



Harlingen High School

Faculty & Staff

Handbook

2025-2026

FACULTY & STAFF HANDBOOK

PREFACE

We want to welcome each of you to a new and exciting year at Harlingen High School. Connecting with such an exceptional group of faculty, staff, and students is a privilege. Each day we all need to remember that educating our pupils is our #1 priority, privilege and responsibility. We are fortunate to work in a profession that allows us the opportunity to inspire and be inspired daily.

The purpose of this teacher/staff handbook is to provide information that will help with questions and set the course for another successful year by keeping all faculty & staff members informed concerning administrative procedures, requirements, regulations, policies and general information. We realize this handbook cannot possibly cover every aspect. Therefore, as questions or situations arise, please contact the administration for answers. We welcome suggestions for enhancements and additions to this handbook, and you can send them to the principal. Please familiarize yourself with the information; we know it will be of help to you. After all, HHS is a culture of caring and excellence!

**Together we will work diligently towards our mission:
IN RELENTLESS PURSUIT OF STUDENT SUCCESS!**

**Efrain Amaya
Principal - Cardinal 1**

**Adriana Huerta-Rodriguez
Associate Principal - Cardinal 2**

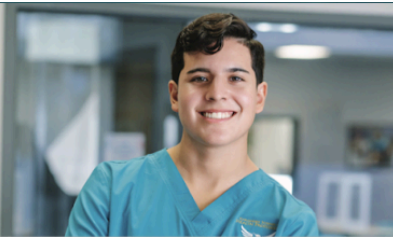
**Bertha Alicia Moore
Assistant Principal - Cardinal 3**

**Merissa Saucedo
Assistant Principal - Cardinal 4**

**Cesar Peña
Assistant Principal - Cardinal 6**

**Johnny Guillan
Assistant Principal - Cardinal 7**

**Gina Ramirez
Instructional Coach**



INSPIRE ▲ ENGAGE ▲ EMPOWER

2023 HARLINGEN CISD STRATEGIC PLAN



Our Vision

Inspiring all learners for a lifetime of success.

GOAL 1: ACADEMIC ACHIEVEMENT AND COLLEGE & CAREER READINESS

We will design student experiences that are individualized and innovative.

- 1.1 Incorporate customizable and varied high-quality learning opportunities.
- 1.2 Align systems to enable students to have self-directed learning and communicate their learning journey.
- 1.3 Utilize data to inform a continuous cycle of improvement to design student learning experiences and close achievement gaps.
- 1.4 Develop a culture that promotes authentic relationships, collaboration, and high expectations.
- 1.5 Implement research-based instructional practices for students, with a concentration on students in special populations.
- 1.6 Create learning opportunities for

promoting a STEM-inspired culture of learning.

GOAL 2: WELL-ROUNDED GRADUATES

We will develop the whole child.

- 2.1 Create a coherent sequence of experiences aligned to the development of responsible contributors to the community and that will span across academics, athletics, and the arts.
- 2.2 Build skills and opportunities to nurture positive interpersonal connections.
- 2.3 Provide safe school facilities that foster positive cultures and a sense of belonging.
- 2.4 Redesign systems of support to ensure student well-being.

GOAL 3: PROFESSIONAL LEARNING AND TALENT MANAGEMENT

We will ensure a systemic approach to recruitment, retention, and refinement of talent at all levels of the organization and empower the learning community to develop self and others.

- 3.1 Create a comprehensive recruitment plan to inspire our future workforce.
- 3.2 Implement a retention plan to maintain and support the needs of all employees.
- 3.3 Design streamlined programs and systems that offer differentiated growth opportunities for all employees and focus on self-development and advancement.
- 3.4 Redesign systems of support to ensure employee well-being.

GOAL 4: FAMILY ENGAGEMENT

We will optimize student learning and achievement through family engagement.

- 4.1 Build trusting relationships with families

and community agencies to develop and offer meaningful engagement opportunities that support student learning.

- 4.2 Create partnerships with community organizations to support family engagement.

- 4.3 Identify and resolve barriers for families in connecting and communicating with the school and resources.

- 4.4 Use intentionality to plan learning experiences for educating and empowering students, families, teachers and staff to create meaningful partnerships.

GOAL 5: COMMUNICATION AND STAKEHOLDER EXPERIENCE

We will share the story of HCISD to strengthen stakeholder connections and engage in more meaningful interactions that inspire the community.

- 5.1 Create a systemic framework to share the district and campus stories to strengthen stakeholder connections.
- 5.2 Increase the visibility of district events, social opportunities, and community partners in education.
- 5.3 Enhance the customer experience for all HCISD stakeholders.
- 5.4 Inform and empower the community using innovative practices.



Harlingen High School

Vision Statement: A Culture of Caring & Excellence!

Mission Statement: In Relentless Pursuit of Student Success!

Motto: CARDINAL SPIRIT NEVER DIES!

HHS GOALS:

1. We will create a transformed school district that ensures high quality instruction and individualized learning, resulting in maximum achievement for all students.
2. We will attract, develop, and retain highly effective educators and provide the tools they need to maximize all students' success.
3. We will improve the learning experience by using data that measures all students' weaknesses and strengths in order to address their curricular needs.
4. We will develop an individualized learning plan for all students that will assess results at specific intervals to ensure **postsecondary** and career readiness is achieved.
5. We will increase the efficiency of communication between teachers, parents, and students to achieve the district's goal of meeting all students' educational needs.

AT HARLINGEN HIGH SCHOOL, WE BELIEVE:

- We believe that Harlingen High School cultivates strong, compassionate, servant leaders.
- We believe all students can learn and deserve a high-quality education to pursue their dreams.
- We believe that our school spirit and traditions are the foundation of a strong, proud campus.
- We believe all students can be intrinsically motivated and successful.
- We believe Harlingen High School creates a positive, caring and welcoming environment for all students and stakeholders.

Harlingen CISD Jurisdiction

The Harlingen Consolidated Independent School District has authority and control over its students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time and location, and any school-related misconduct, regardless of time and location.

Non-Discrimination Statement for Harlingen CISD

The Harlingen Consolidated Independent School District does not discriminate on the basis of race, color, national origin, sex, or handicap in providing education services. Mrs. Debbie Scogin, Assistant Superintendent of Human Services, has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and Ms. Melissa Villanueva of Section 504 of the Rehabilitation Act.

Harlingen Consolidated Independent School District

HCISD Administrative Offices 407 S 77 Sunshine Strip	956-430-9500 fax 956-430-5588
Harlingen High School 1201 E Marshall	956-427-3600 fax 956-427-3792
Harlingen High School South 1701 Dixieland RD	956-427-3800 fax 956-427-3995
Harlingen Collegiate High 2901 Medical Drive	956-430-9690 fax 956-430-9693
Harlingen School of Health Professions 2302 N 21st Street	956-430-4078 fax 956-427-3763
Secondary Alternative Center 1310 Sam Houston	956-427-3210 fax 956-427-4487
Dr. Cano Freshman Academy 1701 Lozano	956-430-4900 fax 956-427-3772
Transportation and Maintenance 1901 N 77 Sunshine Strip	956-427-3330 fax 956-427-3328

TEN COMMON DENOMINATORS OF EFFECTIVE SCHOOLS

1. LEADERSHIP: Effective principals are strong leaders with high but realistic expectations for their students and staff. They have the confidence to empower their teachers and give them a role in decision-making.
2. STAFF: In an effective school there is a sense that everyone cares about the school and that they are working together as a team. Teachers are dedicated as well as qualified. They are excited about teaching and they want to help children share in the excitement of learning.
3. INSTRUCTION: There are many different types of instruction in an effective school. Good instruction is lively and creative, yet thoughtful and carefully attuned to the interests and abilities of the students. It is flexible and individualized enough to challenge gifted students without frustrating those who learn at a slower pace.
4. STAFF DEVELOPMENT: Good teachers are continually looking for new and more effective ways to teach. They go to workshops, take courses, and visit other teachers' classes. They help train new teachers and run in-house workshops.
5. CURRICULUM: A good curriculum is well planned, diverse, challenging, and age appropriate. Children learn not only basic skills but also how to solve problems, do research, and test hypotheses. They learn to ask questions and where to find answers. Workbooks are kept to a minimum and students read good children's literature. A good curriculum is flexible enough to be open to the changing needs of students and the interests and talents of teachers.
6. GOALS AND EXPECTATIONS: In effective schools, goals and expectations are well defined, and shared by everyone involved in the school. Academic excellence is clearly valued, and students are expected to work hard. Students know they are expected to succeed and that their school believes they will. Standards are high but realistic, and individual differences in learning rate and style are understood and appreciated. Rules are clear and consistently enforced. Students know that courtesy and respect are expected.
7. SCHOOL ATMOSPHERE: When you walk into an effective classroom or school you can almost feel it. There is a sense of excitement and joy in the air. The children are active and involved. The teachers are animated and interested, responsive to the children's needs. There is the sense that both the students and their teachers are engaged in important work.
8. SELF-EVALUATION: Good schools do not rest on their laurels. They continually question both what they are doing and how they are doing it. They know where their students are academically, and they are aware of strengths and weaknesses. Good schools are open to new ideas and always searching for ways to do things more effectively.
9. COMMUNICATION: Good schools foster communication. Teachers share ideas and discuss problems informally as well as in faculty meetings. Teachers are available to students and parents on a regular basis and encourage them to share information and concerns.
10. PARENT AND COMMUNITY INVOLVEMENT: Effective schools recognize that parents are partners, not adversaries. Administrators and teachers seek to involve parents in their children's education. Parents willingly volunteer their time and talents. Good school use community resources to enrich their students' educational experiences.

Table of Contents

ACADEMIC ELIGIBILITY	12
ADMINISTRATORS-FRAMEWORK OF RESPONSIBILITIES & DUTIES	13
ADMINISTRATORS-SUPERVISION OF FACULTY & STAFF	13
ACTIVITY FUND ACCOUNTS AND DEPOSITS	14
ACTIVITY SPONSORS	15
ANNOUNCEMENTS	15
ABSENCES AND ATTENDANCE (STAFF)	15
ALCOHOL AND CONTROLLED SUBSTANCES	16
ARRESTS AND OTHER LEGAL ISSUES	16
ASSEMBLIES	17
ATTENDANCE (STUDENT)	17
<i>State Compulsory Attendance Rule</i>	17
<i>Excused Absences</i>	17
<i>Religious Holy Days</i>	17
<i>Health Care Appointments</i>	17
<i>Extenuating Circumstances</i>	18
<i>Extracurricular Participation</i>	18
<i>Disciplinary Action</i>	18
<i>Re-entry Permits</i>	18
<i>Attendance Committee</i>	18
<i>Make-up Work</i>	19
ATTENDANCE ACCOUNTING (STUDENT)	19
AUDIO-VISUAL PROCEDURES	20
BELL SCHEDULE	20
BUDGET REQUESTS	21
BUS REQUESTS	21
CALENDARS	22
DISTRICT ACADEMIC CALENDAR	22
A/B SCHEDULE CALENDAR	23

<i>DISTRICT ASSESSMENT CALENDAR</i>	<i>24</i>
<i>CAMPUS MAP</i>	<i>25</i>
<i>CARDINAL- OUR OFFICIAL MASCOT</i>	<i>26</i>
<i>CLASSROOM MANAGEMENT</i>	<i>26</i>
<i>CLASSROOM REQUIREMENTS</i>	<i>27</i>
<i>COLLECTIONS</i>	<i>27</i>
<i>COMMUNICATION</i>	<i>27</i>
<i>COMMUNICATING WITH PARENTS/GUARDIANS</i>	<i>27</i>
<i>CONFERENCE PERIODS</i>	<i>28</i>
<i>CONFIDENTIAL INFORMATION</i>	<i>28</i>
<i>COPY MACHINES</i>	<i>28</i>
<i>COPYRIGHT POLICIES</i>	<i>28</i>
<i>COUNSELORS</i>	<i>29</i>
<i>DEADLINES</i>	<i>30</i>
<i>DEPARTMENT PROFESSIONAL LEARNING COMMUNITIES (PLC's)</i>	<i>30</i>
<i>DISCIPLINE</i>	<i>30</i>
<i>DISCIPLINE MANAGEMENT PROCEDURES</i>	<i>30</i>
<i>RED ALERT TEAM (RAT)</i>	<i>31</i>
<i>DUTY RESPONSIBILITIES (TEACHER & STAFF)</i>	<i>33</i>
<i>E-MAIL</i>	<i>33</i>
<i>EMERGENCY PROCEDURES</i>	<i>33</i>
<i>END OF THE YEAR TEACHER PROCEDURES</i>	<i>35</i>
<i>ETHICS</i>	<i>35</i>
<i>EXEMPTIONS FROM SEMESTER EXAMS</i>	<i>36</i>
<i>FACILITIES REQUESTS and EXTRACURRICULAR ACTIVITIES FORMS</i>	<i>37</i>
<i>FACULTY/STAFF MEETINGS/PLCs</i>	<i>37</i>
<i>FACULTY LOUNGE/WORKROOM</i>	<i>37</i>
<i>FIELD TRIPS</i>	<i>37</i>
<i>FIRST DAY OF SCHOOL PROCEDURES</i>	<i>38</i>
<i>FUNDRAISING</i>	<i>38</i>
<i>GENERAL INFORMATION</i>	<i>38</i>

GRADE BOOK/GRADING POLICIES/PROGRESS REPORTS	39
<i>Report Cards, Progress Reports and Parent Conferences</i>	39
<i>Incorrect Grades</i>	39
<i>Grade Book</i>	40
<i>Transfer Grades</i>	42
HALL PASSES	42
HEB CREDIT CARD	43
HOMEWORK	43
IDENTIFICATION BADGES (STAFF)	43
INFORMATION LITERACY CENTER (LIBRARY/MEDIA CENTER)	43
INSTRUCTIONAL COACH RESPONSIBILITIES	44
INSTRUCTIONAL OBJECTIVES/TEKS	44
KEYS	45
LEAVING SCHOOL GROUNDS	45
LESSON PLANS	45
MAILBOXES AND MESSAGES	45
MESSAGES HOME	46
NURSE	46
PARENT CENTER	46
PARENT ACCESS CENTER/PARENTSQUARE/REMIND	46
PARKING	46
PARTIES IN THE CLASSROOMS	47
PEP RALLY BELL SCHEDULE	47
PERSONAL USE OF EQUIPMENT	47
PHONE USE	47
PROFESSIONAL DRESS & GROOMING STANDARDS	47
PTSA MEETINGS	49
ROOM MAINTENANCE	49
SCHEDULE CHANGES	49
SECURITY	50
<i>Crime Stoppers</i>	50

SCHOOL SONG AND FIGHT SONG	51
ALMA MATER	51
FIGHT SONG	51
STUDENT DISCIPLINE	51
TEACHER RESPONSIBILITY	51
CONSISTENCY	51
REFERRAL PROCEDURES	52
SMOKING/TOBACCO USE	52
STUDENT ACTIVITIES	52
STUDENT DRESS CODE	52
STUDENT DROP OFF LOCATIONS	54
STUDENT ILLNESS OR ACCIDENTS	54
STUDENT SOCIAL ACTIVITIES	54
TARDY POLICY	54
TEACHERS AS ROLE MODELS/MENTORS/CHAMPIONS	54
TEACHER SUPPLIES	56
TELECOMMUNICATION DEVICES	56
TEXTBOOKS	56
TRANSFER OF EQUIPMENT	56
TRANSFER STUDENTS	57
TRAVEL	57
<i>Student bus trip procedures</i>	57
<i>Teacher Travel Procedures</i>	57
TUTORIAL/OFFICE HOURS	57
WEEKLY BULLETIN	57
WITHDRAWAL (STUDENT) PROCEDURES	57
WORKPLACE VISITORS	58
WORKDAY HOURS for ALL CAMPUS PERSONNEL	58
APPENDIX I: Employee Code of Conduct (Board Policy DH (LOCAL))	59

ACADEMIC ELIGIBILITY

A student in grades 9-12 may participate in University Interscholastic League activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state approved courses indicated in this subsection:
must have been promoted from the 8th grade;
beginning of the 10th year – at least five credits toward graduation;
beginning of the 11th year – at least ten credits toward graduation;
and beginning of the 12th year – at least fifteen credits toward graduation.

