

San Elizario High School

Employee Handbook



#sehsthebest

"Students First"

2020 - 2021

Mission 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.

Campus Goals

1. San Elizario High School will provide *all students* with a rigorous curriculum and coursework that will maximize their opportunity to earn scholarships and receive admission to the college or university of their choice.
2. San Elizario High School will provide parents with opportunities for meaningful involvement in the educational process, especially with the information and tools necessary to assist their children with admission into a post-secondary institution.
3. San Elizario High School will maintain highly qualified teachers that implement current/best practices, high rigor, and learner-centered activities in their classrooms.
4. San Elizario High School will maintain a safe and drug-free school where students can feel connected, spirited, and involved.

Campus Improvement Plan Review Timeline

- The 2019 - 2020 Campus Improvement Plan (CIP) committee will be used to address instructional goals. Meetings will be held to address formative reviews.
- Campus Improvement Plan committee will meet to make necessary amendments (additions, deletions, etc.)
- Any proposed changes will be returned for review by departments.
- The CIP team will finalize goals for campus and district approval.

San Elizario District Goals 2020 - 2021

Goal 1

To foster well-trained human capital in order to support student success and achievement.

Goal 2

To build, maintain, and improve student academic performance through a collaborative partnership between home, school, and community.

Goal 3

To prepare our students to connect with the necessary skill sets that will enable them to pursue their postsecondary goals.

Goal 4

To continue our standard of excellence by ensuring every student is progressing academically, socially, and emotionally.

Table of Contents

Section I: Faculty	6
Absences.....	6
Acceptable Use Policy/ Cell Phone Use	6
Class Parties, In-Class Movies, Film Clips.....	7
Copyright Laws	7
Duty Hours.....	7
E-Mail Service	7
Jury Duty.....	7
Keys	8
Leaving Campus During Work Hours.....	8
Leaving Early/Arriving Late.....	8
Professional Development Mailboxes.....	8
Requests for Pupil Information	8
Teacher Evaluations	9
Teacher Mailboxes	9
Telephones, FAX, Cell Phones	9
Time Clock	9
Section II: Instruction	10
Attendance Procedures.....	10
Bulletin Boards	10
Eagle Hunt	10
Effective Classroom Instruction and Management.....	10
Grade and Grade Reports.....	11
Grade Averaging/Changes.....	12
Honor Roll.....	12
Instructional procedures for students placed at ISS/EXCELL	12
Make-up work	12
Lesson Plans.....	12
Special Education/504 Accommodations/Modifications	13
Transfer Students (Grades)	13
Section III: Students	14
Dress Code.....	14-15
Communication and Electronic Devices.....	15
Electronic Cigarettes and Vapor Devices.....	16
Positive Behavior Intervention and Support	16
Student Voice	16
Section IV: Guidance and Counseling	17
Guidance and Counseling	17
Credits.....	17
End of course exam	17
Schedule Changes.....	17
Section V: School Sponsored Activities.....	18
Announcements	18
Business Agent/Club Funds	18
Elections	18

Field Trip Procedures.....	18
Posters.....	18-19
Release for School Activities.....	19
UIL Eligibility	19
Using School Facilities for Contests and Events	19
Section VI: Safety	20
Campus Visitors	20
Drug Free Zone On the Job Injuries	20
Lunch Time Procedures (Students)	21
Fire Drills.....	20
Guest Speakers.....	20
Inclement Weather	20
Lock Down/Lock In	21
On the Job Injuries.....	21
School Nurse.....	21
Severe Weather.....	21-22
Students out of class	22
Tardy Sweep	22
Transition between classes	22
Section VII: Misc.....	23
Building Maintenance/Custodial Services.....	23
Campus Fixed Assets	23
Copier/Scantron	23
Harassment.....	23
Preparing Purchase Orders.....	24
Print Shop Procedures.....	24
Technology Use	24
Textbooks	24
Toner Procedure.....	25

SECTION I: FACULTY

Absences

Your absences must be reported on TEAMS. **When you report an absence, contact your supervisor as well.** If your absence is an emergency, please call the campus secretary at 872-3939 ext. 3709 no later than 6:30 a.m. Although leave days are provided by both the state and the district, please use them sparingly. 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.

