

**AUSTIN HIGH SCHOOL
1700 DUMBLE
HOUSTON, TEXAS 77023**



**TEACHER HANDBOOK
2009 – 2010**

**PRINCIPAL
Linda M. Llorente, M.Ed.**

ACADEMY PRINCIPALS
Administrator-12TH Grade
Arthur L. Petterway, PhD-11TH Grade
Kimberly Valera, M.Ed.-10th Grade
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**DEAN OF INSTRUCTION
Juana J. Terrones, M.Ed.**

S. F. Austin High School's **MISSION** is to assist students in achieving their personal and academic goals and in deciding and preparing for their futures within the framework of a university bound school culture. The primary goal is to provide quality teaching and learning experiences for every student every day under the Texas Scholars Graduation Plan. We strive to prepare our students for university academic and technological course work as well as for life- long successes.

As a teacher/staff member you are the key to the successful achievement of our school mission. Your concern for the school and every youngster in it is essential if we are to meet the educational challenges of the twenty-first century. Our students must have guidance that is stimulating and which leads them towards meeting the demands of modern society on their own.

We seek to provide an educational environment that is professionally stimulating. It is desirable that a strong sense of unity exists in teacher/staff relations in order to achieve a working environment where every teacher's own professional standards and goals may be met.

It is imperative that every member of the Austin High School family serves as a community relations agent to promote the service and achievements of the school so that we may fulfill our responsibility as a viable part of the community.

The office staff and the administration are prepared to support you in the development of your classroom practices. Your Principals, Content Area Coaches, and Department Leaders are your first resources for materials and practical assistance.

Welcome to **Austin High**; let's make this the best year of our professional careers!

MISSION STATEMENT

The mission of Austin High School is to assist students in achieving their personal and academic goals and in deciding and preparing for their futures within the framework of a university bound school culture.

REGULAR BELL SCHEDULE

8:00- 10:00am	1A/ 1B Period (120 minutes- 90 minutes instruction
9:30- 10:00am, DEAR (Drop Everything and Read.)	30 minutes- DEAR!
10:05- 11:40am	2A/ 2B Period (90 minutes instruction/ 5 minutes for announcements)
11:45am- 1:50pm	3A/ 3B Period (125 minutes)
11:45am-12:15pm	“A” Lunch (30 minutes)
12:20- 1:50pm	Class Time for “A” Lunchers (90 mins.)
11:45am- 12:30pm	Class Time for “B” Lunchers (45 minutes)
12:30- 1:00pm	“B” Lunch (30 minutes)
1:05- 1:50pm	Class Time for “B” Lunchers (45 mins.)
11:45am- 1:15pm	Class Time for “C” Lunchers (90 mins.)
1:20- 1:50pm	“C” Lunch (30 minutes)
1:55- 3:25pm	4A/ 4B Period (90 minutes)
7:45am	Sign- in for Teachers
3:30pm	Sign- out for Teachers

ADA TIME

THE OFFICIAL ATTENDANCE MARKING TIME (ADA) IS 10:30 AM. POSTERS WITH THIS INFORMATION WILL BE DISTRIBUTED TO ALL TEACHERS BY THE ATTENDANCE OFFICE TO BE POSTED IN CLASSROOMS.

NOTE: TARDIES WILL NOT BE DOCUMENTED DURING CLASS PERIODS, 2A/2B DUE TO ADA REQUIREMENTS ON THE SIS COMPUTER

PROGRAM. THIS WILL BE IN EFFECT UNTIL FURTHER NOTICE FROM THE DISTRICT OFFICE.

PARENT PACKAGES- FIRST DAYS OF SCHOOL

On the first day of school, the last period teachers will distribute Parent Packages which students will take home. The Parent Packages contain the Austin Student/ Parent Handbook (parent copy), HISD Student Code of Conduct, several Parent Signature Sheets (Media Release, Computer Use, etc.) as well as the Free/ Reduced Lunch Card Applications. Students will return the Lunch Applications and Parent Signature Sheets to their 1st period teachers on the second day of school. Students may continue to turn- in Parent Signature Sheets and Lunch Applications throughout the first week of school to their 1A/ 1B period teachers. Lunch applications will go to A201, Mrs. Moreno. Other Parent Signature Sheets will go to Main Office, Ms. Barrera. This will be reviewed over the Announcement System

by the principal or designee during the first few days of school.