A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than a district identified class, or a student with disabilities who fails to meet the standards in the Individual Education plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility.

No Pass – No Play Exemption List

In the past, the state identified the classes that were eligible for the no pass – no play exemption. This responsibility is now in the hands of local school districts. The exemption list is Board approved annually.

The University Interscholastic League (UIL) allows students in College Board advanced placement courses to be granted a waiver, which allows for continued participation in UIL activities after earning a grade less than a 70. HCISD administration recommends that students be granted a waiver at the first six weeks grading period and one additional waiver per course, per semester (a semester = 18 weeks). The waiver at the six weeks grading period will be granted with no minimum grade needed, but for the one additional waiver per course, per semester to be applicable, a student must carry a minimum grade of 60 in these courses. Students will be required to **fill out** the UIL Waiver Form to submit to Mrs. **Moore's office for approval.** https://drive.google.com/file/d/1fS43kHIQppkTOnwDMVg9e62xryumZ4_4/view

- All dual enrollment courses and courses identified by the Pre-Advanced Placement/Advanced Placement designation are exempt.

Eligibility will be posted online just as report cards for each eligibility run.

Prior to the distribution of eligibility, you will receive information on eligibility timelines for the 2025- 2026 school year. If you look at this report you will note where it says “Grades up to (A date is given),” this means the student has up until this date @ 3:51 p.m. to hand in whatever work he/she might have missed for eligibility purposes only. This date is made available so that you can remind the student of the deadline as well.

This does not mean you as a teacher cannot accept their work for grading purposes, but it is a deadline for eligibility purposes. At times there will be extenuating circumstances. In this instance, seek advice from the master schedule assistant principal.

At the 9-week check, all students are checked (except for the first 6-week check). After the 9-week report only students that did not receive a passing grade will be checked every 3 weeks.

ADMINISTRATORS-FRAMEWORK OF RESPONSIBILITIES & DUTIES

Harlingen High School Administrators are instructional leaders primarily and models of learning as the Lead Learners on campus. Their most important responsibility is to support students, teachers, parents, and the community.

ADMINISTRATORS-SUPERVISION OF FACULTY & STAFF

HARLINGEN HIGH SCHOOL ADMINISTRATION ASSIGNMENTS AND SUPERVISION 2025-2026		
Principal - Cardinal 1 Efrain Amaya	Associate Principal - Cardinal 2 Adriana Huerta	AP 3 - Master Scheduler Alicia Moore
Associate Principal/Assistant Principals/IC	Curriculum & Instruction-TLF/Canvas	Master Schedule/PIEMS
T-TESS Teachers Assigned (SS & Yr 1)	ESL Program/LPAC/TELPAS/Summit	T-TESS Teachers Assigned (SPED-Dept)
Campus & Student Activities Budgets	T-TESS Teachers Assigned (RLA)	ARD Administrator
Faculty & Staff/Student Handbooks	Counselors & College Advisors	Title IX Investigator(Co) if needed
Principal's Announcements 1st Period	Edgenuity Paraprofessional	Report Cards/IPRs/UII Eligibility
Choir/Orchestra/TA Booster Club Meetings	Pre-AP/AP Coordinator/Dual /TSI/CCR	Homebound/Foster/Homeless
Level One Discipline/Grievances	Administration of Social Media	Registrar's Office/Transcripts/GPA's
Overall Climate & Culture of Campus	Substitutes/Teacher/Counselors Attendance	Class Ranks
Oversee Supervision of All Duties	TAC/ DEIC/ SBDM Committees	Online Registration
Staff Recruitment	Senior Clearance	Parent Square Parent Messages
Fundraiser Approvals/Calendar	Review and Approve Announcements	Copy Machines/Copy Paraprofessional
LMS & Technicians	ARD Administrator(Back Up)	Teacher Duty Schedule
HHS Suburban Reservations	IGC	PEIMS Clerks
20% - Will be spending that time at Cano		
AP 4 - 10th Grade Merissa Saucedo	AP 6 - 11th Grade/CBC Cesar Pena	AP 7 - 12th Grade Johnny Guillan
Title IX Coordinator	CTE Department/CCMR	Campus Safety & Security (Facilities)
Attendance	Campus Behavior Coordinator (CBC)	Facility Requests/Assign Athletic Supervisors
Senior Class-All Activities/Graduation	504-Administrator	CAEP
Cheer/Cardettes	FFA Booster/CTE Clubs/JROTC	T-TESS Teachers Assigned (Science)
Sponsor & Club Stipends	CCMR Counselor	Security Guards (4) ISS (1) SRO (1)
PTSA/Student Advisory Board/Student Classes	T-TESS Teachers Assigned(CTE Dept)	K9 Searches Assignments/Crime Stoppers
UII Academics/Decathlon	Fun Fridays/Attendance Incentives	Maintenance/Work Orders/AC Orders
T-TESS Teachers Assigned (Math)	Tardy Procedures/Lunch Detention	Emergency Procedures, Fire & Crisis Drills
ARD Administrator (Back up)	Transportation-Distribution of Referrals	Custodians
PEP Rallies/Bell Schedules	ARD Administrator	Safety Committee (Assign)
Marquee Announcements	CTE Certifications	Band/Athletic Booster Meetings
Attendance Clerks	Textbooks/Devices	Duty Before/After School & Lunch
Attendance for cohort	Attendance for cohort	Transportation-Drop Off/Pickup (Bus Duty)
		Hall/Special Student Passes/Bus Passes
		Attendance for cohort

IC - Instructional Coach Gina Ramirez
PLC Schedules
Data Room
Peer-to-Peer
Instructional Rounds
Reteach/Enrich
Weekly Newsletter
New Teacher Monthly Meeting/PD

**HHS APPRAISERS/SUPERVISORS
2025-2026**

EFRAIN AMAYA - 1 Principal	ADRIANA HUERTA - 2 Associate Principal	ALICA MOORE - 3 Assistant Principal Master Schedule	MERISSA SAUCEDO - 4 Assistant Principal 10th Grade	CESAR PENA - 6 Assistant Principal 11th Grade/CBC	JOHNNY GUILLEN - 7 Assistant Principal 12th Grade
Professional Staff					
Aguilar, Nathan - SS/Coach Ambriz, Efrain - SS Attebery, Meagan - SS Barrios, Geovanni - SS Cavazos, Adam - SS Cretors, Clayton - PE Flores, Maria - SS Fuentes, Ruben - SS Garcia, Joe - SE INCL. Garza, Gabriella - Theater Henriquez, David - CAEP Hunt-Parker, Jacob - SS Ledesma, Kevin - PE Longoria, Marina-AP - SS Lopez, Ana-AP/DU - SS Lozano, John - SS Sauceda, Juan - SS Swinnea, Scott/CEAP - SS Tobias, Roberto - SS Torres, Joycelyn - PE Zuniga, Jordan - SS	Albury, Tiffany - English Bazan, Maria - English Cano, Maria - English Cantu, Daniela - English Coronado, Monika - English Elder-Torres, Jayme - English Esparza, Chris - Theater Arts Garcia, Samantha - English Garcia Reyna, Audrey - English Garcia, Brenda - Parenting Garza, Riche - Journalism Gonzalez, Adina - Art Hockaday, Jameson - English Jackman, Melissa - English Lucio, Daniela - Art Mendez, Melissa - English Mendoza, Erika - English Olivo, Rolando - Art Rodriguez, Alexandria - English Rodriguez, Amanda - English Rodriguez, Noemi - English Serna, Priscilla - English Zamora-Wiley, Lucinda - English	Aguilar, Tiffany - SE LS Azua-Amaro, Lorena - SE RES Balleza, Valentin - SE INCL. Berain, Aaron - SE LS Castor, Paul - SE BAC Cervantes, Jeriel - SPED Espinoza, Maritza - SPED Fitzgerald, Leyla - SE CM Groff, Jake - SE LS Islas, Eder - SE RES MATH Leal, Amanda - SE INCL. Mejia, Virginia - SE LS Merino, Ginger - SE LS Moncivaiz, Ashley - SE INCL. Noell, Katrina - SE LS Pena, Adan - SE RES Perez, Dora - SE CM Rodriguez, Rodney - SE RES Salinas, Carissa - Dance Sanchez, Jackie - SE INCL. Sanchez, Lee Roy - SE INCL. Tanamachi, Rebecca - SE RES Trevino, Eric - SE LS	Aoevedo, Rolando - Math Aguirre, Irma - Math Cartwright, Richard - Math Constantino, Jose - Dual Math De Jesus Pesina, Jose - Math Endsley, Ocie - Math Gonzales, Juan - JROTC Gonzalez, Erick - Math Ledesma, Edward - SS/Football Leija, Aracely - LOTE Lopez, Magdiel - LOTE Mendoza, Roberto - Math Morales, Cristo - Math Orellana Anciso, Rebecca - Math Ortega, Jesus - AP/Dual - Math Robinson, Leonard - JROTC Serna, Alexester - Math Trevino, Katherine - LOTE AP Villarreal, Maria - LOTE	Abrego, Cecilio - Network/CS Casas, Amanda - BIM Castaneda, Jennifer - HS Castillo, Abel - Automotive Cuellar, Rolando - Masonry Cuellar, Teresa - EDU Flores, Hayden - Welding Garza, Amanda - Mkt./Bus. Gonzalez, Andres - AG Gonzalez, Celina - HS Gonzalez, Kathy - Culinary Guajardo, Daniel - Arch/Engineering Izeta, Rolando - Law Leal, Roberto - Law Miller, Aneera - Graphic Arts Mireles, Carlos - A/V Olivarez, Baldemar - Entrep/Wrestling Posada, Corissa - CMA Serna, Ricardo - Auto Sosa, Belinda - Cosmo Soto, Tim - Electrical Suarez, Jason - AG Villanueva, Manuel - Auto	Aguilar, Michael - PE/S&C Camarillo, Melissa - AP Sci. Carmona, Virginia - Orchestra Castellanos, Eugenio - Band Coronado, Maria - Band Euresi, Ruben - Swimming Garcia, Alfredo - Science Guerra, Rachel - Science Gutierrez, Ursula - Science Hernandez, Manuel - Band Hunt, Veronica - Science Larios, Robert - Band Mares, Andrea - Science Mendez, Claudia - AP Sci. Pedraza, Orlando - Orchestra Petree, Holly - Science Rangel, Armando - Science Reyes, Ruben - Choir Saldivar, Emily - Choir Sandoval, Manuel - Science Suarez, Victor - Dual Science Tanamachi, James - PE/Tennis Torres, Matthew - AP Science Villarreal, Justin - Science Villegas, Veronica - Band Wheelock, Ginger - Choir Whitener, Michael - Science Woolery, Hicckel - Science

New Teachers

ACTIVITY FUND ACCOUNTS AND DEPOSITS

All funds of school organizations are handled through one bank account entitled the Harlingen High School Student Activity Fund. Funds collected will be deposited with the campus bookkeeper, as designated by the Principal, and all disbursements will be made by check. Each organization will be furnished with deposit books and no check will be written without an official request signed by the organization’s treasurer or sponsor, **including the meeting minutes**. Sales slips and receipts should be presented with all orders for checks and checks should be made to the vendor from which goods or services were purchased. A mandatory meeting will be held early in the year to review activity account procedures by District personnel.

All Harlingen High School organizations or clubs are to keep their funds deposited in the student activity fund. It is important that monies be turned in to the campus bookkeeper each day so that it can be stored in the school vault. Please make arrangements with the campus bookkeeper to deposit monies when you are collecting money from students and/or parents.

The bookkeeper leaves at 4:30 PM daily. All other information can be found in the Student Activity Funds handbook and Booster Club Guidelines issued by the DISTRICT.

UNDER NO CIRCUMSTANCES SHOULD MONEY BE KEPT IN A CLASSROOM

OVERNIGHT OR IN THE PERSONAL POSSESSION OF A STAFF MEMBER.

ACTIVITY SPONSORS

All sponsors of classes, clubs, athletic teams, etc. are responsible for all activities of that group when the groups are together. All plans of any group must be approved by the sponsors before administrative approval can be given. Administration approval is granted by the Principal and the supervising assistant principal of the organization. High standards of student behavior are expected of our students during all school activities.

ANNOUNCEMENTS

The Principal, the Assistant Principal or designee(s) will make daily announcements during second period. Any person wishing to submit an announcement must do so in writing, via email to the Administrator in charge of announcements for approval on the designated form. The designated form can be found on the school website under the tab-Staff Resources. The announcement should indicate the date(s) on which the announcement should be read and for the duration. Birthday wishes or other non-school related announcements will not be approved. An announcement request must be submitted one day before or no later than 8:00 AM the day the announcements are read. Pledges/**moments** of silence will be conducted during announcements each day.

ABSENCES AND ATTENDANCE (STAFF)

All absences except illnesses including immediate family require prior approval from the supervising principal or superintendent. Please request these absences by submitting a REQUEST for LEAVE form available from the supervising principal's secretary. However, should you need to be absent from work because of an illness the evening before or the morning of the absence for illness:

1. Access the AESOP absentee system online or via the (1-800-942-3767) number and enter your absence the evening before or no later than 6:30 a.m. the day of the absence. Please have your personal ID and Pin # ready. Contact your supervising principal, the supervising principal's secretary, and your department chair. Please send a text to Mr. Efrain Amaya (956-638-8639) if you are unable to contact your supervising principal or the secretary. Identify yourself in the text.
2. If you do not have an AESOP log-in, notify a member of campus administration the night before or no later than 6:30 a.m. the day of the absence.
3. Ensure that Lesson Plans are accessible to your substitute either on your desk, with your department chair and/or through the associate principal's secretary. It is also important that an emergency lesson plan be left with the department chair in case your lesson plans cannot be located, or you are unable to pre-plan your substitute lesson.
4. Let the associate principal's secretary know by the end of the day on the day of your absence when you intend to return so that she may know whether to hold or release the substitute for the next day. This may be done in person, by phone, via e-mail, or via AESOP as long as it is communicated before 2:00 p.m.
5. For use of personal days, initial approval must be granted by the supervising principal. The request must be submitted in writing at least 10 school days in advance. The REQUEST FOR LEAVE form may be obtained from the supervising principal's secretary. Please fill out the form and submit it to the supervising principal. A copy will be forwarded to you once the leave is approved by the supervising principal. If personal leave is requested in less than the 10 school days required, the superintendent or his designee is required for approval before personal leave can be taken. The Principal will contact you if this is necessary through the district online Request for Leave form and work with you to acquire the Superintendent's approval/response.

6. Please use the REQUEST for LEAVE form to request staff development days or any other type of school leave. The REQUEST for LEAVE form is available from the supervising principal's secretary and/or online.
7. For **personal illness or illness in the immediate family**, certification of illness from the employee's physician is required for **absences in excess of three (3) consecutive workdays**. Refer to School Board Policy DEC (LOCAL) for LEAVES and ABSENCES.
8. Teachers and staff members are not allowed to cover classrooms for other teachers unless directed by administration. Please contact the administration if you need to leave campus during the school day.
9. Please note that excessive absences are a reason for nonrenewal of contract for the next school year; **it is part of T-TESS 4.1**. If you are sick, you need to stay home. However, unnecessary absences cost your students valuable instructional time and cost the school district dollars. **OUR STUDENTS NEED YOU TO BE AT SCHOOL!**

ALCOHOL AND CONTROLLED SUBSTANCES

Staff members are not to participate in the manufacture, distribution, dispersal, possession, use or be under the influence of any of the following substances during working hours, while at school, at a school-related activity, or outside of usual working hours. A staff member need not be legally intoxicated to be considered "under the influence" of a controlled substance.

