Texas State Law.

Denial of Credit Due to Absences

The Texas Education Code 25.0092 requires all students to be in attendance 90% of the time each semester in order to receive credit in a class.

- Any student who is absent (excused or unexcused) more than 10% of the class days, for anything other than a school related absence, will automatically lose their credit. A student who has been denied credit **MIGHT** be able to make-up the time missed and regain the credit that was denied by completing an administrator plan.
- If a student missed more than 25% of the semester, he/she must go before a committee to defend his/her absences.

School Related Absences/Extra-Curricular Activities Absences

1. Students are encouraged to participate in school-sanctioned extra-curricular activities. Occasionally these activities require that students be absent from class. These absences are considered excused (school-related) and do not require any additional documentation from the student or parent.
2. Students who are absent from school for a full day will not be allowed to participate in any school-related activities on the day or evening of the absence.

3. Students who are absent for school-related activities are responsible to make-up their work within 1 day upon returning.
4. **Students who acquire 3 or more unexcused absences will be placed on the excessive absence list and not allowed to be removed from the instructional setting to participate in extracurricular activities (i.e. travel for athletic activities, clubs/organizations etc.)**
 →Students on the excessive absence list will be required to meet with their respective assistant principal and develop a plan in order to be allowed to travel with teams/organizations/clubs during the school day.

Make-up Work

It is the responsibility of a student to request to make-up work for absences and when students are going to be gone for school-sponsored activities. Please call the main number to request work when a student is out more than **three** days. It takes at least 24 hours to collect work from faculty. *Students will receive a zero for any missed assignments or tests not made up within the allotted time, unexcused absences or for truancy.* Students have two days for each day absent to complete make up work.

The deadline to make-up time for the fall semester is January 8, 2021. The deadline to make-up time for the spring semester is May 28th, 2021 (End of summer testing).

Attendance Warning Letters

SEHS mails warning letters when a student has **three (3) unexcused absences**. The warning letter includes the 90% attendance requirement. A parent **MUST** contact the attendance office immediately upon receiving this letter.

County Court Truancy

If a student continues to be absent, the parent and the student will be referred to the County Court and be placed under court order to attend school. Failure to comply with the court order can result in one or more of the following: a \$100 to \$500 fine for absences, court costs, incarceration of the parent(s), and placement of the student in an adjudicated alternative educational program.

How can students get a Verification of Enrollment and Attendance (VOE) form? (For Driver’s License Purposes)

Have good attendance! State law requires an attendance policy of 90% for the previous semester in all classes to receive driver's license certification permit. Students with excessive unexcused absences in even one class will NOT receive a VOE form. To obtain the form, please see the attendance administrator at least 3 days before it is needed. Eligibility for VOE form applies: (1) the school awarded a student credit for each class the semester prior to application for the VOE form, and (2) the school considers the student currently enrolled at the time the student applied for the VOE form, then the student should be considered eligible for the VOE form pursuant to the 90 percent rule (unless a published policy states otherwise).

How can a parent and/or guardian monitor their student’s attendance?

Parent Access (http://www.seisd.net/parents_resources) allows you to have secure access to your student’s information. Student information includes, but is not limited to attendance and grades. The automatic system will also call you daily to report any unexcused absence.

BEFORE/AFTER SCHOOL

Before School: Students are not allowed in the main part of the building until the bell rings (8:50 AM). Students should remain in the cafeteria during breakfast.

During School: Do not go into unsupervised classrooms, the theatre, dressing rooms, the parking lot, the rebote court, etc. Do not go into the halls during lunch—remain in the cafeteria.

After School: Students are NOT allowed in the main part of the building. If you do not have tutorials or practice, you must board the bus at 4:00 PM, bus and leave the campus immediately.

BULLYING

SEHS is committed to providing a safe and nurturing educational environment for all its students. The District recognizes that bullying disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. This policy prohibits bullying regardless of the subject matter or motivation for such impermissible behavior. Bullying toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited.

Bullying can be written, physical, verbal, and/or psychological abuse, includes hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

This policy applies to all "at school" activities in the District, as defined by this policy, including but not limited to; all activities on school property, in a school vehicle, and any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events. Misconduct occurring outside of school may also be disciplined if it constitutes bullying as defined in the San Elizario ISD student code of conduct located at www.seisd.net

CYBERBULLYING

Cyberbullying is using technological means to intimidate, spread rumors/slander, harass, threaten, or otherwise use digital media to abuse someone mentally, emotionally, or verbally. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. The penalties for cyberbullying can include civil penalties, such as school suspension/expulsion to jail time for criminal misdemeanors and even felonies.

BUS BEHAVIOR

Bus transportation is a privilege and if a student violates this privilege, he/she may lose their privilege to ride the bus; thus, the burden of transportation to and from school will rest on the parent. To ensure each student's safety, normal school policy for code of conduct extends to and from school. Students should be at the designated bus stop 10 minutes prior to the scheduled arrival time.

The bus driver has the authority to limit the riding privileges of any student who does not follow the rules. Bus rules are posted on each bus and are available from the driver. Any questions pertaining to school transportation should be directed to the Director of Transportation.

The district may recover damages against the parent for any willful or malicious damage caused by a student. These damages include, but are not limited to, cutting or defacing cushions, breaking windows, etc. Students must board the bus at 4:10 PM, if they do not have practice or tutorials. Parents will be notified when students do not comply with transportation rules and regulations by the transportation department or campus administrators.

CAFETERIA REGULATIONS

CLEAN UP AFTER YOURSELF! Students are not allowed in the cafeteria except before school, during their regular lunch/dinner period. It is common courtesy to clean up after you have eaten. The custodians are not responsible for cleaning up after students. Trashcans are provided. Students may be asked to stay and clean up if they are caught leaving litter on the table.

