

**GEORGE H.W. BUSH  
NEW TECH ODESSA  
HIGH SCHOOL**



**Learner Handbook**  
**2017 – 18**

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## **NTO's Mission Statement**

*“Our mission at New Tech Odessa is to develop learners who are college-ready, digitally literate, globally competent, and prepared to compete, connect, and cooperate with the rest of the world through an educational experience grounded in design and innovative thinking.”*

## **NTO Learner Pledge**

As a learner at New Tech Odessa,  
I pledge to experience new things along my path  
to discovering and refining my true talents.

I pledge to be a leader and a learner by  
seizing opportunities as I prepare  
for the expanding world of tomorrow.

In doing so, I pledge to represent my school with honor

Because I am not just an individual;  
I am a part of a family at New Tech Odessa.



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## 15 Minute Rule

Per district policy, learners are not allowed to leave class during the **first and last 15 minutes** of class unless it is an emergency. Facilitators will enforce this expectation. All learners in the hallway must have a pass at all times.

## Attendance – Compulsory Attendance

In Texas, all children between the ages of 6 and 18 (depending on the child's birthday) are required to attend school unless exempted by law. It is the legal responsibility of each learner's parent or guardian to see that his/her child is in attendance. Texas Senate Bill 1 states that the learner will lose credit for a class if he attends less than ninety percent (90%) of the days (per semester). Refer to the ECISD Learner Handbook for detailed information regarding compulsory attendance.

## Attendance – Absences

Regular school attendance is vital to educational development. Appointments should be scheduled, if possible, at times when the learner will not miss instructional time. Whenever a child is absent, parents must submit a note to the Attendance Clerk regarding the absence. Notes should include: the full name of the learner, the date or dates the learner was absent, the reason for the absence(s), and the signature of the parent or guardian. Should a learner be absent three or more consecutive days in duration, a signed note from the doctor should be submitted indicating the date of treatment and the date the learner may return to school. Learners should submit any absence notes to his/her classroom facilitator for office submission with the written daily classroom attendance report. **Please note, parents must submit any absence notes within three days of the absence.** Upon receipt in the office, absence notes will be time/date stamped and processed.

## Attendance – Tardies

We encourage parents to see that children are at school on time each day. Tardy learners miss out on a vital portion of our day. Additionally, tardy learners disrupt the classroom when entering late. If a learner arrives late to school, he/she should report to the office. Office personnel will give the tardy learner a permit to enter class. Late learners should walk to their classrooms as the instructional day has already begun. The learner will be counted tardy unless it was the result of school transportation problems or excused by the office. If the learner has a morning doctor's appointment, it is important that he/she bring a note from the doctor when returning to school that day. This allows us to count the learner present for the day. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the ECISD Learner Code of Conduct.

## Behavioral Expectations

A major goal of our staff is to establish an atmosphere throughout the school in which learners feel safe, secure, happy, and will have a maximum opportunity to learn. All learners have a right to learn; therefore, no child will be permitted to disrupt the learning environment. Behavior expectations will be posted in all classrooms and communicated to learners and parents at the beginning of the school year. Learners who choose to disrupt the learning process for themselves and others will be sent to the school administration for appropriate disciplinary action.

Behavior intervention decisions will be determined by reviewing: the seriousness of the offense(s), the learner's age, grade level, the frequency of the misconduct, the learner's attitude, the potential effect of the misconduct, and the interference of current behaviors with the learner's ability to learn. It should be also noted that learners who have frequent classroom behavior violations and/or office referrals, will not be

permitted to remain at NTO. Learners may be assigned back to their home high school. Parents will be notified of any action taken.

## **Bus Behavior**

The following consequence levels shall be followed. The administrator will also keep in mind the following information to determine if a more severe consequence should be employed: the seriousness of the offense(s), the learner's age, grade level, the frequency of the misconduct, the learner's attitude, and the potential effect of the misconduct. Parents will be notified of any action taken. Campus administration will notify the Transportation Department of any suspensions.

