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Edinburg North High School
Mark Micallef, Principal
3101 N. Closner.
Edinburg, Texas 78541
(956) 289-2500

ECISD

Edinburg North High School Faculty Handbook



*A Reference Guide for Administrative
Operating Procedures*

2017-2018

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E.N.H.S.
Faculty Handbook

*A Reference Guide for Administrative
Operating Procedures*

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ECISD Board of Trustees

Oscar Salinas - President

Juan 'Sonny' Palacios, Vice-President

Xavier Salinas -Secretary

Robert Pena Jr. - Member

Miguel Farias - Member

Carmen Gonzalez - Member

Ellie Torres - Member

René Gutiérrez, Ed.D. , Superintendent of Schools

ENHSAdministration 2017-2018

Mark Micallef, *Principal*

Michele Pena, *Dean of Instruction*

Juan Vaiz, *Assistant Principal*

Mark Gordon, *Assistant Principal*

Lisa Murillo, *Assistant Principal*

Jose Chapa, *Assistant Principal*

Laura Garza, *Assistant Principal*

Administrative Staff Assignments

Jose Chapa	<i>9th Grade Principal, Math, Electives T-TESS, Police Security Supervisor, Classroom and parking Passes, Early College High School, T-Stem, AP DE textbooks</i>
Juan Vaiz	<i>12th Grade Principal, Special Ed T-TESS, Special Education Coordinator, ROTC, Maintenance and Facilities, Crisis Intervention and Prevention, Fire Drill/ Safety/Lockdowns, Textbooks, Response to Intervention (RTI)</i>
Mark Gordon	<i>11^h Grade Principal, 504 Coordinator, Social Studies. & Foreign Language and P.E. T-TESS, LPAC Committee Chairperson, Student Success Initiative (SSI), Master Schedule</i>
Lisa Murillo	<i>10th Grade Principal, CTE & Fine Arts, custodians, T-TESS Evaluator, Office Clerical Staff supervisor, Employee keys, Teacher/Paraprofessional Duty Assignments, Students Activities Coordinator,</i>
Laura Garza	<i>Science T-TESS, SBDM Elections, Teacher of the Year Coordinator, Attendance, PEIMS Coordinator, Intake, Withdrawal, Truancy, Registration, cheer and drill teams,</i>
Michele Pena	<i>Benchmark/Testing, Campus Improvement Plan, Classroom Paraprofessional Assignments, Staff Development/Time Equivalency, Federal Computer Labs/CEI, /Saturday Programs, Student Folders, and Newsletter, Parental Involvement</i>
Mark Micallef	<i>ELA, Administrator and Counselor T-TESS/T-PESS, Student Records, UIL Academics, oversee all aspects of Cougar Campus & Community Life.</i>

ENHS 2017-2018 Duty Assignments

Morning Duty: (7:30 am)

<u>Cafeteria:</u>	<u>Rotunda:</u>	<u>Office Duty:</u>	<u>Bus Area:</u>
<i>M. Gordon</i>	<i>L. Murillo</i>	<i>L. Garza</i>	<i>J. Vaiz</i>
<i>J. Chapa</i>			

Lunch Duty:

4th Period:	Office Duty:	Out to Lunch:
<i>L. Garza</i>	<i>L. Murillo</i>	<i>M. Gordon</i>
<i>J. Chapa</i>		
***** *****		
5th Period:	Office Duty:	Out to Lunch:
<i>M. Gordon</i>	<i>J. Chapa</i>	<i>J. Vaiz</i>
<i>L. Murillo</i>		<i>L. Garza</i>
***** ****		
6th Period:	Office Duty:	Out to Lunch:
<i>J. Vaiz</i>	<i>L. Garza</i>	<i>J. Chapa</i>
<i>M. Gordon</i>		<i>L. Murillo</i>

After School Duty:

(Game Duty and/or other School Functions after school will be assigned)

Hall Duty during Passing Periods:

100's Hall.....J. Chapa	300's Hall.....L. Murillo
200's Hall..... M. Gordon	400's Hall.....L. Garza
PortablesJ. Vaiz	Library/Rotunda Area... M. Micallef

NOTE: *Due to liability issues, please adhere to the above duties and responsibilities. Make sure to cover your duty stations at all times (between passing periods excuse yourself from parent meetings for hall duty).*

ENHS 2017-18 Afterschool Duty Schedule

1st Six Weeks (Aug. 28th-Sept. 29th)

Rotunda	Covered Area	Bus Area
Mark Gordon	Laura Garza	Lisa Murillo
	Jose Chapa	Juan Vaiz

2nd Six Weeks (Oct. 2nd-Nov. 7th)

Rotunda	Covered Area	Bus Area
Juan Vaiz	Mark Gordon	Jose Chapa
	Laura Garza	M. Micallef

3rd Six Weeks (Nov. 8th-Dec. 22nd)

Rotunda	Covered Area	Bus Area
Lisa Murillo	Juan Vaiz	Laura Garza
	Mark Gordon	Jose Chapa