- Students must stay in the cafeteria or courtyard the entire period.
- Shouting and rough or inappropriate horseplay of any type will not be allowed.
- Since our campus is a 100% FREE lunch campus, you may not bring in any outside food into the cafeteria. If you bring your lunch, from home, you must eat it outside the cafeteria.
- Groups or individuals may not sell any food items from 7:00 AM to 4:40 PM. If you caught selling or bringing in outside food items, you may be fined up to \$25,000.

CLASS PHONES/MESSAGES

How do students and parents use telephones or receive messages?

Telephones in classes and offices are for staff use only. Calls should not be made during class except in cases of emergency. Parents need to call the front office to attain parent conferences and they should not call the class directly, since they will disrupt the class. Students will not be given messages or called to the telephone except in cases of extreme emergency ONLY.

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CLOSED CAMPUS

San Elizario High School is a **CLOSED** campus. **No student will be allowed to leave the campus at any time during the school day (8:50am – 4:00pm).** If student needs to leave campus, parents/guardians must sign them out in the front office. Parents/guardians must have proper identification and be listed on the release form to have permission to take student from campus.

COMMUNICATION AND ELECTRONIC DEVICES

The use of cell phones and electronic devices are not allowed **during instruction time or during transition.** Students should not have their ear buds/headphones visible during class or transition. Phones may be used before school starts (8:50 a.m.), during lunch or after school. Electronic devices must be turned **OFF** and **NOT VISIBLE.** Phones, cameras, IPADs, IPOD's, PSP's and other such personal electronic equipment is encouraged by administration not be brought to school or used during school hours. Students who carry cell phones and other such equipment for after school activities will be required to have them in their turned off until the school day ends.

Students will have disciplinary consequences assigned if using electronic devices for:

- Bullying, harassing, distracting other students or disrupting the class.
- Cheating.
- Taking inappropriate pictures of themselves or others. Sharing inappropriate pictures with others or by any means of social media.
- Use in crime.

Process for electronic device retrieval:

1. Phones may only be picked up **BEFORE or AFTER SCHOOL at the front office** (Before 8:50 AM & After 4:00 PM).
2. Please bring exact cash (\$15.00) **ONLY** to the high school secretary to receive a payment receipt.

Students will be charged \$15 fee for violating the cell phone use policy regardless if they refuse to turn in cell phone and they will be placed on the delinquency report until the \$15 fee is paid. Repeated electronic devices confiscation will result in further and appropriate disciplinary action by campus administrator. **SEHS/SEISD will not be responsible for lost/stolen electronic devices; no instructional or campus administrator time will be utilized to locate these items. Teachers or any authorized adult on campus will not take care of electronic devices during instructional time or during exams.** Electronic devices not picked up by June 15 will be donated to charity.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

The below infractions will not be tolerated and students will be prosecuted to the extent of the law.

1. **False Fire Alarm** - Causing the evacuation of school by activating the fire alarm without justifiable cause.
2. **Vandalism** - Intentional destruction of school or personal property such as writing on building walls, breaking windows, or driving on the school lawn.
3. **Mischiefous Behavior** - Unintentional destruction of school or personal property resulting from mischievous behavior.
4. **Tampering with Fire Extinguishers:** Removing, discharging, or damaging fire extinguishers.

DISRESPECT AND/OR DISREGARD OF DIRECTIONS OF SCHOOL PERSONNEL

Faculty and staff are here to provide an education to the students and should be treated with respect. The infractions below will result in disciplinary action:

1. Failure to obey lawful instructions of school district personnel.
2. Refusal to identify self upon request to proper school authorities on school property or at school sponsored events.
3. Any verbal or written disrespect, obscene gestures, or language with penalty increased for additional violations.
4. Interference with School Authorities - Interfering with administrators, teachers, or other school personnel by force or defiance.
5. Intimidation of School Authorities - Interference with administrators, teachers, or other school personnel by intimidation with threat of force or violence.
6. Unauthorized entering or attempting to enter school property or refusal to leave when ordered.

DISRUPTION OF SCHOOL

The infractions below will result in disciplinary action:

1. Profanity, loitering, running, loud talking, public display of affection, and/or boisterous behavior are prohibited in the hallways.
2. Disrupting the classroom learning environment that does not allow teacher to teach and other students to learn.
3. The purpose of assemblies, rallies, and school events is to acknowledge, demonstrate, and promote school spirit and student participation. Students must conduct themselves in a mature, socially acceptable manner demonstrating respect for all participants. Disrespect for any participant NOT be tolerated.

DELIVERIES

Balloons, flowers, food (including birthday cakes), etc. will **NOT** be delivered to students because they are disruptive and against the nutritional laws. Do not send items to school for delivery. Balloons are **never** allowed on campus. Students who bring balloons will be expected to leave them in the office until the end of the day. Cakes and birthday celebrations are not permitted at school including lunch times.

DRESS CODE POLICY

The dress 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. 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.

Masks

A student must have a mask at school. Students will wear them on the bus, prior to entering a building, during transitions, directed by staff members. Face shields may be worn with a mask, but face shields are NOT a substitute for a mask. Masks can be any color or print, but must be school-appropriate, non-offensive, not considered derogatory or otherwise disrespectful. Face coverings shall not contain any offensive words or graphics. This includes, but is not limited to, words or graphics that promote violence, drugs, alcohol, sex, or other offensive or objectionable behavior or could be disruptive to the school or school facility. Masks must also: cover the nose and mouth to maintain effectiveness; be secured to minimize the need to adjust frequently; and be made of a solid cloth material or other suitable solid material. Masks do not need to be medical grade. Commercially produced or home-made face coverings are acceptable for compliance. It may not be made of lace, mesh, or other largely porous material or be designed in a way that defeats the purpose of wearing a mask (which is to limit a person's moist breath from reaching others and to stop the other's moist breath from reaching the wearer, thus serving as a barrier to COVID19 spread). Administration shall have final authority to determine the suitability of any face covering. *

*Please note that students who refuse to wear a mask may be administratively reassigned to the asynchronous (remote) instructional setting after meeting with the parents.

