

Coronado Teacher Handbook



2019-2020

The following pages include the key policies and procedures for the teachers of Coronado High School.

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.

The following pages of your Teacher Handbook include important documents that you will need to refer to throughout the school year. Also included are samples of District and school internal paperwork. Please carefully review this section. If you have any questions, ask your team leader, team members, administrative staff, or mentor (for new teachers).

Mission Statement: The mission of Coronado High School is to advance the academic, artistic, emotional, physical and social education of every student in order to develop productive members of society.

Vision Statement: Student learning is a chief priority at Coronado High School. Students, teachers, administrators, parents and the community share the responsibility for advancing the schools mission. All students can learn. Exceptional students (special education, limited English, gifted and talented, etc.) require special services and resources. Students learn best when they are actively engaged in the learning process. Challenging expectations increase individual student performance.

Coronado High School promotes active learning and a positive response to student behavior in all classrooms. We are in the third year of Positive Behavioral Interventions & Supports (PBIS) and Active Learning Framework (ALF) implementation. We are also beginning the implementation of Social Emotional Learning (SEL).

The goal of PBIS is to minimize minor student offenses such as tardies and classroom disruptions and to create a positive learning environment. The expectation of all administration, faculty, and staff is to handle student misbehaviors with a positive response. Serious violations all fall under Chapter 37, the laws governing the Texas Student Code of Conduct.

Active learning creates a student-centered classroom. Teachers are working to be facilitators by providing engaging bell to bell lessons for individual students as well as collaborative group work. Lessons are based on the design, refine, explore and demonstrate motto so that students can create, reflect, discover and present their learning. Coronado's rigorous active learning classrooms are preparing students for the 21st century.

Social Emotional learning is the process through which children and adults acquire the knowledge, attitudes, and skills to recognize and manage their emotions, set and achieve positive goals, demonstrate caring and concern for others, establish and maintain positive relationships, make responsible decisions and learn to handle interpersonal situations effectively.

Administrative Personnel

Principal	Marc Escareno
Assistant Principal G & I	Robert Stives
Assistant Principal (A-Coo)	Delia Bustamante
Assistant Principal (Cop-G)	Ronald Dentinger
Assistant Principal (H-Mol)	Gilbert Andrews
Assistant Principal (Mon-Ro)	Roberto Rivera
Assistant Principal (Ru-Z)	Clark Edwinson
Counselor (A-Ce)	Jennifer Blacksher
Counselor (Ch-Gl)	Dawn Cornell-Stufflebeam
Counselor (Go-Li)	Sylvia Marti-Luna

Counselor (Lo-O)
Counselor (P-San)
Counselor (Sap-Z)
Academic/Administrative Counselor
Alpha Specialist
Graduation Coach
Nurses
Librarians
Diagnosticians
Academic Learning Leader
Instructional Coach
IB Coordinator
Testing Coordinators

Jennifer Arias
Margarita Hernandez-Arguelles
Nora Arenas
Lauri Ortiz/ Sharon Uribe
Dora Nunez
Rosella Gomez
Karla Marquez-Ortiz/Carmen Vela
Dana Callaway/ Kimberly Blessinger
Melissa Prado/Candice Rivera
Richard Williams
Kasey Pena
Les Harrison
Carlos Maldonado / Cheryl Capoldi

Office Staff

Principal's Secretary
Business Agent
Registrar
Registrar Assistant
Head Attendance Clerk
Attendance Clerks
PEIMS Clerk
Bookroom Clerk
Cafetería Manager
Parent Engagement Liason
LPAC Clerk

Deanetta White
Leslie Jones
Armida Medrano
Annabelle Baca
Emma Diaz
Salma Isaac
Sylvia Holguin
Nadine Ortega
Claudia Borunda
Felipe Salinas
Maria de Los Angeles Castillo
Virginia Richard

Administration Departments and Responsibilities

D. Bustamante	R. Dentinger	G. Andrews	R. Rivera	C. Edwinston	R. Stives	M. Escareno
English, ESL	Science, FFA/AG	Social Studies, IB	Math, PE/Health	SPED, LOTE, Speech, ROTC	CATE, Business, CDL	Fine Arts, Journalism
A-Coo Students	Cop-G Students	H-Mom Students	Mon-Ro Students	Ru-Z Students		
DRD	Admin Duty Assignments	1 Million Project	Athletics	LPAC Assist	A/B Calendar	Administrative Team
LPAC	Cafeteria	Bookroom	Cheerleading	Paraprofessionals	AP/Dual Credit	Budget, Accounts
RTI	Custodians	Campus Inventory	CHS Website	PBIS/SEL	Assign Teacher Mentors	Campus Operations
Staff Elections	DAEP/ISS	CIT Facilitators	Communications: All Calls, Timely T-Bird	Project Males	Bell Schedule	CIT Assist
	Facilities/Construction	IB	DEC/UIL	Security Assist	Counseling Staff	Construction
	Lockers	Power Up/ Laptops	Handbooks	Title 1 Parent Engagement	Grading Windows	Department Chairs
	PAR/Accessibility	Summer School 2020	Risk Management		Master Schedule	Facilities
	Parking				On Ramps, SAT, PSAT	Lead Evaluator
	Safety/Security				Registration	Lead Instruction
	Transportation				Scheduling	Library
					Student Teachers	Staffing
					Substitutes	
					Teacher Interns	
					Testing Coordinators	
					TSI	

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- a. Acknowledgement Form

ACTIVITIES/ ASSEMBLIES/ CLUBS

CLUBS

We appreciate the work done by our teachers and staff in sponsoring various clubs and school organizations. Student clubs are an important factor in creating a positive school culture for students. Club sponsors (other than UIL) do not receive a stipend but do receive the “hearts of students”.

CLUB BANQUETS, CELEBRATIONS OR FIELD TRIPS

Any activity sponsored by the school, faculty or staff, must be scheduled with administration and student activities before events can be advertised with students.

ACTIVITIES CALENDAR

All school related activities must be scheduled and cleared through the coordinator of the student activities schedule. A request for facilities form must be filled out, if applicable, and submitted to the Student Activities Manager. **Be proactive in scheduling events.** Please be aware that scheduled events take precedence. Trying to schedule another event on a pre-scheduled event date will be denied because of the conflict.

ATTENDANCE

SIGN-IN SHEETS

Sign-in sheets are located in the copy room. **All faculty and staff are required to sign in on a daily basis.** This is a legal document used to prepare payroll. Accuracy and neatness are essential.

- Teachers are also required to sign at the end of the week.
- All employees must sign in by 8:40 a.m. Teacher duty time is 8:15 a.m.

Please do not sign in/out for other employees. You and your supervisor sign that the document is a true and correct record of your work time.