4th Six Weeks (Jan. 9th-Feb.23rd)

Rotunda	Covered Area	Bus Area
Jose Chapa	Lisa Murillo	Mark Gordon
	Juan Vaiz	Laura Garza

5th Six Weeks (Feb 26th-April 20th)

Rotunda	Covered Area	Bus Area
Laura Garza	Jose Chapa	Mark Micallef
	Lisa Murillo	Mark Gordon

ENHS Department Chairs

Rudy Garcia/JJ Ortega	Social Studies
Rolando Sanchez/Alicia Abrego	Science
Victor Valdez/Carla Flores	ELA
Heberto Garza	Math
Manny Saenz	Fine Arts
Martha Olivarez	Special Ed.
Nora Smith	PE
Ana Garcia	CTE
Eddie Hinojosa	CTE Off Campus
Hilda Ybanez	Foreign Language
Esilda Solis	Reading

Campus SBDM Members 2017-2018

TBD

Student Attendance

Attendance is an essential element in improving overall student academic achievement. Students with attendance issues are at risk of not mastering the course content as well as not completing middle school requirements. ENHS administrative personnel and teaching staff will work together to improve student attendance.

The importance of good attendance cannot be overstated. It is fundamental that the entire ENHS learning community collaborate efforts to keep accurate records. By ensuring that students attend school, we hope to improve every student's opportunity to learn.

The following administrative procedures are in place to achieve these goals:

1. **SKYWARD student information system funds attendance; therefore it is imperative that teachers post attendance 2nd period. The posting window is 9:45 to 10:15 am.**
2. Attendance will be posted through the **SKYWARD** System. Posting of attendance will be done within the first ten minutes of **EACH CLASS PERIOD.**
3. Students shall report to their classes for attendance and must be reminded that a hall pass is needed to visit: Nurse, Counselor, Administrator, etc.

STUDENTS IN HALLS MUST HAVE A PASS AT ALL TIMES.

4. **NO WHITE OUT** correction fluid is to be used on any record subject to an audit such as absence report verification. Teachers shall notify the attendance office of any changes on the **same day** the change is made on the correction slip.
5. Students are to provide the attendance office with a written excuse signed by a parent or guardian within 3 days of his/her absence. Please ***do not*** send students to Attendance for an excuse after class begins. Students will have to wait for the following day.
6. **Parent notification of student attendance is critical. Teachers are responsible for notifying parent(s)/guardian(s) on the 2nd absence.** Phones are available for your use in the attendance office, and other designated areas. **All teachers are required to keep a phone log of all communications with the parents/guardians.** If a teacher is unable to make contact with a parent or guardian, he/she is to contact the visiting teacher and the student's grade level Administrator.

Late Entry Registration

All new students entering ENHS must start their enrollment in the Attendance Office. Once the student is enrolled he/she will be given a LATE ENTRY REGISTRATION SHEET to present to the teacher. All teachers should sign their name on the space provided by the appropriate class period. If a student enters the classroom without a late entry registration form, you must direct him/her to the attendance office for assistance.

Note: *All LATE ENTRY REGISTRATION FORMS must be returned to the attendance office by the student after all teachers have signed it.*

Student Withdrawing Procedures

1. A “Withdrawal Form” will be given to a student who is withdrawing with instructions stipulating that all teachers sign the form. Other personnel signing this form include the librarian, nurse, and assistant principal.
2. Withdrawals are made only on official withdrawal forms from the attendance office.
3. It is imperative that all teachers withdraw the student immediately after an official withdrawal form is given to the student. Please do not ask the student to come back at a later time.
4. BOOKS--It is crucial that all teachers indicate clear or not clear. If the student does not return his/her book, please indicate NOT CLEAR.
5. GRADES—Counselors need the grades for all reporting periods up to the time of withdrawal. **DO NOT** give an incomplete grade. If the student has not been in class for more than 10 days, you can write insufficient attendance. If you do not have complete data on a student at the time, please provide an estimate of what you believe the grade will be when it is finally worked out for the grade sheets.
6. A teacher signature is required on the withdrawal form. If a person other than the teacher signs the withdrawal form, such as a substitute, both the teachers name and person signing the form should appear on the withdrawal form.

***If a student informs you that he/she will be withdrawing, please refer them to the attendance office for assistance.**

Administrator reporting Time- 7 : 30 a.m.

Teacher Reporting Time- 7:45 a.m.

1. Start of Workday is 7:45am Campus Planning from 7:50 a.m. to 8:20 a.m.
2. All staff members who have a 1st period class are directed to be in their classroom by **8:25 a.m.**

All staff members who have conference 1st period are directed to be in the building by **7:45 a.m.**

3. End of Workday: Dismissal time for all teachers is **4:15 p.m.** All teaching staff is directed to remain in their assignment area until 4:15 p.m. (prior approval for leaving before 4:15 p.m. must be cleared by administrative appraiser or campus principal, NO EXCEPTIONS).
4. Dismiss students: All staff is directed to follow the bell schedule when releasing students or when the public announcement system is used for student dismissal (NO EXCEPTIONS). **All staff is directed not to issue hall passes 10 minutes after the tardy bell rings or 10 minutes before the end of the class period. Also, please refrain from dismissing your students early throughout the day. (Special circumstances should be discussed with administrative appraiser)**

Teacher Duty--

- Duties are assigned by Mrs. Lisa Murillo, Assistant Principal.
- Teachers are responsible for and expected to be on time at all assigned duty assignments.
- The safety and well-being of our students is our priority.
- Promptness and constant supervision are expected at all times.