Sign- in Time for Aides and Clerks:

Sign In Time- 7:30AM

Sign Out Time- 4:00PM

TEACHER/ STAFF SIGN-IN

Teachers must sign-in in the main office everyday by 7:45a.m. (by 7:30a.m. for clerks and aides), and may sign- out in the afternoon at or after 3:30p.m.(4:00 for clerks and aides). A teacher or staff member may not sign- in or -out for another teacher or staff member. The Employee Sign- in Sheet is a legal document and signing for another person constitutes a violation of school board policy, which can result in contract review or even contract termination. As soon as you arrive in the morning, go directly to the main office and indicate your time of arrival on the time sheet. You will not be counted present in the building until you go to the main office and sign- in. Write your Initials on the line beneath the time of arrival. Teachers, administrators, police officers, counselors, hall monitors, and other staff members are responsible for ensuring that the halls are cleared before signing- out in the afternoon.

TEACHER ABSENCES

It is each teacher's responsibility to have emergency lesson plans to cover a four (4) day period. Specific instructions, lesson activities materials, etc. (see Daily Lesson Plans) should be included for the Associate Teacher (sub.). The lesson plans and pertinent information should be in a separate folder and placed in the

upper right hand drawer of the teacher's desk. The Administrators will monitor these plans. Lesson Plans must be developed using the *Project Clear* Curriculum Guides for those departmental teachers to whom they are applicable and the HISD Departmental Curriculum Guides for others. Remember that we are required to teach HISD objectives which encompass TEKS and TAKS objectives. Of course, integration of all objectives and correlations to TAKS, Stanford 10, SAT, ACT, etc. must be made in order to provide quality teaching and learning.

When teachers are going to be absent, teachers should follow the following instructions:

- Call Ms. Macias at 713-924-1600 on the day before the absence (or the morning of the absence between 6 and 7a.m.)
- State your name, the nature of the absence, and the number of days you will be absent to Ms. Macias.

When the absence is known in advance, i.e. off campus duty, jury duty etc., you should follow the following instructions:

- Record the absence(s) in the Attendance/ Absences Notebook, which is located on Ms. Macias' desk in the Main Office.
- Speak with Ms. Macias.
- **CALL 713-924-1600 ALTHOUGH YOU HAVE SIGNED MS. MACIAS' NOTEBOOK.**

If a substitute teacher has not arrived/has not been assigned, then the Content Manager/ Department Leader of the absent teacher will be responsible for coverage of his/ her classes. It is the responsibility of the teacher to keep a current telephone number listed with Mrs. Llorente's secretary, Ms. Lozano, so that clear lines of communication exist between teacher and school. The school must be informed of the teacher's return date. If the substitute is not properly released and both the regular teacher and the substitute teacher appear for work, the regular teacher must be sent home, and the substitute will be allowed to teach that day.

RETURNING TO SCHOOL AFTER AN ABSENCE

Upon returning to school, it is the teacher's responsibility to complete an "Absence from Duty Report" form. This form will be placed in your box. Return the form to Ms. Barrera, who will file it for auditing purposes.

REPORTING LATE TO DUTY

All faculty and staff members are expected to arrive on time. In case of an emergency, which might cause a delay, call the school (713-924-1600 or 1668). **Please ask** to talk to **Bertha Macias** since she will need to complete information in order to handle the situation most effectively. If you are going to be later than

the beginning of your first class, it will be necessary for you to talk to your **Departmental Principal or Departmental Content Chair** via telephone. Upon arrival, **please fill out a tardy slip**; give it to the secretary, and then sign- in. Also, you will need to request to see Ms. Llorente during your planning period for a conference. Promptness to work is part of an employee's obligation to the district, and repeated failure to comply will be assessed as failure to follow administrative directives and can be grounds for due process.

SUPERVISION OF STUDENTS

Teachers are expected to stand by their doors and monitor their hallways during the passing of classes. Teachers leaving their rooms for planning periods are expected to be by their doors at the beginning of the period and remain at their doors until the tardy bell rings. Upon returning from their SOSA and Academy planning periods, teachers are also expected to be at their doors in ample time to greet their students as they enter class. These procedures are necessary in order to maintain the safety of our school. **Do not leave students unsupervised.** Your Grade Level Principal must be notified immediately if there is an emergency, and your class must be covered.