- 1<sup>st</sup> Offense – Verbal and written warning with parent notification.
- 2<sup>nd</sup> Offense – Incident report with parent notification.  
Bus suspension for one week.
- 3<sup>rd</sup> Offense – Bus suspension for the remainder of the semester or school year and not less than thirty days.

## **Buses & School Vehicles**

The district makes school bus transportation available to all learners living two miles or more from school. This service is provided at no cost to learners. Bus routes and any subsequent changes are posted at the school. Learners are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, learners are held to behavioral standards established in this handbook and the Learner Code of Conduct. Learners must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not vandalize or deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Fasten their seat belts, if available.
- Do not engage in bully and/or gang activity
- Be seated while the vehicle is moving
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle
- Misconduct will be punished in accordance with the Learner Code of Conduct; bus-riding privileges may be suspended

## **Cafeteria Rules to Live By**

ECISD participates in the National School Lunch Program and offers free and reduced meals for learners who qualify. **The campus is a closed campus for breakfast and lunch.** Learners are **not allowed** to leave for breakfast or lunch. Learners are **not allowed** to be picked-up for off-campus lunch. Learner behavior in the cafeteria is based on trust, respect and responsibility. Learners must follow the Cafeteria Rules to Live By at all times. Please visit the School Nutrition Department or website for more information on free and reduced meals.

### **Cafeteria Rules to Live By**

- Learners should use polite table manners while eating
- Learners should remain seated until dismissed

- Learners may not play with food, tray, or trash
- Learners should clean up after eating, push in their chairs, and dispose of all trash upon dismissal

Learners must remain in the cafeteria area.

## **Calendar**

Please use the school website calendar for current school events and activities. This is updated frequently and the most accurate location for school events, dates, times, and locations. This calendar can also be download to your cellphone device for your convenience. Go to the website online or on your cellular device, click on iCal, and follow the instructions if you would like to like the school website calendar to your cellphone device.

## **Cellphones & Other Telecommunication Devices**

For safety purposes, the district permits learners to possess telecommunications devices, including cellphones; however, these devices must only be used for texting and for apps (when appropriate) with facilitator discretion. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

A learner who uses a telecommunications device during the school day will have the device confiscated. The parent may pick up the confiscated telecommunications device from the Main Office. A fee will no longer be collected for confiscated cellphones or other telecommunication devices. Any disciplinary action will be in accordance with the ECISD Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices. Learners are not to make/receive calls, video chats, and may only use photo or video with facilitator discretion.

Learners are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, facilitators will collect the items and turn them in to the principal's office. The principal will determine whether to return items to learners at the end of the day or to contact parents to pick up the items. Any disciplinary action will be in accordance with the Learner Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

## **Common Area Rules to Live BY**

Common Areas are a privilege. Learners must have an ID and trust card to utilize Common Areas spaces. Common Areas are closed after school unless learners are supervised by a facilitator. Common areas may be closed at the discretion of administration for example the first week of school, the last week of school, and during state assessment testing. Learner behavior in the Common Areas is based on trust, respect and responsibility. Learner must have a Common Area Corridor pass if they are allowed to go during class. Common Areas are for working and not socializing. Learners must follow the Common Area Rules to Live By at all times.

### **Cafeteria Rules to Live By**

- No food or drinks allowed in the Common Area
- Return all furniture to its proper place
- Communicate and collaborate respectfully
- Wear your ID and Trust Card at all times

## **Confidential Learner Information**

School records and confidential learner information will only be released with written permission from a learners' legal parent/guardian. School staff members are not able to discuss or reveal confidential information about learners, except to their own parent/guardian. This includes behavior consequences, medical information, etc.

## **Drills (Fire, Shelter in Place, Lock Down, Tornado, etc.)**

Regular drills are required in every public school. We ask that all visitors exit the building along with the learners and staff during all drills. School evacuation diagrams are posted in each classroom.