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abuse of glue, aerosol paint, or any other chemical for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

ARRESTS AND OTHER LEGAL ISSUES

Notify the principal or your immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, offense involving moral turpitude, or any of the other offenses as indicated below:

- Crimes involving school property or funds;
- Crimes involving attempt by fraud or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- Crimes that occur on school property or at a school-sponsored event; or
- Crimes involving moral turpitude, which include:
 - Dishonesty, fraud, deceit, theft, misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance;
 - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
 - Acts constituting abuse under the Texas Family Code.

ASSEMBLIES

All faculty members MUST attend assemblies unless they have been assigned another duty by Administration. Teachers should escort their students to the site of the assembly and monitor them throughout the assembly. Assemblies are usually held in the cafeteria or the main gymnasium.

ATTENDANCE (STUDENT)

Harlingen C.I.S.D. considers good attendance and punctuality necessary training for all students. The establishment of good habits relative to these items may be greatly beneficial to the students in later life. While it is our intention to be as fair as possible in making judgments concerning absences and tardies, it is also our intention to maintain very strict regulations because we believe it to be in the best interests of the students of this school. ***The attendance record is one of the most important records while in school.*** Prospective employers often inquire about a student's attendance record as well as the student's grades and conduct. This should encourage students to maintain good attendance records.

State Compulsory Attendance Rule

In Texas, a child between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused by law. School employees investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her **parents**. A student shall be given credit for a class only if the student has been in attendance 90 percent of the days the class is offered, unless an attendance committee appointed by the Board gives the student credit because there were extenuating circumstances for the absences.

Excused Absences

A child may be excused for a temporary absence resulting from any cause acceptable to the Principal or Superintendent.

Religious Holy Days

The District shall excuse a student from attending school for the purpose of observing religious holy days if before the absence the parent submits a written request for the excused absence. Excused days for travel shall be limited to not more than one day for travel to and one day from the site where the religious holy days are observed.

Health Care Appointments

The District shall excuse a student for a temporary absence if the student begins classes or returns to school on the same day of the appointment or treatment.

The absence must be supported by a document such as a note from the health care professional.

Extenuating Circumstances

Absences for which there are extenuating circumstances are an excused absence.

- Days of suspension.
- Medical or dental appointments.
- Family emergencies or unforeseen or unavoidable instances requiring immediate attention.
- Required participation in a court proceeding, a child abuse or neglect investigation, or citizenship proceedings, including not more than one day for travel to and one day for travel from the site of such proceedings. The reason for the absences must be stated in writing by the probation officer or caseworker.
- The late enrollment or early withdrawal of a migrant student.
- Days missed as a runaway.
- Completion of a competency-based education program.
- The late enrollment or early withdrawal of a student placed in a home by the Texas Youth Commission.
- The absences of a teen parent due to caring for his or her child.
- Participation in a substance abuse rehabilitation program.
- Homelessness, as defined in federal law.
- Performance of “Taps” at a military honors funeral held in this state for a deceased veteran.

Extracurricular Participation

A student who is absent from school for any reason will not be allowed to **participate in school related activities on that day or evening or on Saturday if they are absent on Friday.** Should the extracurricular event occur during the school day, a student shall be allowed a maximum of ten extracurricular absences per a school year.

Disciplinary Action

A student who is absent from school or any class without permission will be considered truant and subject to disciplinary action.

Re-entry Permits

When parents have not notified the school on the day of the student’s absence, the student must present a letter from his/her parents stating the date and reason for absence. All students who need re-entries must report to the office between 7:45 AM and the time the first bell for class begins, 8:20 AM. An unexcused tardy will accompany all re-entries issued after school begins.

Attendance Committee

The Attendance Committee is composed of the principal (assistant principal in charge of attendance), counselor, two teachers, attendance clerk, and school nurse. The Attendance Committee shall hear each case in which a student’s attendance falls below the 90 percent threshold and a petition for credit(s) by the student or his or her parent or legal guardian has been filed.

Make-up Work

Students who have been absent for any reason can make up the work they missed within the time given by the teacher. Students are allowed one day to make up work for each day missed, up to three days. Quite often, if a student is going to be absent for more than three days, the office will collect assignments for him/her. Parents may call and request assignments to be sent to the office for them to pick up for their absent child.

ATTENDANCE ACCOUNTING (STUDENT)

The accurate accounting of student attendance is crucial. The funding received from the state to educate our students is calculated using our attendance records. Harlingen High School's attendance records are audited periodically and must be correct and completed in a timely manner as defined by the District.

To ensure attendance is accurate, it is important:

- **Teachers must enter their attendance, by period, each day in TAC.**
- **Enter attendance within the first 10 minutes of each attendance period.**
 - 1-30 Minutes Late = Tardy
 - 31-90 Minutes Late = Absent
 - **However, if a student reports between 31-60 minutes late and it is not habitual AND they complete their work, please go back and change the absence to TARDY. (Let's not hurt the student)**
- **2nd Period is our accountability period and attendance must be taken by 10:15 a.m.**
- **If you realize that you have made an error, you may make a correction in TAC before the end of the same school day. If the day has passed, go by the attendance office and correct it with one of the attendance clerks before 4:30 PM.**
- **If a student shows up to your class after you have marked him/her absent, make a correction in TAC. You may also turn in a correction slip to the attendance clerk so that the student can be marked present.**
- **Use ONLY black ink when turning in any type of paperwork to the attendance clerk (do not use correction fluid or correction tape to correct any mistakes).**
- **If a student turns in an absence excuse to you, send them to the attendance office so that he/she may turn in the excuse and attendance records are updated to reflect an excused absence.**
- **The following abbreviations are to be used in the on-line attendance program in TAC:**
- **Absent = A. Unexcused = U. Tardy=T.**
- The abbreviations below are for your understanding and not to be used when taking daily attendance.
- **Teachers, 2nd period attendance is critical as it directly impacts our funding and district reporting. Due to the importance of accurate attendance during 2nd period, we will be implementing the following corrective steps for failure to take attendance in a timely manner:**
 - **First Occurrence - Verbal Warning**
 - **Second Occurrence - Employee Warning**
 - **Third Occurrence - Office Memo**

X	Co-curricular/extracurricular (Does not count as part of 90% attendance law)
NC	Lost credit due to attendance (Put actual grade in parenthesis)
OCS	On campus suspension (Do not mark absent.)
HB	Homebound (Do not mark absent.)
D	Drop (add/drop)
E	Enrolled in class
W	Withdrew
S	Suspended
M	Student has doctor or dental appointment (Student is exempt from being counted absent/medical)
AEP	Campus Alternative Education Placement (Mandatory AEP students are withdrawn from HHS and must be coded "W" as withdrawn)

AUDIO-VISUAL PROCEDURES

For the most satisfactory and efficient use of audio-visual materials, follow the procedure outlined below:

1. Request materials/equipment well in advance.
2. Preview all videos. Videos should relate directly to instruction. Videos/films must comply with District policy (EFE Legal & Local) and be approved by the supervising administrator using the HCISD Video Usage Form. See forms on the "For Staff" HCISD Web Site under Administrative Guidelines or the HHS website.
3. Should you require AV Equipment, request it at least **48 hours** in advance.
4. Check the operation of all equipment and report any problems to the Library Media Specialists or Campus Technician(s) using a work order.

Steps to Follow When Using Videos in the Classroom:

1. Complete the REQUEST FOR VIEWING VIDEO FILM form completely.
2. Turn in the video form to the *LMS* (Library Media Specialist) for rating & copyright audit.
3. After the rating has been verified it will be placed in your mailbox.
4. If your rating request is approved, take the form to your supervising administrator for final approval.
5. Return a copy of the form to the LMS to log and schedule your request.
6. The teacher will be responsible for picking up and returning the necessary audio/video equipment.
7. At the high school level, only G, PG, and PG-13 rated films that are related to the instructional program may be shown. R-rated movies are prohibited. (District Administrative Guidelines).
8. Place the approved video form outside your classroom door on the day that the video is being implemented.

T.E.A. GUIDELINES: Using Pre Recorded Videos in Libraries and Classrooms:

Section 110(1) of the Copyright Law allows classroom performance of a video. It states:

performance or display of a work by instructors or pupils in the course of face to face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made and that the person responsible for the performance knew or had reason to believe was not lawfully made (is not an infringement).

****The above does not cover performances that are extracurricular or recreational in nature.**

BELL SCHEDULE

First Lunch		Second Lunch	
CLASS PERIOD	TIME	CLASS PERIOD	TIME
1 st	8:20 - 9:50	1 st	8:20 - 9:50
2 nd	9:56 - 11:26	2 nd	9:56 - 11:26
LUNCH A	11:26 - 12:02	3 rd	11:32 - 12:22
3 rd	12:08 - 12:58	LUNCH B	12:22 - 12:58
4 th	1:04 - 2:34	4 th	1:04 - 2:34
5 th	2:40 - 4:10	5 th	2:40 - 4:10

1. Breakfast is served in the cafeteria from 7:30 AM-8:10 AM. Free Breakfast for all students.
2. ILC is open from 7:30 AM - 8:10 AM. The Café charges cash for all food items.

3. **The 1st** bell rings at 8:**10** AM. Tardy bell rings and classes begin promptly at 8:**20** AM.
4. 6-minute passing periods between all classes with a warning bell at the 5-minute mark.
5. 2nd period is the attendance accountability period and general announcements. Please take attendance by 10:15 AM
6. Lunches are 36 minutes in length with no passing period. Free lunch to all students.
7. All other class periods are 90 minutes in a regular school day except 3rd period which meets every day for 50 minutes. All other periods are on an A/B schedule rotation.
8. Last bell is at 4:**10** PM.
9. Early Release Bell Schedules will be distributed prior to an Early Release Day (last day of school).
10. Lunch will not be served on Early Release Days.

BUDGET REQUESTS

Budget monies are disbursed after a requisition/purchase order has been signed by the Principal and presented to the Business Manager. The business office will not pay for goods or services charged to the school unless covered by a requisition/purchase order. Teachers wishing to order supplies or equipment requested during the budget process should see the Principal's secretary for the proper forms and procedures. All requisitions are done on a Budget Form #2. This form can be found on our website and on OneDrive. Budget Form #2 must be approved by the Department Chairperson first before submitting it to the Principal for approval.

BUS REQUESTS

The request for a school bus must be turned in to the designated Assistant Principal's secretary at least 2 weeks prior to the proposed date for the use. The official request form can be found under Staff Resources on our school's website. All transportation requests are now digital.



CALENDARS

DISTRICT ACADEMIC CALENDAR



JULY 2025							AUGUST 2025							SEPTEMBER 2025							OCTOBER 2025							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2		1*	2	3	4	5	6					1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13*	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		
							31																					
NOVEMBER 2025							DECEMBER 2025							JANUARY 2026							FEBRUARY 2026							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	4	5	6				1	2	3		1	2	3	4	5	6	7	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9*	10	11	12	13	14	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	21	22*	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31								
30																												
MARCH 2026							APRIL 2026							MAY 2026							JUNE 2026							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6	
8	9	10	11	12	13	14	5	6*	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					
														31														

IMPORTANT INFORMATION

INSTRUCTIONAL PERIODS

Total Instructional Days: 173
 First Instructional Day for Students
 Last Instructional Day for Students

1st Term 8/12/25 – 12/19/25
 2nd Term 1/6/26 – 5/22/26

1st Quarter 8/12/25 – 10/10/25
 2nd Quarter 10/20/25 – 12/19/25
 3rd Quarter 01/06/26 – 3/13/26
 4th Quarter 3/23/26 – 5/22/26

Beginning of Quarter }
 End of Quarter }

DISTRICT HOLIDAYS

Summer Break June 30–July 4
 Fall Break October 14–17
 Thanksgiving Break November 24–28
 Winter Break December 23–January 2
 Spring Break March 16–20
 Good Friday April 3

ADDITIONAL STUDENT HOLIDAYS

September 1, October 13, December 22,
 January 5, January 19, February 9, April 6

EARLY RELEASE

December 19, May 22

PROFESSIONAL DEVELOPMENT

August 4–5
 August 6 (1/2 day)
 August 7 (1/2 day)
 January 19
 February 9*


WORKDAYS

August 6 (1/2 day)
 August 7 (1/2 day)
 August 8
 August 11
 September 1*
 October 13*
 December 22*
 January 5
 April 6*
 May 23*

*Eligible for exchange

INSPIRE ▲ ENGAGE ▲ EMPOWER

A/B SCHEDULE CALENDAR



2025 2026

HARLINGEN CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

SCHOOL CALENDAR

As of 07/23/2025

JULY 2025							AUGUST 2025							SEPTEMBER 2025							OCTOBER 2025								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4	5						1	2			1*	2	3	4	5	6				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13*	14	15	16	17	18		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25		
27	28	29	30	31	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31									
31																													

NOVEMBER 2025							DECEMBER 2025							JANUARY 2026							FEBRUARY 2026							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	4	5	6				1	2	3			1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9*	10	11	12	13	14	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	21	22*	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31											
30																												

MARCH 2026							APRIL 2026							MAY 2026							JUNE 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
										1	2	3	4						1	2							
1	2	3	4	5	6	7	5	6*	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23*	21	22	23	24	25	26	27
22	23	24	25	26	27	28	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30						
29	30	31											31														

IMPORTANT INFORMATION

<p>INSTRUCTIONAL PERIODS Total Instructional Days: 173 First Instructional Day for Students: August 12 Last Instructional Day for Students: May 22</p> <p>1st Term 8/12/25 – 12/19/25 83 days 2nd Term 1/6/26 – 5/22/26 90 days</p> <p>1st Quarter 8/12/25 – 10/10/25 43 days 2nd Quarter 10/20/25 – 12/19/25 40 days 3rd Quarter 01/6/26 – 3/13/26 47 days 4th Quarter 3/23/26 – 5/22/26 43 days</p> <p>Beginning of Quarter { End of Quarter }</p>	<p>DISTRICT HOLIDAYS</p> <p>Summer Break June 30–July 4 Fall Break October 14–17 Thanksgiving Break November 24–28 Winter Break December 23–January 2 Spring Break March 16–20 Good Friday April 3</p> <p>ADDITIONAL STUDENT HOLIDAYS September 1, October 13, December 22, January 5, January 19, February 9, April 6</p> <p>EARLY RELEASE December 19, May 22</p>	<p>PROFESSIONAL DEVELOPMENT WORKDAYS</p> <p>August 4–5 August 6 (1/2 day) August 6 (1/2 day) August 7 (1/2 day) August 7 (1/2 day) August 8 January 19 August 11 February 9* September 1* October 13* December 22* January 5 April 6* May 23*</p> <p style="text-align: center; font-size: 0.8em;">*Eligible for exchange</p> <table style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th colspan="4" style="text-align: center; border-bottom: 1px solid black;">A/B Calendar Days</th> </tr> <tr> <th></th><th style="border-bottom: 1px solid black;">A DAY</th><th style="border-bottom: 1px solid black;">B DAY</th><th></th> </tr> </thead> <tbody> <tr> <td>Q1</td><td>22</td><td>21</td><td>Q3 23 24</td> </tr> <tr> <td>Q2</td><td>20</td><td>20</td><td>Q4 22 21</td> </tr> <tr> <td>SEM 1</td><td>42</td><td>41</td><td>SEM 2 45 45</td> </tr> </tbody> </table>	A/B Calendar Days					A DAY	B DAY		Q1	22	21	Q3 23 24	Q2	20	20	Q4 22 21	SEM 1	42	41	SEM 2 45 45
A/B Calendar Days																						
	A DAY	B DAY																				
Q1	22	21	Q3 23 24																			
Q2	20	20	Q4 22 21																			
SEM 1	42	41	SEM 2 45 45																			