Report- to- Parent (Progress Reports), Grade Change Forms, & Permits:

Students are not to be sent to the office to pick up Grade Change Forms, Permits or Report- to- Parent forms. These are to be picked- up by teachers due to the sensitive nature of these documents.

SECURITY COUNCIL

CHAIR- MRS. LLORENTE

CO- CHAIR- MR. MEALEY

The Austin Security Council is comprised of all Austin Administrators, Counselors, Police Officer, Substance Abuse Monitor, CIS Manager and Counselor, School Nurse, and Parent Volunteers. The Security Council follows Austin's Disaster/ Emergency Preparedness Plan as outlined by HISD.

Two full- time Police Officers serve Austin High School. An officer and/or administrator will answer your call in the event that you must use the emergency call button. (You may also call the main office number, 713-924-1600, and relay emergency situation to Ms. Macias.) Ms. Macias will relay the nature of the emergency call to the appropriate Administrator, who will take the appropriate action. Where no immediate emergency exists, send a note to the secretary in the office who will contact your Grade Level Administrator to check any possible security violations. **Teachers are asked not to call for an emergency response unless it is a real emergency. This will be a professional judgment call on the teacher's part. Administrators will answer calls during lunches because we must have the Police Officers in the cafeteria at all lunches due to the large number of students being supervised in the**

cafeteria and patio (about 750). In the case of a real emergency, a police officer will also answer your call. All teachers and assigned clerks and aides are expected to assist in monitoring the halls. Everyone in the school building must have a visitor's pass or an HISD ID. If not, the person must be escorted to the main office. A teacher who has a class will ask another teacher to watch the class while escorting the visitor to the office. Anyone who refuses to go to the office is a trespasser, and the teacher should inform the main office immediately.

Visitors may only be in the classroom during instructional time for observations with an administrator's approval. All conferences with teachers should occur during planning periods by prior arrangement. It is the teacher's responsibility to inform the office when such an appointment is made so that the visitor will be given a Visitor's Pass. If a visitor shows up at your room without a stick-on Visitor's Pass indicating that he has registered in the main office, ask him/her to please go by the office and check in. If he refuses and/or appears threatening to you in any way, press your emergency call button or call by phone (713-924-1600). A police officer or an administrator will come to your aid immediately, and the secretary will communicate with you on the two-way intercom system or on the phone while communicating with the police officer and administrator on the two-way radio.

EMERGENCY PROCEDURES

Emergency procedures in the building will proceed according to the outline given below with reference to **Plan A** – any situation where personnel feel assistance is needed, and **Plan B** – emergency procedures to be used only in life-threatening situations.

In the event of an emergency the first available school personnel and/or administrator will respond. Students should be trained to convey this to the nearest personnel. Response will be to police, school nurse, administration, and personnel in the related area. A two-way radio system supports security during school hours and before and after school for designated periods. Office personnel and/or administration carry out notification of the East District Office, Parent Safety and Health Department, and HISD Police. In addition to the nurse and health and physical education teachers, employees certified to administer CPR are identified to the faculty. Emergency phone numbers are on file in the office of the school nurse and in the main office. In the event that the office is closed, the first available personnel will assist and give information to the proper persons. Telephones available for emergency use when the office is not open are located in the nurse's office, A223, A208, A204, D118, the gymnasium, and the teachers' lounge.

Note: The classroom emergency button shall be used only in the case of potentially life threatening emergencies.

Plan A – Any situation where personnel feel assistance is needed:

1. Teacher sends student to the principal's office indicating **Plan A** should be in effect and gives room number.
2. Office will notify closest administrator, who will notify other administrators and police officers via two-way radio.
3. Administrators and police officers will report to the specific area immediately.
4. The administrator will immediately announce on the public address system "Teachers, **Plan A** is now in effect."
5. Teachers will immediately close and lock their doors and continue teaching.
6. Teachers who have conference periods during this period will report to the office for assignment.
7. Principal will alert HISD Police and the East District Office, if appropriate.