SUBSTITUTE TEACHER

1. The **substitute teacher is a member of the instructional team** and needs your help in providing for the educational needs of your students. The goal is that instruction continues when the teacher is out.
2. **A substitute folder** will be used for all information for the substitute. If the absence is pre-planned, substitute folders are to be submitted to the PEIMS Clerk (Sylvia Holguin) the day before the absence. When planning for a substitute, the folder should include detailed lesson plans, attendance lists, classroom rules and consequences, student seating chart, teacher and student lunch period, personal and team prep, bell schedule, emergency information, required materials, and any other pertinent classroom information. **Be sure to plan for longer than a 90**

- minute class as substitutes often go through material faster. Take special focus to develop a plan that is engaging and structured.
3. **Prepare Students:** Whenever an absence is anticipated, the regular teacher should do everything possible to prepare the students for work with the substitute. Talk to your classes ahead of time about appropriate behavior with a substitute. Such planning should emphasize helpfulness, consideration, good manners, and behavior. Also, prepare them for the instructional expectations of the day and what they should have accomplished when you return.
 4. **Returning from absence:** When returning from an absence, if there are issues with a particular substitute, please speak to Sylvia Holguin (PEIMS Clerk). This will help other teachers when requesting a substitute. Teachers should never criticize or express dissatisfaction with the work of a substitute teacher in the presence of students.
 5. **Unexpected Absences:** If working in a core content area, make plans for another member of your PLC or coach to assist with any unexpected absence. All teachers must keep a substitute folder on their desks at all times for unexpected absences. This folder should include teacher lesson plans. Teachers, **please put a password on your computer.**
 6. **Substitutes should be encouraged to document misbehavior allowing for the teacher to call home when returning. Please document any misbehavior on a discipline documentation form to monitor repeated misbehavior.**

ABSENCES

The teacher is the most important person in the education of children. Even the best substitute cannot be as effective as the teacher. It is essential that you be present every day to ensure that all of your students receive all of the instruction. When you are ill, at staff development, or an emergency arises, please follow the procedure for reporting an absence according to the EPISD handbook. Use the ***TEAMS EMPLOYEE SERVICE CENTER*** automated substitute system.

1. Log onto My Teams Employee Service Center
2. Select My Absence Reporting (on left hand side)
3. Create Absence by clicking on the day of absence and follow steps.
4. Text, email, or call an administrator (**district policy is to contact an administrator**).
5. The teacher's lesson plans, class rolls, and other pertinent information regarding room numbers and extra duties must always be accessible. Place them in the substitute teacher folder. Bring the folder to the PEIMS clerk the day before an absence.

Employees will report absences in TEAMS. Clerks will no longer report your absences in TEAMS. If an absence is reported incorrectly, an after the fact form must be turned in to the Principal's Secretary for Principal approval.

See your EPISD Employee Hand Book for details on absence reporting. This is located at MyEPISD.org.

If you have additional questions or concerns, please feel free to contact Deanetta White.

STAFF DEVELOPMENT RESPONSIBILITIES

Teachers taking any professional trips must submit a professional development request form for approval by the principal at least **one month prior** to the departure date. Forms are available in the front office. Staff development that is being requested by a facilitator will also require Principal approval. All staff development must be focused on the Campus Improvement Plan and Needs Assessment. State policy for federal staff development funds are that staff development must take place in Texas unless the professional development can only be found elsewhere. District policy does not allow staff development in entertainment cities such as Las Vegas, Nevada.

Request for Absence (continuing education) needs to have supporting documentation:

1. Copy of Invitation
2. Proof of where funding will come from and/or account # to charge for absence
3. Request no later than 24hrs prior to absence
4. Report in TEAMS to acquire a SUBSTITUTE

When you receive notice of a staff development, you must immediately call in for a substitute and register on-line. Please turn in the substitute account number to Sylvia Holguin (if provided to you) to cover the cost for the in-service.

If you fail to call in for a substitute in a timely manner and you do not get a substitute, do not attend the in-service. *The office will not secure covers for your classes for an entire day.*

Request for Personal Leave (Discretionary)

1. This leave is discretionary and a form must be filled out before absence of personal leave can be used.
2. Circumstances for approval are listed on the request form.

SIGN OUT LOG

Any employee leaving the campus during the day must sign out on the sign-out log per district policy. They must also sign back in when returning. This log is audited yearly and must be filled out correctly and completely.

Sign out sheets are located in:

A Building Copy Room (Changed location from Receptionist area)
E Building Office

LEAVING DURING SCHOOL DAY

Your conference and department periods are **not** free periods and should not be used to leave campus. Do not ask another teacher to cover a class for you unless it is approved by the principal.

EMERGENCIES

You may be excused from duty for as much as an hour by the Principal for an emergency (doctor's appointment are not considered emergencies). If you are absent for 1 period you must find your own cover. If you are absent for more than an hour you will be counted absent for half a day.

STATE TESTING DAYS

Please be in attendance on all state testing dates. All faculty and staff are needed during this time.

STUDENT ATTENDANCE

Teachers are required to take student attendance every period. As school funding is based on student attendance, it is essential that attendance be accurate every period, every day. Any student who enters after the bell but during the first 15 minutes of class should be marked tardy (district policy for block schedule).

FIELD TRIPS

Sponsors/trip organizers must submit a field trip request and roster of students attending two weeks prior to the trip. Roster must include ID and date and time of trip. Students not attending must be provided an opportunity for similar education and a supervision plan. Lunch considerations must be planned with an administrator. District chaperone policy ratios must be followed (15:1)

On date of field trip:

- Students line up by class/bus
- Attendance is marked on roster as students enter the bus
- Copy of attendance is given to attendance clerk before leaving (so campus knows who is actually on the bus, not just who is in the class)
- Front office is notified who is not attending and where they will be during class

COMMITTEES & GROUPS

CAMPUS IMPROVEMENT TEAM (CIT)

Each year, Coronado holds elections for its Campus Improvement Team. Members serve a 2-year term. The goal of the CIT committee is to improve the education standards of Coronado High School and to serve in an advisory capacity to the Principal. Monthly meetings are scheduled and all members are required to attend. These meetings are open and anyone is welcome to attend.

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

The PTSA at Coronado is active and helpful. We strive every year to have 100% faculty membership in the PTSA. Working with the PTSA, we can accomplish many goals for all of the students at this school. We encourage all teachers to join again this year.

STUDENT SUCCESS TEAM (SST)

The Student Success Team (SST) is a campus-based group which addresses the learning and behavioral needs of a diverse student population who may be exhibiting difficulty with school curriculum or school environment. Its goal is to meet the special needs of students in the general education classroom environment through effective interventions and strategies. In addition, the SST also acts as the vehicle to initiate a referral to any special program after going over the pre-referral process. The following are some special programs that students may be referred to:

1. Intervention classes
2. Section 504
3. Special Education

If you feel a student is not being successful with classroom modifications, see the Assistant Principal assigned to your grade level to begin the SST referral.