PROGRESS REPORT AND REPORT CARD DISTRIBUTION												
	Q1	End Date	Distrib. Date	Q2	End Date	Distrib. Date	Q3	End Date	Distrib. Date	Q4	End Date	Distrib. Date
PR1	08/29	09/03	09/03	PR1	11/07	11/12	PR1	01/23	01/28	PR1	04/10	04/15
PR2	09/19	09/24	09/24	PR2	12/05	12/10	PR2	02/13	02/18	PR2	05/01	05/06
RC	10/10	10/23	10/23	RC	12/19	Elem. 1/8 Sec. 1/15	RC	03/13	03/26	RC	05/22	Elem. 05/28 Sec. 06/05

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DISTRICT ASSESSMENT CALENDAR

Updated on 4/16/25

H.C.I.S.D. 2025 - 2026 DISTRICT ASSESSMENT CALENDAR - High School

JULY 2025							I-Ready/MAP/Edgenuity	JANUARY 2026							
S	M	T	W	T	F	S	BOY Window 8/25 - 9/5	S	M	T	W	T	F	S	
		District Closed				4	5	MOY Window 1/12 - 1/23					1	2	3
6	7	8	9	10	11	12	EOY Window 5/4 - 5/15	4	5	(6)	7	8	9	10	
13	14	15	16	17	18	19	Two Week Testing Window	11	12	13	14	15	16	17	
20	21	22	23	24	25	26		18	19	20	21	22	23	24	
27	28	29	30	31				25	26	27	28	29	30	31	
AUGUST 2025							Checkpoint/Benchmark	FEBRUARY 2026							
S	M	T	W	T	F	S	Checkpoint (RLA) 10/27-10/31	S	M	T	W	T	F	S	
					1	2	Checkpoint (Alg 1/ Bio) 11/3 - 11/7	1	2	3	4	5	6	7	
3	4	5	6	7	8	9	Checkpoint (US History) 11/10- 11/14	8	9*	10	11	12	13	14	
10	11	(12)	13	14	15	16	BMK (RLA) 2/16-2/20	15	16	17	18	19	20	21	
17	18	19	20	21	22	23	BMK (Biology) 2/23-2/27	22	23	24	25	26	27	28	
24	25	26	27	28	29	30	BMK (US History) 2/23-2/27								
31							BMK (Alg 1) 3/9-3/13								
SEPTEMBER 2025							State Assessments	MARCH 2026							
S	M	T	W	T	F	S	STAAR Alg I, Eng I & II, Bio & US	S	M	T	W	T	F	S	
	1*	2	3	4	5	6	12/2 - 12/12	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	Telpas 2/16-3/27	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	STAAR Alt 3/16 - 4/17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	STAAR Eng I/Eng II 4/7-4/17	22	(23)	24	25	26	27	28	
28	29	30					STAAR Bio/US Hist. 4/14-4/24	29	30	31					
OCTOBER 2025							STAAR Alg I 4/21 - 5/1	APRIL 2026							
S	M	T	W	T	F	S	Fall Content Support Days	S	M	T	W	T	F	S	
			1	2	3	4	Biology 11/13				1	2	3	4	
5	6	7	8	9	10	11	Eng I/Eng II 11/14	5	6*	7	8	9	10	11	
12	13*	14	15	16	17	18	Algebra 1 11/14	12	13	14	15	16	17	18	
19	(20)	21	22	23	24	25	US History 11/20	19	20	21	22	23	24	25	
26	27	28	29	30	31		Spring Content Support Days	26	27	28	29	30			
NOVEMBER 2025							Eng I/Eng II 3/4	MAY 2026							
S	M	T	W	T	F	S	Biology 3/6	S	M	T	W	T	F	S	
						1	US History 3/12						1	2	
2	3	4	5	6	7	8	Algebra 1 3/24	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	Everway BMK - ECSE& Life Skills	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	BOY 9/29 - 10/31	17	18	19	20	21	22	23*	
23	24	25	26	27	28	29	MOY 1/20 - 2/13	24	25	26	27	28	29	30	
30							EOY 4/20 - 5/08	31							
DECEMBER 2025							Semester I Exams	JUNE 2026							
S	M	T	W	T	F	S	12/8-12/19	S	M	T	W	T	F	S	
	1	2	3	4	5	6	Semester II Exams		1	2	3	4	5	6	
7	8	9	10	11	12	13	Seniors 5/11-5/15. 5/18-5/22	7	8	9	10	11	12	13	
14	15	16	17	18	19	20	AP Exams	14	15	16	17	18	19	20	
21	22*	23	24	25	26	27	5/4-5/15	21	22	23	24	25	26	27	
28	29	30	31				PSAT October	28	29	30					
MTSS Meeting							SAT School Date 3/11	TELPAS Summit K-12							
	BOY	9/10-9/12					TSI (Ongoing Dates)	Pretest	8/12- 8/29						
	MOY	11/19- 11/21					District Holiday	Interim	11/3 - 12/12						
	EOY	2/18- 2/20					District PD	Summative	1/12 - 2/6						
	Final	5/18 - 5/20					Workdays *Exchange								

*Instructional Coaches must attend all Content Specialist Support Sessions

CARDINAL - OUR OFFICIAL MASCOT



The official Harlingen High School mascot/logo must be used and cannot be redesigned or replaced with another HHS Cardinal design without direct permission from the Principal. **All t-shirt designs must be approved by the Principal.** The official Cardinal mascot/logo is used for marketing purposes of our school and needs to remain consistent. It must follow all copyright guidelines and policies. Our official colors are red and white. Black and gray colors are used as accents.

CLASSROOM MANAGEMENT

The most important factor-governing student learning is Classroom Management. Classroom management refers to all the things that a teacher does to organize students, space, time, and materials so that instruction in content and student learning can take place **BELL to BELL**.

- **Framing the Lesson:**
 - Content & Language Objective**
 - Closing Activity: 3-5 min (summary or compare & contrast)**
- **Recognize & Reinforce**
 - Continuous positive reinforcement**
- **FSGPT**
 - Frequent Small Group Purposeful Talks**
 - 15-30 seconds (Pair Share)**
- **Critical Writing**

- **Power Zone**

Research indicates that the amount of time that students spend actively engaged in learning activities are directly linked to their academic achievement. It also shows that teachers that are good classroom managers can maximize student engaged time or academic learning time. The three most important words to a teacher are PREPARATION, PREPARATION, and PREPARATION.

Recommendations:

- **Prepare your room.** It is imperative that your room is ready and inviting before the students arrive on the first day. A cluttered or barren room sends a negative message to your students. A well-organized, attractive room gives an “in control” and engaged image that students respect. What perception do you want to give your students and parents about your

- professionalism as it relates to your classroom environment?
- **Prepare the work area.** Arrange desks and other work areas in a manner that will allow you to easily monitor students, no matter where you are in the room. **POWER ZONE**
 - **Prepare the wall space.** Display your discipline plan in a prominent place. Have a consistent place for listing the day's or week's assignments. Post a large example of the proper heading or style for papers to be done in class.
 - **Content Obj: We Will**
 - **Closing: I Will**
 - **Prepare the teaching materials.** Have an introductory parent letter with pertinent information about your class to be included with your syllabus. Have a method ready for matching students to a desk if necessary.
 - **Prepare yourself.** Gather a supply of the forms that are used in daily school routines such as attendance slips, attendance correction forms, nurse referral forms, hallway pass forms, and discipline referrals.
 - **Prepare procedures.** The first few days of school, teach only procedures necessary for the smooth opening of class such as: dismissal at the end of the period, quieting a class, starting the class, etc. Delay the other procedures until the appropriate activity arises.
 - **Prepare your phone procedure.** Every teacher will have phone pockets and will follow the campus phone procedure: Every student must put their phone in the pocket as they enter the classroom and will collect their phone as they exit at the end of the class period.
 - **Prepare to teach BELL to BELL.** Structure the class time to include activities when the student enters the classroom until the bell rings for dismissal to the next class including using EXIT work/tickets.

CLASSROOM REQUIREMENTS

These items should always be posted or mounted in your classroom:

- **Exit routes for fire by or on door**
- **Bell Schedules**
- **Learning Expectations/Norms**
- **Flags-US and Texas**
- **Office Hours (Tutoring Time before, during or after school provided by the teacher and/or department 90 minutes per week)**
- **Objectives for the Day/Week**
 - **Content Objective: We will**
 - **Closing Activity: I will**
- **Tardy Policy**
- **HHS Vision, Mission, Goals, Beliefs Poster**
- **Personal Communication Devices Policy - may not be in use throughout the instructional day.**

COLLECTIONS

No collections may be made from students without prior approval from the Principal or his/her designee. This does not include textbook fines or ILC fines.

COMMUNICATION

It is important that an organization **has** excellent communication with all members. Communication is a 2-way street- **Message Sent, Message Received, Message Acknowledged**. Please respond to individual **emails**, phone calls, notes, etc. that are sent to you within 24 hours of receiving a message. This includes individual messages from parents. An excellent rule of thumb is to clear your **emails** each evening by responding to individual messages, so you do not get behind in your responses.

COMMUNICATING WITH PARENTS/GUARDIANS

Often parents hear from the teacher only when there is a concern. Therefore, phone calls and e-mails are encouraged to facilitate communication between home and school. Home visits should be scheduled with the HHS Parental Involvement Parent Educator or our attendance liaison.

It is suggested that **positive contact be made for every student during a nine week period**. When this approach is taken, parents are more receptive when the teacher calls to discuss a concern. Parent Contact Logs are required as documentation with lesson plans weekly on the OneDrive account. 3-5 parents should be contacted each week. No answer is not a response in the comment section of your Parent Contact Log. Every effort should be made to contact parents. See your supervising administrator if you are having difficulty contacting a parent.

CONFERENCE PERIODS

Each teacher has at least a daily 45-minute conference period. A conference period is for instructional preparation, including parent-teacher conferences, evaluating students' work, and planning. ***Teachers are required to remain on campus during this assigned time.*** Please contact your supervising administrator if you need to leave campus during your conference period, visit your supervisor's secretary and fill out the blue card indicating why you will be off campus and seek approval.

CONFIDENTIAL INFORMATION

All information concerning a student's record is considered confidential and should be treated as such. Never discuss a student's performance, attitudes, or problems unless there is a professional reason for such a discussion. Under no circumstances should any student be discussed with anyone who is not the student's parent/legal guardian and not on our faculty. This is both a legal and moral obligation.

COPY MACHINES

Copy machines for the teachers' use are located in the Teachers' Lounge in the office building. The copiers are intended for school use only. Teachers may not send students to use the copy machines.

Copy orders must be submitted to the "Key Operator" in the teacher's lounge and should be completed within a 24-hour period.

COPYRIGHT POLICIES

Harlingen HS abides by all copyright laws and prohibits copying not specifically allowed by those laws, fair use guidelines, license agreements or proprietors' permission.

The Harlingen HS Library Media Specialist (LMS) has complete guidelines for following school district copyright procedures. Any questions should be addressed to that individual.

Videos: Films shall be used in the classroom for educational purposes only. No rented films shall be shown to a class. "R" rated movies or clips of "R" rated movies are NOT to be shown at Harlingen HS at any time.

Forms for video usage are available in the library. Complete the form, obtain the librarian's signature and seek your Assistant Principal's signature. All videos should be previewed prior to use and deemed acceptable for use as an integral part of the lesson. Common sense and consideration of community standards and norms should be used when selecting all instructional materials.

COUNSELORS

The guidance counselors are available for student conferences before school, during lunch, and after school. The counselor will schedule all other conferences. All counselors are located in the office. The counselors play a vital role in the everyday running of our school. Their area of responsibility is student services and includes scheduling students, counseling students, testing students, grade reporting, and meeting with parents. You can refer students to the counselors at different times. Counselor referrals are available from the head counselor. See counselors' list of duties and responsibilities listed below:

Counselor	Area of Responsibility
Trina Sanchez	Lead Counselor
Maribel Contreras	10th Grade (Cohort 2028)
Brenda Martinez	10th Grade (Cohort 2028)
Crystal Cantu	11th Grade (Cohort 2027)
Diana Robles	11th Grade (Cohort 2027)
Tara Aguilar	12th Grade (Cohort 2026)
Cristella Chavez	12th Grade (Cohort 2026)
Sandra Gonzalez	Emergent Bilingual

HARLINGEN HIGH SCHOOL COUNSELOR ASSIGNMENTS 2025-2026

LEAD COUNSELOR Trina Sanchez	12 Grade Cohort Tara Aguilar A - L	11 Grade Cohort Diana Robles A - Man	10 Grade Cohort Maribel Contreras A - L
Dept Chair & Meetings	Cohort Alpha & behind Cohort	Cohort Alpha & behind Cohort	Cohort Alpha & behind Cohort
Budget	ARDs	ARDs	ARDs
Dual Coordinator	504 for cohort W/504 Admin (assist)	504 for cohort W/504 Admin (assist)	504 for cohort W/504 Admin
CCMR Coordinator/CTE Cert Tracking	Automatic Admission (top 10%)	Automatic Admission (top 10%)	Automatic Admission (top 10%)
TSI Coordinator	Dual (scheduling & tracking)	Dual (scheduling & tracking)	Dual (scheduling & tracking)
Parent Square	Lunch- Counselors' Corner	Lunch- Counselors' Corner	Lunch- Counselors' Corner
Top 10% Percent Banquet/Reception	Provide At-Risk/GT PEIMS info to S. Gonzalez	Provide At-Risk/GT PEIMS info to S. Gonzalez	Provide At-Risk/GT PEIMS info to S. Gonzalez
Course Selection	Mid-point Audit (Recovery)	Mid point Audit (recovery purposes)	Mid-point Audit (recovery purposes)
Grad Tab & Top 10 Interviews/pics/write-up	Graduation Assitance w/ AP	EOY Checkpoint (Summer Recovery & EOC)	EOY Checkpoint (Summer Recovery & EOC)
Assist Master Schedule w/ rank/transcripts	Academic Clearance	Assist CCR advisors with Parent Night	Assist CCR advisors with Parent Night
Recent Grad. Luncheon	Maintain CCMR Spreadsheet (Tab)	Maintain CCMR Spreadsheet (Tab)	Maintain CCMR Spreadsheet (Tab)
Lunch- Counselors' Corner	NCAA/NAIA		DAR/Boys'/Girls' State
STOP IT App	Assist 10% Banquet	Assist 10% Reception	Assist 10% Reception
10-12 Parent Meetings - Assist Cohort	Attendance Tracking	Attendance Tracking	Attendance Tracking
9th/12+ Life Skills students			
Emergent Bilingual 300+ Sandra Gonzalez	12 Grade Cohort Cristella Chavez M - Z	11 Grade Cohort Crystal Cantu Mar - Z	10 Grade Cohort Brenda Martinez M - Z
EB students (all)	Cohort Alpha & behind Cohort	Cohort Alpha & behind Cohort	Cohort Alpha & behind Cohort
Foreign transcripts	ARDs	ARDs	ARDs
LPAC Chair Assistant	504 for cohort W/504 Admin (assist)	504 for cohort W/504 Admin (assist)	504 for cohort W/504 Admin (assist)
at Risk/GT/EB PEIMS	Mid-point Audit (Recovery)	Automatic Admission (top 10%)	Automatic Admission (top 10%)
EB intervention folders	Automatic Admission (top 10%)	Dual (scheduling & tracking)	Dual (scheduling & tracking)
las links/teranova testing	Dual (scheduling & tracking)	Lunch- Counselors' Corner	Lunch- Counselors' Corner
MY 1 & MY 2	Lunch- Counselors' Corner	Provide At-Risk/GT PEIMS info to S. Gonzalez	Provide At-Risk/GT PEIMS info to S. Gonzalez
BOY/MOY/EOY LPAC	Provide At-Risk/GT PEIMS info to S. Gonzalez	Mid point Audit (recovery purposes)	Mid-point Audit (recovery purposes)
EB ARD's	Homeless/Vet Affairs (resource)	EOY Checkpoint (Summer Recovery & EOC)	EOY Checkpoint (Summer Recovery & EOC)
EB Dual	Graduation Assitance w/ AP	Assist CCR advisors with Parent Night	Assist CCR advisors with Parent Night
EB 504 w/ Admin	Academic Clearance	Maintain CCMR Spreadsheet (Tab)	Maintain CCMR Spreadsheet (Tab)
Lunch - Counselors' Corner	Keys 2.0	Website	Assist 10% Reception
CBE Faciliatator	Maintain CCMR Spreadsheet (Tab)	United Way	Attendance Tracking
Maintain CCMR Spreadsheet (Tab)	Assist 10% Banquet	Assist 10% Reception	
Assist 10% Banquet/Reception	Attendance Tracking	Attendance Tracking	
Attendance Tracking			

updated 7/17/2025

DEADLINES

In every case, timelines (for grades, lesson plans, etc.) imposed on the teaching staff will be as generous as possible and the latest possible deadline will be set.

