



HIDALGO EARLY COLLEGE HIGH SCHOOL

SUMMER SCHOOL 2010

EMPLOYEE HANDBOOK

910 E. PIRATE Dr.
Hidalgo, Texas 78557
956-843-430
Fax 843-3322

Summer School Objective

HECHS has developed a set of policies and procedures designed to assure that all students' needs for summer courses are met in a timely fashion. The program's goal is to better prepare students for future college courses that will be offered at the campus and off-campus. We expect all students to perform at their highest potential therefore, the school will offer all support needed to meet our goals. At the conclusion of this program, 8th and 9th grade students will have taken the THEA exam, 10th and 11th grade students will have earned college credits, other students will be assisted in TAKS, while the rest will have recovered credits needed for the next school year.

Program Descriptions

THEA Preparation Program Cohort 5- Rising 9th graders will receive instruction in Reading, Math and Writing to prepare them for the THEA exam.

THEA Preparation Program Cohort 4- Rising 10th graders have the opportunity to raise their THEA scores in order to be eligible to attend more rigorous UTPA courses.

UTPA College Courses Cohort 3- Rising 11th graders will enroll in Communications (1313) and Computer Information System (1301) courses. HECHS will host professors from UTPA. This is the second year HECHS and UTPA provide these courses to rising 11th graders.

STC Summer School Cohort 2- Rising 12th graders, who have met UTPA's THEA criteria, will attend summer classes at STC.

TAKS Intervention Program- This program is designed to assist and support students who have not passed one or more sections of the Exit Level TAKS tests.

Credit Recovery Program- This program provides additional support and instruction for students in grades 9th-12th who have been identified as needing credits to be promoted to the next grade level.

Summer School Salary

Principal/Assistant Principals	\$27/hour
Teachers	\$25/hour
Paraprofessionals/Clerks	\$12/hour

Payroll Schedule

The schedule will be provided at a later date.

Supervisors

Brenda De Hoyos, Summer School Principal 624-6345
Bishakha Mukherji 342-4126

Travis Dillard, Project Administrator 207-4433
Jennifer Garza, Project Administrator

Dress

All staff members should dress appropriately. We will follow the district's dress code policy. Teachers will be allowed to wear Capri pants and jeans.

Lesson Plans

Teachers will need to turn in lesson plans to their immediate supervisor on a weekly basis. All lesson plans will be collected at the end of the program. Teachers will also need to supply one daily lesson plan to the secretary to be kept on file in case of emergency.

Substitutes

Teachers will need to notify their immediate supervisor in case of illness or emergency. Hidalgo ISD Central Office will provide the campus with a list of eligible teachers to serve as substitutes. The substitute will sign-in with his/her own name for payment. Substitutes will not be allowed for paraprofessionals.

Morning Duty

Staff members are expected to report to their morning duty post by 7:00 a.m. Teachers are expected to monitor the area they are assigned to and actively supervise the students in the areas. The courtyard and cafeteria will serve as holding areas before classes begin. Refer to Appendix C for teacher duty assignments.

Teacher Sign In/Out

All teachers must sign in/out at the front office with the secretary on a daily basis.

Teacher Hours

Teacher report time is 7:30 a.m. (7:00 if assigned morning duty). No overtime will be credited for staying past 1:00 p.m. In order for the summer program to be a success it is imperative that all teachers be here on time. If you have any questions or concerns, please see one of the administrators.

Breakfast

Breakfast will be served in the cafeteria for all students.

Attendance

Attendance must be documented in a timely manner on a daily basis. Attendance rosters should be ready to be picked up 15 minutes after each class begins. Teachers are responsible for notifying their immediate supervisor if a student has TWO absences.

Lunch Schedule

Teachers will supervise their students in the cafeteria. Teachers will need to purchase their own breakfast and lunch. Refer to Appendix B – Class Schedule for specific lunch time.

Computer Use

Teachers will be able to check out a laptop computer if needed. Students should not be allowed to use the laptop. Students should be monitored at all times when using computer equipment in the classroom.

Copies

The copy room clerk will provide you with a code to use for the summer. Please see your immediate supervisor if you need to increase the copy allotment.

