





2026 - 2027

Roosevelt PTECH Student Playbook









Excellence Brick by Brick

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Rooted in Tradition Rising Toward Excellence #BackToTheVille2526

What is the Roosevelt High School Student Playbook?

The Roosevelt High School Student Playbook serves as a guide for students, families, and staff by outlining the expectations and systems that support a positive, safe, and academically successful school community. It establishes a shared understanding of the routines, responsibilities, and practices that help every student thrive. Much like a team follows a well-designed game plan to achieve success, our school community is committed to consistently following the strategies and expectations in this playbook. By working together and remaining focused on our common goals, we create an environment where students are prepared to succeed both in the classroom and beyond graduation.

How Will We Utilize the Roosevelt High School Student Playbook?

The Roosevelt High School Student Playbook is designed to clearly explain the purpose behind our expectations while providing practical, step-by-step guidance for how they are carried out by every student. It should serve as your primary resource for understanding our procedures, routines, and standards. Use the table of contents to quickly locate the information you need, and refer to this guide throughout the year as we work together to create a culture of responsibility, growth, and excellence for every Mustang.

Our Mission:

The mission of Franklin D. Roosevelt H-TECH @ Dallas College Cedar Valley Campus is to prepare students to thrive in careers for the 21st century and beyond. The Academy will enable students to explore a wide range of career interests in the fields of health science, and business and will challenge students to discover solutions to real-world problems.

Our Vision:

For every student to persist and thrive in college, career, and beyond so that they are able to lead, achieve, and inspire.

Core Values:

Honor, Pride, Responsibility, and Respect.

Our Motto:

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Our Goals:

By the conclusion of the 2026-2027 school year:

- 100% of Roosevelt PTECH Seniors will graduate high school CCMR Ready or higher.
- Roosevelt High School PTECH will have a high school graduation rate of 100%
- At least 50 or more Roosevelt High School PTECH seniors will graduate with an Associates degree from Dallas College.
- ALL students at Roosevelt High School P TECH students will have an attendance rate of 92% or higher.
- 100% of students will participate in Workplace Learning engagement activities
- 30 or more students will participate in WPL internships
- Student success rates of passing college courses will be 90% or higher
- Incoming freshmen cohort will be 100 in round 1 by January 2026.

We are ALL instrumental and responsible for helping our students rise toward excellence and degree completion!

Operational Playbook Components

RHS PTECH Organizatio
Leadership Chart

RHS ROOSEVELT HIGH SCHOOL P-TECH TEAM

★ Monalisa Chadha, Assistant Principal ★

LEADERSHIP TEAM	ELAR TEACHERS	MATH TEACHERS	SCIENCE TEACHERS	SOCIAL STUDIES	MAPS TEACHER
• Richardson, Shalain L. *Counselor* • Mr. Hollins *WBL Coordinator* • Burgos, Monica *PTECH Clerk*	• Cruise, Timothy W. • Beauregard, Jordann L.	• Lopez, Leslie	• Mangram, Deandrea D.	• McMenomy, Lorena L.	• Coach Johnson

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Our Commitment

"We are committed to empowering every student through innovation, rigor, and opportunity."

LEADERSHIP: We lead with integrity and purpose.

INNOVATION: We embrace creativity and continuous growth.

ACHIEVEMENT: We strive for excellence in everything we do.

PARTNERSHIP: We collaborate to build a stronger future.

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Weekly Leadership Meeting

The PTECH Leadership team meets every **Wednesday from 1:00 PM to 2:30 AM** to coordinate program goals, review student progress, and ensure operational excellence.

★ ACCESS ORGANIZATIONAL LEADERSHIP CHART ★

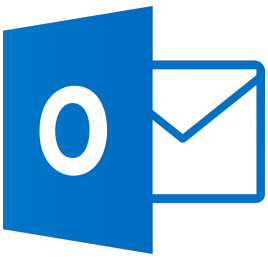
PTECH LEADERSHIP SCHEDULE

DALLAS COLLEGE & ROOSEVELT CAMPUS

MON	**9th & 10th Graders** Roosevelt Campus	
TUE	**11th & 12th Graders** Cedar Valley Campus **Staff:** Ms. Richardson, Mr. Cox, Ms. P, Ms. TBD	
WED	**9th & 10th Graders** Roosevelt Campus	
THU	**11th & 12th Graders** Cedar Valley Campus **Staff:** Ms. Richardson, Mr. Cox, Ms. P, Ms. TBD	
FRI	**Weekly Progress Monitoring** Roosevelt Campus **Staff:** Hollins, Cox, Ms. P, Ms. TBD	

Communication Platform & Expectations

Email



All students are expected to check their Dallas College emails at least **once per day**. This is where important messages from the college as well as professors will be.