Consequently, it is of extreme importance that all deadlines be met by all concerned.

Punctuality in all endeavors is required.

DEPARTMENT PROFESSIONAL LEARNING COMMUNITIES (PLC's)

Teachers are required to attend department PLCs on the date and time assigned by their department chairperson. Teachers who are unable to attend department PLC's must have prior permission from their T-TESS supervisor. Core academic departments will meet at least once per week. Other departments must meet at least monthly. The purpose of department PLC's is to coordinate department efforts in meeting the TEKS/ STAAR objectives and for providing consistency and collaboration of learning. A schedule for department PLC's will be provided by campus administration and/or department chairpersons.

DISCIPLINE

General Guidelines - When imposing discipline, personnel shall adhere to the following guidelines:

- Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order.
- Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
 - The seriousness of the offense.
 - The student's age.
 - The frequency of misconduct.
 - The student's attitude.
 - The potential effect of **misconduct** on the school environment.

DISCIPLINE MANAGEMENT PROCEDURES

Harlingen High School has adopted a plan that incorporates due process for persistent Level One Code of Conduct infractions. The procedures afford the student and parent the opportunity to correct the student's behavioral issues prior to an office referral being warranted.

Before an office referral is given, parent contact must have been made for persistent misbehavior issues.

Disciplinary referrals are the official documentation of a student's code of conduct infraction; therefore, it is important to take the time to properly complete the form.

Referral forms should indicate:

- The student's name and ID (do not use one referral to send more than one student)
- The date
- The period or time of day
- Indication of prior interventions to the student's classroom misbehaviors
- A detailed explanation of the incident (Please do not use the names of other students involved in another student's incident as this will violate confidentiality.)

When sending a student to the office, send them with the referral in hand. If that is not possible because the student is a danger to himself or others, please utilize the RAT system or in an emergency page the office and security will be sent to escort the student to the office in an emergency. Do not send the student to the office with a referral on their own. The referral also can be sent later to the principal/assistant principal in charge of the student's alpha. Disciplinary referrals are given to a student when all other discipline management techniques have failed, or a serious code of conduct infraction has occurred. The campus administration will handle the referral within the discipline techniques that have been set forth by board policy. Any legal discipline situation that involves possible arrests will be sent immediately to Mrs. Moore's office following the procedure above. If you are unsure, the security guard escorting the student to the office will know if it is a legal issue or not.

Teachers and administrators may use the following discipline techniques for violations of the student code of conduct or campus or classroom rules:

- Verbal correction
- Counseling by teachers, counselors, or administrators
- Parent-Teacher conferences
- Temporary confiscation of items that disrupt the educational process
- Rewards or demerits
- Behavioral contracts
- Sending the student to the office or other supervised area as assigned by an administrator
- Detention
- Withdrawal of privileges, including participation in extracurricular activities
- Other strategies as specified by the student code of conduct

RED ALERT TEAM (RAT)

Students are not allowed to disrupt the learning process. **RAT** is the system used to contact administration and security that assistance is needed in the classroom. Please do not warn the student or tell the student that you will be using **RAT**. Once received, an administrator or security guard will come into the classroom and ask for the student. Always have your laptop on and ready to use. When sending a **RAT** message, do the following:

- **Email Address:** hhsrat1@hcsd.org
- **Email Subject:** Student Name & Your Classroom #
- **Email Body:** Student ID# and one of the following codes:
 - Disruption / Aggressive behavior / Suspicion of under the influence

It is not necessary to type an explanation concerning the situation at hand as you want this e-mail to be sent promptly so that security and/or an administrator can respond promptly. Do write

a referral and turn in to the student's assistant principal by the end of the day.

If a physical fight, or any emergency incident breaks out in your room, use **your Centigix Card (three pushes only!)** rather than **RAT**. Press your intercom button twice for an emergency. Press the button once for other communication with the office.

Discipline Suggestions

- Because students, like adults, are first impression prone, prepare for the first few weeks of school with special care. Learn and record everything you can about your students; their name, school record, test data, etc.
- Be business-like from the first second of the first class, since young adults try to take advantage of overly friendly, easygoing adults. Seriousness can be friendly, and an infrequent smile pays off. The classroom is a workroom.
- Get student attention before attempting instruction.
- From the first day establish and enforce routines. Lack of routines or disturbances of routines can breed trouble.
- Speak softly and infrequently. Yelling, nagging, incessant talking, or flippancy insures dwindling attention, respect, and compliance.
- Do not give students time to become disorderly. Engage them in relevant work. The great preventative, and cure, for student disorder is engagement in relevant learning.
- Allow only one student at a time to leave the room (on the basis of urgent need only). Students must have a written hall pass upon leaving the room during class time. You must use the official Hall Pass. **Students are not allowed out of the classroom the first 15 minutes of the class period, the last 15 minutes of the class period, nor during 3rd period.**
- **Do not sit students in the hall.** If they are too disruptive to be in class, then follow discipline office referral procedures/requirements.
- Throughout the year, break up cliques by changing seats when necessary.
- Be aware that prevention is better than punishment; move about the room to make your presence felt everywhere, not just front and center.
- If you feel a class is getting out of hand, try one or more of the following:
 - Change the type of activity.
 - Keep your temper and poise. If you show irritation or anger, you become the entertainment. If you argue with a student, you make the student your equal. Repeating your request, over and over (like a broken record), in a low controlled voice, is an effective technique.
 - Don't commit yourself or challenge the student by making threats or promises.
 - Avoid open clashes; the class may side with the disruptive student. Never embarrass or shame the student or force apologies. When dealing with the offender, give the class something to do while speaking privately with the disruptive student.
 - Get the ringleader, the others are followers. However, avoid comparing the good with the bad. ***Never punish the entire class.***
 - Do not wait until a class is completely out of control before doing something about it.
 - Do not keep the entire class after the class dismissal bell has rung as a form of punishment causing students to be tardy to their next assigned class.

DUTY RESPONSIBILITIES (TEACHER & STAFF)

At Harlingen High School, our teachers are required to do duty once every four weeks. Teachers are expected to be on duty at all times indicated on the duty roster. Please stand outside your door during passing periods in order to monitor the hallway after each dismissal bell for class changes. During duty, do not sit or stand around talking with other staff members or reading papers. Move about the supervised area(s) so that you may be seen. Your presence will prevent potential problems.

1. If you are absent on your assigned duty day, it is your responsibility to see that your duty is covered. Either leave instructions with your substitute or arrange to trade duties with another teacher.
2. In addition to assigned duties, teachers are expected to be at their doors, actively monitoring the halls, during class changes. Teachers are responsible for the behavior of any student within the range of his/her sight or hearing. Remember, they are ALL our students.
3. Duty rosters will be sent electronically.
4. Graduation--All teachers will have a graduation duty. These duty lists should be issued the first week of May.

E-MAIL

All teachers and staff members will need to establish an email address on this campus through the District Human Services department upon onboarding with HCISD. Teachers and staff members are expected to read their emails daily as this is an important form of communication for the campus and our District. Teachers and staff members signature card should all resemble the template below as per directives of HCISD:



Please use the forthcoming Google Form to get your updated email signature.

EMERGENCY PROCEDURES

The K-12 Standard Response Protocol (SRP) Toolkit is provided to each teacher at the beginning of the school year. The SRP Toolkit offers guidance and resources for incorporating the Standard Response Protocol into the school safety plan for critical incident response within the school.

Please ensure your classroom has an SRP Toolkit manual and poster on the classroom door. Review and read the protocols and know the public addresses.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

END OF THE YEAR TEACHER PROCEDURES

All staff members are required to complete the end of the year checkout list before leaving for the end of the school year. A list of checkout requirements will be available and distributed to faculty and staff members in ample time to complete the process and get all signatures required. If a teacher or staff member resigns in the middle of the school year, the same checkout process will ensue before release.

- **For safety reasons, all teachers will be expected to be on duty the last week of school.**

ETHICS

All staff members shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom and confidentiality of students and colleagues. All staff, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty.

In exemplifying ethical relations with colleagues, staff members will extend just and equitable treatment to all members of the profession. In accepting a position of public trust, success is measured by the progress of each student toward realization of his or her potential as an effective and productive citizen.

1. Be positive, customer service is #1.
2. Refrain from making unfavorable remarks about anyone – staff or students – to other staff members or students. Our job is to build, not to tear down.
3. Parents are welcome on our campus. It is preferred that they make an appointment and it is required that all visitors check in with the office. If, however, an irate parent corners you or makes a scene, ask them to meet with you in the Principal's office to discuss the matter after class or during your conference period. Principals and/or counselors are available to sit in on parent/house/teacher conferences.
4. Fellow teachers should be addressed with courtesy in a professional manner at all times.
5. Challenges at school should be kept at school. Remarks made in the community undermine confidence in the public school system and could compromise confidentiality.
6. Teachers should be firm and strict but fair and impartial with all students at all times.
7. Professional appearance, ethics, and attitudes should be maintained at all times. See "Professional Dress" below for additional information.
8. Report to work according to the assigned schedule.
9. Know and comply with department and district policies and procedures.
10. Observe all safety rules and regulations and report injuries or unsafe conditions to an administrator immediately.
11. Use district time, funds, and property for authorized district business and activities only.
12. Staff members should refrain from fraternizing with students, either at school or in the community. Any sexual relationship between a student and a District employee is always prohibited, even if consensual (Board policy FFH).
13. Do not engage in prohibited harassment, including sexual harassment, of other persons, including colleagues, students, Board members, vendors, contractors, volunteers, or parents (Board policy DIA, FFH, and FFG). See Board policies DCD and DF for additional information.

EXEMPTIONS FROM SEMESTER EXAMS

FACILITIES REQUESTS and EXTRACURRICULAR ACTIVITIES FORMS

Any time a teacher needs to reserve a classroom for a meeting he/she will need to fill out a facilities request form. It may be obtained from the Facilities Principal's secretary. This form will also provide for air conditioning if the activity takes place after 5:00 p.m. and **provide the Head Custodian** with the time, dates and any special needs for the activity. Facility forms should be turned in 2 weeks prior to the event. **Do not assume that the activity is approved until your form is returned with approval.**

FACULTY/STAFF MEETINGS/PLCs

At HHS we do not have faculty meetings with the entire faculty and staff except at certain times of the year like the BOY of the Year Campus Kick Off Celebration. The dates and times for all faculty meetings will come from the Principal's office and will be sent via **email**. If a teacher or staff member cannot attend, he/she must clear his/her absence with his/her supervising principal before the meeting takes place. All teachers must sign in electronically as designated by the instructional coach or the department chairs. Credit for attending any faculty meeting will not be given if the teacher/staff member did not sign in. Most information is delivered through department PLCs. Each faculty member should make plans to attend all scheduled meetings and schedule personal appointments around meeting dates. If necessary, faculty meetings will be announced at least a week in advance as well as additional meetings as determined by the Principal. Please refer to the Faculty Weekly Bulletin and/or **emails** for meetings scheduled.

FACULTY LOUNGE/WORKROOM

The faculty lounge/workrooms are located in the main office. These are the areas designated for teachers to work, eat, rest, and relax. The lounge/workrooms have office machines and equipment for you to use as you prepare your lessons. Please complete your refreshments and conversations in ample time to be available for your next assigned class or duty. **DO NOT** take food or drinks from the lounges to a classroom. **DO NOT** send students to the lounge for refreshments – for you or for students – at any time. The faculty lounge and workrooms are for adults only!

FIELD TRIPS

A field trip needs educational objectives. It needs to be one activity in an instructional unit. Give the principal a copy of the objectives and a brief outline of the unit when you request your field trip. Ensure that funding is available. Please use the field trip request form(s) located on our website or with the administrator's secretary.

The principal must give the transportation department and food service at least three (3) weeks'

notice. Therefore, you need to allow approximately four (4) weeks for planning and arrangements. Please turn in an itinerary of the field trip to the principal's secretary.

DO NOT WAIT until spring to plan your field trips. Fall and winter trips are encouraged. Please schedule field trips before the last 2 weeks in May. The last month of school is very busy and not a good time to get our students out of their routine. Please do not schedule field trips during major testing periods including District Benchmarks and STAAR/EOC testing as well as semester tests and finals.

All field trips must be discussed in advance with the building principal or designee and approved by him/her prior to discussion with students.

Transportation requests must be submitted ten days in advance. Requests for use of district vans/buses will be approved on a first come basis.

Parental permission forms must be secured before a student is allowed to participate on a field trip. Copies of Student Emergency Medical forms must also be secured from the school nurse at least ten days prior to the same trip. A student roster for the trip is to be turned into the attendance office prior to the field trip. An e-mail may serve as the roster of students for the attendance office.

FIRST DAY OF SCHOOL PROCEDURES

- The only entry available on the first day of school will be N/S for No Show (student did not show up).
- Check your student's schedule and make sure the student is sitting in the correct classroom.
- If a student is sitting in your class and is not on your roster, look at their schedule and send them to the correct classroom.
- Only students who do not have a class assigned for that period should report to 6-103.
- **Accurate attendance on the first day of school is important!**
- Home visits are made for those who did not enroll (we need to avoid mistakes with N/S).

FUNDRAISING

The Principal and Student Activities bookkeeper must approve all fundraising activities.

The Principal or designee will maintain a calendar of events in order to prevent overlapping fundraising activities. Fundraising activities must enhance and enrich the educational programs or the students' general welfare. Absolutely no selling is permitted during instructional time.

Organizations are only allowed two fundraising events per school year—one per semester.

If a teacher/sponsor plans on having a fundraiser, it must be scheduled and approved through the Principal's office. A request for approval of fundraising activity form must be filled out at least two weeks prior to the activity with the bookkeeper who will forward the form for approval to the Principal. No food sales allowed. Catalog sales are allowed when picked up at the end of the day.