STUDENTS ARE REQUIRED TO FOLLOW THE DRESS CODE AT ALL TIMES WHEN ON CAMPUS

BOYS AND GIRLS

- The District prohibits pictures, emblems, or writings on clothing that, determined by the administration:
 - Are lewd, offensive, vulgar, immodest, or obscene. Displays advertising that promotes or refers to alcoholic beverages, drugs or any other substance prohibited by the law, this is to include the use of electronic cigarettes or vapor devices that simulate or resemble smoking.
 - Students may not wear inappropriate clothing. Examples: biker shorts, spandex, tank tops, halter tops, backless apparel, see-through apparel, off the shoulder dresses or blouses, one shoulder shirts, tube tops or midriff tops. There should be NO SKIN revealed between the shirt and top of pants or skirts
- Tears on pants that are excessive and show skin or underwear are not allowed.
- No unusual haircuts/styles (i.e.: Mohawks, excessively spiked hair, etc). No hair of an unnatural color is allowed, such as but not limited to pink, blue, green, white, etc.

- No jewelry with spikes, hardware, gauges or temporary materials may be worn on visible body piercing/tongue piercing. **FACIAL PIERCINGS ARE PROHIBITED!**
- Pajamas and slippers are prohibited on campus. Students are not allowed to bring blankets to be used as jackets.
- Headgear, including beanies, caps, hats, sweatbands, hoodies, and bandanas are prohibited. These will be confiscated and turned into administration if the student refuses to remove the item and will have to be picked up by a parent or guardian before or after school.
- Tanks tops must have at least a 3 inch shoulder strap.
- Shoes must be worn and not present a safety or health hazard. Steel toe boots/shoes, Heeley shoes are prohibited. Closed shoes are highly recommended.
- Students are not allowed to wear any out of the ordinary attire (e.g. bandanas, spikes, gloves or dental grills).
- Sunglasses are prohibited from being worn while in any building on campus.
- Students are prohibited from wearing any form of dress or accessories identifying them with a gang or unit. Students cannot wear shirts, towels, bandannas, or handkerchiefs over the shoulder or hanging from pockets.

GIRLS

- Blouses/Shirts must be long enough to keep the entire midriff (abdomen) covered, even when seated or if wearing low-cut pants. No low-cut blouses or shirts.
- None of the following shirts/blouses are acceptable: Spaghetti straps, low-cut blouses/shirts, see-through blouses (only allowed with appropriate shirt underneath), halter tops, tube tops, and off-the-shoulder shirts/blouses.
- Dresses, skirts, skorts, or shorts shall measure 3 inches above the knee regardless of the undergarments (leggings, hose, tights, etc.).

BOYS

- No muscle shirts/cut-off shirts can be worn.
- White under shirts will not be worn as outer garments
- No pants, jeans, shorts, or warm-ups may sag or fit below the waist (no underwear/shorts visible). Sagging/loose pants are prohibited. Students need to wear a belt.
- No chains of any kind, such as hanging from a pant loop.

Students in violation of the student dress 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 Code Policy may be subject to appropriate disciplinary action determined by campus administrator.** Students are expected to follow the Dress Code at all school-related events or activities; school officials have the authority to ask them to leave if they are inappropriately dressed. Administrators' discretion is implied for each bulleted item listed above. The administrator may consider for disapproval extreme displays of dress and grooming that are not defined in the dress code. As previously stated, San Elizario High School prohibits any clothing or grooming that in the administrator's judgment may reasonably be expected to cause distraction, interfere with normal school operations, or create a safety hazard.

*******Administration reserves the right to modify the Dress Code at any time. *******

DRUG DOGS

SEHS employs the use of drug sniffing dogs in the school building and in the parking lots. They will "alert" to the presence of marijuana, cocaine, heroin, etc. Motor vehicles and classrooms are searched for alcohol, inhalants, and drugs in accordance with the district policy. Nonprescription drugs or any similar type of stimulant is specifically prohibited from campus. Students possessing, using or distributing drugs to others will receive disciplinary action/criminal prosecution. Any student in possession of and/or use of any substance identified by law enforcement agencies as a substance that is or has been used as a drug to illicit a behavioral change may result in disciplinary action/criminal prosecution. **SEISD is a 100% drug/alcohol/tobacco FREE campus!**

ELECTRONIC CIGARETTES AND VAPOR DEVICES

The use of electronic cigarettes or vapor devices and/or accessories are prohibited on campus. Students caught with such devices will be disciplined (EXCELL placement) and the devices and/or accessories will be confiscated and disposed of by administration.

If a cartridge is found to contain THC(tetrahydrocannabinol-the main psychoactive ingredient of cannabis), the student will be subject to arrest and expulsion from the school.

ENTERING AND LEAVING THE BUILDING

Upon arrival at school, students must proceed directly into the building and not remain in their vehicles or in the parking lot. High school students are not permitted at the junior high or any other school facility, unless the student is required to be there due to prior approved, school related activities. Students may NOT leave the building during the school day without permission from school administrators. Students authorized to leave MUST sign out at the attendance office. Under NO circumstances will an absence be excused if the student has not been cleared PRIOR to leaving.

- Students leaving school without permission will be recorded as unexcused for the period(s) missed. This is considered skipping and will result in disciplinary action.
- Students excused for the day are not allowed on school property except as authorized by an administrator.
- Co-Op workers: Leave campus immediately and report to your worksite.

**FIGHTING ON SCHOOL PROPERTY OR AT SCHOOL
SPONSORED EVENTS**

Fighting is defined as an exchange of physical contact (hitting, kicking, slapping, pushing, and shoving). In addition to penalties set forth in this handbook, students involved in a fight on school ground or at a school activity may be charged criminally with disturbing the peace. Students who instigate fights, but are not actively involved (that is, students who carry rumors, put others up to fighting, or carry information back and forth between individuals who subsequently fight) may submit themselves to the same consequences as those who are involved in the fight. Students should report any incident immediately to an administrator or teacher.