When contacting your professors, always use your Dallas College email address and copy your high school facilitator (droseberry@dallasisd.org) Progress Monitor , Mr Cox (marcox@dallasisd.org) and Ms. Chadha (mchadha@dallasisd.org) on all emails sent.

You can access your Dallas College email here.

Communication Platform & Expectations

Remind

You must all be in the Reminds for your cohort! If you are NOT join now!

- Seniors: **@rhsptech12**
- Juniors: **@rhsptech13**
- Sophomores: **@rhsptech14**
- Freshmen: **@rhsptech15**
- Mustang To College: **@rhs2colleg**

YOU MUST HAVE YOUR REMIND NOTIFICATIONS TURNED ON

You will use Remind for any correspondence with the Roosevelt High School team.

Please note that Remind messages received outside of work hours (M-F 8:30-4:40), will be responded to at the discretion of the adult. Please try and communicate with adults during the school day and use your time wisely!

Identification Badge

To ensure the safety of our Roosevelt Mustangs, all stakeholders are expected to have a visible ID badge to enter our building. All students are required to get their student IDs prior to the start of school and wear it around their neck, visibly, every single day.

- 100% of students should acquire their student ID prior to the start of school.
- All students will be provided the opportunity to receive a Roosevelt Student ID prior to the start of school, Monday - Friday from 8:30 - 4:30 PM, from August 6th through August 11th in the Roosevelt High School flex room on first floor.
- Students are responsible for maintaining and wearing their ID daily.
- Roosevelt High School will not issue temporary IDs for students. A replacement ID will be $5 for a full replacement.

- You must get a Dallas College ID badge in the first week of school. To receive a Dallas College ID Badge you will need to have another form of ID (which is why you need your Roosevelt ID)

Failure To Uphold Expectations Will Result in the Following Consequences:	
1st Time	1 Day of Reset
2nd Time	2 Days of Reset
3rd Time	3 Days of Reset
4th Time	½ Day Parent Shadow
5th Time	Full Day Parent Shadow
6th Time	DAEP

2026-2027 Dress Code Expectations

Roosevelt P-TECH Dress Code Expectations (2026–2027): Wednesdays are Blazer Days to promote College and Career Readiness. On all other school days, students may wear a Columbia blue, white, or black Roosevelt P-TECH logo polo with khaki or navy blue bottoms. Our dress code reflects the professionalism and excellence expected of every Roosevelt P-TECH student.

FRANKLIN D. ROOSEVELT HIGH SCHOOL

DRESS CODE POLICY 2026–2027

Students must adhere to the school's dress code to ensure the safety of everyone.

APPROVED TOPS

Polo Shirts only. Must feature the school crest.



APPROVED JACKETS & SWEATSHIRTS

Solid color only. (No Hoods or Hoodies)



APPROVED BOTTOMS

Full-length Pants.
(No Sweats, Joggers, Jeggings, or leggings)



REQUIRED BACKPACKS

Mandatory: Must be transparent.



PROHIBITED ITEMS

These items are NOT allowed on school grounds.



No Crocs, Sliders, Hoodies, Leggings, Tights, Headphones, Earphones, Caps, Bonnets, or Scarves allowed.

FRANKLIN D. ROOSEVELT HIGH SCHOOL - UNIFORM POLICY

School Crest must be visible on the student polo shirt at all times.
Vendors for school crest purchase will be provided to parents.

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RHS Backpack Expectations

Roosevelt PTECH follows DISD Backpack Policy. Students are to have clear backpacks. Mesh backpacks are optional, clear is preferred. Students that attend either the HS or the college must follow this policy. Failure to do so will result in the collection of the backpack until end of day and /or not being able to go to the college campus.

BACKPACK INFORMATION





Attendance Policy

Attendance is mandatory EVERY DAY that students are scheduled to be at the college

- Students with online-only classes are required to be at the college.
- Although there are no college classes on Fridays, attendance is still mandatory.
- Excessive absences will result in losing credit, failing courses, and discipline steps!
- To be counted present, students must sign in each morning at the college.
- If students need/want to stay at the High School on a day they are scheduled to be at the college, they must fill out this form at least one week in advance
- **Students who do not follow attendance protocols are in danger of being removed from the college campus!**



Tardy Expectations & Consequences

All students need to be timely and present in order to be successful at Roosevelt High School. At Roosevelt High School, we track tardies and attendance as students in high school do not receive credit for their courses if they are absent or frequently late. Please review expectations for timeliness below.