GENERAL INFORMATION

- Students bringing lunches from home may be eaten in the cafeteria. All students are expected to place food wrappers, drink containers, and other trash in the trash receptacles provided in the cafeteria.
- Students who bring food from home for lunch or have it delivered, may not share with another student or students as this goes against the state nutrition policy.
- No deliveries are made to students unless approved by the administration. Food delivered for lunch may be picked up by the student from the parent in the lobby during the student's lunch period and not before.
- Students are to leave the school grounds at the end of each day in a timely manner; they must make their way to the bus loading area or to the front or back of the school if they are picked-up by their parents or guardians.
- Students are always to conduct themselves in a gentleman or ladylike manner . Profanity, obscene gestures, and suggestive behavior are not appropriate.
- Students who are given permission to go to the restroom, office or other destination during class time MUST have a written hall pass using the official RAVEN hall pass stating the time left, name of student, destination, and teacher signature.
- **ALL VISITORS** are to report to the office. Parents coming to school to pick up their child, for any reason, must go directly to the office to check them out. The Attendance Office will page the room or send a student request pass to notify the teacher that the child is to be dismissed. **NEVER release a child to anyone unless the office has notified you.**
- **Do not release a student from the classroom to go to their parents unless the office has notified you.**
- **Requesting Students from other classes within the same class period is prohibited.** Each course offered in the curriculum and each class in the day is felt to have distinct benefits for the student and except in cases of extreme need, teachers should not keep or get students from another class. When such action is necessary, arrangements should be made with the teacher of the class that will be missed **before** the action is taken.
- All visitors on campus must have a badge given to them by the office. NO EXCEPTIONS! Please be alert to this and report anyone who does not have a badge.
- Do not keep any student's property for them to be picked up later in the day such as but not limited to athletic bags, equipment, projects, technology, etc.
- All athletic bags and equipment must be stored in the gym concession area before school to be picked up before their athletic class.

GRADE BOOK/GRADING POLICIES/PROGRESS REPORTS

Report Cards, Progress Reports and Parent Conferences

All grades are completed online through the Teacher Access Center in eSchoolPLUS (TAC). Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every three weeks. All student grades must be posted on a weekly basis.

At the end of the first three weeks of a grading period, teachers must notify parents if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the teacher must request a conference with the parent. Tutorials are required for a student who receives a grade below 70 in a class or subject.

Incorrect Grades

If a student feels a grade he/she has received is inaccurate, they should bring it to the attention of their teacher immediately. If the grade is incorrect, the teacher will need to come to the scheduling office and complete a grade change form. Please do not send a student to get one for you; a grade change form will not be released to a student.

Grading guidelines are developed as directed by Board policy EIA (LEGAL) and EIA (LOCAL). Assignments, tests, projects, classroom activities, and other instructional activities shall be designated so that the student's performance indicates the level of mastery of the designated District/State objectives. The student's mastery level shall be a major factor in determining the grade for a subject or course.

Grade Book

All grades must be recorded in [HCISD's Teacher Access Center](#), with the description and grade published for parent/guardian access and updated by the end of the day each Friday (weekly). Grades must be entered within 48 hours of the assignment turned in to the teacher and posted on the TAC as published for the student and parent to view.

- **Campus requirement:**
 - **Publish (1) grade in TAC by 4:15 Every Friday.**
 - **All grades Published on TAC on Progress Report Friday by 4:15**
 - **All grades Published on TAC on Grading Period Friday by 4:15**
 - **Grade verifications will be placed in teachers' boxes**

Grade books are an important record keeping tool and should be accurately maintained. Sometimes, months or years after a semester has ended, a grade has to be verified, and it becomes an extremely difficult process without good record keeping.

Attendance Coding Symbols:

X	Co-curricular/extracurricular (Does not count as part of 90% attendance law)
NC	Lost credit due to attendance (Put actual grade in parenthesis)
OCS	On campus suspension (Do not mark absent.)
HB	Homebound (Do not mark absent.)
D	Drop (add/drop)
E	Enrolled in class
W	Withdrew
S	Suspended
M	Student has doctor or dental appointment (Student is exempt from being counted absent/medical)
AEP	Campus Alternative Education Placement (Mandatory AEP students are withdrawn from HHS and must be coded "W" as withdrawn)

Number of Grades per Quarter

District policy stipulates that there be a minimum of 12 grades per nine-week grading period (quarter) at the high school level.

Posting Grades

- ❖ All teachers must post a minimum graded assignment in TAC by 4:15 pm every Friday.
- ❖ All teachers must post all graded assignments for the progress report period by 4:15 on that IPR Friday.
- ❖ All teachers must post all graded assignments for the grade term period by 4:15 on that Friday

Grade Categories - Grade categories in each teacher's grade book will include (a) 75% Daily Work and (b) 25% Test grades. Teachers may weigh assignments within the two categories as per department guidelines but may not create weights independently of the two categories or department.

Grade Alignment – All teachers must plan and align within their content to give the same number of assignments (Daily & Exams)

Daily Work and Homework – Teachers may allow a student a reasonable opportunity to make up or redo a class assignment for which the student received a failing grade.

Retesting – Students shall be allowed to retake a test, or an assignment categorized as a test grade for grade calculation purposes, one time if the following requirements are met:

- If more than 25% of the class fails a test or an assignment categorized as a test grade, all students in the class shall be given the opportunity to retest/redo one time if this condition is met. The higher of the two grades will be recorded.
- A teacher may allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.
- The following grades are excluded from the retake provision, regardless of how many students failed the assignment or test:
 - Semester exams;
 - Quarter/mid-term exams.
- Retest dates and times shall be determined by the teacher but should be feasible for all concerns.

Recording Failing Grades – Grade books shall reflect the retest score as well as the original score. The lower of the two scores will carry a weight of zero so that it does not affect the students' overall average.

Since grades must reflect a student's relative mastery of an assignment, a teacher may not give a maximum grade of 70, for example, on a retest. Neither may a teacher record a grade of 50 if the student's cumulative performance is less than a 50.

Honor Roll – A uniform honor roll system has been established for all schools with a student being eligible if he or she maintains an overall average of 90 for all subjects – core and elective – and a passing grade in each subject. Students who receive a 90 or above in each subject will be designated as a Principal's All-A Honor Roll student.

Should grades be changed in the grade book due to dropping lowest grades or corrected work,

notations must be made in the grade book to explain the changes made. Grades from a previous marking period may not be altered without a grade change form signed by the teacher.

No Credit (NC) - No credit (NC) is used to indicate loss of credit due to lack of attendance. The state requires that a student be in attendance 90% of the scheduled school days. An NC should be recorded as the student's grade followed by the actual grade in your grade book. On mark entry sheets and verification sheets, an NC, code 17, and an actual grade code **must** be recorded. At the end of the year, the attendance committee will decide whether to lift the NC or not.

Eligibility - Students who are involved in extracurricular activities are required to be passing each quarter in order to participate.

1. During the first grading period of the school year, a student is eligible if he/she was promoted at the end of the previous year. (See principal for further information.)
2. A student participating in a University Interscholastic League (UIL) activity will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic (core) class (other than an identified honors or Pre-AP class). This suspension continues for three weeks. The student's grades will be subsequently reviewed at the end of each three- week period; the suspension will be removed when the student's grade is equal to or greater than the equivalent of 70. The first six weeks of the first quarter is considered the first grading period followed by the end of each quarter as subsequent grading periods.
3. **Waiver for Pre-AP must have at least a 60-69 average to be eligible for a waiver. Only one waiver per year per class is allowed.**

Progress Report - Progress reports are sent home and posted electronically on home/parent access center every three weeks to inform parents of their child's status in your class. All students receive a progress report. In addition, the counselors, special education and ELL case managers, and the instructional coach will receive a copy of the progress report of any student who is failing your class at the end of the third week. Specific dates for progress reports are found on the school calendar and will be announced in the Weekly Bulletin.

Report Cards - Report cards are issued at the end of each quarter. Report cards are computer generated. Each quarter you will be responsible for meeting deadlines that are set up in order to meet district deadlines. All teachers must adhere to the campus/district timelines.

Transfer Grades

Enrolled into the Same Class – The transfer grades received from the student's previous school will serve as the grade for all current assignments that appear in the teacher's gradebook. From the entry date forward, students will be expected to do assignments given by the Dr. Cano Freshman Academy teacher and will receive grades on those assignments as they are completed.

Enrolled into a New Class – The student will be required and given the opportunity to make up work from the beginning of the year in order to receive credit for a new class. The teacher will determine what assignments will need to be completed in order for the student to show competence in the curriculum previously covered. Students may use up to the amount of time they have missed to complete the work. However, the teacher will work with the student to determine an appropriate and fair amount of time for the work to be completed, should they need additional time. The teacher will assign the grade of 0 (zero) until the work is completed.

Once the work is completed, the teacher will submit a Grade Change Form to the Master Schedule Office, and the student will receive the grade and/or credit along with an updated Report Card and/or Interim Progress Report. It is the desire of the campus for all students to have the opportunity to receive both credit and grades for new classes as soon as possible.

HALL PASSES

Hall passes are not to be issued to students 15 minutes after the start of class bell rings or 15 minutes before the end of class bell rings. Students leaving class for any reason other than a This pass should specify where the student has permission to go. Teachers may not give a student permission to leave the campus but may refer a student to his/her alpha assigned principal/assistant principal's office.

HEB CREDIT CARD

The use of the HEB credit card will require teachers and staff members to log the card in and out of the office with the bookkeeper. This is a directive given by the District. There will be an HEB credit card binder log in the bookkeeper's office. When it is necessary for a teacher or staff member to use the credit card, please inform the bookkeeper so that the information for the use of the credit card can be logged in before the person receives the credit card. The person requesting the credit card will need to supply the following information when requesting the card: person using the credit card's name, date, purpose, items to be purchased, and the approximate amount being spent. The bookkeeper will determine if there is **money** available in the appropriate account. The bookkeeper will then log the card back in when the credit card is returned by asking for the teacher or staff member's initials and receipt(s) for proof of purchase. Receipt(s) must be turned in after purchasing items with the credit card(s). The bookkeeper may in some circumstances need the Principal's approval before the credit card can be issued.

HOMEWORK

Homework can be an effective learning tool when used as enrichment and independent practice. Teachers are encouraged to use homework as needed to enrich the lessons and provide students with an additional opportunity to extend beyond the lesson. Homework should never be utilized for new material or material that requires additional instruction unless the teacher is utilizing the Flipped Classroom concept or a Discovery Learning Model.

- Assign moderate amounts of homework regularly.
- Give specific assignments. Avoid "Look over the chapter" or "Read the story" unless there is some way to hold students accountable.
- Carefully collect all homework and hold every student accountable for completing it on time.
- Give some kind of feedback. Group checking is often time efficient.
- Remember that homework should be at an independent level of practice. New skills are not appropriate homework assignments.
- Effective homework should be practice of skills or concepts learned. Assess these student abilities in the classroom setting as much as possible **to avoid the zero trap with homework.**

IDENTIFICATION BADGES (STAFF)

All teachers and staff members are required to wear their identification badge visibly each day. This is a directive given by the District administration. Staff identification cards are made by the campus in the ILC. Hourly employees will need them to use KRONOS. A \$5 charge will be incurred to replace lost ID cards.

INFORMATION LITERACY CENTER (LIBRARY/MEDIA CENTER)

The Information Literacy Center is available to students, faculty, staff, and parents Monday-Friday from 7:30 a.m.-6:00 p.m. and is located at the front of the building. The Information Literacy Center has books, e-books, online databases, periodicals, audio/visual materials and equipment, and a professional collection. The Information Literacy Center can be reserved for class use and/or collaborative instruction by making arrangements with the library media specialist. All students and staff will be required to digitally check in to the ILC

INSTRUCTIONAL COACH RESPONSIBILITIES

- Instructional Coaching/TLF/Canvas Platform
- Curriculum Effectiveness and Implementation
- DMAC
- District (Vertical & Horizontal) Alignment of Curriculum
- TEKS/YAGS Implementation
- STAAR DATA Disaggregation
- STAAR Benchmark Testing Program
- STAAR EOC Action Plans
- Department Formative Assessments
- Support and Coach Teachers in T-TESS
- Implementation/Teaching & Learning Framework Implementation
- PLC Instructional Meetings (Department/Campus)
- New Teacher Support 0-3 years
- Peer to Peer Coaching
- Campus Staff Development
- Campus Improvement Plan
- Other Duties as assigned

INSTRUCTIONAL OBJECTIVES/TEKS

The Texas Education Agency has developed the basic curriculum for Texas Schools. This curriculum has been defined as the Texas Essential Knowledge and Skills (TEKS). The Texas legislature has made it abundantly clear that quality schools are defined by student performance and attendance. The **measures** of success on the State of Texas Assessment of Academic Readiness (STAAR) are reported annually and each campus is expected to report to its community the status of student performance during a public meeting.

All teachers are required by law to teach the required State TEKS.

The present teacher appraisal system (T-TESS) focuses upon teacher effectiveness toward the achievement of these objectives. The state legislature has mandated the implementation of an instructional and assessment program to ensure that ALL students in Texas public schools are successful.

KEYS

All keys must be checked in or out of the Safety & Security Principal's office. Do not exchange your keys with anyone. If you do not need a certain key, please turn this key in and it will be taken off your key inventory list. The number of keys that you sign out for are the number of keys you are responsible for at the end of the school year to check back in.

Please supply the Facilities Principal's office with one of the extra keys for all new desks and file cabinets, to be used in case of emergencies.

LEAVING SCHOOL GROUNDS

- It is the policy of this school system for teachers to remain on the school grounds from 7:45 a.m. until the end of the school day -- except at their lunch period.
- Teachers are asked not to leave the campus to take care of personal business during the school day *unless* approved by the Principal.
- In cases of emergency, such as immediate needs to see the dentist or doctor, check with the Principal about leaving.
- Teachers should leave their classroom when students are present **ONLY** in case of emergency. Notify the Principal's office so that special arrangements can be made.
- If you need to leave campus during your conference period, visit your supervisor's secretary and fill out the blue card indicating why you will be off campus and seek approval.

LESSON INTERNALIZATIONS

Lesson Internalization Procedures:

1. Lesson **Internalizations** will be submitted on a schedule provided by the department chair.
2. Department chairs will provide a format for teachers to use.
3. A copy of ARD modifications for Special Education students should be kept readily available for use and reference.

Each teacher is required to have a daily plan with definite provisions for flexibility. Core teachers' plans should adhere to the district YAGS to remain aligned to district curriculum and testing content. Teachers should plan collaboratively within their content areas and across their academic houses and have plans ready to discuss with their T-TESS appraiser. Lesson plans are to be placed in OneDrive no later than 8:00 AM the Monday prior to planned instruction for that week. Simply listing pages is not acceptable. Check off lists are also not appropriate for lesson planning purposes. See your department chair, house leader, or T-TESS appraiser for suggestions on completing lesson plans. Mandated lesson plan templates are available from department chairs.

MAILBOXES AND MESSAGES

Mailboxes for teachers are located in the teachers' lounge. Each teacher is expected to check his/her mailbox twice a day and remove all the contents. Unless there is an emergency, phone messages for teachers will be placed in their mailboxes. Do not allow students to check teacher/staff mailboxes. Mailbox keys will be issued at the beginning of each school year.

Any and all messages taken by office staff will be placed in the teacher's mailbox. Again, teachers should regularly check their own mailboxes. Messages for teachers are never delivered to the classroom unless in an emergency.

MESSAGES HOME

Teachers should obtain approval from the Principal for any written communications with parents or community members. Please remember that these should be in draft form and realize that they will be edited for spelling, grammar, and content. Staff are required to see that a copy of any correspondence is filed in the office for future reference should any questions arise regarding communication.

NURSE

The school nurses are located outside of the main office in the cafeteria area and are on campus daily. In addition to administering to the ill, the school nurses maintain student health records and coordinate scoliosis, vision and hearing tests. A nurse referral form will be necessary when sending a student to the nurse. These are available from the nurses' office.

PARENT CENTER

The Parent Center is located in the Workroom/Lounge. This area is for the use of parents when they are on campus. Prepare **the** materials you need help **in** advance with specific directions to the Parent Center. Forms are available near the mailboxes or in the workroom(s).

Please make our parent volunteers always feel welcome . Remember, the home is a learning zone also. We all must involve our parents as much as possible in their children's education. There are so many ways that our parents can become involved with our school.