Supplies

You may request materials and supplies for your program. Every effort will be made to purchase your request. Requisition forms will be available with the secretary.

Textbooks

Students participating in the concurrent enrollment courses will be assigned textbooks. The textbooks will be used during the program were specifically designed for our campus. The cost of each textbook is approximately \$90.00. Students will be responsible for lost textbooks. Teachers will ensure that all textbooks are collected at the end of the program.

Special Classes

Mr. Maldonado, Mrs. N. Cantu and Ms. Espinoza, will be able to provide instruction to special education students. They will provide a schedule to indicate when students should report to their classrooms.

Transportation Information

Busses will drop off and pick up students at the East side of campus (by the band hall). Parent drop off and pick up is at the main entrance of the school. Teachers are expected to remain in the bus area until all students are picked up.

Student's Early Release

If a parent is going to take their child out of summer school early, the teacher will receive a slip signed by the secretary indicating the parent has signed the student out. Please DO NOT release the student without a slip.

Appendices

Appendix A	Staff Listing/ Room Assignments
Appendix B	Class Schedule
Appendix C	Duty Assignments
Appendix D	Calendars
Appendix E	First Day of School Procedures
Appendix F	Forms

APPENDIX A

HECHS			
Campus	Personnel	Position	Room #
Hidalgo Early College High School	Brenda De Hoyos	Principal	
	Bishakha Mukherji	Assistant Principal	
	Travis Dillard	Project Administrator	GEAR UP
	Jeniffer Garza	Project Administrator	GEAR UP
	Chris Lampos	Counselor	
	Anita Guerra	Project Clerk	
	Felicitas Garcia-Alamanza	Project Clerk	
	Ana Zuniga	TAKS Clerk	
	Hermelinda Ochoa	Library Aide	
	Carmen Juarez	Counselors Clerk	
	Arnulfo Ninal	TAKS Math	G5
	Zenaida Pasion	TAKS Math	G3
	Emily Garza	TAKS Science	G15
	Sandy Garza	TAKS ELA	G6
	Isaac Pietrzak	TAKS Social Studies	G4
	Guadalupe Maldonado	Special Ed. Teacher	A1
	Nilda Cantu	Special Ed. Teacher	H15
	Alma Espinoza	Special Ed. Instructional Asst.	A1
	Rene Palacios	Communication College Class	G11
	Esequiel Morales	Communication College Class	G 12
	Uma Puri	College Computer Class	G10
	Jesus Soto	College Communication Class	G16
	Gilbert Villareal	College Computer Class	H6
	Sandy Serna	College Computer Class	H5
	Vacancy	College Computer Inst. Assistant	
	Uma Puri	College Computer Lab Support	G10
	Sandy Serna	College Computer Lab Support	G13
	Vacancy (If needed)	THEA Instructor	
	Sonia Munoz	THEA Math Teacher	D1 8th A
	Hugo Avalos	THEA Reading Teacher	D2 8th

APPENDIX A			
Campus	Personnel	Position	Room #
Hidalgo Early College High School	Cristina Tembreza	THEA Math Teacher	B1 8th B
	Luis Cardona	THEA Writing Teacher	D5 8th A
	Mary Nino	THEA Reading Teacher	B3 8th B
	Desiray Aguirre	THEA Writing Teacher	B4 8th B
	Salvador Perez	THEA Reading Teacher	G2 9th A
	Sylvia Arcaute	THEA Writing Teacher	G1 9th A
	Gino Bautista	THEA Math Teacher	G7 9th A
	Emily Snodgrass	THEA Writing Teacher	G14 9th B
	Luz Munoz	THEA Reading Teacher	G9 9th B
	Corazon Bautista	THEA Math Teacher	G8 9th B
	Thelma Molano	Nurse	
	Sandra Ramirez	Nova Net Teacher	
	Salina Vallejo	Nova Net Teacher	A3
	Saul Arjona	TAKS Teacher Administrator	
	Gerardo Salazar	TAKS Teacher Administrator	
	Salvador Perez	TAKS Teacher Administrator	
	Rafael Celedon	TAKS Teacher Administrator	
	Hedy Leochico	Migrant Algebra I Teacher	B5
	Angelita Rivera	Migrant Algebra II Teacher	D3
	2 Vacancies	Tutor	
	1 Vacancy	Tutor	
	1 Vacancy	Tutor	
	1 Vacancy	Tutor	