- **Students must be in the seats of their 1st/5th period class by 9:10 AM. If they are not in their seats, they will be considered tardy.**
- **Students have five minutes to get to and from their classes during transition.**
- **If they are not in their seats when the bell rings, hallway personnel has the responsibility of marking them in the Tardy Tracker and giving them a sticker. If more than 10 minutes late or no sticker is provided, teachers will mark students.**
- **The Tardy Tracker will progressively track tardies and issue students consequences. The consequences are below and will be communicated through all call every time a consequence is issued.**

Roosevelt High School Bell Schedule 2026 - 2027

PERIOD	TIME	A DAY	B DAY
1 / 5	9:05 -10:35	1st	5th
2nd / 6th	10:39 - 12:52 2nd Period +Lunch Instruction (95 minutes) lunch (30 minutes)	2nd	2nd
A LUNCH 2nd Floor	Instruction 10:39 - 10:54 (15 minutes) / A Lunch 10:58-11:28 (30 minutes) / Instruction 11:32 - 12:52 (80 minutes)	Lunch	Lunch
B LUNCH 1st Floor & Basement	Instruction 10:39 - 11:36 (57 minutes) / B Lunch 11:40-12:10 (30 minutes) / Instruction 12:14 - 12:52 (38 minutes)		
C LUNCH 3rd Floor	Instruction 10:39 - 12:18 (99 minutes) / C Lunch 12:22-12:52 (30 minutes)		
3 / 7	12:56 - 2:26	3rd	7th
4/8 ADVISORY	2:30 - 3:00	4th ADVISORY	8th ADVISORY
4 / 8	3:00 - 4:30	4th	8th

8:30 AM All Doors Open and Breakfast is served
9:00 AM First Transition Bell rings
9:05 AM Tardy Bell

Lunch Dismissal
A Lunch (2nd Floor) - 10:58 am
B Lunch (0 & 1st Floor) 11:40 pm
C Lunch (3rd Floor) - 12:22 pm

School Dismissal
1st and 0 Floor - 4:25 pm
2nd Floor - 4:27 pm
3rd Floor - 4:30 pm

Failure To Uphold Expectations Will Result in the Following Consequences:	
1st Time	Warning
2nd Time	Parent Phone Call/Email
3rd Time	1 Day of Lunch Reset
4th Time	2 Days of Lunch Reset
5th Time	3 Days of Lunch Reset
6th Time	4 Days of Lunch Reset
7th Time	5 Days of Lunch Reset
8th Time	After School Detention & Parent Meeting
9th Time	Parent Shadow
10th Time	DAEP

Transportation

All students are required to take the bus to Cedar Valley College from Roosevelt High School and to Roosevelt High School from Cedar Valley College

- Students must receive approval from Ms. Chadha to be dropped off at the college in the morning
- Students who miss the scheduled bus to the college are not permitted to drive themselves to campus. A parent or guardian must pick up the student from Roosevelt High School and transport them to the college. Students will return to Roosevelt High School on the scheduled college bus.
- To leave campus early, a registered parent/guardian must sign students out in person with the Campus Staff at Cedar Valley.
- **No students are permitted to drive to Cedar Valley Campus. There are NO EXCEPTIONS!**
- **Any students/ parents not following transportation protocol are in danger of being removed from the college campus**



Cultural Playbook Components

Courses & PM

Here is the list of progress monitors assigned to each course

Courses	Progress Monitor
BMGT 1382	Total
	Mr Hollins
	Mr Hollins
	Mr Hollins
	Mr Hollins
	Mr Hollins
ENGL	Total
	Ms. King
	Ms. King
	Ms. King
	Ms. King
	Ms. King
	Ms. King
	Ms. King
	Ms. King
	Ms. King
SPCH 1311	Total
	Ms. King
	Ms. King
	Ms. King
MATH	Total
	Hollins
	Hollins
	Hollins
	Hollins
	Hollins

EDUC 1300	Total
	Mr. Johnson
	Mr. Johnson
POFI 1301	Total
	Ms P
	Ms P
	Ms P
	Ms P
MUSC 1306	Total
	Ms P
	Ms P
	Ms P
	Ms P
CHEM 1411	Total
	Chadha
	Chadha
HIST	Total
	Ms. King
	Ms. King
	Ms. King
	Ms. King
	Ms. King
	Ms. King
	Ms. King
	Ms. King
	Ms. King

Courses & PM

Here is the list of progress monitors assigned to each course

PHED 1164	Total
	Mr. Johnson
	Mr. Johnson
	Mr. Johnson
POFT	Total
	Mr. Johnson
	Mr. Johnson
	Mr. Johnson
	Mr. Johnson
	Mr. Johnson
	Mr. Johnson
	Mr. Johnson
	Mr. Johnson
ACNT 1311	Total
	Hollins
	Hollins
	Hollins
GOVT 2305	Total
	Ms. P
	Ms. P
	Ms. P
	Ms. P

BIOL BIOL 2420-7	Total
	Ms Richardson
	Ms Richardson
	Ms Richardson
	Ms Richardson
	Ms Richardson
	Ms Richardson
	Ms Richardson
	Ms Richardson
	Ms Richardson
	Ms Richardson
	Ms Richardson
BUSI 1301	Total
	Mr. Johnson
	Mr. Johnson
	Mr. Johnson
	Mr. Johnson
	Mr. Johnson

Arrival Culture Syst

Rationale: We are a school that values the safety and social emotional wellbeing of our students. Our Arrival Culture System sends a clear message to our students and community that at RHS we provide a safe and welcoming environment. In order to collectively improve the outcome for our students, we have the opportunity to build a culture of JOY and POSITIVITY setting the tone for learning - in addition to upholding high expectations for behavior, dress, and conduct.