## **Faculty Listing:**

### **Administration and Support Staff**

Gerardo Ramirez	Campus Principal	Main Office
Amy Hoxie	Dean of Students	Main Office
Clelia Carrillo	High School Counselor	Main Office
Janice Lynn Granado	Campus Curriculum Facilitator	PBL Center
Inez Hernandez	Technology Administrator	A-34 & A-28C

### **Office Staff**

Rosalba Macedo	Office Manager	Main Office
Emma Reschman	Registrar	Main Office
Yolanda Rubio	Attendance Clerk	Main Office
Lashuan Perkins	Office Clerk	Main Office

### **Facilitators (Alphabetical)**

Jason Arzola	Mathematics and Computer Science	C-11
Bernadette Barragan	Science and Student Leadership	C-20
Maria Bustillos	Foreign Language	A-7
Cheraldin Celis	Reading Apps. & Foreign Language	A-9
Pablo Davila	Special Education Case Manager	C-23
Jana Davis	Physical Fitness, Health, and Speech	Physical Fitness Center
Gary Dutchover	Social Studies	A-38
Damian Gaytan	Mathematics and Academic Dec/Oct	A-31 & A-28B
Tracy Gomez	Princeton Review	C-14
Angelica Gutierrez	English Language Arts	A-38
Michael Hamilton	Social Studies	A-6
Richard Lindner	Science	A-18 & A-28A
William Marsh	Social Studies	C-13
Elias Martinez	Science	A-14
Ajinoam Morton	Project Based Research Design and Foreign Language	C-18
Jennifer Nunez	AVID	A-12
Ariana Padilla	Technology Applications	C-24
Yoana Picazo	Mathematics	A-29

Rachel Ramirez	Art	A-3
Lauren Rieves	Social Studies and Academic Dec/Oct	C-16
Elsa Ritter	Special Education Paraprofessional	
Angelica Rodriguez	English Language Arts	A-8
Ariel Thurber	Technology Applications, Journalism, & Yearbook	A-5
Rosemary Valadez	Science	A-16
Dustin Winkler	Mathematics	C-12
Vacant	English Language Arts	A-32

### **Nursing Staff**

Laura Mathew	ECISD Director, Nursing Services	B-32
Sylvia Macias	Secretary, Nursing Services	B-32
Annette Klinke	CAN, Nursing Services	B-32

### **Custodial & Maintenance Staff**

Edward Rios	Head Custodian (AM)	
Richie Martin	Asst. Head Custodian (PM)	
Carla Escobedo	Custodian (PM)	
Maria Gideon	Custodian (AM)	
Manuela Ramirez	Custodian (PM)	
Vacant	Head Maintenance	

## **Grades, Grade Percentages, and School Wide Learning Outcomes (SWLOs)**

Daily grades will be posted in Echo. Final six weeks, final exams, and semester grades will be transferred into ITCCS. There are five School Wide Learning Outcomes. They are as follows along with each percentage:

- Knowledge and Thinking - 40%
- Written Communication - 20%
- Agency - 20%
- Collaboration - 10%
- Oral Communication - 10%

## **Graduation, Important Senior Dates, and Graduation Plans**

In May, NTO hosts a graduation ceremony for graduates at the Wagner Noel Performing Arts Center. Administration will cover details regarding this graduation ceremony such as expectations, dress code, along with other important senior dates as the time approaches. A series of meetings each school year are hosted for seniors and their parents. For current graduation plan requirements for learners, please see ECISD's High School Course Description Guide on ECISD's website.

In addition to the graduation requirements, learners complete NTO requirements as established in their four-year graduation plan.

Graduation cords are awarded to learners their senior year to wear as regalia at graduation: Purple and Black Cord – AP & Dual Credit, Red Cord – Top 10 Students, Silver Cord – Recommended with Distinctions, Teal and Black Cord – Senior Internship and Capstone, White Cord – Gifted and Talented, White Stole – National Honor Society Officer or Member, Yellow cord – Texas Scholar.

## Hours

**7:45am** – NTO main doors open. Car riders are not to be dropped off before 7:45am unless approval is granted by the campus principal. All learners will proceed to the cafeteria area as they await the start of schools.

**8:15am to 8:30am** – Breakfast is served. Learners may visit quietly with peers while waiting in the cafeteria area.

**8:32am** – Learners are dismissed from cafeteria. Any learner arriving after 8:35am should wait to receive a tardy slip at the Media Tower before entering the classroom. Learners must be ready for the day to minimize classroom disruptions.