Absence from Work

ECISD personnel may be absent from work due to illness, personal leave, jury duty, military leave, or authorized school business.

Edinburg North High School employees who know in advance of their absence from work (examples: have an ASB, have a doctor's appointment, are scheduled for jury or military duty) and **require a substitute teacher**, are required to follow the listed campus procedures:

- Each teacher is required to leave a lesson plan that includes instructions, class rosters, seating charts and *Attendance information* in their classroom.
- The employee shall call SEMS (<https://sems.ecisd.us>) to report the absence from work and receive confirmation. Please add information/instructions for Substitute in SEMS.
- The employee is to work with Rosario Alejandro to verify and sign his/her absence report at the end of every month.
- If an employee is to be out for Authorized School Business, a substitute teacher cannot be employed unless all proper documentation of authorization has been submitted to Rosario Alejandro
- Edinburg North High School employees', whose absence is **not** predicted or planned, (examples: employee or family member becomes ill in the evening, a family emergency occurs, etc.) and requires a substitute teacher, **shall** follow the listed campus procedures:
- The employee shall call SEMS (<https://sems.ecisd.us>) by 6:00 a.m. to report their absence from work and receive confirmation. Please add information/instructions for Substitute in SEMS.

When an emergency arises *during* the day, and it is imperative that the employee leave work, he/she is to do the following:

- Request permission from a campus administrator to leave campus.
- Contact Ms. Rosario Alejandro as soon as you receive permission to leave campus from an Administrator.
- Each teacher is required to leave a lesson plan that includes instructions, class rosters, seating charts and Attendance information.
- You or an assigned adult are to remain with your students until she is able to cover your class. It is essential that an adult supervise the students at all times.

To report an absence, all support staff, such as Administrators, Counselors, Social Worker, Nurse, and Diagnostician shall:

- Call SEMS (<https://sems.ecisd.us>) by 6:00 a.m. to report their absence from work and receive confirmation.
- Call the front office between 7:30-8:00 on the day of the absence.

To report an absence, all teachers, regardless of the need to secure a substitute shall:

- Call SEMS (<https://sems.ecisd.us>) by 6:00 a.m. to report their absence from work and receive confirmation.
- Call the front office between 7:30-8:00 on the day of the absence.

To report an absence, all Para-professionals, secretaries and clerks shall:

- Call SEMS (<https://sems.ecisd.us>) by 6:00 a.m. to report their absence from work and receive confirmation.
- Call the front office between 7:30-8:00 on the day of the absence.

ALL STAFF MEMBERS ARE REQUIRED TO SIGN IN AND OUT WHEN LEAVING THE CAMPUS DURING THE INSTRUCTIONAL DAY. Hourly employees must use kronos to clock out when leaving campus.

Teacher Attendance Policy

In accordance with District Policy, any employee taking State Personal Leave the day before or after a school holiday will be docked at his/her daily rate (DEC(LOCAL)). If an employee is out the day before or after a school holiday for Personal Illness or Family Illness, an original doctor's excuse must be submitted on the first day of returning in order to receive compensation for the day. An employee that is away from campus for 2 periods will count as a half day absence. An employee that does not notify the campus of an absence will constitute an Unauthorized Leave and will be docked at the daily rate. The Principal must give prior permission for an employee who needs to leave campus.

Authorized School Business (ASB)

Please adhere to the following steps when completing a staff development registration:

1. Print or submit a copy of workshop/in-service/training information to Cheryl Kanipe, Dean of Instruction for approval. *No online registration should be completed prior to submitting workshop information to Cheryl Kanipe.*
2. Once workshop/in-service has been approved, complete the web travel information as needed.
3. Mrs. Rosie Olivarez will receive the completed forms and generate an ASB for signatures. Mr. Micallef/ Principal Signature is needed upon approval.
4. ASB's will be submitted to Central Office for final approval.
5. Once the workshop/in-service/training has been approved by Central Office you will be notified. At this point you may register on ERO or Region I.
6. After registering on ERO, sign up on SEMS for a substitute and notify Ms. Rosario Alejandro.

NOTE: *If any registration fees are involved with your ASB, you must wait to register until purchase order # is generated. Please be aware that once you have registered for an in-service, you MUST attend to avoid a no-show status.*

Pep Rallies and School Assemblies

- All teachers and classroom paraprofessionals are expected to attend pep rallies/assemblies to supervise and properly correct misbehavior.
- Teachers should discuss the function of pep rally/assembly with their students at the beginning of the school year.
- Teachers should **sit and remain** with his/her students at all times while attending school assemblies.