If you will be out for Professional Development or School Business, you must get the approval of your supervisor. Then, the required paperwork needs to be completed. Once the paperwork is done and approval is given, you will need to report the absence on TEAMS. **Do not swipe in unless directed to do so. You must upload the proper documentation for your PD and Jury Duty. If documentation is not submitted, you will be charged a personal day.**

Reminder: All teachers are required to maintain an Emergency Lesson Plans Folder – these are to have a general, and yet, structured lesson for three days – teachers must have these approved by the corresponding instructional specialist by the end of the 3rd week of school.

All paraprofessionals and non-classroom staff must also follow the above procedures. Employee must contact their assigned administrator and supervisor no later than 6:30 AM if they are to be absent.

All overtime for hourly employees must be approved by an administrator in advance. If hourly employees are found to be working outside of their scheduled times, or working more than their allotted time they will be compensated and then reviewed; which may result in a recommendation for termination.

****You must e-mail your supervisor when you are absent. Personal days must be approved prior to the absence.****

Acceptable Use Technology Agreement

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. The Instructional Technologist at Central Office will then issue a personal password to the applicant.

SEISD network accepts and abides by the following policies:

1. Respect the privacy of other and the integrity of the computing systems.
2. Respect the legal protection provided by copyright license.
3. Do not use your SEISD access to advertise for profit or to campaign for political office.
4. Do not use Internet games.
5. Do not use language which is abusive, profane, or sexually offensive.
6. Understand that your SEISD e-mail is not guaranteed to be private.

7. If you suspect a security problem on the Network, inform a campus administrator.
8. Protect the secrecy of your password.
9. Abide by Federal and State laws regarding electronic communication.
10. Understand that failure to abide by any of these rules will result in the loss of your Internet privilege.

Employees must abide by the Cybersecurity Awareness Guidelines.

Cell Phone Use

Faculty and staff are not allowed to use their cell phones for personal business during instructional time. Family may call the front office if they need to reach the employee. In case of an emergency, please contact your supervisor.

Class Parties/In-Class Movies/Film Clips

Class parties or free periods are not allowed. Food items and beverages are not allowed. Movies and film clips are to be **shown only after the teacher has submitted a video request form along with a lesson plan for approval 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.

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.

Duty Hours

Teachers are officially on duty from **8:00 am to 4:00 pm**. The San Elizario High School schedule has a Professional Development period built in from 8:00 to 8:36. This time is to be used for Professional Learning Communities (PLCs) and departments to focus on instruction and planning.

E-Mail Service

Teachers will check their e-mail at least twice each day. Paraprofessionals will check their emails at least once a day. The weekly bulletin and monthly calendars will be sent out via e-mail as well as 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 administrator 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.

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, submit an absence request on TEAMS. Upon return, submit a copy of the Proof of Service form to campus secretary and attach to TEAMS absence, 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.** There are doors with keyless entries; codes are not to be given to students for any reasons. 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 necessary because of the lost key. No exceptions will be made. **It is illegal to have school keys duplicated.** Only the maintenance department may duplicate school keys upon administrator request and approval.

Leaving Campus During Work Hours

Faculty and staff who need to leave the campus during the school day must sign out/in in the front office; for example, leaving during lunch or your conference hour.

Leaving Early/Arriving Late

Any employee requesting permission to leave early or arrive late must request permission from their supervising administrator.

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. Obtain approval from your supervisor. Submit all paperwork to the principal for final approval. After all the steps are completed, log in your absence on TEAMS. Attach PD approval to your absence; otherwise, you will be docked for the day.

Requests for Pupil Information

If you receive a request for information about a student, please notify your supervisor. *The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.*

Staff Dress Code

Proper attire is a trait of our profession, as we serve as role models for students. Appropriate attire is always a must. Please exercise discretion in wearing sheer clothing (see-thru), short skirts and dresses, and/or low-cut and unbuttoned shirts/blouses. Spaghetti straps, tattered clothes, flip-flops, t-shirts without collars, shorts, warm-ups, jog suits and similar forms of attire will not be allowed. Employee standards of conduct policy states: An employee's dress and

grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

Jeans and tennis shoes are only allowed on Friday if worn with a school spirit shirt.