DISCIPLINE COMMITTEE

The discipline committee develops the discipline plan for the campus and the Campus Improvement Plan.

TECHNOLOGY COMMITTEE

The technology committee identifies and prioritizes technology needs for the campus and the Campus Improvement Plan.

LANGUAGE PROFICIENCY ASSESSMENT COMMITTEE (LPAC)

The LPAC committee monitors all Limited English Language students. It also determines placement, testing accommodations, (if students meet requirements) and works on intervention plans to help our ELL students meet success.

DISCIPLINE

DISCIPLINE MANAGEMENT PLAN

Effective classroom discipline is the responsibility of the teacher. Successful classroom management occurs when students can rely on the teacher to follow through with the stated plan. Do not deviate from due process protocol for discipline. Do not let personal problems or a bad day dictate the degree or severity of discipline. Work at employing positive reinforcement and a structured supportive classroom environment in which policies and procedures are taught and consistently enforced. Teachers cannot penalize students academically for any behavioral reason.

The District Discipline Guidelines require teachers to handle classroom disruption by providing and documenting at least **three** interventions including a phone call to parent before writing a referral. These interventions are to be documented on the Discipline Documentation page. The District requires that teachers provide bell to bell alternate instruction for a student who is out of the room for disciplinary reasons.

PREVENTION

Remember, where disruptive behavior is concerned, PREVENTION is much easier than CORRECTION. There are many things a teacher can do to prevent disruptive behavior from occurring. One of these is to make sure each child “belongs” and feels that he or she “fits in.” Some children will not find their place unless you help them. Without a sense of place or “belonging”, students are much more likely to engage in disruptive behavior. Don’t let students find unacceptable ways to get attention. Rather, give attention in positive ways to avoid encouraging children to seek it through negative behavior. Present lessons that incorporate strategies that address varied learning needs. Limit unstructured time and transition time to keep students focused.

RECOMMENDED STAGES OF DISCIPLINE FOR CLASSROOM DISRUPTION

1. Verbal warning.
2. Conference with student and warning of the offense and document.
3. Contact made with parent phone call/ document the call.
4. If situation involves an academic or counseling related issue, student may be referred to the grade level Counselor.
5. **If disruptive behavior continues after earlier options have been used**, submit a student discipline action form (referral) and a copy of the discipline documentation log to grade level Assistant Principal. District policy requires **three** documented interventions before using a referral for classroom disruptions.

SITUATIONS REQUIRING IMMEDIATE REFERRALS

1. Fight
2. Contraband items (drugs, weapons, etc.)
3. Vandalism or theft
4. Truancy
5. Harassment/ Bullying
6. Under influence of alcohol/drugs

STUDENT DISCIPLINE ACTION FORM

Must be completed on-line for Stages 2-3 situations. Teachers must state the specific problem and complete all parts of the referral. These forms are filed in the student’s discipline folder and are copied and discussed with the parent.

Discipline Form documentation is imperative.

When you refer a student to an Assistant Principal:

1. **Completely fill in the Student Discipline Action Form** to include: school, student I.D.#, grade, offense date, student's full name, location of offense, department, referred by (your name), the specific statement of problem, and teacher's corrective efforts.
2. **Do not forget to attach the student name to the referral**
3. **When writing the specific problem on the referral**
 - a) **DO NOT include any other student's name** on the referral. It is a violation of FERPA. If you need to include other student names, you may use an attachment to the referral for a more thorough explanation.
 - b) **DO NOT include any opinion words.** (Ex. The student doesn't care, or student thinks he runs the class) State only specific facts (Ex. Student has repeated classroom disruptions including throwing pencils 9/13, outbursts 9/17, outbursts 9/20, and outbursts today. See attached discipline log.)
 - c) **DO NOT send student out of class.** Unless it is an emergency, students should not be removed from class to wait on an administrator. **(Administrators may be in ARD, or class observations) If it is an emergency, summon a campus patrol to remove the student from class.**

ADMINISTRATION DISCIPLINE OPTIONS

Discipline is imposed based on the offenses and the student's discipline history in accordance with the district policy and a student's due process rights. These are some of the options available to the administrator when taking disciplinary action:

1. Administrator conference
2. Parent conference by phone or in person
3. Campus Beautification Community Service
4. In-School Suspension (ISS)
5. Out-of-School Suspension (OSS)
6. DAEP (if repeated referrals, or situation requiring DAEP)

STUDENT REMOVAL

If a teacher has had a situation with a student where the teacher feels that there is a need to remove a student from class permanently, Texas law allows the teacher to make a request for student removal. The teacher is required to fill out a request for student removal. A Placement Review Committee (PRC) made up of an administrator and teachers who will review the request and determine whether the child should be moved to another class.

DISCIPLINE ALTERNATIVE EDUCATION PROGRAM (DAEP)

When a student is placed into the DAEP, the Assistant Principal will inform the student's teachers of the placement. Once you are informed that the student will be moved from your class into the DAEP, you **MUST** maintain the grades and attendance for the student. This is especially important during progress report and nine-week report card periods.

CONFISCATED ITEMS

Any confiscated items need to be placed in the school vault for security. Therefore, ALL confiscated items need to be turned into the Business Agent. The student's name and ID number needs to be attached to the item. The confiscated items must be turned in on the day in which they are confiscated. Employees will be held monetarily responsible for confiscated items not secured in the vault.

EDUCATIONAL ACRONYMS AND PROGRAMS

BILINGUAL/DUAL EDUCATION

ELL-English Language Learners
ESL-English Second Language
LPAC-Language Proficiency Assessment Committee
SIOP-Sheltered Instruction Observation Protocol

REGULAR EDUCATION

ISS-In School Suspension
OSS- Out of School Suspension
DAEP-Discipline Alternative Education Program
PBIS-Positive Behavioral Intervention and Supports
SEL-Social Emotional Learning

ADVANCED PLACEMENT

Pre-AP- Pre-Advanced Placement
AP-Advanced Placement
DAP-Distinguished Academic Plan
IB-International Baccalaureate

504 MEETINGS

This is a meeting that is held for a student with disabilities. The 504 administrator will conduct 504 meetings. As a reminder, it is the invited teacher's responsibility to attend and participate as an educator, not a medical doctor.

SPECIAL EDUCATION

Special Education ARD meetings are conducted for placement into Special Education, annual reviews, formulation of student goals, and Individual Education Plans (IEP) and dismissals. **Compliance with a student's IEP is legally mandated.** All staff members are expected to attend ARD meetings as assigned.