**4:25pm** – All learners are dismissed for the day.

**4:40pm** – All buses should depart by this time each day. Afterschool workshops begin. Learners must be with a facilitator.

**IMPORTANT: The building doors close at 5:30pm daily. Afterschool workshops and tutoring will dismiss at 5:30pm. Learners who stay for after school workshops and tutoring must be picked up at 5:30pm.**

On PBL Wednesdays, all learners must remain working on their projects in the cafeteria. Classes will begin at 9:54am for learners. Learners will follow a modified schedule on Wednesdays.

## Daily Schedule

The following schedule will be used, please note that there will be an alternate schedule for Wednesday's PBL Prep. days. Please note that this schedule is subject to change, learners and parents will be notified of any changes. Also, NTO may follow alternate schedules on Culture Day, Early Release Days, Final Exams, etc.

<b>NTO DAILY SCHEDULE</b>	
<b>Class Period</b>	<b>Time</b>
1 <sup>st</sup> Period	8:35am – 9:42am
2 <sup>nd</sup> Period	9:45am – 10:42am
4 <sup>th</sup> Period	10:45am – 11:42am
5 <sup>th</sup> Period (9 <sup>th</sup> & 10 <sup>th</sup> Grade Lunch)	11:45am – 12:15pm
5 <sup>th</sup> Period (11 <sup>th</sup> & 12 <sup>th</sup> Grade)	11:45am – 12:42pm
6 <sup>th</sup> Period (9 <sup>th</sup> & 10 <sup>th</sup> Grade)	12:18pm – 1:15pm
6 <sup>th</sup> Period (11 <sup>th</sup> & 12 <sup>th</sup> Grade Lunch)	12:45pm – 1:15pm
7 <sup>th</sup> Period	1:18pm – 2:15pm
8 <sup>th</sup> Period	2:18pm – 3:15pm
9 <sup>th</sup> Period	3:18pm – 4:25pm

## Dress Code for NTO

Please note that learners will be asked to call parent(s) or wear campus assigned clothing if not dressed within the NTO Dress Code standards and guidelines.

### Items not allowed:

- **Tops must be at least three adult fingers wide on shoulder**
- **Short skirts/shorts.** Must be no shorter than **five inches** from the top of kneecap and hemmed.
- **No burnout tops, strapless tops, backless/holes tops, tube tops**  
see through tops or see through tops with spaghetti straps underneath
- **No spaghetti strap type tops, low cut or revealing tops**
- **No tank tops or doubling on tank tops**
- **No over the shoulder tops**
- **No extremely tight clothing**
- **No caps or hats in the building**
- **No extremely torn clothing**
- **No holes above five inches** from the top of kneecap on pants, shorts or skirts. Skin should not show five inches above the top of kneecap
- **No pajamas or house shoes allowed**
- **No body piercing that are excessive or are a distraction - examples:** large nose rings, extremely flashy lip rings, piercings with attached chains, etc.
- **No shaved hair designs**
- **Appearances that affect the education environment are not allowed**

**Inappropriate clothing/styles of dress** include, but are not limited to the following examples:

- **Baggy or Saggy pants/shorts are not allowed.** Extremely wide legs are not allowed. Wide leg jeans in the proper waist size are generally acceptable. Pants must be appropriate size for wearer. Pants/shorts must be worn at the waist. No sagging allowed.
- **Athletic style tank tops/muscle shirts or underwear type shirts are not allowed.** Basketball-type jerseys will not be worn either by themselves or over T-shirts.
- **Extremely long/big shirts are not allowed.** Any shirt/blouse that is longer than the fingertips or that has shirttail is to be tucked in the pants/skirt/shorts.
- **Trench coats are not allowed.**
- **No under clothing showing at any time.**
- **Any type of clothing or jewelry or make-up including T-shirts** that advertise, support or display inappropriate language, gestures, tobacco, alcohol, illegal drugs, violence, or Satanic philosophy **are not allowed.** This includes T-shirts that display certain musical groups, performers or movies that are alleged to support any of the above.
- **Any style of grooming or clothing** that could be associated with gang membership or that might cause disruption to the educational process will not be allowed.
- **Bare Midriffs, bare shoulders, backless wear or see through clothing are not allowed.**
- **Hats, bandanas, caps, hairnets, sunglasses are not allowed**
- **Excessive make-up.** This includes black lipstick, extremely heavy mascara and/or eyeliner, etc.
- **Unnatural hair color/design.** Such as red, purple, green spray, dye or extreme modes of hair design.
- **Learners must wear shoes all the time.** Not allowed are bathroom slippers or footwear not intended for outdoor wear or shoes equipped with roller blades/wheels.