School Activities and Field Trips

- All field trips and school activities must schedule through appropriate administrator(s) before any action is taken.
- In order to have the calendar of events ready to be distributed on time, all field trips and school activities should be scheduled at least **ONE MONTH** in advance of the day of the event.
- Scheduling conflicts for time or locations will be resolved on a first come, first serve basis.
- Fieldtrip/Fundraiser Approval form must be completely filled out before approval from principal. Teacher information and required signatures from Attendance and Cafeteria (participant list).
- Teachers are responsible for bus requisitions and approval.
- All students must have signed permission before a student will be permitted to go on any school trip. NO EXCEPTIONS!
- Updated/revised participant list shall be submitted to Attendance and Cafeteria on the morning of the Fieldtrip.
- Parents are to be well informed of all field trip plans.
- Please see Mrs. Murillo for out of town fieldtrips.

Extra-curricular Events

Teachers and aides are encouraged to attend as many extra-curricular events as possible. Sponsors and students appreciate your support.

Bookkeeping/Accounting/Fundraising

Each sponsor of a club/activity must set up an account with the bookkeeper and follow district procedures. **Any money collected for any activity must be deposited daily.** Under no circumstances, is money to be left at school or taken home. The money must be turned into the bookkeeper and deposited daily. In the event that money is collected during non-school hours, the money is placed in a locked bank bag and delivered directly to the bank. For more information regarding non-school hours fundraisers see the ENHS Bookkeeper. Please be advised that no reimbursements will be given for purchases made by the teacher from his/her own personal money.

E.C.I.S.D. Safety Regulations for Overnight Trips

1. Remind students that traveling with an organization, regardless of reason, is a privilege, not a right.
2. Sponsor/Coach/Director must arrange for a K-9 check. This is mandatory.
3. Sponsor/Coach/Director must pick up cell phones and other electronic devices during the first bed check. The items will be returned the following morning.
4. Sponsor/Coach/Director must tape down doors with packaging/painters tape and write teacher's name on tape. Head sponsor must assign teachers the rooms they will be responsible for room checks throughout the night.
5. Head sponsor/coach/director is responsible for creating the "shift" schedule for room check schedule for the staff/chaperones traveling with the group.
6. Head sponsor/coach/director is responsible for communicating the responsibilities of the sponsors during the trip and during the night.
7. Head sponsor/coach/director should communicate with hotel to arrange that all students and teachers be placed on same floor.
In the event that multiple floors are used, ensure that teachers are assigned to each floor for monitoring purposes.
8. Upon arrival, head sponsor must communicate to hotel front desk to block land lines (room phone), report any after hour activities, block pay-per-view TV, and to report any incoming phone calls to a student's room.
9. Communicate to students and parents, that any family/friends wanting to visit with students need to check in with a teacher and they must visit in the hotel lobby. Curfew will be set by the head sponsor/coach/director and students shall not be out of the room after curfew. In case of emergency, contact teacher(s) that are on floor duty immediately.
10. All coaches/sponsors/directors traveling on trip must provide their phone number to all parents.
11. Only competitors, no extra students/alternates, may travel to contests. Alternates will be allowed to travel if an official acknowledgment from the UIL or association requires them to attend due to a "no show" and alternate will be participating in the contest.
12. Remind students of the following safety precautions: use the "buddy" system at all times, call teacher before opening door to a stranger, no swimming in hotel pool, and never leave hotel or contest site without the teacher's permission.
13. Unless a sponsor is present, boys are not allowed in girl's room or vice versa.
14. Students are not to wear pajamas in the hallways. Wear appropriate attire at all times.
15. Remind students of the room rules: no one is allowed access to Pay-Per-View TV, do not use the room phone to make calls, do not make prank calls, clean up after yourself, and do not take anything from room that does not belong to you (towels, blow dryers, pillows, etc...).
16. Parents requesting their child be dismissed to them during the trip must request so in writing and prior to the trip. Sponsor/coach/director must file the letter. Child will be released to the parent only. Parent must provide identification to the head coach/director/sponsor upon release of student.
17. All school rules and ECISD student code of conduct applies.
18. If attending contest in a different state, the laws of that state apply.

Student Signature/Date

Parent Signature/Date

Sponsor Signature:

Organization:

Lesson Plans

All teachers are to prepare lesson plans to guide them in their daily delivery of instruction.

- Weekly lesson plans to be submitted no later than 4:00 P.M. on Monday.
- Lesson plans are to be comprehensive enough for a substitute to follow. Learning is to continue in the event of a teacher's absence.
- Administrators are responsible for reviewing lesson plans.
- Lesson plans are to include:
 - Specific objectives to be attained
 - The alignment of the objectives to the Texas Essential Knowledge and Skills
 - A list of equipment, materials, and resources to be used
 - An introduction of the lesson with a clear connection to its purpose
 - A step by step explanation of the lesson to be delivered
- Other items that shall be included and easily available are: Class rolls and seating charts, as appropriate for all classes

Modifications needed for 504, Special Education, G/T, and LEP students – **Important Note:** This information is “confidential” and is to be kept secure.
- Movies & DVD's MUST be pre-approved and reflected in your lesson plans ----PLAN AHEAD

Mandated Conference Period for Planning and Preparation

Pursuant to DL (Legal) all teachers are given an instructional preparation period (at least 45 minutes within the instructional day) for parent-teacher conferences, evaluation of students' work, and planning. Teachers are to use this time for these purposes.