ARD-Annual, Review, and Dismissal
IEP-Individual Education Plan
LD-Learning Disabled
ED-Emotionally Disturbed

SI-Speech Impaired
RR-Resource Room
AIM-Academic and Independent Management
BIC-Behavior Intervention Class
CRC-Community Readiness Classroom
ID-Intellectually Disabled

MISCELLANEOUS

ALF-Active Learning Framework
T-TESS-Texas-Teacher Evaluation and Support System
NAPT-Norm Referenced Assessment Program for Texas
STAAR- State of Texas Assessment of Academic Readiness
R&E-Research and Evaluation
ALA-Alternative Learning Activities
NTAP-New Teacher Assistance Program
CRT-Criterion Reference Test
CIT-Campus Improvement Team
CIP-Campus Improvement Plan
CILT-Campus Instructional Leadership Team
NHS-National Honors Society
FMNV- Foods of Minimal Nutritional Value

EMERGENCY PLANS

FIRE DRILL INSTRUCTIONS

Fire drills will be held monthly throughout the school year. From time to time, obstructions will be placed in your path, and you will have to use an alternate exit. This is a topic to discuss with your classes early in the school year.

1. Teachers are required to stay with their students while leaving the building, while waiting outside, and while returning to the building after the “all clear” bell. It is your responsibility to see that all students behave in a serious, orderly, and quiet manner.
2. Teachers will appoint students to a) close windows, b) turn off all lights, c) close doors after everyone has exited and, d) close stairway doors.
3. If a door or window seems to be stuck, instruct students to leave it and join the fire drill.
4. On exiting, get all students as far away from the building as possible.
5. On reentering, return to the building by the same route used to exit the building.
6. Fire Drill Route Plan **MUST** be posted in an obvious place in each classroom.
7. Class rosters **MUST** be taken to use for attendance, grades, and accountability.

CRISIS

Coronado High School has Emergency Operation Plans for the following types of emergencies. Teachers will be given guidelines during training to ensure preparedness for various types of situations. In addition, Coronado High School will use a phone tree to communicate emergencies. The Crisis Management team will help coordinate implementation for various plans.

1. Building Lockdown (dangerous situation occurring outside building, but nearby the school)
2. Room Lockdown ((intruder, shooting, hostage incident, gang fights, civil disturbance, animal control, etc)
3. Drop, Cover, and Hold (flying /falling debris from earthquakes, severe weather, explosions, structural failure)
4. Evacuation (fire, explosion, hazardous spill, structural failure)
5. Off-Campus Evacuation

EQUIPMENT & TECHNOLOGY

AUDIO/VISUAL (A/V) EQUIPMENT

All audio/visual equipment must be checked out through proper channels. Once it is checked out, it becomes the responsibility of the teacher and must be secured each night. Audio/visual equipment is not to be taken home without written approval from administration. **Students are not allowed to transport any equipment.**

COPY MACHINE/LAMINATOR

The copy machines and laminator are located in the sign in room in A building. Please ensure that your copy request is submitted 24 hours in advance. Any laminating to be done should be dropped off in the copy room.

ELECTRICAL APPLIANCES

No electrical appliances are allowed in the classroom per district policy. This includes appliances such as, refrigerators, microwaves, coffee makers/pots, toaster ovens, etc.

FAX MACHINE

The fax machine is located in the front office. The fax machine should be used for school business only. Please ask the office personnel to fax your information.

KEYS

The Head Custodian will issue keys. School keys should not be used by students. It is illegal to have school keys duplicated. School keys can only be made through the Maintenance Department after administrative approval. Keys are required to be turned in at the end of each school year.

TECHNOLOGY/ COMPUTER LABS/ INTERNET

All teachers will have at least one computer or laptop with Internet access. Teachers are expected to integrate technology into the curriculum where it is appropriate and to use technology to complete teacher-tasks. This year we continue integrating the use of In-focus, Document Projectors (Elmos), Smartboards, and Mobile Labs. Please see Mr. Alex Seufert if you need resources and are ready to integrate these or other technology components into your classroom. When using computer labs, teacher must have a list of students assigned to each computer.

Internet Use Agreement:

All faculty and students are required to complete the internet use agreement form in order to use the internet. Teacher internet forms should be submitted to your evaluator. Students must be closely supervised while using the internet. Internet use must be directly connected to education objectives.

TELEPHONE

If a parent calls you or leaves a message for you, return parent calls within 24 hours. As a rule of thumb, most calls should be related to school business. Do not make any directory assistance calls from any of the school telephones. Students may use the public telephone located in front of the main office after school ONLY. **Teacher cell phones are not to be used during class.** Only extreme exceptions can be made (life threatening situations). Please do not be surprised if you receive a written notification for using a cell phone during instructional time.

TEXTBOOKS

Students and teachers will be issued textbooks from the bookroom.

- A master list of textbooks will be provided to the teacher.
- Teachers are responsible for maintain the accuracy of the booklist.
- Teachers are responsible for conducting at least two book checks through the year.
- Teachers are responsible for reporting book damages and fines to the bookroom clerk during the book check.
- Teachers are responsible for damages to books issued as a class set.

LAPTOPS

All students will be given the option of receiving a District Laptop. It is the student's responsibility to take care that the laptop remains in good condition. Students must go to the Bookroom in order to speak to the Campus Technology Specialist for any repairs or replacement of laptop.

VIDEOS

Integrating video clips from various resources is an excellent visual strategy for our students. Short video clips are strongly recommended as an effective

strategy especially for English Language Learners. **The use of full-length movies, should not be used often, but will be allowed with the following procedures:**

1. Teachers will submit the required video presentation form (the form is attached) to your grade level AP or evaluator for administrative approval and signature.
2. All copyright laws are followed.
3. Video must be instructional in nature and correspond to the content objectives, (videos must reflect lesson plans and curriculum).
4. No rated R movies are allowed without administrator approval. Very few exceptions to this rule will be allowed. If it is approved, then students must submit a parent permission form for R rated viewing.
5. **No movies will be allowed the week before winter holiday or the last 10 days of school.**
6. In order to ensure that students are not watching movies all day, **no more than two movies will be approved on the same day for each grade level.**

EXPENDITURES & BUDGET

We are under very strict requirements and policies for spending state and/or federal tax dollars and/or grant money. The school is audited every year.