## Drop-off Location

Learners, who do not ride the bus in the morning, must be dropped off at the front of the school in the car drop off lane (the lane closer to the school) and not at any other location. The street should never be used as a drop off. Please do not pass a car unloading learners. For safety reasons, learner drop-off is not permitted in the back of the school. All learners must enter through the front of the school.

## Food or Drinks in the Classroom

Learners are not allowed to eat in any area outside of the cafeteria. This is required to avoid pest control issues. Students are not allowed food or drinks in the classroom, common areas, etc. The only exceptions are bottled water. For medical needs regarding snacks, please see the School Nurse.

## ID & Trust Card

Learners must wear their ID and Trust Card during the scheduled school day, which includes before school, on school trips, at school events, and after school. The learner is responsible for the cost of replacing their ID or Trust Card if it is lost or misplaced. The learner is also responsible for the cost of replacing their lanyard if it is lost or misplaced, a lanyard can be purchased for a fee of \$1. The replacement for a learner ID and Trust Card is a fee of \$5.00 each. If the learner forgets their ID, a temporary can be purchased at the Main Office for fee of \$3.00. Please note that students will not be allowed to charge. **Fees and cost are subject to change.**

## Laptops

For questions about laptops, technology, internet use, etc., please see the *Learner Laptop Handbook*.

## Lost & Found

There is a designated Lost and Found section in the Main Office near the Record's Room. Please see an office staff member for assistance on lost and found items. Please note that NTO is not responsible for lost or stolen items. These cases are rather limited because of our strong reinforcement of our core values; trust, respect, and responsibility. If you have any items that are missing that are valuable, please let an administrator know to assist.

## Makeup Work

For any classes missed, the facilitator may assign the learner makeup work based on the instructional objectives for the subject or course and the needs of the individual learner in mastering the essential knowledge and skills or in meeting subject or course requirements.

A learner will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the district. A learner who does not make up assigned work within the time allotted by the district will receive a grade of zero for the assignment.

A learner will be permitted to make up tests and to turn in projects due in any class missed because of absence. Facilitators may assign a late penalty to any long-term project in accordance with time lines given by the district and previously communicated to learners.

## Nursing Services

To visit the nurse, you must have a pass from a facilitator. Minor ailments can usually be handled with the first aid kit. The nurse also has limited supplies for students if needed. Be sure to visit the school nurse at the beginning of the year for any medical needs you may have.

## Parking & Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the learner. A learner has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. All vehicles driven to school must maintain an NTO permit and be in the school's database.

## Parking Rules & Regulations

1. Learner must have a valid TEXAS driver's license with picture not temporary ID or permits.
2. Insurance must list vehicle and learner as insured driver.
3. The cost of the parking decal will not exceed \$35.00.
4. Must not sit in or on your parked vehicle while on campus. This includes before and after school.
5. Only return to your vehicle when you are ready to leave the campus.
6. No standing around or congregating in the parking lot at any time.
7. Reckless or careless driving in the parking lot will result in loss of parking privileges.
8. Learners may only park in the designated learner area.
9. Learners needing to go to their vehicle during the school day may only do so with approval by campus administration.

### **Penalty for violations:**

1<sup>st</sup> – Written warning/notice

2<sup>nd</sup> – ECISD Police contact

## Passing Periods

During passing periods, facilitators will be at the door to greet and receive learners as they enter and move from class to class. **Learners should move quickly and quietly.** Instances for learners being late should be rare since we utilize a relatively small space of the building and we allow three minutes of passing from class to class. Learners are not to congregate in the hallways, foyer, Common Areas, etc. during passing periods.