PARENT ACCESS CENTER/PARENTSQUARE/REMININD

HCISD parents have access to their children's grades through the District's Parent Access Center online. Please always remember that parents can view their children's grades or attendance at any time online.

Have enough grades to be in a good posture if a parent asks about his/her child's grades and how the grades were used to determine his/her child's final grade.

You should only show parents their children's grades and never the grades of other students for any reason. To do so would **violate the right** to privacy laws that protect information for each student on campus.

Grades are never reduced for disciplinary reasons except in the case of late assignments or academic dishonesty, or as otherwise permitted by policy. Please adhere to the District's grading policy for Secondary Grades. The District's Grading Policy is located in the Administrative Guidelines on the district website under the tab FOR STAFF.

PARKING

All faculty and students need a parking permit to park on campus. Faculty/Staff members will be issued a parking permit before the first day of school. Please display the permit on the rear view mirror. The following parking areas are reserved for faculty, staff and visitor parking:

- East Parking Lot-West of 13th Street
- West Parking Lot-Between Band Hall and the CTE Building
- CTE Parking Lot-South and East sides of CTE Building
- North Parking Lot-for students & Bus loading and unloading ONLY!

PARTIES IN THE CLASSROOMS

All classroom parties must first be preapproved through the teacher's supervising assistant principal's office and must be a part of classroom curriculum and listed on the lesson plan. Holiday parties will be announced through the Principal's office via **email**.

PEP RALLY BELL SCHEDULE

Students with 1st Lunch		
Period	Start Time	End Time
1	8:20	9:40
2	9:46	11:07
Lunch	11:07	11:43
3	11:49	12:34
4	12:40	2:01
5	2:07	4:10

Students with 2 nd Lunch		
Period	Start Time	End Time
1	8:20	9:40
2	9:47	11:07
3	11:13	11:58
Lunch	11:58	12:34
4	12:40	2:01
5	2:01	4:10

The pep rally will begin at 3:35 and end at 4:05. Announcements will be made for the following:

1. Release of band & football players at 3:00.
2. Release of students will begin at 3:15 (See schedule on Pep Rally Duty & Directions)

PERSONAL USE OF EQUIPMENT

School owned equipment is not to be taken home under any circumstances. Teachers may check out certain types of equipment for off campus use from the ILC by filling out the proper forms. In the event that equipment becomes lost or stolen, the teacher must immediately inform the Harlingen High School Resource Officer and his/her supervising principal.

PHONE USE

Telephones are available for your use in the teachers' lounge as well as in the front conference room of the ILC, the office conference room and in various rooms located throughout the campus. Telephones are not available for student use. Similarly, telephone messages are not taken for or delivered to students except in cases of emergency.

PROFESSIONAL DRESS & GROOMING STANDARDS

In accordance with District Policy (DH Local), employees shall be clean, neat, in a manner appropriate for their assignments and in accordance with the following standards.

Personnel are expected to dress in a manner that projects a professional image for the employee, campus, district, and community. Style of clothing should always reflect a professional and business-like atmosphere and should not attract unfavorable or inappropriate attention. Administrators have the discretion to determine appropriateness of attire for all personnel in certain grades or subjects (physical education, special education, career education, etc.) or for medical necessities (see also Board policy DH).

Harlingen High School employees are expected to dress in a professional business manner daily. We should be able to tell the difference **between a** teacher and a parent or student. At no time will employees violate the teacher dress code.

On Fridays, Cardinal spirit/staff shirts may be worn with jeans. On Special days, with permission from the principal, jeans may be worn with a campus staff shirt.

Staff Dress Code Policy

All clothing must be clean and pressed

MEN		WOMEN	
Appropriate	NOT Appropriate	Appropriate	NOT Appropriate
<u>Jackets & Tops</u>	<u>Jackets & Tops</u>	<u>Jackets, Dresses & Tops</u>	<u>Jackets, Dresses & Tops</u>
Suits Sports coat Blazers Shirts (polos, turtlenecks, oxfords) Sweaters and vests	Jogging Suits Tank Tops Sleeveless Tops	Suits (Skirts and slacks) Sleeved and Sleeveless dresses Blouses Turtlenecks Sweaters	Jogging suits Lounging outfits Mini-length dresses Tank tops Halter tops Low cut tops Midriff tops Sheer tops Tops with spaghetti straps Strapless tops

<p style="text-align: center;"><u>Bottoms</u></p> <p style="text-align: center;">Dress slacks Khakis</p>	<p style="text-align: center;"><u>Bottoms</u></p> <p style="text-align: center;">Jeans (unless on a designated day) Sweatpants Shorts</p>	<p style="text-align: center;"><u>Bottoms</u></p> <p style="text-align: center;">Long or 3" above the knee lengths skirts Dress walking shorts Dress slacks Khakis Mid-calf length capri pants</p>	<p style="text-align: center;"><u>Bottoms</u></p> <p style="text-align: center;">Mini skirts Leggings (knit or spandex) Stirrup pants Shorts Sweatpants Jeans (unless on a designated day)</p>
<p style="text-align: center;"><u>Shoes</u></p> <p style="text-align: center;">Dress shoes Loafers Boots</p>	<p style="text-align: center;"><u>Shoes</u></p> <p style="text-align: center;">Rubber Sole flip flops Sandals Crocs</p>	<p style="text-align: center;"><u>Shoes</u></p> <p style="text-align: center;">High and mid heeled shoes Flats Sandals with low or high heels Loafers Mules Fashion boots Open back shoes with heels</p>	<p style="text-align: center;"><u>Shoes</u></p> <p style="text-align: center;">Rubber Sole flip flops Crocs</p>
<p style="text-align: center;"><u>Accessories</u></p> <p style="text-align: center;">Ties Belts Socks Head covers for religious purposes</p>	<p style="text-align: center;"><u>Accessories</u></p> <p style="text-align: center;">Baseball caps (NOT ALLOWED) unless on the field Visible body piercing other than ears Tattoos (Must be covered)</p>	<p style="text-align: center;"><u>Accessories</u></p> <p style="text-align: center;">Scarves Jewelry Hosiery Head covers for religious</p>	<p style="text-align: center;"><u>Accessories</u></p> <p style="text-align: center;">Hats Visible body piercing other than ears (NO FACIAL PIERCINGS or PLUGS) Tattoos (Must be covered)</p>

PTSA MEETINGS

PTSA (Parent Teacher Student Association) meetings are an important public relations factor in the school community. Parents expect to see teachers at PTSA meetings. Therefore, you are encouraged to make every effort to join and actively participate in the Harlingen High School PTSA. We would like to reach 100% membership of our faculty and staff in support of this organization.

ROOM MAINTENANCE

Check your students' desks after every period for evidence of vandalism. All teachers should be constantly alert to prevent vandalism.

1. Teachers are asked to turn off lights before they leave their rooms.
2. The custodians clean rooms daily. If you have specific instructions on cleaning your room, speak with the lead custodian. If you have complaints, please put them in writing and turn them in to the Principal's secretary.
3. If you need room repairs, fill out a room repair form available on the Hub and at the custodial office. Turn it into Assistant Principal in charge of Buildings and Facilities, Mr. Rodriguez or his secretary Mrs. Cori Cantu.
4. No furniture may be removed without the approval from the Principal.

SCHEDULE CHANGES

Each student must follow his/her schedule as it is assigned. A student who wishes to change his/her schedule must come to the office of the Assistant Principal in charge of Master Scheduling to secure the appropriate form for a schedule change. The teacher whose class will be dropped must sign the form as well as the teacher whose class will be added. The schedule change form must be turned in to the counselors' office by the end of Friday, August 19, 2022. Attendance and grades are transferred to the receiving teacher.

SECURITY

Campus security **relies** on everyone working together. It is imperative that all assigned duties are covered at all times to maximize the safety and security of our campus. HHS has five security guards, one on campus suspension (OCS) monitor, and a Harlingen P.D. Resource officer.

Crime Stoppers

Our campus uses a proactive Crime Stoppers program to eliminate as many situations as possible before they occur. If you have information regarding anything of an illegal nature, please call Crime Stoppers at 956-427-3638 or 956-427-3690.

SCHOOL SONG AND FIGHT SONG

ALMA MATER

There's a feeling good and true, And it's from our hearts to you, As we give a toast to thee,

May you ever happy be.

And though far from here we roam, We will always call you home.

It's a place we love the best Dear ole HHS!

FIGHT SONG

C-A-R-D-S, Red and white's our team, Cardinal Fight will never die,

Our victory flag will ever wave on high F-I-G-H-T

H-H-S you'll see,

Watch them go, you'll surely know, That's victory's our cry.

C-A-R-D-S, Fight Team Fight! School Colors – Red and White Mascot – Cardinal

The origin of the Harlingen High School Alma Mater was about 1937 or 1938. The principal of the Junior High School at this time, Mr. William Black, wrote the words; Mr. Perry Sanifer, Coordinator of Junior-Senior High School Music, Fort Worth Public School, composed the melody.

STUDENT DISCIPLINE

Appropriate and effective student discipline is an absolute must if we are to maintain an educational atmosphere conducive to maximum educational achievement for all students. While we must always consider the rights and due process of all students, we must always also be aware that no individual should be allowed to interfere with the rights of others to have an effective educational climate.

TEACHER RESPONSIBILITY

In all cases, the individual teacher is primarily responsible for the discipline in his/her classroom and must always be prepared to deal with a situation which warrants corrective action.

Teachers must become thoroughly familiar with the Harlingen High School Code of Conduct. Any classroom situation is improved when a teacher can effectively handle his/her own discipline problems. No situation should be allowed to progress to the point

of getting out of hand. The office should never be used as a crutch, but the principal is always available to help with any problem a teacher may have.

Academic homework assignments should never be used as disciplinary tools. Such actions usually result in less desirable attitudes toward necessary and constructive homework assignments.

Teachers are asked to refrain from placing students in the halls for corrective action. If behavior is sufficiently unacceptable as to cause removal from the classroom, the student should be referred to the office.

CONSISTENCY

Every student needs to know that all school personnel exhibit the greatest possible degree of consistency in all activities but especially in carrying out disciplinary action. Never make an impossible threat and never take any disciplinary action while angry. All teachers must follow the Harlingen High School Student Code of Conduct.

REFERRAL PROCEDURES

Referrals are warranted if a student is a persistent behavior problem, despite documented attempts to correct them; or, if there is a serious infraction. Disciplinary referrals are official documentation of a student's misbehavior. All disciplinary referrals must follow the classroom discipline plan. It is very important to take the time to fill them out correctly. All referrals need to include the following:

- The student's name (one referral per student)
- The date
- The class period(s)
- State the essential nature of the problem.

Do not send a student to the office without a referral.

If a student is a danger to himself or others, request a security guard be sent to your classroom.

CAMPUS ADMINISTRATION DISCIPLINARY SUPERVISION

Merissa Saucedo	10 th Grade
Cesar Pena	11 th Grade/CBC
Johnny Guillen	12 th Grade

SMOKING/TOBACCO USE

Federal law and District policy (DH Local) make smoking or using tobacco products at a school-related or school-sanctioned activity, on or off campus is prohibited. E-cigarettes/cigars are prohibited as well. Violations of this law could result in the forfeiture of any state certificates as well as funding for the school.

STUDENT ACTIVITIES

Teachers are asked to sponsor activities and organizations. Students appreciate seeing their teachers at school activities. Encourage students to get **involved** whenever possible with student activities. HHS has many student activities listed in the Student Handbook.

STUDENT DRESS CODE

Secondary school students are expected to dress in a manner appropriate for school. Any type of wearing apparel that distracts from the classroom atmosphere is considered inappropriate. Modesty and the avoidance of distracting influences are to be the keys to appropriate dress.

Prohibited are:

- Leggings worn with clothing that is less than 3 inches above the knee
- Nude looks
- See-through blouses, and revealing fashions
- Low-cut clothing (cleavage)
- All midriffs are prohibited
- Both male and female shorts should be 3 inches above the knee
- Students who wear pants with holes above the knee must wear leggings underneath (must not be able to see skin)
- Pants with excessive holes are not allowed
- All facial hair, except mustaches, is not allowed (razors and shaving cream will be provided to students if in need of shaving to be in compliance)
- Masks if worn must be worn appropriately and not used to conceal facial hair or piercings
- House slippers are not allowed
- Wearing a hoodie or cap inside the classroom and cafeteria is prohibited

The general process for all dress code violations is an initial warning and an opportunity to correct the infraction. Students will have ISS assigned until the proper garments have been provided to the student. Upon a second dress code violation, the student will receive a discipline referral and will be placed in ISS for the remainder of the day. All following dress code violations will constitute more days in ISS and/or a Secondary Alternative Center placement [See Section II: Dress and Grooming]



DRESS AND GROOMING

Students will be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. This District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

The District prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar or obscene. Any clothing that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance is prohibited under local policy.

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the clothing guidelines and expectations established by HCISD.

THE PRINCIPAL MAY SUSPEND THE WEARING OF ANY CLOTHING APPAREL TO SCHOOL THAT IS DEEMED TO BE INAPPROPRIATE AND WARRANTS SUCH ACTION.

HAIR STYLES

Students must be neat and well-groomed at all times. Students must avoid hairstyles that distract or detract within the school environment. They cannot reflect the influence of exhibitionists and grotesque hairdos. Inappropriate hair-styles that the administration believes are a distraction to the learning environment are prohibited. The following are guidelines for student hairstyles:

Inappropriate hair styles include, but are not limited to:

- Mohawks, spiked hair, shaved names/symbols on the scalp,
- unnatural hair colors, including streaks or chunked.
- shaved eyebrows
- Hair "tails" of any kind or patches of hair are not allowed.
- Hair must not cover the student's eyes.
- Students must keep their hair well groomed.
- Hoods are not allowed to be worn on the head while at school.

Facial Hair - Beards are not allowed.

Mustaches are allowable if they are neat.



Harlingen High School



2025-2026 Dress Code



IN RELENTLESS PURSUIT OF STUDENT SUCCESS

Clothing Guidelines and Expectations

Revealing fashions without appropriate concealing undergarments are prohibited.

- Clothing that bares the midriff or reveals undergarments are not allowed.
- Blouses that look like under garments such as spaghetti straps, etc. are not allowed.
- Walking shorts are appropriate dress as long as the following are observed:
 - Dresses, shorts and skirts must be no higher than 3 inches above the knee.
 - Spandex, elastic or stretch type shorts are not allowed.
 - Leggings/Jeggings/Tights/Yoga pants are not allowed.
 - Cut off shorts are not allowed.
 - Pajamas are not allowed.



- All clothing must have finished hems and be free of excessive rips, holes, or tears.



- Loose fitting clothing is unacceptable and a safety hazard. Please follow these guidelines:
- Oversized baggy pants or shorts are not permitted. Clothing must fit so that the pants and shorts remain at the waist when standing erect, walking or running. If they fall below the waist they do not fit.
- Any oversized tops such as a shirt, a jacket, hoodie, sweatshirt, or vest are not acceptable
- Any and all tank tops are not acceptable without an undershirt.
- Clothing that contains features identified as "gang-related," violent, satanic, ritualistic, macabre, or sadistic shall not be permitted.



NOTE: The principal may suspend the wearing of any clothing apparel to school that is deemed to be inappropriate and warrants such action. The wearing of masks will align with any current HCISD guidelines and/or requirements.

Clothing, Shoes, and Clothing Accessories

- Footwear not intended for use out of the home is prohibited. In addition, any footwear that administrators deem inappropriate or a possible safety hazard to students while attending school is prohibited. No flip flops.
- Hats or caps of any kind or bandanas of any shape, size, and color are not allowed on campus.
- Ear Spacers or other ornamental ear accessories are prohibited.
- Body piercings (the wearing of ornaments on other parts of the body other than the ears is prohibited).