Teacher Evaluations

San Elizario High School uses the T-TESS for teacher evaluations. TTESS timeline and protocol set by SEISD will be followed. Campus and district administrators will conduct informal classroom visits throughout the year. Please continue classroom activity when an administrator visits your classroom. Walk-throughs may focus on instruction in general, or they can focus on specific objectives: i.e. student engagement, rigor, classroom management. Timely feedback will be provided to teachers via Eduphoria within 10 business days. Individual conferences may also be held as needed. Teachers are expected to 'view' all eduphoria reports in a timely manner. Please refer to administrator duties for department assignments to determine the name of your evaluator. See enclosed schedule.

Teacher Mailboxes

Each employee has an assigned mailbox, located in the front office. 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, students are not allowed in teacher mailroom.** Correspondence with other schools and departments within the district is sent via district mail. Envelopes are available from principal's secretary 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.

Telephones/FAX

The phones in your classroom are provided to facilitate parent contacts during your conference period. 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. Students may only use the classroom phone for justified instructional purposes or in case of an emergency. The classroom teacher is responsible for monitoring proper use of the classroom telephone by students. 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.

Time Clock

You must swipe in and out on a daily basis. Accuracy is essential. Do not swipe in or out for other employees. **If you miss a swipe or forget your time card, you MUST email your supervisor and submit a missed swipe form to your supervisor by the end of that work day.** Hourly employees must swipe in and out for lunch.

Only 3 missed swipes per semester will be allowed (total of 6 per year). If you have exhausted the missed swipes permitted, please contact your administrator to make time card arrangements/corrections.

SECTION II: INSTRUCTION

Attendance Procedures

Attendance must be recorded on TEAMS for each class period. Please assist in this by following these procedures:

- Report absences every class period, if a student is tardy, mark them tardy not absent.
- Teachers are not to keep a student from attending another class and then send them late with a note.
- Record all absences/tardies in your grade book
- The **attendance verification sheet** needs to be signed by each teacher and returned to the attendance clerk as required by SEISD attendance procedures.

It is imperative that you keep accurate records. When a student is taken to court for excessive absences, they can challenge the charge. If that happens, you will be called to testify that the absences are correct.

Bulletin Boards

Student work will be displayed in the classroom and in the hallway. Before displaying work, make sure it is academically and language appropriate (e.g. profanity).

Eagle Hunt

If you have students who have not completed work or are missing assignments, you can submit the list of students to the at-risk coordinator the day prior to when they need to attend tutorials. Teachers must notify parents if a student will attend the eagle hunt.

Effective Classroom Instruction and Management

Effective classroom management and rigorous learner centered instruction are essential to student success. The following guidelines will be followed:

1. Effective planning and collaboration with your team members will be expected, to include:
 - * Follow the district scope and sequence (TEKS Resource System)
 - * Implement district initiatives (see attached)
 - * Integrate technology throughout lessons
 - * Plan weekly lessons
 - * Create common assessments
 - * Analyze student data
 - * Plan and implement interventions
2. All instructional materials readily available and accessible.
3. A learner centered environment will be expected at all times to include:
 - * Rigorous instruction

- * Differentiated instruction
- * Instructional time is maximized
- * Daily classroom plan/routine

Grades, Grade Reports, IEP 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:

- Grades for each reporting period shall be determined by a combination of daily grades, major exams and/or projects. Teachers are required to have 2 daily grades per week.
- In averaging nine 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 60% of the grade.
 - Exams and projects comprise 30% of the nine weeks grade.
 - A major exam or project serving as the nine weeks 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. DO NOT deviate from the exam schedule without specific permission from the principal.
- The semester grade will consist of
 - Semester 1:

▪ 1 st nine weeks	=	45%
▪ 2 nd nine weeks	=	45%
▪ Semester exam	=	10%
 - Semester 2:

▪ 5 th nine weeks	=	45%
▪ 4 th nine weeks	=	45%
▪ Semester exam	=	10%
- No student may be exempted from taking the unit assessment in any subject in which any other student is required to take an exam.
- Student grades will be based only on mastery of TEKS; this must be noted on your electronic gradebook.
- Teachers must be able to justify by providing evidence on all grades given.
- If a student receives a failing grade after the progress report goes out, it is the teacher's responsibility to contact the parent.
- Special education students will receive two report cards: the regular SEHS report card and an IEP report card which will be issued by the special education teacher.
- Report of student progress towards IEPs must be completed in a timely manner by SPED teachers and provide detail comments of progress.
- 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.
- You must enter daily assignments weekly, because parents can check the parent portal on a daily basis.

Grade Averaging

In accordance with SEISD policy, students who fail a semester of a course may still earn credit if both semesters average to a 70.

Grade Changes

If you have made an error on a student's grade after the progress report or report card go out, you must acquire a grade change request form from the registrar. The request form must be filled out with all necessary information and submitted to administrator. If approved, form will be given to the registrar to make the correction.

Honor Roll

Students who meet the following requirements will be placed on the Honor Roll.

A Honor Roll – 90-100

A/B Honor Roll – 80-89

Instructional procedures for students placed in (In-School Suspension or DAEP):

When a student is placed in ISS/DAEP, their schedule will not change. Their assigned teacher will be responsible for them. The following procedures will be followed:

- * Lesson plans, assignments, tests, etc. for the ISS/DAEP student will be delivered to the ISS/DAEP staff by the regular classroom teacher.
- * The ISS/DAEP staff will collect the work when it is completed and return it to the classroom teacher.
- * The ISS/DAEP students are expected to keep pace with the regular classroom.
- * The classroom teacher will be responsible for grading the assignments and posting the grades.
- * Classroom teachers are encouraged to visit ISS/DAEP students often and collaborate with the ISS/DAEP teacher. The DAEP teacher will send weekly reports to classroom teachers.

Make-up Work

The teacher is responsible for making sure that the following procedures are carried out. All students will be allowed one day per absence to complete make-up work. The policy shall not impose a grade penalty for make-up work after an absence due to suspension.

Lesson Plans

The Texas Resource System is the approved curriculum alignment tool that will be utilized by all district teachers. TRS will be used in designing lesson plans on district template. Lesson plans must be completed on the Forethought lesson planer by 12 pm Sunday for the following week. Each teacher must submit a copy of their lesson plans. In case of absence, please provide the guest teacher with a plan to follow. See lesson plan calendar in Section IX for dates.

Special Education/504 Accommodations/Modifications

In serving Special Education and 504 students, certain modifications/accommodations will be required. The special education teachers or clerk will send a list of recommended modifications/accommodations to all regular, education classroom teachers. It is the responsibility of each teacher to know if modifications and/or accommodations are needed to satisfy a student's educational needs. Please feel free to ask for assistance when creating your lesson plans. If you have questions or need assistance with accommodations/modifications, please see the Special Education teachers. IEP and 504 updates/recommendations must be completed and/or submitted before ARD/504 meetings.

Teachers are assigned to attend and actively participate in ARDs. Teachers must be prepared to present and discuss student progress (i.e. grades, attendance, discipline, transition power point, etc.) **If an exception is made and the teacher will not attend an ARD meeting for one of their students, the teacher must complete and submit the academic/behavior report before the scheduled ARD meeting.**

Transfer Students (Grades)

Registrar will request documentation from the previous campus. It is the teacher's responsibility to follow up on any grades in progress. If a student does not receive grades from the previous campus, it is up to the discretion of the teacher to determine if he/she has mastered the TEKS for the nine weeks. The student must complete the required grades for each grading period. If a student does not meet the 90% attendance rule; the student shall not receive credit for the semester.

SECTION III: STUDENTS

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 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, this is to include the use of electronic cigarettes or vapor devices that simulate or resemble smoking. 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.