## Patio Area Rules to Live By

The Patio Area (outside of the cafeteria) is a privilege. Learners must have an ID and Trust Card to utilize the Patio Area. The Patio Area is closed after school. The Patio Area may be closed at the discretion of administration for example the first week of school, the last week of school, during state assessment testing, and during bad weather. Learner behavior in the Patio Area is based on trust, respect and responsibility. Learners must follow the Patio Area Rules to Live By at all times.

### **Patio Area Rules to Live By**

- Leave area clean and pick up all trash
- No playing rough
- Be respectful at all times
- Wear your ID and Trust Card at all times

## Picking Up Learners

Parents will need to show proof of ID when picking up learners for appointments, etc. If anyone other than the parent comes to pick-up learner, the parent will need to notify the Main Office ahead of time to give authorization for anyone other than the parent to pick-up the learner. This is still required even if the person is listed under emergency contact.

## Plagiarism (Academic Dishonesty)

The goal of NTO is to ensure that all learners are college and career ready. For this reason, campus administration and facilitators take any acts of plagiarism seriously. Any learner involved in plagiarism will be written a referral by the facilitator. Campus administration will assign Saturday School to redo the assignment for a grade not to exceed 70% per district policy.

## Report Cards, Progress Reports, and Parent Conference

Report cards with each learner's grades or performance and absences in each class or subject are issued to parents every six weeks grading period.

At the end of the first three weeks of a grading period, parents will be given a written progress report of their child's performance in any course near or below 70, or below the expected level of performance. If the learner receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the facilitator of that class or subject.

**Questions about grade calculation should first be discussed with the facilitator; if the question is not resolved, the learner or parent may request a conference with campus administration.**

## Safety

Learner safety on campus and at school-related events is of the highest priority for the district. Although the district has implemented safety procedures, the cooperation of learners is essential to ensuring school safety. A learner should:

- Avoid conduct that is likely to put the learner or others at risk.
- Follow the behavioral standards in this handbook and the Learner Code of Conduct, as well as any additional rules for behavior and safety set by the principal, facilitators, or bus drivers.
- Remain alert and promptly report to a facilitator or the principal any safety hazards, such as intruders on campus or threats made by any person toward a learner or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of facilitators, bus drivers, and other district employees who are overseeing the welfare of learners.

## School Facilities

### **Use by Learners Before and After School**

Certain areas of the school will be accessible to learners before and after school for specific purposes. Learners are required to remain in the area where their activity is scheduled to take place. Unless the facilitator or sponsor overseeing the activity gives permission, a learner will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a facilitator, learners must leave campus immediately. **All learners must be picked up by 5:30pm. The building is locked daily at 5:30pm. After this time, learners will wait for their ride outside the Main Entrance.**

**Conduct Before and Afterschool**

Facilitators and administrators have full authority over learner conduct at before-school or after-school activities on district premises and at school-sponsored events off district premises, such as during Saturday School, club meetings, and special study groups or tutorials. Learners are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Learner Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

**Use of Hallways**

Loitering or standing in the halls during class is not permitted. During class time, a learner must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the ECISD Student Code of Conduct.

**Searches**

In the interest of promoting learner safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

**Senior Internship and Capstone**

The capstone experience is embedded in the NTO overall four-year journey and career experience. This is the culminating academic event for all Senior learners. Learners demonstrate and present their work completed in the four-year academic program at NTO, their community involvement, career experience and mastery of the NTO SWLOs in the Capstone experience presentation.

**Social Media and Inappropriate Use of Technology**

Learners are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Learner Code of Conduct and may, in certain circumstances, be reported to law enforcement.

**STAAR EOCs**

The STAAR program at the high school level will consist of 5 end-of-course (EOC) assessments: Algebra I, Biology, English I, English II, and U.S. History. The passing of all 5 end-of-course (EOC) assessments is required for graduation.