Grooming in Extra-Curricular Activities

Grooming and/or dress for students representing the school or participating in extra-curricular activities will be governed by written rules set forth for each group or category by the coaching staff or sponsors of the activity subject to the approval of the principal.

STUDENT DROP OFF LOCATIONS

Students may be dropped off in the North or South parking lots.

STUDENT ILLNESS OR ACCIDENTS

There will be a nurse available from 8:00 AM until 4:30 PM each day. We encourage all students to call or visit the nurse's station for any health issues or concerns. Any ill student expressing a need to see the nurse is to be sent to the nurse with a timed nurse referral. The HHS nurses will make these available to all teachers/staff members.

Students who do not feel well and have a history of seizures, diabetes, asthma, heart disease and/or are incapacitated are to be escorted to the nurse's station. Please do not send these students by themselves to the nurse. If there is an emergency, please use the intercom button to notify the receptionist that a nurse is needed in the classroom. Anytime a student is unable to walk, the nurse is to be summoned to bring a wheelchair to the site.

Any student requiring medication administration during school hours is to be referred to the 'nurse's station. Teachers will be notified of students' significant health problems. Please remember that this information is strictly confidential.

STUDENT SOCIAL ACTIVITIES

Student social activities have their part in the educational program. These should be planned and well-organized events that focus upon meaningful objectives. Make sure all such activities are always cleared and approved with the administrative staff .

TARDY POLICY

The Harlingen High School tardy policy is an effort to teach students the value of promptness. With that in mind, the following policy will be in place for the school year:

- Tardies will be tracked on Teacher Access center (TAC).
- Students will sign in when they enter class in the teachers IN/OUT Log.
- Students who get 2 tardies or more **in the same day** will get lunch detention the next day.
- **A 2nd period tardy will result in an automatic lunch detention.**
- Students who are assigned lunch detention will receive a SACK lunch.
- Security will round up students prior to their lunch period and escort students to **ISS** for lunch detention

Harlingen High School faculty & staff will adhere to the tardy policy and ensure students arrive to class on time. The HHS Tardy Policy must be posted in each classroom. Please **do not** enter tardies in TAC, only attendance.

TEACHERS AS ROLE MODELS/MENTORS/CHAMPIONS

You, as the teacher, are the best model of the habits and character traits that we try to teach our students. Students respect their teachers and look up to them as adult role models. It is important for all teachers and staff members to demonstrate model behaviors, model appropriate habits, and character traits for all students. Positive examples of such behavior include:

PUNCTUALITY

- Be in your classroom by 7:45 AM and prepare your classroom for instruction and greet your students for the day.
- Turn in attendance, reports, etc. on time.
- Be at supervising duty or at meetings at the designated times.
- Pick up and return media/technology materials from the library media specialist promptly.
- Teachers and staff members who leave campus for lunch must return back to their classrooms/offices on time. If an emergency arises while off campus, please contact your immediate supervisor or the Principal.

RESPECT OF PROPERTY

- Keep your own desk and working area clean and attractive.
- Keep your classroom neat and attractive.
- Expect your students to leave the room as they find it.
- Take care of school/District materials and equipment as if they were your own. Check before returning and report any damages.
- Keep the lounge, workroom, microwave ovens, and refrigerator(s) neat and clean.

RESPECT FOR OTHER PEOPLE

- Always welcome new students and parents with a friendly smile and pleasant demeanor. This is the first and most lasting impression you will make.
- Speak to all students in a friendly, but adult manner. When sternness is needed, **DO NOT resort to ridicule, sarcasm and/or yelling.**
- If you know something unpleasant about a student or colleague, DON'T TELL. If you know something good about a student or colleague, DO TELL!
- Remember to treat all others as you would want to be treated. The Golden Rule!
- Conflicts of interest occasionally arise between colleagues. NEVER discuss the differences in front of students or parents. Direct discussion between colleagues with a professional attitude toward problem solving is necessary.

DRESS

- Business research has proven that appearance has a great deal of influence on the way the public views a person. Therefore, **look like the professional you are.**
- Please adhere to the District's Dress Code Policy DH (LOCAL) located in the appendix under EMPLOYEE CODE OF CONDUCT .
- Under ordinary circumstances, T-shirts, jeans, flip-flop type shoes, and extreme fads in clothing are not considered appropriate professional attire. Special occasions when jeans and other clothing items are acceptable may include some field trips or activities on campus approved by the Principal. Professional attire is expected for trips to special performances.
- "PRIDE IN ONE'S APPEARANCE ISN'T A MATTER OF VANITY; IT IS A MEASURE OF ONE'S SELF-ESTEEM."

MISCELLANEOUS

- During morning announcements, STOP what you are doing and LISTEN.
- Teach the PLEDGE OF ALLEGIANCE and the PLEDGE TO THE TEXAS FLAG.
- Expect QUALITY work and accept no less.
- Have HIGH EXPECTATIONS of your students and of yourself.
- NEATNESS does count.

Refer to DH (LOCAL) EMPLOYEE STANDARDS OF CONDUCT in [Appendix I](#).

TEACHER SUPPLIES

- Teaching Materials: See your department chair, endorsement leader or Principal.
- Keys: See the Assistant Principal for Safety and Security or his secretary.
- General Teaching/Office Supplies: These are requisitioned through your Department Chair first, then through the Principal's office; see the Principal's secretary or receptionist for a teaching supplies request form.

TELECOMMUNICATION DEVICES

In compliance with Board Policy (DH Local), a staff member shall not use a telecommunication device while on school property to conduct personal business. A telecommunication device is defined as a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. This includes cellular phones and pagers. Violation of this policy shall result in disciplinary action, including a lowering in the evaluation (T-TESS Domain 4).

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class; students are required to use these books carefully. It is important that extra care is taken to document any damage a book has incurred. Have your students look over their books carefully and document specific damage that was present at the time of issuance. If a student loses his/her book, notify his/her parent(s) and report it to the administrator in charge of textbooks as soon as the loss has been noted.

The student is responsible for the loss or damage of the book.

The teacher is responsible for keeping accurate records and assessing fines. Conduct a book check at the end of each quarter to prevent losses at the end of the year. Using the back of index cards to have students document specific damages to the book when issued is recommended.

A textbook fine list will be issued from the assistant principal overseeing textbooks at the beginning of the school year. All fines are to be rounded off to the nearest multiple of 25 cents. The maximum fine will not be more than the actual cost of the textbook. Classroom textbooks are to be monitored and not released to the students to use at home. Parents can check out textbooks for use at home from the assistant principal overseeing textbooks.

TRANSFER OF EQUIPMENT

If you have any equipment that needs to be moved or removed from your classroom, you will need to fill out a Transfer Request Form. This form is located in the assistant principal's office who oversees the facilities. Only consumables may be discarded. Equipment and all materials no longer needed should be transferred to the HCISD warehouse for auction.

TRANSFER STUDENTS

Throughout the year, you will be getting new students. You will issue classroom materials to them and proceed normally. The registrar will report transfer grades to you as soon as she receives them. Document these grades in your grade book and use them to calculate averages as needed.

TRAVEL

Student bus trip procedures

1. School bus-fill out the Bus Transportation Request or Suburban Request 10 days before the trip which are available with the Principal's secretary. Make sure you fill in your account numbers in the designated area on the form.
2. Charter bus-fill out the Bus Transportation Request form 10 days before trip with the Principal's secretary.

Teacher Travel Procedures

Teacher Travel Packets are available from the Department Chair. The principal must approve the Teacher Travel Form before being submitted. All documentation must be taken with the Teacher Travel Form to their Department Chair and the Principal (such as a brochure, registration for, hotel costs, etc.) 15 working days before a conference is required, Advances are not allowed from the Student Activities Account.

TUTORIAL/OFFICE HOURS

Tutorials known as Office Hours will be mandatory at Harlingen High School. Schedules will be set within each department to ensure that each department has enough coverage before school and after school for student attendance. An Office Hours schedule must be placed outside each teacher's door and the HHS website. Please make sure that arrangements are made within each department if a member of a department is absent. Please let students know that they can attend tutorials/office hours with any teacher available during that scheduled time. Tutorials are also referred to as your office hours - 90 minutes per week are expected to help our students be successful.

WEEKLY BULLETIN

A weekly bulletin is published via e-mail by Monday of each week. No hard copies will be sent out. Any announcements that need to be included must be sent to the principal by 4:00 PM each Thursday to be included in the weekly bulletin.

WITHDRAWAL (STUDENT) PROCEDURES

Students wishing to withdraw from school should secure the proper form and instructions from the registrar. The student's parent or guardian must accompany the student to complete the withdrawal process. He/She will then follow this procedure:

1. Confer with the counselor and get his/her signature.
2. Obtain signature of each teacher and all grades he has earned during the semester. Check in textbooks to their teacher.
3. Return all library, athletic, and/or music materials to the ILC, coaching staff, or music staff.
4. Return the withdrawal form to the registrar.
5. Receive a statement of grades from the registrar.

WORKPLACE VISITORS

All visitors to the school, including parents and Board members, are welcome to visit the campus; however, prominent notices are posted at each campus that all visitors must first report to the office for a visitor's pass. Visits to individual classrooms during instructional time shall be permitted only with the Principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

WORKDAY HOURS for ALL CAMPUS PERSONNEL

All faculty are expected to arrive at school by 7:45 a.m. and to remain at school until 4:15 p.m. Students will not be allowed to enter the building until 7:00 a.m., except on days of inclement weather or when being supervised by a teacher/sponsor. All classes begin at 8:20 a.m. with the last class ending at 4:10 p.m.

Administrators	7:30 AM-4:45 PM	1-hour lunch
Counselors	7:45 AM-4:30 PM	36-minute lunch
Instructional Coach	7:30 AM-4:30 PM	1-hour lunch
Secretaries/Clerks	7:30 AM-4:30 PM	1-hour lunch
Principal's Secretary	7:30 AM-4:30 PM	1-hour lunch
Security Guards	7:30 AM-4:30 PM 8:00 AM-5:00 PM Staggered times	1-hour lunch 1-hour lunch
Library Media Specialist ILC Clerk	8:00 AM-4:35 PM 7:30 AM-4:00 PM 8:30 AM-5:00 PM	35-minute lunch 30-minute lunch 30-minute lunch
Teachers	7:45 AM-4:15 PM	36-minute lunch
SPED Paraprofessionals	7:30 AM-4:30 PM	30-minute lunch
ELL Paraprofessionals	7:30 AM-4:30 PM	30-minute lunch
Technicians	7:30 AM-4:30 PM	30-minute lunch
Custodians	Staggered Times	
<p>ALL PERSONNEL ARE EXPECTED TO BE ON TIME EACH AND EVERY DAY! Hourly Personnel are expected to work 8 hours each day and use KRONOS.</p>		

APPENDIX I: Employee Code of Conduct (Board Policy DH (LOCAL))

Harlingen CISD
031903

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

	<p>Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]</p> <p>Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.</p> <p>An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]</p>
Violations of Standards of Conduct	<p>Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD and DF series]</p>
Weapons Prohibited	<p>The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.</p>
Exceptions	<p>No violation of this policy occurs when:</p> <ol style="list-style-type: none">1. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]
Electronic Communication Use with Students	<p>A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.</p> <p>Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.</p>

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UPDATE 114
DH(LOCAL)-X

1 of 8

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.]

Safety Requirements

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Harassment or Abuse

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

Relationships with Students

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]

Tobacco and E-Cigarettes

An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

Alcohol and Drugs / Notice of Drug-Free Workplace

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.

3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:

- Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period.

Dress and Grooming

The dress and grooming of a District employee shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with the following standards:

1. An employee shall be expected to dress in a manner that projects a professional image for the employee, the District, and the community.
2. Style of clothing for males and females shall always reflect a professional and business-like atmosphere. Dresses, slacks, skirts, and blouses for females should not attract unfavorable attention. Males shall be expected to wear slacks, shirts, or appropriate professional attire.
3. Administrators and supervisors shall have the discretion to determine appropriateness of attire for all personnel in certain grades or subjects (physical education, agriculture, auto mechanics, building trades, and special education), or for medical necessities.

Standards

The following standards shall apply:

1. Cleanliness and neatness are expected of all staff at all times.
2. Halters, garments with bare shoulders, bare backs, tank tops, spaghetti straps, muscle shirts, see-through garments, and revealing or provocative necklines shall not be permitted. In addition, clothing with the following is unacceptable:

- Symbols, including but not limited to, symbols on clothing, jewelry, or other accessories that contain inappropriate meanings; advertise tobacco, alcohol products, or controlled substances; distract or cause undue attention; or result in a general negative impact on the education of students;
 - Inappropriate language; and
 - Phrases or slogans advertising tobacco, alcohol products, controlled substances, or political advertisements.
3. Hats, caps, or other head coverings shall not be worn inside the building except as required by specific assignments or events.
 4. Hair, including facial hair, shall be clean and well-groomed.
 5. Footwear shall exclude rubber-soled flip flops.
 6. Leggings, warm-ups, wind suits, sweat suits, spandex or similar tight pants, exercise clothes, and/or any garment that may appear to be an undergarment is unacceptable.
 7. Blue denim jeans or blue denim capri pants shall not be worn on days when students are in regular attendance except for special emphasis days with the approval of the principal. When denim clothing is designated, it shall be clean and neat with no holes, extreme fading, or worn look.
 8. Jewelry shall not be worn in a visible pierced area other than the ear.
 9. Extensive tattoos, as determined by the principal, shall be covered at all times.
 10. A female staff member may wear short suits and capris as long as the pants are below the knee.
 11. A male staff member's hair must be cut so it does not hang below the top of the shoulders.

Exceptions

The following exceptions shall apply:

1. Staff dress may be adjusted for schoolwide occasions (western day, school spirit day, and the like) upon approval of the principal.
2. Auxiliary employees in maintenance, custodial, food service, or transportation positions; personnel who work in alternative settings; and positions requiring uniforms, such as police and

security officers, are exempted from the general guidelines but shall comply with dress and grooming guidelines specified by their supervisors in the handbooks for those positions.

3. Exceptions to guidelines shall be made by the Superintendent or designee as necessary to allow a staff member to observe religious customs and as necessary to accommodate medical needs or extenuating circumstances.

**Communications
Devices**

A teacher shall only use a communications device for instructional purposes while conducting instructional programs and shall not normally leave the instructional setting to answer a communications device, except for the protection and safety of students during an emergency situation or for purposes as approved by the campus principal or District administration. A communications device is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, cell phones, personal digital assistants, and tablets.

**Violation of
Communications
Device Policy**

Violation of the communications device policy shall result in disciplinary action and shall be reflected in the evaluation.

**Audio and Video
Recording Devices**

An employee shall not audio or video record a parent, community member, or District employee without the knowledge of the individual being recorded. The recording party shall provide a copy of the recording to the individual being recorded upon written request. Release of the recording shall be subject to Board policy and state and federal confidentiality laws, including, but not limited to, the Texas Public Information Act and the Family Educational Rights and Privacy Act (FERPA). The audio or video recording of students shall be in accordance with Board policy FL. Uses of audio or video recordings shall be in compliance with Board policy and state and federal laws. The audio recordings of employee complaint conferences shall be in accordance with law and Board policy. [See DGBA]

An employee who is the subject of or a witness to a matter being investigated by District personnel or its agents shall be prohibited from electronically recording an authorized investigative interview conducted by District personnel or its agents. An employee may request that administration staff conducting the interview record the investigative interview. The District shall maintain custody of the recorded statement in accordance with the District's records retention policy and keep the recording confidential to the extent allowed by law. Upon written request, the employee may be provided access to the interview recording. Release of this

information by an employee is subject to Government Code Section 552.023, prohibiting dissemination of the recording to unauthorized third parties.

Violation of Audio
and Video
Recording Policy

Violation of the audio and video recording policy shall result in disciplinary action, including a reduction in an evaluation.