Teachers needing to leave the building during his/her conference period must obtain permission from the administration before signing out. Staff is to sign out when leaving, and sign in when returning.

Staff Meetings

According to DLA (Local): “Employees shall attend meetings, including required staff development, as scheduled. Employees shall be on time and shall remain until the meeting is over. If it is necessary for an employee to be absent from a meeting, to come in late, or to leave early, the person calling the meeting shall be notified prior to meeting time.”

Faculty Dress Code

Faculty will dress in a professional manner at all times, which includes the regular school day, field trips, extracurricular activities, and staff development training sessions on or off campus. Professional dress for the men shall include a suit, Docker style dress pants, collared shirt that is tucked in, and dress shoes. Professional dress for women shall include a pant or skirt suit, dress pants and shirt, and dress shoes. Professional dress does not include any type of revealing clothing, denim pants, denim jeans, flip flop sandals, t-shirts, walking shorts, and/or sweat/wind pants.

Faculty will be allowed to wear denim jeans, collared ENHS spirit shirt, and tennis shoes on Fridays, in support of our school spirit. Spirit Friday attire does not include worn out/torn jeans or thong sandals. Faculty will be allowed to wear denim jeans, *Specific approved ENHS spirit shirt*, and tennis shoes on Mondays, in support of our school spirit.

Any staff member out of compliance will be directed verbally to “go home” and change and comply with the aforementioned standards. If this issue persists, official documentation as per Domain VII Indicator I of the PDAS evaluation will be added to your file.

Performance Appraisal: Evaluation of Teachers

The instrument utilized by the Edinburg Consolidated School District is the Professional Development Appraisal System (PDAS). According to DNA (Legal), “Each teacher shall be given a written evaluation annually or at more frequent interval.” *Education Code 21.203(a)*

“A teacher may be given advance notice of the date of time of an appraisal, but advance notice in not required.” *19 TAC 150.1003(a)*

However, according to DNA (Local), “The first observation shall be scheduled by date and time.”

Walk-Throughs will be performed on a regular basis by the Administrative team.

Any teacher that has been approved for a District Waiver is subject to have waiver revoked upon Administrator discretion.

NOTE: *The teacher self report Part I and II are due to your appraiser by the second week of school*

Student Assessment: Secondary Local Grading Procedures

Student assessment is what drives the awarding of student academic success. Assessments are based on the degree of student acquisition of the Texas Essential Knowledge and Skills. The following are minimum requirements for assessing students at the secondary school level:

1. All teachers are to use a computerized grading program. Skyward
2. Teacher grade books are auditable records.
3. All daily work and tests are to be recorded and dated. All recorded grades are to be marked with an appropriate description.
4. Teachers will record at least one grade weekly. A minimum of eight (8) grades per six-weeks is required as per board policy. The grades should be separate assessments.
5. Homework and class work assignments are to have the same weight. Major projects and tests shall be weighted appropriately according to written campus/department standards.
6. The actual grade will be recorded in the grade book and averaged.
7. Non-mastery is determined by all grades below a 70.
8. Students must be given one opportunity to re-test for an examination. The highest grade given for a re-testing assessment will be a grade of 70. The original test score is not to be counted. (An examination is considered to be a chapter test, a major test, a unit test, or any assessment over a larger body of knowledge. This definition does not include class assignments, daily work, homework, pop quizzes, etc.)
9. Students shall be allowed to make up work missed due to an “excused” absence. The time allotted will be equal to a day for a day of absence. For example, a student who has been absent for five (5) days will be allotted five (5) days to complete the missed assignment(s). It is the student’s responsibility to inquire about work missed during the absence. The teacher is encouraged to use his/her discretion in allotting additional time as dictated by each individual case.
10. Make-up work/test grades for an “unexcused” absence is a maximum grade of 60. Refer to [EIA (Local)]
11. Teachers shall determine late assignment policies and distribute to students and communicate to parents. All teachers’ policies/procedures must be in compliance with EIA Local Board Policy and campus/department standards.
12. The highest grade for make-up work after a suspension shall be a grade of 60. Students wishing to waive this rule must appeal to the school principal within three days of his or her reinstatement [EIC (Local)].

13. the semester average is determined by adding each of the three six-week numerical grades with the final exam grade and dividing the total by four. Refer to {EIAA (Local)}. If the student is exempt from the final exam, the exam grade is recorded as the average of the three six week grades of each semester, as appropriate.
14. In the event of a student's absence during the final exam, the student and/or parents must provide a doctor's excuse or other appropriate documentation of extenuating circumstances such as a major illness, a catastrophic situation, a death in the family, etc. The campus principal must verify the extenuating circumstance before the student is permitted to take the final exam.