FEES/FINES

Although the basic cost of a student’s public education is provided through local tax revenues, state funding, and some federal funds, the District may assess fees for certain kinds of materials and services, as described in the following list:

- A fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student’s personal property.
- Dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- Security deposits for materials, supplies, or materials that must be returned to the District.
- Fees for items of personal use or products a student purchases, such as student publications, yearbooks, and student planners.
- A reasonable fee, not more than the annual cost of maintenance, for school owned musical instruments and uniforms.
- Fees for personal apparel used in extracurricular activities that become the student’s personal property, such as cheerleader, pep squad, or drill team uniforms.
- A fee for vehicle identification for cars regularly parked on school property.
- A fee for student identification card or for replacement.

Students are expected to turn in the uniform, materials or fund-raising money by the end of the school year.

FOOD/DRINK

Food and/or drinks will not be allowed in the hallways or classrooms; this includes food/drink brought from home. Do not remove any food or drinks from the cafeteria. Students are **NOT** allowed to eat breakfast, lunch or dinner in the classroom. Breakfast will not be served after 8:50 AM.

FORGERY

The act of fraudulently using, in writing, the name of another person or otherwise falsifying school records e.g. falsifying attendance notes, hall passes, library passes, or other written communication. For the purposes of this school policy, false email and phone calls will also fall under the definition of forgery. Disciplinary or criminal actions may be taken.

FUND RAISERS

The sale of any goods is not permitted in school unless it is for a District approved fund raising project. Students/outside vendors are **NOT** allowed to sell or advertise any items on school property. If a student is caught selling food/drink items, he/she may be cited and pay up a fine of \$25,000. The buying and selling of items is not permitted at school, bus or school grounds. This includes, but is not limited to, gum, candy, toys, or other non-school items. Items sold at school will be confiscated and will be returned only to parents.

Only items that are sponsored by the school are permitted to be sold at school. School sponsored items such as food/candy cannot be sold during the day.

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

GUIDELINES FOR ASSESSING DISCIPLINARY CONSEQUENCES

Disciplinary consequences shall be administered by campus administrators when necessary to protect students, school employees and to maintain order and good discipline. Students shall be treated fairly and equitably. Disciplinary actions shall be based on a careful assessment of circumstances of each case. Factors to consider shall include.

- Seriousness of offense
- A student’s disciplinary history, frequency of misconduct
- Potential effect of misconduct on the school learning environment.
- Intent or lack of intent at the time the student engaged in the conduct

Parents/guardians/students may access San Elizario I.S.D. Student Code of Conduct for more information regarding discipline. Student Code of Conduct is on the district’s website www.seisd.net

INTERNET ACCESS

SEISD provides access to the internet and e-mail for all students. In order to obtain a password, students must complete the Responsible Use Technology Agreement and submit it to the campus Technology Liaison. It is expected that students with an account on the SEISD network accepts and abides by the following policies:

1. Respect the privacy of others, copyright laws, and the computing systems.
2. No advertising for profit or campaigning for political office
3. Do not use school computers for games
4. Do not use language which is abusive, profane, or sexually offensive.
5. E-mail is not guaranteed to be private; protect your password.
6. If you suspect there is a security problem on the network, you must notify a campus administrator immediately.
7. Abide by Federal and State laws regarding electronic communication

Failure to comply with these rules will result in the loss of internet privilege. Any student found violating any of the conditions of the acceptable use policy will have his or her password pulled for a period of three school months. After that time, the student will have to reapply by submitting a new RUTA. If a student is found to be in violation of the agreement a second time, he or she will no longer have Internet access while a student at the SEISD. If a student gives his or her password to another person and that person violates any of the conditions of the AUP, the student giving out the password will face the penalty as passwords are to be kept confidential.

PARKING/DRIVING

Students must apply for parking permits each year.

1. Stop by the Security Office to fill out the Parking Permit Application. Please stop by before school/after school. Do not stop by during class time.
2. Bring a copy of your driver's license and your insurance card—showing the student's name.
3. Pay your \$10.00 cash to the campus security. Only exact change will be accepted.

PARKING REGULATIONS AND REGISTRATION

Students who break laws/rules while driving on campus will lose driving rights on campus.

Any student who drives and parks on the San Elizario High School campus must obtain a parking permit. Driving to school is a privilege. Violation of any of the following regulations will result in a suspension of that privilege without refund. Please be advised that students will need to purchase a new parking tag for each school year. Regulations:

- Juniors and seniors are the only students who may purchase a parking permit.
- Parking permit must be displayed with the permit number facing out. Permit tags are not transferable. NO parking permit=towed vehicle at owner's expense.
- Obey all traffic laws and posted signs. These laws are enforced at all times and violations could result in a citation (we have an SRO on campus).
- Parking for students is permitted only in the designated areas. Your vehicle must be parked in and between the appropriate yellow lined spaces.

- Upon arriving at school, exit your vehicle promptly and enter the building. You are not permitted to occupy your vehicle during school hours.
- Anyone using a vehicle to skip classes or transport a student skipping classes will lose parking privileges.
- Report all accidents to the office.
- Vehicles left on school property longer than 24 hours may be towed at the owner's expense.
- Students who lose their parking tag will be required to purchase a new one.
- Drivers of unregistered vehicles will receive disciplinary action and their vehicle may be subject to tow.
- Five tardies to first period in a semester will result in loss of driving privileges for ten school days for the first offense and thirty school days for the second offense in a semester.
- Students are not allowed to park in the staff parking or between the cafeteria and football field parking lot.
- A student must have a driver's license and insurance to drive on campus. If you drive on campus without the proper forms, your parent MUST come in and pick up the unregistered vehicle.

Consequences for Parking Violations: Students will receive disciplinary action for parking violations and their vehicle may be subject to tow. Students will also lose their parking privileges. Any student driving to school with suspended parking privileges or without registration will be subject to school discipline up to suspension and or including expulsion. Parents must come to school and will be directed to remove the vehicle from school property.