CLASS SCHEDULES
REVISED June 7, 2010

APPENDIX B

8th Grade THEA students

Classes: A1, B1, B3, B4 B5, D1, D2, D3, D5

7:45-8:00 a.m.	BREAKFAST
8:00-9:00 a.m.	1st period
9:05-10:05 a.m.	2nd period
10:10-11:15 a.m.	3 rd period
<u>11:20- 12:00 p.m.</u>	<u>Lunch (40)</u>
12:05-1:00 p.m.	Advisory/Study Hall

9th Grade THEA students

Classes: G1, G2, G7, G8, G9, G14

7:45-8:00 a.m.	BREAKFAST
8:00-9:00 a.m.	1st period
9:05-10:05 a.m.	2nd period
10:10-11:10 a.m.	Advisory/Study Hall
11:15- 12:15 a.m.	3 rd period
<u>12:20-1:00 p.m.</u>	<u>Lunch (40)</u>

TAKS

Classes: A3, G3, G4, G5, G6, G15, H15

7:45-8:00 a.m.	BREAKFAST
8:00-9:00 a.m.	1st period
9:05-10:05 a.m.	2nd period
10:10-11:10 a.m.	3 rd period
11:15- 12:15 a.m.	4 th period
<u>12:20-1:00 p.m.</u>	<u>Lunch (40)</u>

***BOLD highlights changes made**

Students will report to lunch time listed by Summer School Assignment

**PLEASE ESCORT YOUR STUDENTS TO THE CAFETERIA AND
STAY WITH THEM UNTIL THEIR LUNCH TIME IS OVER...THANK
YOU!**

REVISED

Hidalgo Early College High School Summer Duty Roster 2010

Station	Monday	Tuesday	Wednesday	Thursday
Cafeteria (A. M.)	I. PIETRZAK E. GARZA S. RAMIREZ	S. PEREZ L. ONATO G. VILLAREAL	J. SOTO C. TIMBREZA A. RIVERA	E. MORALES G. MALDONADO S. VALLEJO
G-H - Wing	S. MUNOZ	U. PURI	A. ESPINOZA	R. PALACIOS
Student Drop Off	C. BAUTISTA	T. MOLANO	Z. PASION	S. SERNA
Cafeteria (LUNCH)	Lunch Duty H. OCHOA F. ALAMANZA	Lunch Duty H. OCHOA F. ALAMANZA	Lunch Duty H. OCHOA F. ALAMANZA	Lunch Duty H. OCHOA F. ALAMANZA
(IN ADDITION) ALL TEACHERS				
A / B Hall	D. AGUIRRE	H. AVALOS	A. NINAL	S. GARZA
C / D Hall	S. ARCAUTE	L. MUNOZ	E. SNODGRASS	N. CANTU
Bus Site A.M.	J. GARZA	J. GARZA	J. GARZA	J. GARZA
Bus Site P.M.	C. JUAREZ T. DILLARD	A. ZUNIGA T. DILLARD	C. JUAREZ T. DILLARD	A. ZUNIGA T. DILLARD

Morning Duty 7:15 - 7:45 A. M.

Be prompt to your duty station.

If you cannot make your duty, it is your responsibility to find a replacement.

Be proactive and report any situations immediately.

APPENDIX E

First Day of School Procedures

- Teachers will receive their students in their classroom.
- Office staff will be located in the different buildings directing students to their assigned classrooms.
- Office clerks will go to each classroom and collect attendance by 9:30 a.m.
- There will be no bells. Please synchronize your watch to the clocks in the halls; do not release students early.
- UTPA and STC professors are expecting to begin classes at the time set by their institutions. Teachers assigned to these classes will need to be sure all the students get to class on time. If you have any concerns, please contact Mrs. De Hoyos or Mrs. Mukherji.
- Discipline issues will be handled by the administrative staff as necessary.
- Teachers need to provide all students with a copy of the abbreviated version of the student handbook. Please have students sign that they received a copy.