It is extremely important to establish strong and continuous lines of communication between the teacher, student, home, and administration. All staff should know where each student stands academically at all times. The goal is to have all students master all coursework and move them onto higher levels of learning.

Student Assessments: District Benchmark Testing

*Benchmarking is an **activity** where organizations continuously engage in self-study and compare themselves with the leaders in their field, this allows them to identify, adapt, and apply significantly better practices.*

The US Office of Educational Research and Improvement describes it as a systemic, evidence-based, and participatory change process. It is a process that includes the following steps:

- **Self-Assessment:** All teachers are to document and study their instructional practices and measures of success.
- **Comparison:** We benchmark ourselves against the state, the region, the district, and the campus. After careful study and evaluation of ourselves against our benchmarking partners, we establish our goals and set out to accomplish them.
- **Analysis and Adaptation:** We ask ourselves **why** we are getting the results we are getting and why others are getting better results. At this point, we decide to implement best practices by creatively adapting them to our campus as appropriate.
- **Implementation:** We, as a faculty, think carefully about what enablers (e.g., resources, schedule changes) are needed to improve. We communicate the benchmark findings with all stakeholders and build support for the changes we want to make to get the results we want.
- **Feedback:** We carefully monitor and measure the results and adjust if necessary.

District Benchmark/Testing Calendar dates will be set by Cheryl Kanipe.

Student Assessment: State Standards

There must be a strong alignment between the statewide assessment and our daily classroom instruction. No one is exempt from this responsibility. Our goal is to make sure all our students are well prepared for every exam.

Other than Benchmark Tests, there are:

- Field tests
- ACT's
- SAT
- National Assessment of Educational Progress (NAEP)
- TELPAS
- End of Course
- Credit by Exam

Progress Reports and Parent Notification

*It is extremely important to establish on going communication lines between the school and home. Pursuant to EIA (Local), "Teachers shall have at least **one conference with parents every 6 weeks either face to face or via telephone.** A log must be kept of telephone calls and parent signatures to verify conferences."*

This policy is aligned to what the research tells us contributes to student success and effective schools.

In addition to what is required by board policy, teachers are required to inform parent(s) and/or guardian(s) when a student is failing a course.

- Teachers/Campus shall send a progress report(s) home to the parent/guardian the third week of each six weeks period or upon the failing status thereafter, to students who are failing.
- Teachers shall discuss progress reports, absences, and Honor Roll with students at the beginning of the year.

Pursuant to EIA (Legal), "The board shall adopt a policy that provides for a conference between parents and teachers and requires the District, at least once every 12 weeks, to give written notice to a parent of a student's performance in each class subject. If a student's performance in a foundation curriculum subject [see EHAA] is consistently unsatisfactory as determined by the District, the notice must provide for the signature of the student's parent and returned to the campus. When a student is "consistently unsatisfactory", the teacher must obtain the signature of the parent/legal guardian to keep on file.

The grading procedures shall be thoroughly discussed with all students and communicated to all parents. This will increase student performance and lend itself to positive home-school relations.

Academic Achievement: Grading System

Credit for courses for middle school may be earned only if the student received a grade of 70 on a scale of 100, based upon course-level, grade-level standards of the essential knowledge and skills curriculum as well as attendance. {EI (Legal)} The following grading number system represents the student's performance in a class:

Number Grade Representation	Performance Description	Letter Grade Representation
90 to 100	Excellent Work	"A"
80 to 89	Good Work	"B"
74 to 79	Fair Work	"C"
69 and below	Non Mastery	"F"

Student Promotion Policy

High School

Homework and Tests

Teachers shall assign homework as an extension of the classroom and to reinforce learning. Teachers shall keep the following essentials in mind when assigning students homework.

1. All homework assignments are to be aligned to the specific course objective(s).
2. All homework assignments are to be assessed and students will be given feedback on their work in a timely manner.
3. Teachers shall provide specific directions and clear expectations of the work to be accomplished.
4. Teachers shall take programs, meetings, athletic events, testing, and other student mandated activities into account when assigning homework.
5. Teachers shall require all students who are absent make up work.
6. **Teachers shall not assign homework on Wednesday.** This day is designated as family night. (EIB Local)
7. Homework detention will begin on the third week of the 1st six weeks and will be assigned during the lunch periods.
8. Tests should be administered to check for understanding.

Counseling and Guidance Information

Every student is assigned a guidance counselor. Teachers are to refer students to their designated counselor .

In addition to our counselors we have a Social Worker. Do not hesitate to contact any counselor or our social worker to assist you with any student(s).

Student Schedule Changes/Corrections

Counselors will pre-register students during the spring semester of each school year. All attempts are made to match the course requests with the students' needs. There are times that factors suggest or demand changes, and schedules need to be reviewed for possible changes.