Plan B - to be used only in life-threatening situations:

1. Teacher pushes emergency button, states that **Plan B** needs to be in effect.
2. Office will notify closest administrator, who will notify other administrators and police officers via two-way radio. All administrators and police officers will report to identified area.
3. Secretary will make the following announcement: "Teachers, **Plan B** is now in effect." A clerk will notify HISD Police Dept. and the East District Office.
4. The nurse will be on alert in her office and await specific instructions.
5. Teachers will immediately close and lock their doors, after taking any students in the hall outside his/her door into the classroom - and teaching will continue.
6. All students will be kept in the classrooms - no permits are to be issued.
7. The clerk who notified campus police will direct them to the designated area.
8. In the event that this occurs during a lunch period, teachers eating lunch in the cafeteria and those assigned to duty will contain the students in the cafeteria and patio area.
9. Teachers having a conference period at the lunch periods will report immediately to the office for instructions.

LOCK DOWN PROCEDURES- “CODE MUSTANG”

When a PA announcement is made by the principal/ designated administrator that a yellow/red code is needed, the procedures listed below will be followed when there is an emergency:

YELLOW CODE- (Possibility of Serious Danger)

1. Teachers: goes to classroom door and checks hallways.
2. Tell students in hallway to report to their classes immediately.
3. Lock classroom doors.
4. Move students away from doors and windows.
5. Check roll.
6. Continue teaching.
7. Students proceed to the next class only when the school bell rings.

RED CODE- (Imminent Danger)

1. Teachers: Go to classroom door and check hallways.
2. Tell students in hallways to go to their classrooms immediately.
3. Lock classroom door.
4. Keep students away from the door/windows.
5. Police officer on duty will lock the campus gates.
6. No one moves in/out of classrooms until PA announcement is made by the principal/ designated administrator.

After all has returned to normal, the principal/ designated administrator will make an announcement explaining the reasons for the lock- down.

FIRE DRILL:

Standard Signals:

Fire----- 3 bells (march out of building in orderly manner)

Halt -----1 bell (stand at attention)

Return----2 bells (march back into room)

Instructions:

Three bells: Teacher accompanies students to designated area. **Teachers are required to carry their grade books with them** and call roll after all students are lined up outside. Any missing students must be reported to an administrator immediately. One student should be appointed to check windows, lights, and doors. Designated staff members check to be sure all personnel and students have left the building and report it to the administrator- in- charge of fire drill. In case of power failure, administrators will utilize cell phones to signal instructions. Two-way radios will be used for communication to evacuate the building. The

following individuals normally carry radios: Administrators, campus police, nurse, secretaries, hall monitors, CIS manager, and custodians.

One bell: Students stand at attention with teacher supervising.

Two bells: Return to rooms in orderly fashion with teacher supervising.

DISASTER DRILL

Standard signals: Staccato signal - march to shelter area. Follow instructions.

Instructions: Students walk quickly and quietly to designated areas, supervised by teachers. Once there, they will sit facing the wall with head shielded by arms for protection from flying objects. Doorways and windows will not be used as designated areas. Designated students will close windows, turn off lights, and close doors.

Three bells-----Exit building.

Two bells-----Return to building.

One bell-----Halt. In the event of a power failure, cell phones will be used to signal instructions. Assigned personnel will be equipped with cell phones and will be alerted via two-way radios.

EMERGENCY PREPAREDNESS PLAN: CAMPUS CRISIS INTERVENTION

The following instructions have been copied from HISD's Emergency Preparedness Plan. The response for teachers are separated by type of emergency incident that might occur on a school campus. Refer to it, in the case of an emergency.

Medical Problem or Campus Accident

1. Send for the school nurse with name of injured student.
2. Keep student as stable as possible.
3. Complete incident report ASAP

Verbal or Written Threats of Suicide

1. Send for counselor.
2. Take threat seriously.
3. Tell the student you are concerned.
4. Do not leave the student alone.
5. Continue to express interest in the student after the crisis is over.

Suicide Attempt In Progress

1. Send for administrator and counselor.
2. Try to calm the student and others.
3. In a calm voice, ask student for permission to evacuate the rest of class.
4. Evacuate quietly, if allowed.
5. Return students to classroom when advised.
6. In the event of the death of an assigned student, be prepared to assist administrator with notification of next of kin.