Key Student Actions

1. At 8:40 AM students form a single file line into the student parking lot where the buses load on the bridge.

2. Students unzip backpacks and/or athletic bags as they wait to load bus, students will also scan QR code, laptop and ID from teachers on duty and fill out the attendance sheet.

3. Students immediately load bus as they are checked off by staff.

4. Students will report directly to N 2003 check with your progress monitors upon arriving at the college. If a student has a 9:30am class, they can check in with progress monitoring staff directly after class. If students do not physically sign in by 11:00 AM they will be counted ABSENT for the day!

5. If a student does not have a 9:30am class, they may pick breakfast and report to Roosevelt Room N2003 building to check in with your progress monitor.

*Breakfast will be served from 9:30-10:30am at the college.

Dallas College Lunch Culture System

Rationale: **Lunch entrance procedures are conducted so that students and teachers move around the building in an orderly and safely manner to ensure there is a school environment conducive to learning.**

Key Student Actions

1. Students are able to go to lunch in between their individualized class schedule.

2. The Dallas ISD lunch will be available from 11-1 for the lunch provided at no cost to students in the N building commons area.

3 . Students are also able to purchase lunch if they choose to do so from the restaurants on campus.

4. Students are NOT PERMITTED to leave the Dallas College Campus for lunch.

5. Students are NOT PERMITTED to bring back food from the college to RHS nor to other students at RHS.

6. Students are NOT PERMITTED to have deliveries from outside food nor leave the campus to get outside food.



Dallas College Dismissal Culture System

Rationale: We are a school that values the safety and social emotional wellbeing of our students. Our Dismissal Culture System sends a clear message to our students and community that at RHS we provide students with efficient, effective, and safe dismissal processes that prioritize eliminating crowds and ending students' school days positively.

Key Student Actions

1. At 3:00-3:20 PM, students are heading gathering all personal materials and heading to the side of N building to catch the bus.

2.Early Bus depart the college to go back to RHS at 12:45 pm and evening bus at 3:30 PM.

3.Students returning to Roosevelt High School by the 12:45 p.m. bus must report to Room D307 on the third floor.
Students returning by the 3:30 p.m. bus may leave immediately if their parent or guardian is on campus to pick them up.
Students who ride the school bus home or whose ride has not arrived must report to the P-TECH Conference Room on the third floor, across from the P-TECH office.
These students will remain in the conference room until Roosevelt's dismissal at 4:30 p.m.

4. Students will not be permitted to enter any teacher's classrooms or wander campus. Students must wait in the P TECH conference room ONLY until dismissal at 4:30 PM.

Student Daily Expectations

Rationale: Students will be assigned specific spaces that they must be in daily. This is to ensure that our students are staying on task and are remaining safe. Once your classes are solidified, a schedule will be provided but here are basic expectations you should be following every day.

Key Student Actions

1. Adhere to your specific schedule daily!

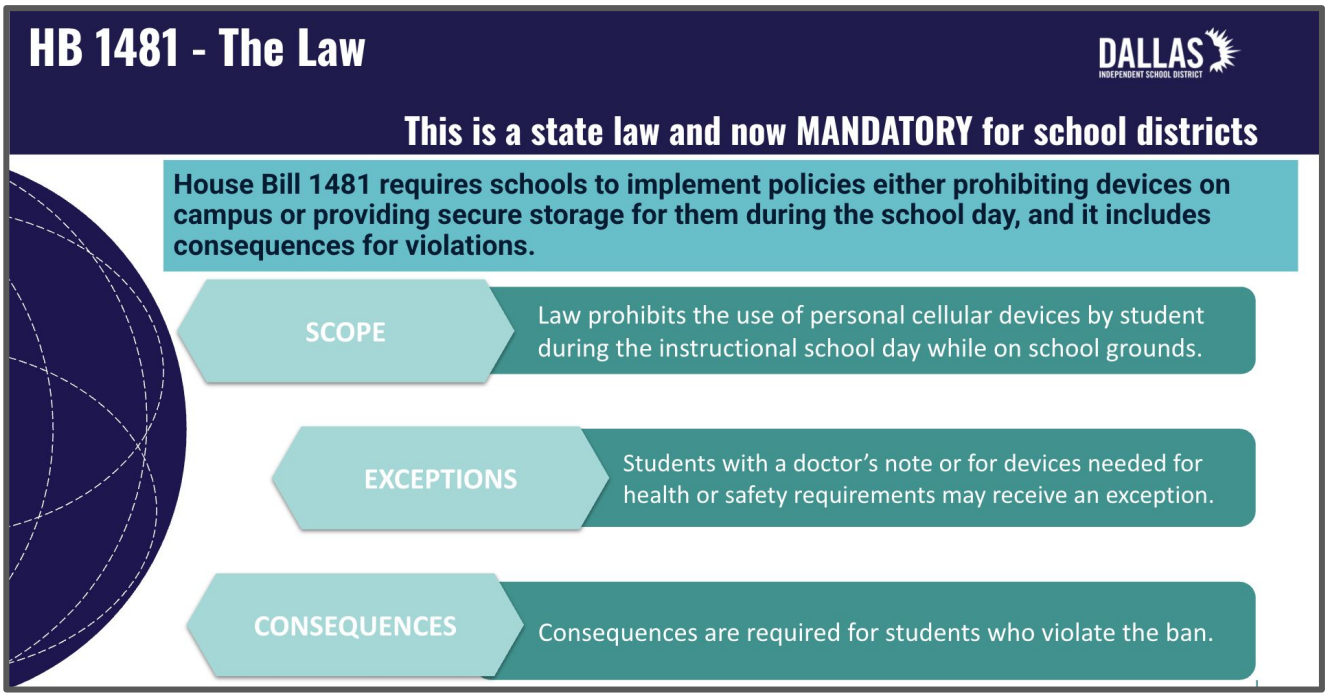
2.You must report for check-ins, progress monitoring, and small groups.