DRESS CODE POLICY (Student Code of Conduct)

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.

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.

COMMUNICATION AND ELECTRONIC DEVICES

Students are NOT permitted to use cell phones or electronic devices during **instructional or transition time**. Students in possession of said devices must surrender them to school personnel immediately to be stored in the front office vault until **parent or legal guardian makes arrangements for pick up, and pay the \$15 fine. Device pick up times: before or after school.**

SEHS/SEISD will not be responsible for lost/stolen electronic devices; no instructional time will be utilized to locate these items.

Students will be charged \$15 fee for violating the cell phone use policy regardless if they refuse to turn in cell phone. Cellular telephones not picked up within 30 days will be donated to charity

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 (ISS/DAEP 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 school.

Positive Behavior Intervention and Support (PBIS)

Teachers will follow and promote the district wide behavior plan. The basic components of the Positive Behavior Intervention and Support (PBIS) plan are:

1. Discipline with Dignity to teach replaceable behaviors
2. Promotion and Enforcement of the following three core values
 - a. Respect
 - b. Responsibility
 - c. Safety
3. Follow the campus disciplinary process and lead by example

All teachers must post the core values in their classrooms. Students will not be escorted to the office by security or monitor unless there is a reasonable suspicion that the student will cause harm to self or other students.

STUDENT VOICE

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

SECTION IV: GUIDANCE & COUNSELING

Guidance and Counseling

Counselors are available to assist students in the areas of academic, career, and personal and social development. Students are not to be sent to the counseling center unless the student is in crisis mode. It is a teacher's ethical and moral obligation to refer students to counselors if they feel that a student is in crisis. Please fill out the counselor referral which is available in the counseling center.

Paula Hernandez	A - Garcia
Nora Almanzar	Garcia Amaya - Pal
Patricia Villarreal	Pam - Z

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

END-OF-COURSE-EXAMS

Graduation Assessment Exams: All students must pass the following 5 End-of-Course-Exams: English I, Biology, Algebra I, English II, and US History.

Schedule Changes

Do not send students to the counseling center to request schedule changes. No schedule changes will be made on the first day of school. No changes will be made after the 10th day of instruction.

SECTION V: SCHOOL SPONSORED ACTIVITIES

Announcements

All announcements should be sent via e-mail to the (Student Activities Manager) **the day before** broadcast. All announcements are subject to approval by the Student Activities Manager.

Business Agent/Club Funds: See Fundraising Manual

Elections

On any selection process where voting is involved, the ballots must be counted by an administrator or their designee. Do not allow students to supervise voting or 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.

Field Trip Procedures

1. Submit a Trip Request Form to your supervisor at least six weeks prior to the trip. You must submit a lesson plan and itinerary with your request.
2. A Teacher Permission Form 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. The student will not be allowed to go on a field trip if a teacher has declined permission on this form.
3. A School Activity List must be submitted to Attendance Administrator at least two days prior to the trip. If any students are ineligible, the teacher will be informed. The list will then be given to the attendance clerk to code the students for the field trip.
***Make sure you notify the attendance clerk if any students on the list fail to go on the trip for any reason.**
4. A Parent Permission Form must be returned with parent signature before any student is allowed to leave the campus.
5. The cafeteria must be informed of the field trip two weeks prior, so they can provide student lunches on time.

Posters

We encourage attractive displays and bulletin boards. 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. All posters created for display must be submitted for approval to the student activities office. If approved, they will be stamped. Each club is responsible for picking up and displaying their own posters. Any posters not stamped will be removed by campus security.

Release for School Activities

Coaches and sponsors will submit a list of students to be excused to the attendance clerk at least **48 hours prior to their needed day of release. If the list is not submitted as directed, students will be charged with an unexcused absence.**

UIL Eligibility (No pass, no play)

All students participating in UIL events as well as in any extracurricular activities must be academically eligible. 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.

If there is an error in calculating a grade, teachers must submit a grade change form within 10 calendar days from the day report cards are issued. All grade changes must be approved by an administrator.

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 nine weeks within the grading period.