7. Complete incident report ASAP.
8. Identify students in need of more intense counseling.

Death or Homicide

1. Notify principal's office.
2. Notify the nurse.
3. If perpetrator is in the area, speak calmly with him until police arrive. Try to re-gain general calm.
4. If there is no perpetrator, remove students from the area and calm them.
5. Isolate witnesses and do not allow them to talk to anyone.
6. Await public officials and administrative personnel.
7. Return students to classroom when advised.
8. Be prepared to assist administrator with notification of next of kin.
9. Complete incident report ASAP.
10. Identify students in need of more intense counseling.

Food Poisoning

Notify principal or principal will notify you.

Illicit Drug Overdose

1. Notify principal's office and send for the nurse with name of ill student.
2. Keep student as stable as possible.
3. Isolate witnesses and do not allow them to talk to anyone or to each other.
4. Await public officials and administrative personnel.
5. Complete incident report ASAP.

Violent Actions

1. Make verbal contact in a calm, low-toned voice.
2. If behavior does not cease, shout "Stop", and then lower your voice and encourage students to talk about the issues someplace else.
3. Try to get individuals to a more isolated area so they can calm themselves without "losing face;" or try to get the area emptied of other students so there is less audience and less danger.
4. Do not leave the students alone until they are calmed down.
5. Discuss their behavior and its consequences only after they are calm.
6. Understand that violence is time-lined; if you can delay long-enough, it will subside.
7. Never grab or touch a violent student unless they are causing harm to themselves or others.
8. Give the student a choice by clearly stating, "You and I must go to the principal's office. If you refuse to go with me, I will notify the principal's office, who will probably call the police."
9. If the student refuses to cooperate by rendering the above steps invalid, notify the principal that you need help with a violence problem.

ARMED STUDENT OR HOSTAGE

1. Notify principal or other administrator ASAP and advise whether a weapon is suspected or visible.
2. Try to calm the student and others.
3. STOP!
 - a. Do not approach student.
 - b. Do not attempt to confiscate the weapon.
4. If a weapon is visible, or student is threatening, ask the student in a calm voice for permission to evacuate the rest of the class.
5. Evacuate quietly, if allowed.
 - a. Take class roll book with you.
6. If evacuation is not allowed, keep talking with the student until police arrive.
 - a. Ask the student to stop what he/she is doing.
 - b. Ask, "What is wrong, or what do you want?"
7. When police arrive, follow their instructions.
8. After incident, file a report ASAP.

SEXUAL ASSAULT

1. Alert principal or other administrator immediately.
2. Complete incident report ASAP.

INTRUDERS

1. Report any suspicious person to the principal or other administrator immediately.

RIOT, RACIAL CONFLICT, OR GANG ALTERCATION

1. Alert principal or other administrator immediately.

VANDALISM OR GRAFFITI

1. Notify principal or other administrator of damage and names of vandals if known.

ILLCIT DRUG SELLING OR USE

1. Notify principal or other administrator if you think you have witnessed a drug sale, usage, or possession.
2. Complete incident report ASAP.

SUBSTANCE ABUSE - ALCOHOL OR TOBACCO

1. Notify principal or other administrator of witnessed or suspected use or possession of alcohol or tobacco.

DRIVE-BY SHOOTING

1. When shots are heard, yell to students to "drop to the ground" or "drop to the floor."
2. As car leaves area, yell to students to "run into the building - quietly!"
 - a. Be alert for car returning to area.
 - b. Be prepared to yell again, "drop to the ground".
3. Notify principal or other administrator ASAP.

- a. Report any known injuries.
4. Organize students within building and try to restore calm.
5. Return students to classroom.
 - a. Take roll and report any missing students.
 - b. Arrange for a classroom monitor.
 - c. Return to principal's office and be prepared to answer questions from police.

Shelter in Place (definition: Sheltering in Place is the use of any classroom or office for the purpose of providing temporary shelter from a hazardous material release.)

Emergency Hazardous Material Release

- Chemical Plant Accident
- Chemical Train Derailment
- Chemical Truck Overturning
- Pipeline Rupture

*Drill

1. Move all students indoors.
2. Close all windows and doors to the shelter.
3. Turn off room heating, cooling, or ventilation systems.
4. If there appears to be air contamination within the shelter, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection.
5. Continue to follow the instructions given over the PA system.
6. Do not allow anyone to leave the shelter until the "all clear".