3. Once the schedule is sent out, we should not have to remind you of it. It is YOUR responsibility to adhere to it, just like your high school schedule.

4. You are required to have your remind notifications turned on. If an adult messages you and you are in a class, please respond letting them know you are in class and will report to them or respond later.

5. The only reason you should NOT respond to a remind message is if you are taking a test or doing an assignment where cell phones are prohibited. There are no other excuses while you are at the college!

Cell Phone Policy In Accorda With HB 1481



At Roosevelt High School, students will be issued an assigned Yondr pouch. They will be expected to bring their Yondr pouch with them to school daily. As they enter the building, they will have to ensure their pouch is locked. They will unlock it as they leave the building at the end of the day. If a student brings a phone with them without a Yondr pouch, it will result in a consequence (below). If a student loses a Yondr pouch, it will be $20 for replacement.

Students are allowed and required to have their phones at Cedar Valley College as this is how we communicate with you!

Discipline Consequences

DALLAS INDEPENDENT SCHOOL DISTRICT

Confiscation

- First Offense - Device is confiscated, parents/guardians may pick it up with no fee assessed.
- Second Offense - Device is confiscated, parents/guardians may pick it up and pay an administrative fee of $5.
- Third Offense - Device is confiscated, parents/guardians may pick it up and pay an administrative fee of $10.
- Additional Offenses - Device is confiscated, parents/guardians may pick it up and pay an administrative fee of $15.

Any device not claimed by September 1 following the end of the school year will be disposed of according to FNCE(LEGAL).

Referral - Level II

- First Offense - For schools with Reset, students should be assigned one day of Reset. Other schools will determine consequences, such as parent conference, detention, withdrawal of privileges, etc.
- Second Offense - For schools with Reset, students should be assigned two days of Reset. Other schools will determine consequences, such as parent conference, detention, withdrawal of privileges, etc.
- Third Offense - For schools with Reset, students should be assigned three days of Reset. Other schools will determine consequences, such as parent conference, detention, withdrawal of privileges, e
- Additional Offenses - Students should sent to DAEP.

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Every time a cellular device is taken, a parent/guardian must come pick up the phone.

RHS Student Phone Arrival Procedure

- At 8:40 AM students form a single file line into the car rider entrance, freshman/sophomore bus rider/student driver entrance, or junior/senior bus rider/student driver entrance.
- Students unzip backpacks, athletic bags, and instrument cases as they approach the student entrance door.
- Prior to entering, students show their ID is on and visible, that their phone(s), airpods, smart watches, etc. is secured in their Yondr pouch, and that they have their laptop.
- Upon entering, students report to the cafeteria to grab breakfast or they report straight to their 1st or 5th period class.
- Students are using inside voices to greet and speak positively to peers and staff.
- **Students must be inside classrooms by 9:05 AM.**
- **Breakfast is served from 8:40 AM to 9:05 AM.**
- If the pouch does not lock, let a staff member know. A $20 replacement fee will apply.
- Headsets that do not fit in the pouch will be taken up with an automatic parent pick-up being needed.
- If you open the Yondr pouch during the day, it is a violation of the law from the State of Texas.