**Textbooks and Other Instructional Materials**

State-approved textbooks are provided to learners free of charge for each subject or class. Books must be covered by the learner, as directed by the facilitator, and treated with care. Electronic textbooks and technological equipment may also be provided to learners, depending on the course and course objectives. A learner who is issued a damaged item should report the damage to the facilitator. Any learner failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the learner will be provided textbooks and equipment for use at school during the school day. Learners who have not paid textbook fines by graduation will not be given a final transcript until the balance cleared.

## **Trained K-9 Unit**

ECISD Police will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers, hallways, classrooms, areas around vehicles parked on school property, or other areas deemed necessary by campus administration and ECISD Police. Searches of classrooms, common areas, or learner belongings may also be conducted by trained dogs when learners are not present. An item in a classroom, or a vehicle to which a trained dog alerts may be searched by school officials.

## **Transportation**

### **School-Sponsored Trips**

Learners who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the learner be released to the parent or to another adult designated by the parent.

## **Transcripts**

There are two types of transcripts, official and unofficial. To request a copy of either one of these transcripts please see the Registrar in the Main Office. A 24-hour notice, at minimum, must be given for these requests.

## **Texas Scholars**

Learners are expected to complete their yearly Texas Scholar hours. Learners who complete all their hours during their high school career will receive the yellow cord to wear at graduation. For other questions about Texas Scholars, see the school counselor.

## **Vandalism**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Learners will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Learner Code of Conduct.

## **Video Surveillance Cameras**

The campus is equipped with several video surveillance cameras with audio. For safety purposes, video/audio equipment may be used to monitor learner behavior, including on buses and in common areas on campus. Learners will not be told when the equipment is being used.

The Principal will review the video/audio recordings routinely and document learner misconduct. Discipline will be in accordance with the Learner Code of Conduct.

## **Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the Main Office and must comply with all applicable district policies and procedures.

Parents will need to show proof of ID when picking up learners for appointments, etc. If anyone other than the parent comes to pick-up learner, the parent will need to notify the Main Office ahead of time to give

authorization for anyone other than the parent to pick-up the learner. This is still required even if the person is listed under emergency contact.

**Only parents and directly related family members may visit learners during lunch, but must adhere to the lunch times assigned. Again, students are not allowed to leave the campus for breakfast or lunch.**

Visits to individual classrooms during instructional time are permitted only with approval of the campus administration and facilitator and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## **Glossary of Common NTO Terms**

**Common Areas** – These areas are working spaces for learners and staff. NTO has three Common Areas; one at the end of A-Side, one at the front of A-Side, and one at the front of C-Side.

**Core Values** – The foundation of NTO’s culture which included trust, respect, and responsibility.

**CRAs** – College Readiness Assessments. Every course assigns one in the Fall and one in the Spring semester.

**Echo** – Electronic platform to see courses, complete work, see agendas, check email, view grades, etc.

**PBL** – Project-based learning, NTO’s primary mode of instruction.

**PrBL** – Problem-based learning, NTO’s primary mode of instruction in mathematics courses.

**Progress Reports** – Learners can view current grades in Echo. Learners will also be given a printed progress report at the mid-point of each six weeks grading period.

**NTN** – New Tech Network, NTO’s parent and affiliation association.

**Report Cards** – Learners can view current grades in Echo. Learners will also be given a printed report card at the end of each six weeks grading period.

**Senior Capstone** – In the course Project Based Research Design, learners complete a capstone project to apply their skills to assist a local community organization in their field of interest.

**Senior Internship** – In the course Project Based Research Design, learners complete an internship experience during the Fall semester in their field of interest.

**SWLOs** – School wide learning outcomes, which include Knowledge and Thinking, Written Communication, Agency, Collaboration, & Oral Communication.

**Transcripts** – There are two types of transcripts, sealed official transcripts (for colleges and universities) and unofficial transcripts (for viewing). This will list the record of grades during a learner’s high school career, it includes GPA, class rankings, STAAR EOCs passed, etc.

**VOE** – Verification of enrollment, this can be requested with the Office Clerk, Attendance Clerk, or Registrar. Learner must be in good standing with attendance to receive a VOE form.