EVACUATION

1. Evacuate when you hear 3 bells ring.
 - a. Be aware of pre-designated primary and alternate evacuation routes.
 - b. Take roster sheet and grade book with you.
2. Close classroom door and turn out lights as students leave.
3. Leave the building in an orderly manner without rushing or crowding.
4. If the situation warrants, vehicle evacuations will be used to transport students to another site.
5. If the emergency calls for an evacuation without the use of vehicles, walk from the building using emergency exit maps.
 - a. Always evacuate crosswind and/or upwind away from any emergency by a safe route.
 - b. Students should be evacuated at least 300 feet from building and out of the way of emergency vehicles.
6. Reassemble the students and check roll- that all students are accounted for.
 - a. Report any missing students immediately.
7. Note on roster any students who are released to parents.
8. Return to your room when you are instructed that it is safe to do so. (2 bells)

Major Fire or Explosion

1. Evacuate when you hear 3 bells ring.

- a. Be aware of pre-designated primary and alternate evacuation routes.
 - b. Take roster sheet and grade book with you.
2. Close classroom door and turn out lights as students leave.
3. Leave the building in an orderly manner without rushing or crowding.
4. If the situation warrants, vehicle evacuation will be used to transport students to another site.
5. If the emergency calls for an evacuation without the use of vehicles, walk from the building in the stated course.
 - a. Always evacuate crosswind and/or upwind away from any emergency by a safe route.
 - b. Students should be evacuated at least 300 feet from building and out of the way of emergency vehicles.
6. Reassemble the students and check roll that all students are accounted for.
 - a. Report any missing students immediately.
7. Note on roster any students who are released to parents.
8. Return to your room when you are instructed that it is safe to do so. (2 bells)

Small Fire

1. Immediately evacuate class to hall area.
2. Notify principal of other administrator ASAP of possible need to evacuate entire building.
3. Use a fire extinguisher.
4. IF FIRE CANNOT BE EXTINGUISHED:
 - a. Notify principal or other administrator ASAP of possible need to evacuate entire building.
 - b. Follow fire evacuation procedure. (above)
5. IF FIRE IS EXTINGUISHED:
 - a. Notify principal/ other administrator that fire is extinguished.
 - b. The principal declares that it is safe to return. Retain class outside classroom until the fire department gives the "all clear".
 - c. The principal will give the signal via bell/intercom for teachers and students to return to class.
 - d. Restore calm and resume education process as quickly as possible.
 - e. File incident report.

Utility Failure

A. INSIDE GAS LEAK

1. Evacuate students to the assembly point when informed to do so.
2. Use fire drill procedures for evacuation.
3. STOP! Do not operate electrical switches.
4. Route students around and away from areas of strong gas odor.
5. Take roll call at the assembly point.
6. Ensure that medical care is given to anyone injured or overcome by gas.

B. POWER OUTAGE

1. Follow the instructions from the principal's office to remain in place.
2. Follow the instructions from the principal's office to evacuate.

C. POWER LINE DOWN ON SCHOOL PROPERTY--Follow the instructions from the principal's office.

D. WATER SHORTAGE---Continue normal educational duties.

BOMB THREAT

IF YOU SHOULD RECEIVE THE PHONE CALL:

1. Keep caller on the phone as long as possible and do not hang up.
2. If a student is answering the phones, the student should get an adult to the phone if possible.
3. Signal to someone near you to alert principal's office.
4. Write down everything caller says.
5. As soon as possible, use bomb threat checklist below.
6. Ask the questions on the checklist.
7. Make an educated guess as to caller's sex, age, race, accent.
8. Identify any background noises.
9. After call is over, write down any impressions of caller.

WHEN YOU RECEIVE INFORMATION FROM PRINCIPAL:

1. Take class roster sheet and grade book with you.
2. Evacuate when advised---See evacuation procedures. (listed previously)
3. Take attendance when students are assembled away from school---Give roll and count to principal's office.

BOMB THREAT CHECKLIST FORM

LOG CALL

- a. Date reported
- b. Time reported
- c. How reported
- d. Exact words of caller

ASK QUESTIONS

- a. When is the bomb going to explode?
- b. Where is the bomb right now?
- c. What kind of bomb is it?
- d. What does it look like?
- e. Why did you place the bomb?
- f. Where are you calling from?