Key guidelines to follow while making purchases:

- 1) There are absolutely no reimbursements for purchases. It is called an after-the-fact purchase and is always denied at the district level.
- 2) It takes a minimum of two-three weeks to order so plan ahead. (It must be signed off by several people at the school and district level before ordering).
- 3) All expenditures must be budgeted by our CIT and connect with our goals. If not, it will be denied at the district level. Please review CIT approved expenses.
- 4) If CIT has approved the expenditure, purchase requests may be given to your department chair who will compile the orders and give it to Celynn Janes. Ms. Janes has a copy of the CIT approved expenditures.
- 5) If CIT has not approved the expenditure, please see Mr. Escareno personally to see what can be done.
- 6) **CLUBS FUNDS**
Sponsor must submit disbursement voucher for approval prior to purchase.

AFTER THE FACT PURCHASES

Employees are not authorized to obtain goods or services without obtaining prior written approval (purchase order or disbursement voucher). If an after-the-fact purchase has been made, three options are available:

- 1) Cancel the purchase and return the merchandise
- 2) Payment will have to be made by employee as a personal expense.

RECEIPTING CASH

In accordance with CAM (Campus Accounting Manual), employees receipting cash must remit to the business agent on a daily basis. Policy states, "Under no circumstances are any monies to be left in file cabinets or desks."

TIMELINE FOR PURCHASE ORDERS

EPISD	Approximately 3-4 weeks
Approved vendor (local funds)	Approximately 1 month
Title 1 approved vendor	Approximately 2 months

DONATIONS

All donations made to the school **MUST** be recorded through the Business Agent. A donation approval form must be completed upon receipt of donated items. This includes monetary and non-monetary donations including improvements made to any facilities.

FUNDRAISING

- 1) All employees involved in fundraising activities or the receipt of monies are required to attend a mandatory training session each year.
- 2) All fundraisers must be approved before activity begins. A fundraising application must be submitted and approved by the SAM/Business Agent/Principal and campus accounting before starting activity.
- 3) Fundraising activities involving food must follow the USDA Smart Snack Guidelines.
- 4) Fundraising activities must not interfere with instructional time.
- 5) Sponsors are expected to complete the appropriate paperwork, turn in money and paperwork to Business Agent.
- 6) Only vendors on the approved Fundraising Vendors list may be used.
- 7) All monies are to be collected and receipted by the sponsor.
- 8) All Monies collected must be receipted in collection logs (\$10 and under) or receipt book (over \$10).
- 9) Money must be turned in daily to Business agent.
- 10) Money may not be collected from students during instructional time.
- 11) A re-cap of the fundraising activity must be prepared and submitted by the sponsor no later than 45 days after the end of the fundraiser. The sponsor must account for all products received and/or sold.

EVALUATIONS

EVALUATIONS

All new teachers will be evaluated on the T-TESS appraisal instruments for the first three years. T-TESS manuals are available digitally to teachers. All other teachers have the option of requesting a waiver for two years' after their evaluation if all areas of the most recent evaluation are at least proficient in 9 of the 16 areas. Administrator can reinstate T-TESS evaluations if walk through observations show areas of concern. Teachers are required to be

evaluated at least once every three years.

CLASSROOM WALK-THROUGH

Campus and district administrators will conduct informal classroom visits throughout the year in all classrooms. Please continue with the classroom activity when an administrator visits your classroom. The administrator may review grade books, student work, interactive notebooks, agenda, and lesson plans during the class visit as well as talk to students. Feedback will be provided to teachers following a walk through observation. **Please note:** Learning walks with 2 or more administrators will be conducted often to enable calibration.

FOOD

PARTIES/FOOD IN ROOMS

Teachers must let their grade level Assistant Principal know when students will be eating food in the classrooms for class related activities.

GRADING

GRADING (BOARD POLICY)

Grades shall be uploaded weekly into the gradebook and shall include a minimum of 12 grades for the nine-week grading period as follows:

- Four grades shall reflect content mastery through summative assessments;
- Four grades shall reflect content understanding through formative assessments; and
- Four grades shall reflect content engagement through daily assignments.

The final nine-week grade shall be determined as follows:

- Forty percent (content mastery);
- Forty percent (content understanding); and
- Twenty percent (content engagement).

Students shall be notified of all grades recorded by the teacher. Papers for which grades have been recorded shall be returned to the students for review.

Computer Aided Instruction (CAI) is a self-paced program driven by the student, therefore the number of grades may vary. The student will need to comply with the guidelines set forth at the beginning of the course.

STUDENTS AT-RISK OF FAILING

Please pay special attention to students who are in danger of failing a nine week grading period and provide opportunities for intervention before they fail. Students who regularly experience failure will believe that they cannot be

successful. Students who realize that they can no longer pass a class, will give up trying and become a discipline problem.

COMMENTS ON REPORT CARDS (AND PROGRESS REPORTS)

Comments on report cards and progress reports are an important communication tool between parents and the school. **Any student who is failing must have comments as to why they are failing.**

GRADES LOWER THAN A 70 (EIA LOCAL):

A student shall be allowed to redo assignments/tests where a grade of 70 percent was not earned. Retake opportunities must be offered by the teacher after the grade is posted. Remediation shall be encouraged before a student is allowed to redo any assignment/test that has resulted in a failing grade.

The redo assignment/test must cover the same TEKS as the assignment/test where the student scored less than a 70 percent but does not have to be the same assignment/test.

Teachers shall allow a student up to two additional attempts to ensure that the student achieves a passing score of 70 percent on one of the attempts. The average of the attempts shall be recorded in the gradebook as the final grade for the assignment/test.

A student shall have five school days from the day the assignment is posted to redo an assignment or retake a test where a grade of 70 percent was not earned. After each attempt the student will have five school days to redo an assignment or test.

At the end of each nine-week grading period, the window to redo assignments/tests for that grading period shall close. For extenuating circumstances, the principal shall work with the teacher to extend the five school days or allow redo assignments/tests after the end of the grading period. Extenuating circumstances are factors outside of the student's control that impact his or her ability to redo an assignment/test within the time frame allowed.

Students shall be permitted to make up assignments/tests after absences, including approved school-related absences. Students shall be allowed one day for each day absent to make up work and receive full credit.

HOMEWORK

Reinforcement of content covered during current class day.

It is at teacher's discretion to determine whether the homework is a summative, formative, or daily assignment. Teacher should state what category the homework assignment falls under beforehand.

Homework should be stimulating, necessary, and include useful tasks for quality, not quantity. Teachers must provide notes and model what is expected from students. Instructions must be clear for both students and parents. Homework assignments must be posted daily in the classroom. **No student should fail a class because of homework.** No homework or projects should be assigned over a Holiday (s). (Make-up work may be assigned).

LATE WORK POLICY

Currently the late work policy is being reviewed and determined by CIT. Any current late work policy shall not deviate from District Board Policy.

STUDENT NOTIFICATION (EIA LOCAL):

Students shall be notified of all numerical scores recorded by the teachers. Papers for which numerical scores have been recorded must be returned to the students for review.