Unnecessary student schedule changes are not permitted. However, there are circumstances which dictate the schedule be adjusted. Examples of such changes include the following:

- Problems with their schedule such as missing class period, etc
- Completion of summer school
- Classes will only be changed within the first two weeks of school
- Counselors will make every effort to keep the students fully informed of class schedules. Changes are limited so that student learning is facilitated.

Student Eligibility for Extracurricular Activities

If a student is failing a course at the time of withdrawal from a course, he/she will be ineligible to participate in extracurricular activities for the length of time determined by the current *U.I.L. Side by Side* Handbook.

Supervision of Students

- Supervision is not limited to the classroom, but extends to the halls and courtyard, lunchrooms, or any other place where students gather on school property during the regular instructional or during extracurricular activities.
- All school personnel shall report violations of policies, rules and regulations by students during the school day, or while attending school –sponsored activities.
- Teachers shall assist in supervising and monitoring the hallways before and after class by standing at the doorway.
- Students are not to be left unsupervised. This includes leaving students unsupervised in the hallway. If the teacher needs to leave the classroom for an emergency, ask the teacher next door to supervise your class.

UIL/Club Sponsors: Student Supervision

All UIL and/or Club Sponsors are responsible to supervise and remain with students at all times until the last student is picked up. **NO EXCEPTIONS.** Please do not depend on the Administrator to supervise the students.

Athletes should be picked up by the gym after a game or after school practice. Do not have students picked up in front of the school unless you will be supervising them.

Textbook Management and Accountability

All textbooks purchased in accordance with Education Code Chapter 31 are the property of the state of Texas. Pursuant to CMD (Legal), "Each student or his or her guardian shall be responsible for all books not returned by the student. Any student failing to return all books shall forfeit the right to free textbooks until the books previously issued but not returned are paid for by the student, parent, or guardian." CMD (Local) places the principal responsible for an annual accountability of all textbooks distributed to the campus. It also states that "textbooks which are not accounted for shall be charged to the campus which shall reimburse the District from their unencumbered fund balance."

A textbook management system is in place at ENHS to ensure that all textbooks are distributed and accounted for, and proper documentation is in place to account for all lost and returned textbooks.

Textbook Distribution

- The textbook numbers are scanned and assigned ONLY to the teacher. Teachers will receive class sets only.
- The assistant principal in charge of textbooks keeps the teacher textbook records throughout the year.

Teacher Responsibilities for Textbooks

- textbooks are to be protected if needed
- maintaining the barcode on each book
- maintaining each book in good condition
- returning books in a timely manner
- Clearing all lost textbooks with the assistant principal.

All teachers shall review and share these responsibilities with all students on the first day of school and continue to enforce them throughout the year.

The Return of Textbooks by the Teacher

Teachers are to return the issued textbooks at the end of a one-semester course, or at the end of the year. Teachers are to use the following guidelines to make sure that the textbooks can be accounted for during their use.

- Teachers are to continuously stress to students the importance of maintaining textbooks in good condition. Students should be made fully aware of their responsibility for care and of textbook payment for damage or loss.
- Teachers are accountable for all books/resources issued to them. They are to return all materials to Mr. Jose Chapa, Assistant Principal before they are “cleared” at the end of the year. Teachers will “clear” at a clearance conference between the assistant principal and the teacher, during which time the following shall take place:
 - Teachers whose records are not “cleared” will receive a **Teacher Not Cleared on Textbooks/Resources** form. The teacher will sign the form to confirm the information with the principal.
 - Arrangements will be made with the teachers by the principal to clear teacher textbook/resources that are not accounted for.

Hall Passes

- Each teacher will be issued a hall pass.
- **Hall passes should not be used within the first and last 10 minutes of each class period.**
- Only one student is allowed out of the classroom at a time.
- In order to be in the hall, students must carry a hall pass and/or a written note.
- If you lose your hall pass, see Mr. Jose Chapa, Assistant Principal.

Keys

- Keys are distributed by Mrs. Lisa Murillo, Assistant Principal.
- If you need keys for your cabinets, you must request the key in writing. (EX: Y. Salinas, file cabinet key #104, Rm. 223)
- Lost keys need to be reported immediately and replacement keys need to be requested.
- DO NOT ask custodians or Central Office personnel for additional keys.
- When in doubt, see Mrs. Murillo, Assistant Principal.

Student Cell Phones

- All student cell phones shall be turned off during the instructional day.
- Cell phones that are confiscated shall be turned into the office on that day.
- Cell Phone/Electronic Device Confiscation forms shall be filled out and turned in with cell phone.

Fire Drill/Emergency Evacuation

Teacher Responsibilities:

Teachers and other staff members will evacuate assigned students as designated on the Edinburg North High School Fire Drill Map. In case of smoke or fire in the designated path of evacuation, determine the quickest alternative evacuation route which leads to an assigned outside sector.