RHS Student Phone Dismissal Procedure

- At 4:25 PM, students are gathering their materials, laptop, and sitting quietly until the bell rings.
- Students only leave when released by the bell at 4:30 PM.
- Students stop by the magnet station to unlock their cell phone pouch if applicable.
- Remove your items from the pouch and securely place it into your backpack.
- Each student is responsible for bringing and taking the Youndr pouch to and from school each and every day.
- If you lose or misplace the pouch, there is a $20 replacement fee that will apply each time one is needed.
- Students will exit to their vehicle, their ride, or the bus.
- Students waiting on their ride wait outside the gym side of the parking lot.
- Students leave campus immediately when their ride is present. No one hangs around in the student parking lot or inside of the building. Students with after school activities will head immediately there.

Juniors/Seniors Student Expectations when you are at the High School

Students MUST follow the high school expectations when on the high school campus.

When you are on the high school campus, even if it's only for a few minutes or a few hours you MUST follow the dress code and technology expectations and abide by the student code of conduct.

Please ensure that you do the following when on high school campus:

- Cell phones are in pouch and stored away
- No earbuds, smartwatches or any other electronic devices
- Please be in dress code, no hoods on, slides, revealing clothing etc
- You MUST be wearing your ID badge
- When entering the high school campus after returning from college campus you MUST go directly to the P-TECH conference room
- If you were at the college and you enter the high school campus at the end of the day you MUST be in compliance with these procedures and expectations

*Failure to comply can result in removal from the college campus

Dallas College Important Dates

Fall Semester

- August 24 – First Day of Classes (16-week and 1st 8-week)
- September 7 – Labor Day, No School (High School or College)
- October 15 – End of 1st 8-Week Courses
- October 19 – Start of 2nd 8-Week Courses
- November 26–27 – Thanksgiving Break, No School (High School or College)
- December 7–10 – Final Exams for 16-Week Classes
- December 10 – End of Semester for 16-week and 2nd 8-week Classes

Spring Semester

- January 18 – Martin Luther King Jr. Day, No School (High School or College)
- January 19 – First Day of Classes (16-week and 1st 8-week)
- March 11 – End of 1st 8-Week Courses
- March 22 – Start of 2nd 8-Week Courses
- April 2 – Spring Holiday, No School (High School or College)
- May 10–13 – Final Exams for 16-Week Classes
- May 13 – End of Semester for 16-week and 2nd 8-week Classes

Conflict Days

Date	Holiday/Closure	Dallas ISD	Dallas College
Monday, Sept. 7, 2026	Labor Day Holiday	Closed	Closed
Thu, Oct. 8 – Fri, Oct. 9, 2026	Dallas ISD Fall Break	Closed	
Monday, Oct. 12, 2026	Dallas ISD PD Day	Closed	
Thursday, Nov. 5, 2026	Dallas ISD PD Day	Open	
Wednesday, Nov. 11, 2026	Veterans Day Holiday	Open	Closed
Nov. 23–27, 2026	Thanksgiving Break	Closed	Nov. 26–27 Closed
Dec. 21, 2026 – Jan. 1, 2027	Winter Break	Closed Dec. 21–Jan. 1	Open Dec. 21–23; Closed Dec. 24–Jan. 1
Tuesday, Jan. 5, 2027	Dallas ISD PD Day	PD Day	
Monday, Jan. 18, 2027	MLK Day	Holiday	Holiday
Thu–Fri, Feb. 4–5, 2027	Dallas College PD	Open	PD
Monday, Feb. 15, 2027	Presidents Day	Holiday	
Mar. 15–19, 2027	Spring Break	Spring Break	Spring Break
Friday, Mar. 26, 2027	Spring Holiday	Holiday	Holiday
Monday, Mar. 29, 2027	Inclement Weather Day	Inclement Day	
Monday, Apr. 19, 2027	Inclement Weather Day	Inclement Day	
May 31, 2027	Memorial Day	Closed	Closed
un. 18, 2027	Juneteenth	Closed	Closed

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Conflict Days

What are conflict days?

- These are days when there are classes at the college but NOT at the high school.

Will transportation be provided?

- Transportation will be provided to and from the high school to Cedar Valley College. AM Busses will leave at 8:45AM from Roosevelt High School and leave Cedar Valley College in the afternoon at 12:45 pm and after the last in person class has ended.

Will breakfast and lunch be provided?

- Yes. The Dallas ISD cafeteria at Cedar Valley will be open these days.

Am I required to attend the college on these days?

- If you have an **IN PERSON** college class on one of the below days, you are **REQUIRED** to be at the college these days.
-

If I have online only classes, do I need to attend the college?

- No. Please work on your online classes from home on conflict days. But if you need support you are welcome to attend.

Will there be a Roosevelt High School employee present?

- Yes. There will be an RHS representative present each day in N109. They will also be reachable by Remind.