See Calendars Section for important eligibility dates.

Using School Facilities for Contests and Events

Any club wishing to use the facilities for an event must complete a Facilities Use Request Form . This request must be submitted to the facilities administrator for approval two weeks prior to the event. The event will then be placed on the activities schedule.

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 the School Board.

SECTION VI: SAFETY

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. All visitors must report to the office to secure a pass. No student guests are allowed on campus without administrative permission. **No former students are allowed on campus during the instructional day or during your conference periods.**

Teachers must report any intruders that they see to the front office immediately. Teachers' children and students' children or siblings should not be on campus during working hours as per district policy.

Drug Free Zone

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 and electronic cigarettes.

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 obstructed 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.

- Evacuate — continuous siren sound and fire signals flashing.
- Return to Class — one bell
- Teacher should escort students to the designated area.
- All exits and returns to the building should be conducted in an orderly and quiet manner. Upon exiting, the teacher should move to the appropriate location.

Guest Speakers: **All guest speakers must be approved by your supervisor before being scheduled.**

All guest speakers must report to the front office and get a visitor's pass.

Recruiters of any kind (military or proprietary schools) are not allowed in the classroom without approval from the principal

Inclement weather procedure

When an inclement weather condition occurs, the campus will respond accordingly. If it is a situation where school could be cancelled, please monitor the news channels for updates.

Lock Down

A “Lock Down” is when there is a possible intruder in the building. You are required to cover your door, turn off the lights, and move students to an area of the room away from the windows and door. Do not release students unless an official/administrator has come and opened your classroom. **Please note: You must have the window on your door uncover door at all times, unless we are in a lock down.**

*****See individual handout for further instructions.*****

Lock In

A “Lock In” is called anytime it is necessary to keep students in the classrooms. The district contracts a company to come and check the building for illegal drugs on a regular basis in which the K-9 units to go through the classes. Rooms are chosen at random. They also go through the parking lot and check vehicles. It is imperative that you keep students in the classroom and continue instruction.

Lunch Time Procedures (Students)

SEHS is a closed campus and students are not allowed to leave campus at any time during the school day.

On the Job Injuries

It is very important that you notify the school nurse and your supervisor immediately if a injured while working on campus.

School Nurse

The school nurse will handle all health problems within the school. Students are not allowed to carry medications. All medications should be administered in the nurse’s office (with the exception of students who are approved to carry inhalers, Epi pens, etc., see confidential nurse report). The nurse will notify an administrator in case of an emergency. The nurse is the only person who may excuse a student from school due to illness. In case of an accident/incident, the injured person should not be moved until the nurse is contacted. Immediately after contacting the nurse, an administrator needs to be notified. A student must be sent to the nurse with an official nurse’s pass.

Severe weather

Some 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.

Students out of class

Only one student at a time should be allowed out of the class to visit the restroom. When a student is allowed out of your class, **students must have their school id and must carry the hall pass.** Administration is suggesting that each teacher have a bathroom procedure, so students do not miss relevant, instructional time and do not abuse the hall pass. **Students are not allowed to visit another classroom during the instructional day at any time.** If it is an imperative emergency to visit the nurse or counselor, they must have a have their school id and hall pass.

Tardy Sweep

Tardy Sweeps will be called at random by an administrator. These are the procedures:

1. All teachers are to lock their doors.
2. Do not send any students out during this time.
3. Students will be rounded up by security and monitors.
4. Consequences will be issued by administrators and the PBIS committee.

Tardy procedures

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. ****

Transition between classes

Teachers must stand by their classroom doors during ALL transition periods and five minutes before class starts in the morning.

SECTION VII: MISC

Building Maintenance/Custodial Services

It is extremely important that we all take pride in our building and instill in our students that same pride of ownership. 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.

Monitor your classroom to ensure that the students are not writing or vandalizing the desks, walls, bulletin boards, etc.

While using the Multi—Purpose Room (MPR) and the workroom by the office, please help us keep it clean. Please help our custodians maintain a clean and pleasant atmosphere on our campus. If there is any maintenance or repair needs, complete a Maintenance Request Form and submit it to Facilities Administrator.