IDENTIFY CHARACTERISTICS

- a. Description of caller's voice
 - Male
 - Female
 - Young
 - Middle Age
 - Old
 - Accent
- b. Tone of Voice
 - Intoxicated

Speech problem

Hostile

- c. Background noise
- d. Time caller hung up
- e. Remarks

RECIPIENT

- a. Name of recipient.
- b. Address of recipient.
- c. Phone number of recipient.

TORNADO OR SEVERE STORM

WATCH-when the possibility of tornadoes exists

WARNING-when a tornado has been spotted or indicated on radar

DANGER SIGNS-severe thunderstorms, hail, roaring noise, funnel

- 1. Know your designated shelter areas.
- 2. Specific teachers or other staff members will be designated to monitor commercial radio or TV or tornado Warnings.
- 3. Specific teachers will be assigned to round up students on playgrounds and other outdoor areas.
- 4. Once assembled in designated sheltered areas, instruct students to assume the "drop and tuck" position.

PRIOR TO ONSET OF BAD WEATHER

- 1. Be aware of watch and warning signals.
 - a. Watch will be announced on the PA.
 - b. Warning will be signaled by staccato bells.(bells rung in quick succession)
- 2. Know shelter area your class is expected to reach.
- 3. Be aware of any other specific assignments during a tornado watch or warning.

DURING A TORNADO WATCH

- 1. Close windows and blinds.
- 2. Remind students of tornado drill procedures.
 - a. Define the sheltered area they may need to move to.
 - b. Review the "drop and tuck" position, facing wall.
 - c. Inform students not to be alarmed if the lights go out.
 - d. "Immediate action" may be called for over PA system.
 - (1.) "Drop and tuck" under desks if instructed to do so.

DURING A TORNADO WARNING

- 1. Evacuate students to pre-designated shelter area.(staccato bells)
 - a. Take roster sheet and grade book with you.
 - b. Take flashlight, if available.
 - c. Leave classroom door open.
- 2. Have students sit on floor quietly.
- 3. Close any metal gates after all students are in place.

4. Take roll and account for all students.
5. Keep students calm and quiet.
6. If you are given a "drop and tuck" command, ensure that all students face the wall in the disaster position.
7. If you sense that a tornado is imminent, give the "drop and tuck" command yourself.

POST - TORNADO

1. Take roll ASAP.
 - a. Report any injuries or missing students.
 - b. Report by intercom or messenger, but stay with students.
 - c. Try to restore calm.
2. Assist in any first aid needed in your area.
3. Await further instruction.

HURRICANE-PREPAREDNESS WATCH-24 to 36 hours

1. Assist in the dismissal of students, if necessary.
2. Store all books, papers and other equipment away from windows and above the floor.
3. Move all audio-visual equipment to a secure, central location.
4. Protect computers and other expensive equipment.
5. IF SCHOOL IS A SHELTER---Remain available to perform duties and responsibilities as a member of the emergency shelter team.

POST-STORM

1. Assist the principal on all duties that may be assigned in order to get the school back into the educational process.

MISSING STUDENT OR RUNAWAY STUDENT

Teachers should report to an administrator any student they suspect to be missing or a runaway.

SUSPECTED CHILD ABUSE

Any employee of a Texas public school district who believes that a child has been subject to abuse or neglect must make a report. After September 1, 1992, any employee who has knowledge of child abuse or neglect must make a report to a local or state law enforcement agency or to the Child Protective Services of the Department of Protective and Regulatory Services. If a district employee holds any certificate, permit, license or other education credential issued by the Texas Education Agency, that employee must make a verbal report to the appropriate authorities within forty-eight (48) hours of the incident. The legal duty to report lies within each person who has cause to believe that abuse or neglect has occurred. It is the duty of the individual, not the school district, to make the report. A person, who has cause to make a report, but knowingly fails to do so, commits a criminal offense.

1. By law any suspected abuse or neglect of a student's physical or mental health or welfare must be reported to the principal and the nurse.
2. A report form, which maybe obtained from the principal's office, must be filled out and filed with the principal.

MEDIA RELEASE FORM

An "HISD Media Release Form" is to be completed by the student's parent(s)/guardian(s) and placed in the student's file, before the student may be photographed/ interviewed by the press. These are sent home in the Parent Packages during the first week of school. Students will return parent signature forms to Advocacy teachers who will return to Main Office (Ms Macias).