Do the following:

1. Evacuate students in an orderly manner to designated area based on the location of the classroom.
2. Turn off any processes, systems, and/or experiments as you leave the room and shut the door to prevent the spread of fire. **Do not lock your door.**
3. Instruct students to walk in a quiet and orderly manner.
4. Upon arrival at the designated area, line up your students and check for missing students or support staff/use the red and green cards.
5. Maintain control and attention of students in case relocation is needed.
6. Report any concerns to the assistant principal or security officer assigned to your sector.
7. Teachers who do not have assigned students during period of evacuation will assist in evacuating area by their regular classroom and assist with overall supervision.
8. Upon reentering the building keep your students together and return them to the classroom. Listen for further directions or announcements and proceed with instruction.

Lock Down Code Red Procedures

This is in part a plan developed to address threats to the health and safety of staff and students by an individual or persons entering the school building. The intent is to provide a method that will account for everyone in the building and the containment of threats by using a lock down procedure. When “Lock Down Code Red” is announced by the principal, this will signal the staff to lock their doors and to follow the listed procedures:

1. Close and lock door and window.
2. Move the students to a corner away from the door and windows.
3. Contain and maintain students.
4. Check roll.
5. Account for any missing students using the red and green cards.
6. Ignore all school bells and wait for the “All clear announcement”.
7. Return to normal status.

Students in the Cafeteria Common Area will need to be directed into the band hall/Gym. Personnel assigned to cafeteria duty will assist the movement of the students to the band hall/Gym.

P.E. students will remain in the dressing room area. Any students in P.E. outside the building shall return to the dressing rooms.

Student Dress Code Policy

In addition to the ECISD’s approved dress code policy and consequences Edinburg North High School students will be adhering to the Edinburg North High School Standard Dress Policy requiring the following:

NOTE: All teachers are directed to address violations of any dress code during the 1st period of the school day all year.

Tardy Policy

Students must be in their classrooms before the tardy bell rings:

- With all books
- With all materials
- Pencils, paper, etc.

The following procedures must be followed so that all students go to class on time. Please review these procedures with your students.

Student tardies will accumulate by semester. Policy will be as follows:

1. Upon the 1st tardy, a warning will be printed from the Tardy system
2. Upon the 2nd tardy, a second warning will be issued.
3. Upon the 3rd tardy, a third warning and the Teacher will call parents as well as inform student of the call and consequence of next tardy. Upon the next tardy, 4th documented tardy, a Level II discipline referral will be issued and delivered to the corresponding grade level assistant principal. A parent conference with teacher and administrator will take place and student will be placed in *lunch detention for one day*. Teacher will notify parents.

This conference should be productive and effective for both the administrator and the parents. The teacher's grade book documentation and phone logs should reflect the documented tardies and phone calls.

4. Upon the next tardy, 5th documented tardy, another Level II discipline referral will be issued and delivered to the corresponding grade level assistant principal. Student will be placed in *ISS for one days*. The teacher will notify parents.
5. Upon the next tardy, 6th documented tardy, another Level II discipline referral will be issued and delivered to the corresponding grade level assistant principal. Student will be placed in *ISS for two days*. The teacher will notify parents.
6. Upon the next tardy, 7th documented tardy, another Level II discipline referral will be issued and delivered to the corresponding grade level assistant principal. Student will be placed in *ISS for 3 days*. The teacher will notify parents.

Any more tardies for this student may result in off campus suspensions and in a citation under **Penal Code 37.102. Rules and penalty** (Class C misdemeanor)

Note: The success of this policy will depend on all teachers documenting, following through, and being consistent with all students. Expect all students to arrive on time to your class

Student Discipline Plan

Always promote an environment that is conducive to learning and keep in mind that time on task is the key to student success. The following school approved discipline plan is to be followed at all times.

Students are expected to:

1. Respect your teacher, peers, yourself, and all property.
2. Follow directions and all school policies.
3. Be seated and prepared before the tardy bell.
4. Keep hands, feet and objects to yourself.
5. Food, drinks, gum and candy are not allowed.
6. Follow Dress Code:

Positive Rewards

1. Verbal praise
2. Positive phone calls home
3. Positive notes/awards
4. Teacher discretion Motivators/Incentives
5. Fieldtrips

Student Consequences

First Infraction Actions Required: White

1. Complete Level I Referral
2. Student/Teacher Conference
3. Parent contact
4. Student receives copy to take to parents

Second Infraction Actions Required: Yellow

1. Complete Level I Referral
2. Conference
3. Parent contact
4. Student receives copy to take to parents

Third Infraction Actions Required: Pink

1. Complete Level I Referral
2. Parent contact
3. Counselor Referral

Severe behavior will result in Referral to Administrator

Student Consequences: Level II Referral

1. Students will be referred to the office with a Level II Behavior Report.
2. All student information must be completed by staff member prior to sending the student to the office.
3. Administrator will address discipline problem.
4. Campus will mail referral to parent.

Student Detention

1. Under no circumstances are bus students to be kept after school.
2. Under no circumstances are teachers allowed to keep students unless they accompany students. At no point should students be left unsupervised. If the teacher needs to leave the classroom for any reason, he/she is responsible for asking the next door teacher to supervise his/her students.
3. Make detention a consequence, not a play period.
4. No snacks or drinks will be allowed in the classroom.
5. Teachers are not to take students home in their vehicles.