



MANOR H S
ECHS Renewal Application
2019-2020

Contents

[Background](#)

[Contacts](#)

[Narratives](#)

[Download Assurances Signature Page](#)

Background

District Affiliation

MANOR ISD

CD #: 227907

Region: 13

Mailing Address (Line 1): 10335 HWY 290E

Mailing Address (Line 2):

City, State, Zip: MANOR, TX 78653

School Affiliation

MANOR H S

CDC #: 227-907-001

Region:

Mailing Address (Line 1): 12700 GREGG MANOR RD

Mailing Address (Line 2):

City, State, Zip: MANOR, TX 78653

Academy Information

ECHS Academy Name:

MANOR H S

Are you currently in the 2018-2019 planning year or are a 2018-2019 planning grantee?

No

What grade level range will your academy serve in the 2019-2020 school year?

9-12

Grade Level	Number of Students
9	150
10	125
11	99
12	71

Contacts

Superintendent

Job Title: Superintendent
Full Name: Dr. Royce Avery
Email: royce.avery@manorisd.net
Phone Number: 512-278-4002

Applicant

Job Title: Principal
Full Name: Dr. Alime Sadikova
Email: alime.sadikova@manorisd.net
Phone Number: 512-278-4807

IHE Liaison

Affiliation: Austin Community College
Job Title: President/CEO
Full Name: Dr. Richard M. Rhodes
Email: rrhodes@austincc.edu
Phone Number: 512-223-7598

Narratives

ECHS Model

Which ECHS model does the district intend to implement at this time? Within these models, there are variations. For this purpose campus is defined as a CDC number not a physical location.

School-Within-School: Multiple Campuses - This may also be applicable if 9th grade is on a separate campus due to physical space issues.

Evaluation

Would your campus would like to be considered for distinguished recognition? All ECHS seeking distinguished recognition will be measured against the highest OMBs.

No

Products

Please provide links to the following products' locations on the ECHS's website.

Provide a link to the academy's written admission policy and enrollment application.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzvotwxG_27?usp=sharing

Provide a link to the academy's written recruitment plan including a timeline of recruitment and enrollment events, and recruitment materials for distribution at feeder schools and other appropriate locations in the community

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzvotwxG_27?usp=sharing

Provide a link to the academy's brochures and marketing in Spanish, English, and/or other relevant language(s) .

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzvotwxG_27?usp=sharing

Provide a link to the academy's written communication plan for targeting identified audiences, parents, community members, school board, higher education personnel, etc.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzv0twxG_27?usp=sharing

Provide a link to the final, signed, and executed MOU.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzv0twxG_27?usp=sharing

Provide a link to the academy's leadership meeting agendas and minutes.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzv0twxG_27?usp=sharing

Provide a link to the academy's school board and board of regents' presentations.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzv0twxG_27?usp=sharing

Provide a link to the academy's description of each member and role in committee.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzv0twxG_27?usp=sharing

Provide a link to the academy's 60 college credit hours crosswalk.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzv0twxG_27?usp=sharing

Provide a link to the academy's calendar of family outreach events.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzv0twxG_27?usp=sharing

Provide a link to the academy's professional learning community agendas and notes.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzv0twxG_27?usp=sharing

Provide a link to the academy's advisory/study skills curriculum material.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzv0twxG_27?usp=sharing

Provide a link to the academy's master schedules.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzv0twxG_27?usp=sharing

Provide a link to the academy's calendar of TSI test administration dates.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzv0twxG_27?usp=sharing

Provide a link to the academy's aggregate reports of TSI exam performance.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzvotwxG_27?usp=sharing

Provide a link to the academy's tutoring and bridge program schedules.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzvotwxG_27?usp=sharing

Provide a link to the academy's Bridge Program curricula.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzvotwxG_27?usp=sharing

Provide a link to the academy's mentor/induction program plans.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzvotwxG_27?usp=sharing

Provide a link to the academy's annual training or professional development plan with the academy and IHE faculty.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzvotwxG_27?usp=sharing

Provide a link to the academy's leader/liaison meeting agendas and notes.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzvotwxG_27?usp=sharing

Provide a link to the academy's leadership team member bios.

https://drive.google.com/drive/folders/1ghRjmgYRZD6gcrVHbButUSzvotwxG_27?usp=sharing

Free-Response

If the ECHS has identified and implemented sustainability structures to address and minimize the challenges of staff turnover, please describe those structures here.