A/B Day Schedule
1st Semester



ROOSEVELT HIGH SCHOOL P-TECH

FALL SEMESTER (SEMESTER 1) A/B DAY CALENDAR • 2026–2027

BLUE = A DAY (Periods 1, 2, 3, 4) | GREEN = B DAY (Periods 5, 6, 7, 8) | RED = NON-SCHOOL DAY | GOLD = ACP EXAMS

AUGUST 2026

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEMESTER 1 RECAP: 79 Total Instructional Days (39 A Days / 40 B Days) | **ACP Exam Week:** Dec 14–18 (Early Release Dec 16–18) | **Holidays:** Labor Day (Sep 7), Fall Break (Oct 8–9), Thanksgiving Break (Nov 23–27), Winter Break (Dec 21–31)

A/B Day Schedule
2nd Semester



Parent-Student/Community Meetings

***We hold monthly parent-student community meetings to keep our families and community informed and engaged with our program. It is an expectation that students and their families attend these meetings. We will offer in-person meetings and possibly virtual.**

- **August 10th 4:00-6:00 PM**
- **September 9th 6:00- 7:00 PM**
- **October 14th 6:00- 7:00 PM**
- **November 11th 6:00- 7:00 PM**
- **January 20th 6:00- 7:00 PM**
- **February 24th 6:00- 7:00 PM**
- **March 31st 6:00- 7:00 PM**
- **April 28th 6:00- 7:00 PM**





Instructional Playbook Components

College Academic Expectations

- Mandatory online tutoring for each class
- Send a check-in email weekly to each professor
  - Make sure you copy mchadha@dallasisd.org and dohollins@dallasisd.org on the email
- You must meet with your progress monitor every other day at the assigned time
  - If your grades need to be calculated, please calculate them ahead of meeting with your monitor. **Have the individual trackers ready!**
  - Example, there were 400 possible points and I've received 372
  - If your grades are located somewhere other than brightspace, please have those pulled up when you meet with your monitor
  - Progress monitor is not discipline! This is a way for us to be able to help you. So help us help you!
  - Please do not lie about your grades. We are here to help you not yell at you! If we do not know that you are struggling we can not help you

Workplace Learning and Industry Partners

Our Industry Partners

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UT SOUTHWESTERN MEDICAL CENTER
THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER AT DALLAS

Celanese

FIELD TRIPS!

INTERVIEWS!

INTERNSHIPS!

RESUMES!

PROFESSIONALISM!

CAREER EXPLORATION

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Drop Procedure

Stop Before You Drop

Please follow these mandatory steps before withdrawing from any course.

01 Contact Professor

Initiate communication immediately with your instructor to discuss your current standing and potential ways to improve.

02 Meet With Your AP Ms. Chadha

Notify AP Ms. Chadha that you are struggling and need assistance. We will support you in creating and following an academic recovery work plan.

03 Attend Tutoring

You must complete and have at least **3 hours of tutoring DOCUMENTED** in order to be eligible to drop any class.

04 Confirmation From Professor and Parents

You must receive written confirmation from your professor and parent via email explicitly stating that you are unable to pass the course. You are required to provide this documentation directly to your AP Ms. Chadha

05 Complete Drop Form & Contract

The Drop Form must be completely filled out with signatures from both parent and student. Additionally, the Drop Contract must be fully executed. See your counselors for the physical forms. Submit the form with all the documents to Ms. Richardson your counselor

Drop Dates

⚠️ **STOP BEFORE YOU DROP**

DROP FORMS ARE DUE TO MS. RICHARDSON NO LATER THAN THE DATES BELOW

For 1st 8-Week Classes

Classes ending October 15th

Submission Deadline:

September 29th, 2026

For 16-Week Classes

Classes ending December 10th

Submission Deadline:

November 11th, 2026

For 2nd 8-Week Classes

Classes ending December 10th

Submission Deadline:

November 25th, 2026

Attendance For Credit

Why Attendance Matters

In the state of Texas, when a student is absent five or more days (for any reason) in a semester in one course, they lose credit in that particular course. A "warning letter" is generated by the Attendance Office and the parent or guardian is notified.

How do Students Restore Credit?

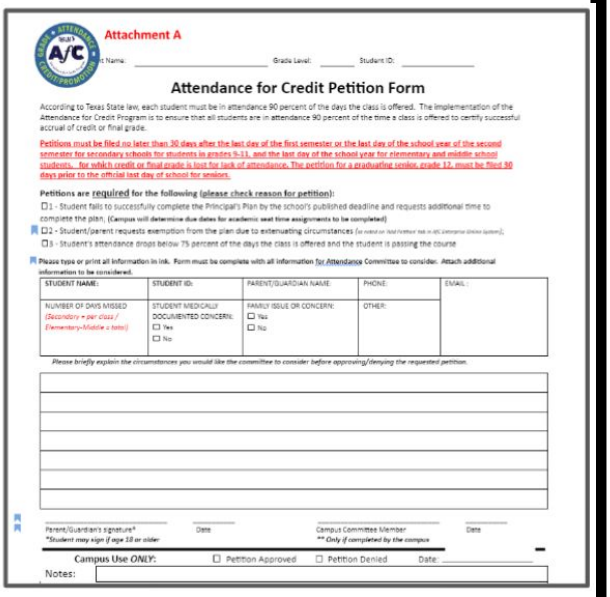
The campus is responsible for offering tutoring opportunities for students to make up lost credits. Student attend tutoring, fill out petition for credits, and determine 1) courses needed for tutoring and 2) how many hours of "seat time" should be completed. Google Classroom is created for students in tutoring with pre-planned assignments.