PERSONAL ITEMS AND MATERIALS

Students are responsible for all their personal possessions while at school or while at any school-sponsored or school-related event. Parents are strongly urged to discourage their children from wearing or from bringing to school expensive or irreplaceable electronics, jewelry, watches, sunglasses, toys, purses, or personal clothing that may be removed during the day. The District is not responsible for any personal items that are lost, damaged, or stolen at school or at a school-related activity. The following regulations are in effect concerning other personal belongings or materials.

- **Money at School:** Students are not allowed to bring more than \$50 in currency on campus.
- **Food, Candy, and Drinks:** Food, candy and drinks are not permitted in school buildings. Food and drinks must be consumed only in the cafeteria and designated area during the scheduled student lunch. Careless disposal of gum and food in drinking fountains, on furniture, or on floors presents sanitation and cleaning problems and requires costly repairs. Students who disregard rules concerning food, candy and drinks will receive disciplinary action.
- **Cell Phones:** Expensive cell phones should not be brought to school, no school time will be spent on tracking a "stolen" or misplaced phone before, during, or after school (this includes extracurricular practices/games).
- **Toys/Gadgets/Pillows/Blankets/Etc.:** Items such as these disrupt the learning environment.

PUBLIC DISPLAY OF AFFECTION

Students should conduct themselves in a dignified manner at all times. Self-respect is questioned if students do not follow this rule. To preserve this dignity, it is inappropriate for students to engage in kissing and hugging before, during, after school and at extracurricular activities. Students must be discreet on campus. Students who do not abide by this request should expect a phone call to their parents and a consequence from their administrator.

SCHOOL RESOURCE OFFICER (SRO)

The SRO is at school to offer help to students, parents, and staff. The SRO is a licensed El Paso County Sheriff Deputy. Therefore, he may issue citations (tickets) for violations and he may also arrest individuals on our campus.

SEARCH AND SEIZURE

School officials maintain the right to search a student's person and/or personal effects or vehicle whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. School authorities may conduct periodic general inspections or searches of lockers at any time without notice, without student consent and/or without a search warrant. Students should have no expectation of privacy in the use of a school locker, in terms of searches and seizures, while on school grounds or within 300 feet of the campus. An El Paso County Sherriff's Office Canine Unit will periodically visit the campus to randomly search hall lockers or cars parked on school property for prohibited items. Examples of items subject to this regulation include, but are not limited to: drugs, drug paraphernalia, weapons, pornography, stolen goods, firearms, explosives, alcohol, tobacco, electronic cigarette devices, or cigarette lighters.

SECURITY CAMERA USAGE NOTICE

The Board of Education recognizes the school district's continuing responsibility to ensure the safety of staff and students and to maintain order in and around school. In an effort to maintain the safety and security, a security camera system is in place. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy. Specifically, all restrooms and locker rooms are excluded from camera usage. Please be on notice that all activities may be monitored by video security cameras in those areas of the building that are monitored. This includes building entrances, hallways, gymnasiums, parking lots and common areas of San Elizario High School.

STUDENT ID CARDS

All students are issued an official SEHS photo ID card free of charge when they first enroll at the high school campus. **Students must display their cards with them at all times while in school or attending school functions. The ID card can be displayed using a clip-on ID pouch or a lanyard.** The ID card is required for students to use the computer labs, to ride the school bus, for lunch and to use the resources in the library. *Students will NOT be allowed to leave the classroom to use the bathroom without an ID card.*

- If a student loses his or her ID card, a replacement card can be purchased for \$5.
- If a student loses his lanyard, a replacement can be purchased for \$5.00.

SEXTING

Sexting is the act of minor children electronically transmitting words or receiving and retaining nude, partially nude, lewd, sexually explicit, or graphic images of themselves or others or graphic or sexually explicit messages. Texas Law prohibits sexting and includes, but is not limited to, consensual images shared between youth, ages 13-18 years. Engaging in sexting may carry felony charges in the State of Texas and label the youth as a sex offender. Please be advised all students who engage in sexting will be referred to the SRO and/or other agencies.

STUDENT SUPPLIES

Students are required to bring paper, pencils, pens, and other items as required by teachers for specific subjects. A list of required supplies will be provided during the first week of the course. All students are required to be prepared and ready with their supplies for each class. Teachers will document students and make home phone calls to parents if students do not come prepared to class. Students will be referred to administration after proper documentation and interventions have been in place.

TARDIES

A student is tardy if he/she is not inside the classroom or at the assigned area for designated class time. Time has been built into the bell schedule to allow adequate time for students to pass from class to another point on campus. **After the 3rd tardy, the PBIS team and administrators will assign consequences as deemed appropriate;**

teachers will continue to document in TEAMS and submit the proper referrals. Students are responsible to be on time to ALL classes.

The following is the process to document a tardy:

1. **First Tardy:** Students will receive a warning and documented on TEAMS by the teacher.
2. **Second Tardy:** Student will receive a second warning and be documented on TEAMS by the teacher.
3. **Third Tardy:** Tardy will be documented in TEAMS and teacher will call parents and schedule a conference
4. **Fourth Tardy:** Student will be assigned appropriate consequence by administrators and PBIS team.

****Teachers will note tardies on the TEAMS system; parents need to monitor their child's attendance and tardies.****

Tardy Lockouts

Tardy lockouts will be conducted periodically. If a student is caught in a lockout, he/she will be taken to the appropriate administrator and the student will receive appropriate assigned consequence. If a student is involved in extracurricular activities he/she will not attend the event due to the tardy, lockout detention.

TERRORIST THREATS / ACTS

A threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or cause serious public inconvenience, in reckless disregard of causing terror or inconvenience. A terrorist act shall mean an offense against property or involving danger to another person. A terrorist threat/act is prohibited at any time, either real or intended as a joke, regardless of whether school is in session, whether communicating or committing terrorist threats/acts. Disciplinary and criminal charges will be enforced.