In order to strengthen sustainability and prevent high staff turnover, as the principal of Manor ECHS, I have made it my priority to support our staff. The following systems have been put in place to ensure teacher support: weekly class observations and immediate feedback, weekly lesson planning and weekly feedback, face-to-face and electronic communication, mentoring of our department chairs to develop leadership skills, and mentoring new teachers on Pre AP and AP curricula. This year, we elected a MECHS AVID department chair and AVID team. All MECHS teachers use AVID strategies in their daily classrooms and out of 12 MECHS teachers, half of them attended AVID institute last summer. All of them are on the AVID site team and train our comprehensive high school staff once a month. MECHS also follows a Response to Intervention system and teachers meet by grade level once a month: MECHS 9th, 10th, and 11-12th grades. During the meetings, teachers discuss student academic and behavior progress and analyze their achievements with the MECHS counselor and principal. During the meetings, teachers reflect on parent, ACC, and MECHS academic progress and come up with action plans for each student that needs help. MECHS teachers are Google certified and use cloud based systems to share documents which allows everyone to have immediate access to notes from the meetings. These systems allow continuity and if anyone leaves, MECHS teachers and new staff will have all documents and necessary information. The Manor ECHS professional staff share responsibilities in regards to academics, student discipline, budget, work with IHE partners, scheduling, textbooks, and technology activities. These responsibilities are listed in the two documents provided below: Staff Responsibilities - <https://docs.google.com/spreadsheets/d/1iHRw0OqiadLfYPLe4mA7SDD2G4vBZAF6aplhltgj7g/edit?usp=sharing> Program Timeline - https://docs.google.com/spreadsheets/d/1S5nY4BFrfJlzguNKyMJ3LGU_LfaAhrA_MLQUGnnJZs/edit?usp=sharing

Describe the processes that the dual credit provider and the ECHS campuses monitor student progress, and determine when interventions are needed. How is this ECHS going to share data and monitor student progress and ensure student success?

Manor ECHS and Austin Community College work together to monitor student academic progress in order to provide timely interventions as necessary. This year, MECHS included Pathways to College and Career (PCC) classes into MECHS master schedule. Every student who takes a college class also has PCC class on Fridays. On Fridays, our students do not have ACC classes, thus, every Friday they have tutorials built in their daily schedule. During PCC class, MECHS teachers serve as tutors and progress monitors for MECHS students. Teachers go over ACC syllabi, allow students work on their college assignments and answer any questions if students need help or guidance. All MECHS students participate in mid-term progress reporting that allows them to reflect on their grades at that time. After student self-report their grades, they meet with an ACC advisor and the Manor ECHS counselor on the high school campus to go over their grades. These meetings are held for students who have a C or lower in their ACC classes. During the meetings, the advisor and the counselor go over plans on how students can improve their grades and use more effective techniques in their academics. Students share their challenges or reasons why they earned low grades and reflect on action plans that they will use to raise their grades. The ACC advisor and Manor ECHS counselor share their notes with me and I monitor these specific student academics and assign them to specific tutorials in the subjects that they struggle with. Also, each semester, the ACC Advisor notifies the campus of students that appear on the college's Satisfactory Academic Progress (SAP) report as it relates to low cumulative GPAs. Manor ECHS staff uses this information to provide additional academic support and counseling. This information is also mailed home by our dual credit provider. In addition to this process, Manor ECHS teachers, the counselor and principal actively monitor students who are in need of intensive academic support, are struggling with mastering classroom material, and often have missing assignments or have received low grades on a recurring basis. Every week, MECHS teachers go over their students' academics and assign them to weekly tutorials. MECHS has two kinds of tutorials: teacher and principal. Every Wednesday, in order to support our teachers and students, I run "Mandatory Academic Tutorials" with the principal (myself). These students are the ones who need time to catch up on their high school or college classes, need access to the internet or just a place to study. The other tutorials are weekly teacher tutorials where our teachers explain the subject content that students did not grasp during class time. And lastly, every three weeks (grading period), MECHS teachers, the counselor and principal follow RTI protocol where students are discussed and interventions are planned based on the Tier that students are at. When students constantly fail classes, the MECHS principal and teachers meet with parents to build intervention plans together.

Endorsements

Identify the current endorsements that are offered:

- Science, Technology, Engineering, and Mathematics (STEM)
- Arts and Humanities
- Multi-disciplinary Studies

Certificates

For a description of level (one or two) certificates, please see:

<http://www.thecb.state.tx.us/reports/PDF/10494.PDF?CFID=75314517&CFTOKEN=13839274>

Identify all associate degrees offered to students.

Degree	Description
Associate of Arts in General Studies	AA - General Studies

Identify all level one certificates offered to students.

Certification	Description
Automation, Robotics, and Controls Technology Level 1	Automation, Robotics, and Controls Technology Level 1

Identify all level two certificates offered to students.

Certification	Description
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TSIA + IHE

Is this ECHS a TSIA testing site?

Yes

What ID number do students use when taking the TSIA exam?

Local District Assigned ID

Is the IHE liaison working with other ECHS campuses?

Yes