GRADE CHANGES

Any grade changes after grades have been finalized must be submitted to PEIMS clerk on the appropriate form.

PROGRESS REPORTS

Progress reports will be sent out every three weeks of the nine weeks. Teachers are expected to submit grades electronically. If a student is not failing at progress reports, but the grade goes down afterwards, the teacher is expected to notify parents before the child fails on a report card.

STUDENT OUT-OF-SCHOOL SUSPENSION (OSS)

Students who are suspended out of school may make up work for a grade of up to 100% per district policy.

UPDATING GRADES

Grades should be updated every 24-48 hours in the on-line gradebook to provide accurate communication to parents on parent portal and up-to-date information for students changing classes or withdrawing.

INSTRUCTION

LESSON PLANS

Lesson Plans are due every 2 weeks on the Friday prior to the lessons in the format as directed by your administrator/department head. Forethought should be used as the format for submitting lesson plans. Lesson plans should reflect the minimum required elements to be included in the lesson plans which are:

1. Student objective/goal stated in concrete learning terms.
2. TEKS
3. Activity used or the TRS Resources used.

AGENDA

It is recommended to write an agenda on the board including the objective and plan for the day. If someone were to enter your room, the agenda should indicate where you are in the day and that you are using a variety of strategies. A sample agenda is below:

- Warm up/Bell Ringer
- Intro to Literary Terms (whiteboards)
- Story Web
- Paired Reading
- Exit Ticket
- Homework: finish story web

OBJECTIVE

Teachers are required to post and explain content and language objectives on the board each day.

TIME ON TASK

Maximizing time-on-task with a well-planned bell to bell lesson and effective classroom management plan is essential to quality instruction and one of the school's and district's key drivers.

UTILIZE STRATEGIES

Quality instruction should utilize a variety of instructional strategies and implement staff development of school initiatives' including Writing to Learn, Active Learning, RTI strategies, KAGAN strategies, SIOP strategies, "Made to Stick" Lessons, KILGO strategies, and Learning Centers.

DATA

Teachers should be familiar with each student's Eduphoria information and use data to provide targeted instruction and interventions.

PROFESSIONAL LEARNING COMMUNITIES (PLC)

PLC's are the core for developing, improving, and sharing ideas to provide best practices and interventions for our students. Attendance at PLC's is mandatory with the exception of attending an ARD or 504.

SPECIAL POPULATIONS

Lesson plans should consider targeted instruction, checking for understanding and interventions for our special populations (including ELL, Special Education, and Economically Disadvantaged).

COLLEGE READINESS

Instruction should focus on helping students achieve college and career readiness.

CLASSROOM VISITS

- Administration, central and campus, will make visits to classrooms throughout the year.
- Teachers are asked to continue with regular classroom procedures when visits are made.
- All non-campus visitors are to have a visitor's pass from the office before entering any classroom. **Please report if any non-campus visitor enters your classroom without a visitor pass immediately to campus patrol or the administration.**

LAWS

COPYRIGHT LAWS

Before using printed, audio or visual materials in the classroom, teachers must be aware of copyright laws governing the use of said materials. Teachers must also take an online copyright training.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

This federal law was established to protect student information and education records. Each school year, parents are given the opportunity to place their child's name on the FERPA list. If a student's name is on the FERPA list, teachers must ask for parent approval before giving the student any type of recognition. This is to include student name/picture/school work, etc. If a teacher is in doubt about whether to recognize a student, contact parent for **written** permission. A reminder; it is a violation to release a student's name or a student's information (of any kind) to anyone other than a parent or guardian. This is to include verbal and/or written information about academics and/or discipline. **Any release of a student's information without prior written approval is a violation of the Family Education Rights and Privacy Act (FERPA) and can be terms for revoking teacher certification.**

RELEASE OF STUDENT INFORMATION

Any request for information on students (verbal or written) **MUST** be approved by the alpha level Assistant Principal before any information is released. Example: request from a doctor, another school, parents, etc. These types of requests require verification of approval for release. The Federal Educational Rights of Parents Act (**FERPA**) **MUST** also be reviewed. Once the request is cleared, appropriate documentation **MUST** be placed in student records.

LIBRARY

LIBRARY GUIDELINES

Library Hours: 8:00am-4:30pm - hours of operation may be altered to allow unscheduled events

Library Passes: Teachers please use a library pass when sending students during school hours. In order to better serve you, please do not send more than three students per class at one time.

The Acceptable User Agreement (AUA) has been placed in all “Student Packets.” All library patrons must have a signed AUA form on file in the library in order to use the Internet anywhere at school. As you begin receiving these AUA forms, please send them to the library in order for us to keep an updated AUA list. All employees are also required to have a completed Acceptable Use Agreement form on file to use the internet.

All subject areas are welcome to use the library. Keep in mind that schedule times will be available on a first come first serve basis. Changes to the schedule can occur without notice. Same day scheduling is accepted but advanced notification is greatly appreciated.

MEETINGS

PLC MEETINGS/ TEACHER PREPARATION GUIDELINES

Curriculum is the core of teaching. All departments will PLC. Strong departments lay a foundation for the integration of subject matter within the PLC teams. It’s also essential for planning of interdisciplinary units.

1. Review Data: Essential Standards must be identified and analyzed in the content areas. Lesson plans must address these objectives.
2. Integrate the EOC standards and District curriculum
3. Collaborate in planning effective teaching strategies
4. Collaborate in developing lesson plans on Microsoft Office 365/Eduphoria using Campus Lesson Plan Template
5. Plan and develop intervention plans for struggling students
6. Integrate technology
7. Share student work
8. Order materials and supplies

It is expected that this time will be utilized for school related work and activities and NOT to leave campus to run errands. Please do not make personal appointments outside of school during this time, nor schedule parent/teacher

conferences. Campus-Wide Mandatory Staff Development will usually be conducted during this time. Administration will be attending all PLC's.

***ANY ABSENCE FROM A DEPARTMENT CONFERENCE MUST BE PRE-APPROVED BY ADMINISTRATOR**

FACULTY MEETING

Faculty Meetings will be scheduled every grading period and as needed.

Teachers must attend and sign in to all meetings. Please see attached meeting calendar.

NURSING SERVICES

NURSE'S OFFICE

Our school nurse will handle all health problems within the school. The nurse is the only person who may excuse a student from school due to illness. In case of an accident, the student should not be moved until the nurse arrives. In case of emergency and the nurse is not available or on campus, you should notify an administrator immediately. Do not allow a student to call home with a classroom phone or cell phone. The student must be directed to the nurse or front office.