TEXTBOOKS

All textbooks are bar-coded and scanned with the students' ID card. If the bar-code is removed or damaged, there is no way to trace the book and it will be considered lost. Students will have to pay for the book if it is lost or stolen.

Charges for Lost or Damaged Textbooks

- **Lost/Graffiti:** 100% of cost.
- **Slightly damaged:** \$10.00—Torn page, damaged spine, damaged cover, marked pages (pencil), dog eared pages, or marked edges.
- **Significant damage:** Half of the cost of the book—Torn pages, pages torn out of book (not missing), damaged spine, damaged cover, dog-eared pages, marked pages or edges (ink), obscenities (pencil).
- **Unusable damage:** Full cost of the textbook—Water or fire damage, missing pages, obscenities (ink), markings that render a page unreadable.
- **Outstanding Textbooks:** (Those not returned) and Fines: Outstanding textbooks and fines become a student obligation and will result in the limiting of a student's access to school activities, functions and resources.

TOBACCO –USE OR POSSESSION

San Elizario High School is a 100% drug-free institution. Tobacco use or possession of tobacco, tobacco products, electronic cigarettes, or smoking paraphernalia is banned from all Texas public school buildings and properties at all times. All school property including vehicles are covered by this law. This law amends the penal code; therefore, the local law enforcement agencies are responsible for enforcement; there is a fine for disobeying this law. The following regulations will result in school and criminal prosecution:

1. Possessing, smoking, holding, passing, or chewing any tobacco product (or look alike tobacco products such as electronic cigarettes) on school property or at a school activity. Students may also be subject to criminal sanctions or penalties in accordance with state and/or federal law, including fines and court costs.

2. The possession of lighters or any paraphernalia on school property is expressly prohibited; if found, lighters and other smoking paraphernalia will be confiscated and penalties will be given. 3. Leaving school grounds during the school day in order to avoid penalty for tobacco usage.

TRUANCIES

Truancy will not be tolerated at SEHS. Students should only attend assigned classes. Students who continue to “ditch” class will receive disciplinary actions by campus administrators. After 3 unexcused absences, students will be required to attend detention with that particular teacher. In addition, the student and parent will be sent to truancy court if unexcused absences continue.

VISITOR PASSES

San Elizario High School is a closed campus and we are committed to provide a safe, learning environment to the students. Only persons currently enrolled at San Elizario High School are allowed on the grounds or in the buildings. Students may not bring friends or relatives to school. Parents need to contact the high school administration if they wish to schedule a visit to their child’s classroom. Here is the process for attending LPAC meetings, teacher conferences, picking up students, ARDS, etc:

- Upon arrival in the building, all visitors should proceed immediately to the main office.
- After presenting a picture ID, visitors will be issued a visitor’s pass. If the visitor does not have a picture ID, he/she will not be allowed to enter the building.
- Visitors in the building who do not have a visitor’s pass will be escorted to the main office and may be issued a trespassing citation by our El Paso Sheriff’s Deputy.

WITHDRAWAL POLICY

A parent/guardian is responsible for withdrawing his/her child. All fees/fines/uniform return must be completed before students can be withdrawn. Also, the parent must provide the transferring institution/program. Here is the process:

- **Registrar:** Begin the process with the registrar to secure a withdrawal form (regardless of age of the student).
- **Teachers:** The student is required to circulate the withdrawal form to all of his/her teachers for signatures. The form must be signed by each teacher indicating an exit grade.
- **Book Room Clerk:** The form must be signed verifying that all books have been returned and no outstanding fees/fines exist. Students will not be cleared if they owe books/fines.
- **Library:** The form must be signed by the librarian.
- **Assistant Principal:** The form must be signed by the assistant principal.
- **Registrar:** The parent and student must take the completed form back to the registrar. The registrar will make a copy of the form and the parent will receive a copy of the withdrawal form and an unofficial copy of the student’s transcript.

II. ACADEMIC/EXTRACURRICULAR ACTIVITIES/GRADES

COUNSELING DEPARTMENT

Counselors are provided to guide students in creating their post-secondary plans, and counselors are available to provide support during times of personal crisis and or emotional situations. Our intention is that every student at SEHS have the social & emotional stability to reach their academic and athletic potential before leaving upon graduation. IF a counselor needs to advise a student for any reason a counselor will provide a special COUNSELING PASS to remove the student from the instructional setting in order to meet. Parents are encouraged to call the counseling center and make an appointment if they wish to discuss their child’s progress.

GO CENTER: GO Centers are local centers designed to create a college-going culture. They are equipped with individuals and resources dedicated to promoting college awareness both within schools and in the surrounding communities. GO Centers reach out to students and parents through community partnerships and provide them with the tools and information they need to consider going to college a reality. The San Elizario High School GO Center provides:

- College-related printed material such as pamphlets and catalogs
- Program applications for scholarships, financial aid, admission, etc.
- Posters/banners promoting education topics, programs and institutions
- Display area for a calendar of events (college fairs, test dates)
- Computer terminals, printers and connections
- SAT/ACT information and sign-up information

Students may visit the GO Center during lunch and after school (4:10 to 5:00 PM).

SENIORS: All seniors MUST apply to EPCC, UTEP and NMSU. In addition, all seniors must apply for financial aid. The counseling department wants to ensure that you have the tools needed for college/career readiness. If a parent does not want the senior to abide by these regulations, please make an appointment with the G & I.

SCHEDULE CHANGES: If schedule changes are necessary prior to the start of the school year, students are encouraged to do so during summer registration and the dates indicated in the registration packet. Honors courses, AP courses, and courses that run with only one section cannot be changed at any time after the student requests the course. Since the counseling department met individually with each student and provided a copy to his/her parent--
No schedules will be changed after the first day of school unless the change is initiated by a counselor or administrator.