Students Who Need "Exemptions"

It takes a team to advocate for students who might need "attendance waivers" due to pregnancy, illness, family transitions etc. To petition, you email the grade level administrator and counselor. Counselor, administrator, and registrars keep a log of "exemptions" to approve or deny.

When is AFC Tutoring?

Where: Library
When: Tuesday and Thursday
What: Come to complete assignments in Google Classroom. Must restore "seat time".
Who: Teachers, staff, administrators (Teachers and staff earn supplemental pay!)



Attachment A

Attendance for Credit Petition Form

According to Texas State law, each student must be in attendance 90 percent of the days the class is offered. The implementation of the Attendance for Credit Program is to ensure that all students are in attendance 90 percent of the time a class is offered to certify successful accrual of credit or final grade.

Petitions must be filed no later than 30 days after the last day of the first semester or the last day of the school year of the second semester for secondary schools for students in grades 9-11, and the last day of the school year for elementary and middle school students, for which credit or final grade is lost for lack of attendance. The petition for a graduating senior, grade 12, must be filed 90 days prior to the official last day of school for seniors.

Petitions are required for the following (please check reason for petition):

☐ 1 - Student fails to successfully complete the Principal's Plan by the school's published deadline and requests additional time to complete the plan. (Campus will determine due dates for academic seat time assignments to be completed)

☐ 2 - Student/parent requests exemption from the plan due to extenuating circumstances

☐ 3 - Student's attendance drops below 75 percent of the days the class is offered and the student is passing the course

Please type or print all information in ink. Form must be complete with all information for Attendance Committee to consider. Attach additional information to be considered.

STUDENT NAME:	STUDENT ID:	PARENT/GUARDIAN NAME:	PHONE:	EMAIL:
NUMBER OF DAYS MISSED (Secondary = per class / Elementary-Middle = total)	STUDENT MEDICALLY DOCUMENTED CONCERN: ☐ Yes ☐ No	FAMILY ISSUE OR CONCERN: ☐ Yes ☐ No	OTHER:	

Please briefly explain the circumstances you would like the committee to consider before approving/denying the requested petition.

Parent/Guardian's signature* Date Campus Committee Member Date

*Student may sign if age 18 or older ** Only if completed by the campus

Campus Use ONLY: ☐ Petition Approved ☐ Petition Denied Date:

Notes:

Each student needs a petition regardless of attending AFC tutoring. Uploaded by grade level admin.

DO I HAVE TO COME EVERY TUESDAY AND THURSDAY? HOW DO I KNOW WHAT HOURS I NEED? IF YOU DO NOT COME, YOU WILL NOT RECEIVE CREDIT.	5 ABSENCES: 2 TIMES 6 ABSENCES: 3 TIMES 7-8 ABSENCES: 4 TIMES 9-10 ABSENCES: 5 TIMES 11 + ABSENCES = DENIED

What if my Attendance is incorrect?

If you have an attendance correction you need to first reach out to teacher via email and cc Ms. Chadha. If it has not been corrected then e-mail Ms. Chadha directly.

Acceleration in Learning

Sometimes we have students who do not reach the mark in their instruction. We are committed to going the extra mile to help our students reach their qualitative and quantitative goals. We will utilize tutoring and intersession to implement targeted, data-driven, small group instruction to accelerate learning for students of priority. *The start of tutoring will be shared by Mr Joseph through email/phone call in September of 2026.*

Tutoring

Tutoring Days	Subject To Be Covered:	Time For Tutoring:	Which Students Go:
Tuesday	ELAR/SS	4:45 - 5:45 PM	Any Student Falling Short Of Reaching Their Academic Goals & Athletes/Club Members on a Contract!
Thursday	Math/Science	4:45 - 5:45 PM	
Saturday**	All Subjects*	9:00 - 12:00 PM*	

*Does not occur every week.

House Bill 1416 Enrichment

We will use time during enrichment after lunch to pull House Bill 1416 students to ensure that we fulfill our responsibility of closing gaps for students who are required to complete House Bill 1416 hours in accordance with expectations of the Texas Education Agency.

All students who are not pulled for House Bill 1416 are still expected to complete pre-designed and shared enrichment lessons that are sent in the weekly Dragons' Den.

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