STUDENT MEDICATIONS/PRESCRIPTIONS

1. Medications prescribed by physicians practicing in MEXICO **CANNOT** be administered by the school nurse. (THIS VIOLATES NURSE PRACTICE ACT)
2. Effective January 1, 2000 in **ALL SCHOOLS:**
 - a) All over-the-counter (OTC) medications, taken by mouth, inhaled, or applied to the skin, such as Tylenol, Ibuprofen, Neosporin, Calamine, etc., to be given to a student by the school nurse will require both a parent/guardian written consent and a written order from the doctor/dentist licensed in the State of Texas.
 - b) All OTC medications must be provided by the parent/guardian and must be brought to the school in the original labeled bottle/container.
3. **ASTHMA INHALER** - If inhaler is to be carried at school, the nurse needs doctor's order specifically stating "student can carry an inhaler while at school". **(Doctor's orders need to be renewed EVERY school year.)**
4. **ADD/ADHD MEDICATION** - A **doctor's written order is required** each time dosage is adjusted.

OTHER POLICIES AND PROCEDURES

ANNOUNCEMENTS

Daily announcements will be made at the beginning of each day. It is extremely important that every student and employee hear the daily announcements as important information is given which will affect them. If you have information to be announced, you must email or deliver a hard copy to the Student Activities Manager a day before the day of the announcement.

ARRESTS AND CONVICTIONS

An employee must report all arrests, indictments, and information of or against the employee, for any alleged felony or misdemeanor, except for Class C misdemeanors not involving moral turpitude, to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event.

BELL SCHEDULES

The first bell of the day will ring at 8:40 a.m., and the last bell will ring at 3:55 p.m. Alternate bell schedules will be used for finals, abbreviated days, assemblies, etc. The bell schedule number for any special day will be announced. Attached is a copy of the bell schedules.

CALENDARS

In addition to calendars in your handbook, monthly calendars will also be e-mailed to you. Changes in the calendar will be announced as they occur. When planning anything, teachers should always check the District Calendar. Anything scheduled **MUST** be cleared on the calendar by the Student Activities Manager. There may be times that District or school-wide events result in changes to the school calendar. Check your monthly calendar and e-mails for updates.

CHANGE OF ADDRESS

If you change your phone number or address, please notify Celynn Janes (Secretary) immediately.

CHILD ABUSE

The law requires teaching professionals to report any suspected abuse, or neglect within 24 hours of suspecting the child has been abused or neglected. A professional cannot delegate this duty to another person. There are two options for reporting abuse, neglect or exploitation to the Texas Department of Family and Protective Services.

Phone: Abuse Hotline (1-800 252-5400)

Website: <https://www.txabusehotline.org>

CHILDREN OF FACULTY

Children of Coronado High School faculty who attend Coronado are expected to follow the same guidelines as other students. Unless there are no other options available, children will not be allowed to have their parent as a teacher.

CUSTODIAL STAFF

Custodial requests/complaints should be directed to and placed in writing to the Head Custodian (Mr. Joe Parra). Please report all incidents, unsafe equipment, vandalism, and/or needed repairs immediately. Further, please keep your classroom in an orderly fashion. A custodian should not have to spend an extraordinary amount of time cleaning a classroom that has become unreasonably dirty during the day.

STUDENT POLICIES

Refer to the Coronado Student Handbook.

TRANSFER/WITHDRAWAL OF A STUDENT

Students are withdrawn through the registrar's office. You will receive a form from the registrar, which is required in order for a student to be withdrawn. The transfer sheet must go to each of the student's teachers for their signature and grade. Your signature and final grade is required before the student can be withdrawn.

VISITORS

A visitor is defined as one who is not a member of the student body of Coronado High School or an employee of EPISD. **Student guests are not allowed.** If a visitor really needs to see you, you will be called to the office. Family members or friends of Coronado students who do not attend Coronado are not allowed on campus during school hours. All visitors must sign in at the reception area.

VOLUNTEERS

While we welcome all volunteers to Coronado High School, certain procedures are in place to ensure safety. All Volunteers must fill out and turn in a Volunteer Form to the front office.

PARENT COMMUNICATIONS

CONTACTING PARENTS

Contacting a parent at the first sign of a problem may be an immediate remedy. Because not all contacts are to communicate positive items, always begin conversations or e-mails with a positive comment before addressing the problem. Keep comments professional and supportive. An example of a professional call would be, "Hello Ms. _____. How are you today? I wanted to call you to touch base on how Johnny is doing. He has a lot of positive energy in class,

contributes a lot, however he has not turned in his last two assignments. I was hoping that we could work together to help make sure he gets his work turned in so that he can be successful in class.”

❖ **Document phone calls and conferences and print e-mails for your files.**

PARENT PHONE CALLS TO TEACHERS

Teachers must return parent phone calls within 24-hours of receiving the parent call.

POLICY STATEMENT AND LETTERS TO PARENTS

Any policy statement or memo sent home to parents must have **an administrator's** approval and signature. This includes beginning of school letter, late work policies, grading policies, athletic memos, club memos, etc. This does not include individual notes to parents.

Diagnosing Students

With teacher certification, it is illegal to diagnose students. This includes diagnosing a learning disability, attention deficit and hyperactivity disorder, etc. Teachers cannot recommend medications or doctors, and **should not** discuss their own personal illnesses or family illnesses and/or medical issues with students or parents.

PARENT PORTAL

Parent Portal allows parents to view grades or attendance for their child at anytime. **Teachers are expected to have grades entered within two days of collecting work so that parents have an accurate view of their child's progress.**

LETTERS TO PARENTS

To start your year on a positive note, please create a personal letter to your parents. The letter to your parents should be positive. My suggestion is to begin your letter with an introduction of yourself. Example: Dear Parent, My name is Jerome A. Galvan. I am your child's Math teacher. I was born in Brooklyn, NY. I received my Bachelor of Education degree from Queens College. I am excited about this year, and these are my goals for your child! (**LIST GOALS**). In order to help your child be successful **I will...** (list procedures and support mechanisms). In order for your child to be successful **these are my expectations** (list expectations). I am looking forward to working with you and your child. If you have any questions or concerns in regard to your child's education, please feel free to call me at 236-2000. Include your grading policy, classroom management plan, your EPISD e-mail, your web address, and your conference time. Those with a website can simply send home the web address for parents to view the site with the above information posted.

WEB PAGE

All teachers will keep their web pages updated. Web pages should include the following:

Required

- 1) Introduction of yourself
- 2) Goals for the year
- 3) Intro to curriculum (can be district curriculum plan)
- 4) Classroom management plan
- 5) Grading Policy

Optional items

- 1) Links to recommended web sites for additional help
 - 2) Classroom assignments (if you can update weekly)
 - 3) Upcoming events
 - 4) Pictures and graphics
- Reminder: Do not include students who are on the FERPA list. Also, web sites should not be used for any business advertisements.