CHEATING/PLAGIARISM

This kind of academic dishonesty will not be tolerated. Students will receive a zero and will not be allowed to make up the assignment/test/research paper or project. The teacher and/or administrator will determine the consequences, and notify the student's parent/guardian. If a dual credit student is caught cheating or plagiarizing, he/she will be subject to an Academic Committee Review. The Academic Committee will be composed of an administrator, counselor, CCMR Campus Specialist and on-site EPCC instructor(s). The Academic Committee will review the case brought forth in a timely manner and determine consequences as deemed necessary. The consequences may vary in severity but not be limited to include the following: completing extra projects, community service, being removed from all dual credit courses and or the dual credit academy altogether. In addition, if the student is taking an online dual credit course through EPCC; he she will also receive consequences through the college which may result in suspension from EPCC, loss of future financial aid and have to attend a faculty review.

CREDITS

Students will need the following number of credits to be classified at the corresponding grade level.

Freshman	0 – 5.5 credits earned
Sophomore	6 – 11.5 credits earned
Junior	12 – 18.5 credits earned
Senior	19 or more credits earned

Grade classification will only occur at the beginning of the year.

END-OF-COURSE-EXAMS

All students must pass the five, End-of-Course-Exams in order to graduate: English I, Biology, Algebra I, English II, and US History.

GRADING POLICY

Due to the Co-Vid 19 Pandemic, the administrators reserve the right to amend the handbook throughout the school year to better meet the needs of the students during the crisis. The situation may call for transitions between modes of instruction; which may, in turn, require changes to the Student Handbook during the 2020-2021 school year.

- Grades for each reporting period shall be determined by a combination of daily grades, major exams and/or projects.
 - **Two common assessments per nine weeks
 - **2 daily grades per week
 - **1 nine-week unit assessment grade (9 weeks' exam)
- In averaging nine weeks' grades, the following weighting system should be used:
 - Daily Work: 60% of the grade.
 - Exams and projects comprise 30% of the nine weeks' grade.
 - A major exam or project serving as the nine week's test is worth 10% of the final grade.
- A unit assessment shall be administered at the end of each grading period in each subject area on the dates designated on the campus calendar.
- The semester grade will consist of
 - 1st nine weeks: 45% 3rd nine weeks: 45%
 - 2nd nine weeks: 45% 4th nine weeks: 45%
 - Semester exam: 10% Semester exam: 10%

Parents are encouraged to monitor their student's grades and attendance by checking the parent portal. Students receive a nine weeks' report card and they also receive a 3 weeks' progress report. If you do not receive your child's progress report or report card, please come by the school and they will print a copy for you. Please make an appointment with the counseling center in order to meet with your student's teachers regarding grades, attendance, and behavior.

Parent Access (http://www.seisd.net/parents_resources)

HONOR ROLL AND PERFECT ATTENDANCE

The A Honor Roll requires grades of 90 to 100 in all subjects. The A/B Honor Roll requires grades of 80-89 or higher in all classes. Students that attend all classes every day constitutes perfect attendance.

NATIONAL HONOR SOCIETY

National Honor Society selection will take place annually in the spring semester of the school year. Those who are eligible should attend an informational meeting to be held the last week of January. The NHS Faculty Council will select new members from those students who submit eligibility materials by the due date. A student who is eligible for membership in NHS must demonstrate excellence in the areas of scholarship, character, leadership and service. The standards for selection to national honor society are:

- An 85 cumulative grade-point average
- Sophomore, junior, or senior standing
- Leadership positions in school and out of school
- An acceptable character evaluation (teacher input and discipline report)
- Participation in at least 2 extracurricular organizations per year in high school

- Participation in outside organizations (church, Boy Scouts, Girl Scouts, etc.)
- Contribution of an average of 10 hours toward community service per year of high school.
- Service to the school (no fundraising).

The San Elizario High School National Honor Society meets regularly and focuses on pursuing excellence in the areas of scholarship, character, leadership and service. Membership in the San Elizario High School National Honor Society is a privilege, not a right.

NCAA ELIGIBILITY

It is the responsibility of the student and parent to be aware of the NCAA guidelines for potential college athletes. This information can be obtained from the NCAA link on the counseling department webpage. If a student wants to apply for a Division 1 school, they must earn a combined SAT/ACT sum score that matches your core-course grade point average. Meeting the NCAA academic requirement does not guarantee your admission into a college; you must apply for college admission.

NO PASS/NO PLAY

SEISD policy, in accordance with UIL rules, states that students must maintain a grade of 70 or above in all classes and must be on track with credit in order to participate in athletics, cheerleading, band, Skills USA, and other inter-school competitions. Therefore, it is important that students always do their best work in all classes in order to remain eligible. In addition, eligibility is required of all members of the homecoming and prom courts, Hunk & Beauty Pageant contestants and Student Council officers and committee chairs.

TRANSCRIPTS

Official transcripts may be requested from the registrar; she is located in the front office. Please give the registrar at least 3 days to process your order. Transcripts for graduating seniors will be sent to the colleges that you noted on your senior clearance form.

TUTORIALS

SEHS provides tutorials in all the core area classes. Any student whose grade in a subject for a reporting period (three weeks' progress report or six weeks' report card) is lower than a 70 is required to attend after school tutorials. It is a student's responsibility to seek out tutoring when he/she needs help.

STUDENT VOICE

All students at San Elizario are encouraged to take advantage of opportunities for student leadership and expression.