All custodial services not provided as routine must be requested in writing and submitted to the Facilities Administrator. 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.

Campus Fixed Assets

Campus fixed assets are inventoried by classroom. **DO NOT REMOVE ANY ITEMS FROM YOUR CLASSROOM. All moves must have a transfer request form filled out and submitted to the Fixed Assets Administrator. The administrator will then make the arrangements to have these items moved.** Report any new purchases for tag inventory. All teachers are expected to sign a laptop agreement form prior to receiving their laptops.

Copier/Scantron

The Scantron and the copiers are located in the front office, teacher workroom. **Students are not allowed to use any of the machines located in the teacher workroom.** If you need assistance operating any of the machines, call the principal's secretary or the office clerk for help.

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.

****All faculty and staff must view and complete the Sexual Harassment video required by the district****

Preparing Purchase Orders/Classroom Supplies

When purchasing instructional materials, give your request to your department leader and they will fill out the Request to Expend Funds form that is located in the blue, file boxes in the mailroom. Purchases must reflect the support of campus, department, and district goals (CIP/DIP).

Any items purchased without the department chair's approval and without the principal's approval will be the teacher's responsibility. Beware of vendors sending you samples or items on a trial basis, because vendors always expect payment. No items may be bought on credit. You will be responsible for any outstanding balances or fees. Do not purchase anything expecting reimbursement. Please note: the reimbursement rule also applies to fundraisers and activity accounts.

Print Shop Procedures

For printing or laminating requests, you must first get a quote from Ms. Ruvalcaba. 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.

Technology Use

Once technology equipment is checked out either from the Technology Administrator or the library it becomes the responsibility of the teacher. Equipment checked out from the library must be returned on a daily basis. Equipment checked out from the Technology Administrator will require a signature. 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 any equipment needs repair, be sure to notify the librarian or the technology administrator. If a student is tampering/destroying any equipment, you need to report it immediately to technology administrator.

Textbooks

The textbook clerk is in charge of textbooks. Teachers will be issued a classroom set during the week of professional development.

***** Teachers are responsible for the classroom set. Not following procedures can negatively affect the following domain: Domain VII: Compliance with Policies, Operating Procedures, and Requirements: 1. Policies, procedures, and legal requirements 2. Verbal/written directives.*****

TONER PROCEDURE

The toner ordering process has changed effective this fiscal year.

1. The District's warehouse will carry the most commonly used toner cartridges as stock items. Once your toner has reached 20% and your toner is listed below, please submit a "Warehouse Order Form" to your department chair with (1) Supplies status page, (2) Printer model/name, (3) Printer barcode, (4) IP address, and (5) Printer location, attached.

Toner cartridges carried by warehouse:

Detailed Description	Item Number
INK CARTRIDGE - CE505A BLACK	50010915
INK CARTRIDGE - HP305A BLACK	50010910
INK CARTRIDGE - HP305A CYAN	50010911
INK CARTRIDGE - HP305A MAGENTA	50010914
INK CARTRIDGE - HP305A YELLOW	50010913

2. If it is not listed, please submit a "Spend Form" to your department chair with (1) Quote, (2) Supplies status page, (3) Printer model/name, (4) Printer barcode, (5) IP address, (6) Printer location, and (7) CIP information.
 - Quote request, please contact the campus secretary
3. Department Chair will then sign request and submit it to the principal. Once it has been approved by the principal, request will be submitted; (same procedure as any other purchase).
4. **The printer must remain ON and connected to the network when submitting an order for toner replacement. Technology will verify that the toner cartridge you are replacing is at or below 20%. If it is, the requisition will be approved and continue thru the workflow like any other requisition. If not, the requisition will not be approved.**
5. Warehouse personnel will deliver the toner to the campus/department. If assistance is needed to install the toner, call the help desk at X3489.
6. Each campus/department is responsible for recycling their own toner cartridges. If interested, contact Ms. Benavidez at Loya Primary as she recycles toner to raise funds for student incentives.