DEPARTMENT (District Policy)

In order for a student to receive a "U" in department, the parent must have been notified in writing regarding the behavior problem. After the student has signed the discipline report, parent notification for this purpose is deemed to have happened.

PARENT/ STUDENT COMPLAINT PROCESS

If you encounter a parent or student who has requested to file a complaint, they should be informed of the process. The board has adopted a policy described under FNG local which addresses this process. Copies of the process will be available in the front office.

STUDENT EXPECTATIONS

CELL PHONES

Students are not to use cellular phones in the building during instructional school hours, unless they have been instructed to use it for classroom instruction. Students may exit the building at 3:55 p.m. and use their cellular phone. A teacher may confiscate a cellular phone at any time during the instructional day if the student is using it. **Please do not confiscate the phone because it is visible. Simply ask the student to put it away.** If a teacher collects a phone in use, the phone MUST be turned into the office with student name, ID #, grade, date, and teacher's name that collected it, and what the student was observed doing with it (talking, texting, etc.). Teachers are not to send the cellular phone to the office with a student.

STUDENT DRESS CODE

Please use the first minute of each class to check for dress code compliance.

Purpose: The goal at Coronado High School is to maximize our students' learning so that they will become productive members of society. Our students and staff recognize that appropriate dress is one of the necessary elements needed to nurture learning. This dress code has been created by students and faculty to insure safety and good hygiene, promote self-respect and respect for others, show school pride and maximize learning.

Code:

- Any clothing and/or accessories perceived as evidence of membership or affiliation to an unauthorized gang, club or organization is strictly prohibited. Clothing and/or accessories which depict illegal drugs, alcohol, or tobacco are prohibited. Clothing and/or accessories which are deemed lewd, vulgar or offensive are prohibited. Inappropriate tattoos must be covered.
- Clothing must completely cover the area of one's body from the arm pit to the middle of the thigh. All undergarments must be completely covered. See through clothing and clothing with rips which expose undergarments and the undergarment area are prohibited. Tops must have a secured strap which goes over the shoulder or around the neck.
- All oversized or excessively tight garments and clothing are prohibited.
- Any piercing deemed a safety risk is prohibited. Examples would include piercings with spiked or sharp ends and chains that could potentially be snagged.
- Sun glasses must be removed when indoors.
- All hats/non-religious head coverings must be removed in the classroom.
- Shoes must be worn at all times.
- Pajamas and bedroom slippers are prohibited.
- The administration reserves the right to address any issue not specifically identified in this code which compromises student learning, safety, hygiene, or respect of self and others.

Consequences: Teachers who are concerned a student is in violation of code will have the student escorted from the class room to a school administrator who will address the issue. Other faculty who are concerned a student is out of code should contact an administrator to address the student. The goal is to correct the issue and return the student to class as soon as possible so learning is

maximized. Referrals for dress code, should be created by administrators who have identified serious or repeated infractions.

TARDY POLICY

All teachers will track their students' tardies and communicate with the attendance clerk and grade level Assistant Principal. Do not allow students into class **after 10 minutes** unless the student has a signed pass. If the student is less than 10 minutes late to class, allow the student in and mark the student tardy.

TEACHER EXPECTATIONS

BULLYING/HARASSMENT

Any student who is observed bullying another student must be immediately referred to an administrator with details of the incident. **Do not** ignore name calling, teasing, or any form of harassment.

CARE OF BUILDING

It is extremely important that we all take pride in our building and instill in our students that same pride. We encourage attractive displays and bulletin boards. For any maintenance needs, please complete a work order form and turn it into the office. All clubs that put up displays, banners, and posters must remove all tape and staples when taking these down.

CELL PHONE USE

Teachers are not to use cellular phones for **personal** use during class time or Department preparation period. All cell phones should be turned off during instruction.

DISPLAY OF STUDENT WORK

Teachers should display student work around classrooms, in the halls, cafeteria, etc. Displaying student work lets students know that what they are doing is important enough to be shared by all. It instills a sense of pride in the student and in the school. Please review drawings and read material before posting on school or classroom walls.

EMPLOYEE BADGES

All employees are to wear the district ID Badge when the employee is on school district property or when the employee is conducting school district business.

HALL DUTY

All teachers must be in the halls during transitions. This is to include before and after school, during class changes (including the beginning and ending of their preparation and department conference periods) and before and after his/her grade level lunch period. A standard practice is to greet students at the doorway entrance. It is the teacher's responsibility to address student profanities

in the halls. “Watch your language” is a good corrective action and/or teachers should have a private discussion with a student who uses profanity in the halls.

KEYS

- Teachers will be issued keys at the beginning of each year from the head custodian.
- School keys cannot be duplicated.
- Lost keys are \$5.00 each.
- Employees may not give keys to students.
- Anytime a teacher is away from the classroom, and the classroom is not being used, the classroom must be locked.
- Keys must be returned to the head custodian at the end of each school year.

LOUNGES

Teachers are reminded that the teacher’s lounges are public places. There are many visitors to the campus, including parents of our students who teach or are substitutes at Coronado. Be careful what you discuss in the lounges.

MAIL BOXES/E-MAILS

Please check your assigned mailbox and e-mail address twice daily. Do not send students to do this and do not allow excess materials to accumulate.

PASSES (HALLWAYS)

1. Passes are to be used when sending **ONE** student at a time from the room. Sign out sheets will be used to document which student is out of the room.
2. Passes signify permission has been given by the teacher for the student to be out of the classroom. Do not allow students to take the pass and leave the room without asking for permission and stating the destination and the reason. Students out of class are not receiving instruction. Do not allow this! All students must receive all instruction.
3. No alternative passes or objects should be used.

TEACHER DRESS CODE

Please refer to the EPISD District Code Policy.

1. Monday will be College Shirt Day.
2. Teachers are encouraged to participate in Wellness Wednesday, when appropriate warm-up suits are acceptable.
3. Spirit days for teachers are Fridays.

TIME ON DUTY

Teachers are on duty at the campus Monday- Friday from 8:15 a.m.-4:15 p.m. until all duties are completed. In addition, teachers are to be available for meetings or parent conferences before or after school when scheduled. Teachers are considered professional employees (not hourly employees) committed to lesson preparation, grading and parent communication even if it falls outside of the on-campus hours.

Coronado High School Teacher Handbook 2018-2019

Acknowledgement Form

By signing below, you acknowledge receipt of the policies as listed above. You further acknowledge that you have read, understand and accept each policy in its entirety. You acknowledge that you have access to the policies via email or Schoology for your records. The Signature Authorization form will become part of your school record.

Signature

Date

Printed Name