CLUBS AND ORGANIZATIONS

Organization	Sponsor(s)
Anime	Ms. Estrada
Class of 2021	Ms. Barraza, Mr. Cervantes
Class of 2022	
Class of 2023	
Athletic Trainers	Mr. Frazier/Mr. Gurrola
Art Club	Ms. Ruiz
Band/Flag Corp	Ms. Barajas
Business Professionals of America	Ms. Perez
Eagle Ambassadors	Mrs. Marioni
FCCLA	Mrs. Harris
Library Club	Ms. Munoz
Meet in the Middle	Ms. Iglesias

National Honor Society	Mrs. Valdes
National Technical Honor Society	Mrs. Perez
NJROTC/Drill Team/Rifle Team	Lt. Young
Skills USA	Mr. Sanchez, Ms. Pulido, and Ms. Sanchez
Spanish Club	Mrs. Contreras, Ms. Galvez, Ms. Lucero
Starlettes Dance Team	Ms. Palomo
Student Council	Mrs. Lozano
Theatre Arts/Thespian Society	Ms. Raga
UIL Academic Teams	Ms. Lozano
VICA	Ms. Ruvalcaba
Yearbook/Newspaper	Ms. Alvarez

ATHLETICS

SPORT	HEAD COACH
Baseball	Coach Federico Contreras
Boys' Basketball	Coach Mauricio Perez
Boys' Soccer	Coach Max Sappenfield
Cheerleaders	Coach Ruby Rodriguez
Cross Country	Coach Cesar Morales
Girls' Basketball	Coach Josefina Contreras
Girls' Soccer	Coach Miguel Mendez
Football	Coach Roberto Herrera
Softball	Coach Patricia Gonzalez
Tennis	Coach Daniel Sosa
Track	Coach Cesar Morales
Volleyball	Coach David Desrosiers
Wrestling	Coach Claudia Gonzalez

ACADEMIC COMPETITION

UIL also offers students the opportunity to compete at the district, region and state level in various academic events. In addition, as students' progress in competition; they are afforded the opportunity to receive academic scholarships. Please see Ms. Crews for information.

EVENT	COACH
Accounting	
Calculator Applications	
Computer Applications	
Cross Examination/LD Debate	
Current Issues and Events	
Journalism (4 events)	
Literary Criticism	
Mathematics	
Number Sense	
One-Act Play	

Persuasive/Informative Speaking	
Prose/Poetry	
Ready Writing	
Science	
Social Studies	
Spelling and Vocabulary	

**San Elizario High School
Student Handbook
2020--2021
Signature of Receipt**

Student Name: _____

I.D: _____

Cohort: 2021 2022 2023 2024

Grade: 9th 10th 11th 12th

I certify that I have received a copy of **2019 - 2020 San Elizario High School Student Handbook**. I have read and understand the information included in the Student Handbook. I am also aware and accept responsibility to access the Student Code of conduct on the district's website www.seisd.net under the "parent" or "student" link.

Student Signature

Date

Parent's Signature

Date

SAN ELIZARIO HIGH SCHOOL COVID-19 STUDENT SAFETY PLEDGE

As San Elizario High School opens its doors for face to face instruction, specific guidelines must be met by all students for their safety and others during the COVID-19 Pandemic. We are committed to keeping students and staff healthy. We know that students play an important role in our ability to reopen and to keep the school operating safely. This safety pledge includes steps for the student to follow, whether at school, home, or in the community. Violation of these guidelines on campus will result in disciplinary action.

SEHS students will enter the campus using the gym doors near the tennis courts. Students are **required to wear a face mask and face shield at all times** while on school property to include using district transportation. The shield provides eye protection for the person wearing it and is not a substitute for the face mask. SEHS will provide one face shield. Replacements will be provided for a fee of \$8.00. All students must have their temperature taken upon arrival to school. The following COVID-19 behavior is mandatory (students please sign your initials on each line showing your understanding of the requirements):

_____ **I will wear a Face mask and Shield at all times when on school property. Without a mask, I will sneeze or cough into my elbow or my sleeve.**

Students must properly wear their face mask throughout the school day (nose and mouth must be fully covered). While eating breakfast/lunch, student may remove the face mask and shield, and both must be put back on when finished eating. Students must carry an extra face mask. **Please refer to the Dress Code Policy in the Student Code of Conduct Handbook for policy and proper use of the face mask.**

_____ **I will agree to a Temperature check prior to entering the school building. I will self-assess before coming to school; staying home if I am not feeling well. I will tell a teacher or staff member if I am feeling sick.**

Student's temperature will be checked, daily, upon arrival. If the student registers a temperature above 100 degrees, a parent/guardian will be called to pick up their child.

_____ **I will wash my hands frequently and sanitize to kill germs and save lives.**

All students will be required to carry a hand sanitizer, for personal use and an extra face mask (no sharing). It is the student's responsibility to disinfect/wash their hands throughout the day. SEISD recommends washing hands with soap and water for at least 20 seconds and use alcohol-based hand sanitizer when soap is not available.

_____ **I will maintain the physical distance of 6 feet from those not in my immediate family.**

_____ I will keep all personal items brought to school for myself. All items brought are for personal use only, to _____ include snacks, food, beverage, or school supplies.

_____ I will tell a teacher or staff member if I am worried about a safety concern.

_____ I will make good choices in the community.

_____ I will read the Student Code of Conduct for further policies established by the district and campus.

Please sign the pledge and ask your parent or guardian to sign it, as well. When completed, return the pledge form your 2nd period teacher.

Student Signature

Parent (Guardian) Signature

Date

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Amanda Sanchez, Director of Special Education
Phone Number: (915) 872-3926 ext. 3571

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Jaime Parra, Assistant Principal, Alphabet A to Garcia
M. Arleen Tenorio, Assistant Principal, Alphabet Gar/Amaya to Pal
Brenda Pallares, Assistant Principal, Alphabet Pam to Z

Phone Number: (915) 872-3970

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas “chárter” deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela “chárter” respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días

o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Amanda Sanchez, Directora de Educación Especial

Número de teléfono: (915) 872-3926 ext. 3571

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto: Jaime Parra, Sub-Director, Apellidos A - Garcia

M. Arleen Tenorio, Sub-Directora, Apellidos Gar/Amaya - Pal

Brenda Pallares, Sub-Directora, Apellidos Pam - Z

Número de teléfono: (915) 872-3970

Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- [Marco legal del proceso de educación especial centrado en el niño](#)
- [Red de colaboradores y recursos](#)
- [Centro de Información de Educación Especial](#)
- [Texas Project First](#)