DAILY LESSON PLANS

Austin furnishes the lesson plan template. Teachers may request the template from Dr. Petteerway (apetterw@houstonisd.org). Teachers are expected to maintain daily lesson plans in a binder or folder easily accessible for the administrator and/ or substitute teacher. These plans, showing changes and completion dates, must be immediately available upon request by an administrator. A substitute notebook should be available at all times. It must contain: a class roster, a seating chart, a bell schedule, any special instructions, and the lesson plan including lesson activity paperwork for the day(s) the teacher will be absent. Teachers must plan and develop lesson activities within their respective **SOSA** grade level teaching groups (**Same Objective, Same Assessment**). Teachers are also expected to develop the assessments for their students for the third, sixth, and ninth week of each nine week period or for the sixth, twelfth, and eighteenth week of each eighteen week period. (Departmental Content Managers will coordinate SOSA Assessments for their respective departments.) SOSA Assessments should be reflected in teachers' lesson plans, tests, and SOSA documentation. **TAKS objectives should be reflected in each teacher's lesson plans by an asterisk (*) and by objective # and target.** PDAS Administrators will review lesson plans weekly. A copy of all lesson plans must be submitted weekly to PDAS Administrators. **TEA requires all special education and LEP modifications to be documented in the lesson plan and the grade book. Teachers need to maintain Modifications Folders for each class reflecting special education and LEP students' modifications. Teachers will receive lists of ESL students and of Special Education students at the beginning of each semester from Mr. Vila, Counselor, and Mr. Asoy, Special Ed. Chair. Teachers also need to review student campus online for student profiles.**

SCHOOL BOARD POLICIES AND PROCEDURES

Copies of School Board Policies and Procedures may be found in the Library and in the principal's office as well as the HISD Portal.

SCHOOL MARQUEES

Anyone who needs to place an announcement on the school marquees should see Ms. Silvas in A223. She will obtain final approval from the principal for

posted announcements. See Ms. Silvas at least a week before the proposed announcement is to be posted. (or email her- esilvas@houstonisd.org)

TEACHER MAILBOXES AND EMAIL

It is essential that every teacher check his/her personal mailbox in the main office twice a day, before 8:00 a.m. and before leaving the building for the day. It is wise to check your box in the middle of the day, as well. Telephone calls that come in to the office for teachers will be placed in the teacher's box as soon as possible after the call is received. In order to receive your messages in a timely manner you will need to check your box at lunch time and during your planning period. Classes will not be interrupted to deliver telephone messages or to transfer calls to teachers except in cases where an administrator determines that the message is an emergency.

Teachers also need to check emails daily and frequently to ensure clear communication with all staff.

FACULTY/DEPARTMENTAL MEETINGS

Wednesday afternoons (3:45 p.m.) will be set aside for planned or called faculty meetings. It is wise to avoid making other plans or appointments for Wednesdays, as there are occasionally called faculty meetings. Teachers who are absent on Tuesday must inquire if a faculty meeting is scheduled for Wednesday. Teachers who are absent from or late to faculty meetings will be required to file a form with the principal giving the reason. This signed form will be placed in the teacher's personnel file. **Departmental meetings will be held as determined by the Departmental Administrator and Content Manager/ Department Leader. SOSA (Same Objectives, Same Assessments) GRADE LEVEL meetings will be held as determined by the Departmental Administrator and Content Manager. Sign- in sheets will be maintained by the Content Manager/ Department Leader.** It is essential that all department members be on time to all meetings.

RECORDS ON FILE

It is the responsibility of the teacher to meet stated deadlines for all records. For example, grade sheets must be turned in at the time designated by Ms. Guerra, Registrar. A teacher's professional records in the Administration Building are the responsibility of the teacher

FINANCIAL PROCEDURES

Approval of Purchases

The school principal is responsible for all purchases and purchase commitments requiring the present or future disbursement of activity fund money. **Teachers must have permission from the school principal before making any purchases in the name of the school.** A required form is available through the financial clerk for purchases. Only those vendors who are officially used by HISD should be notified. The form must bear the principal's signature.

No purchase shall be made unless sufficient funds are available in the proper activity fund account. In order to confirm the availability of funds, the teacher must obtain from the financial clerk and complete a "Request to Purchase" form. The signatures are to be obtained from the department chairperson, the administrator, the financial clerk, and the principal. The financial clerk will confirm the balance in the activity fund account before signing.

After the "Request to Purchase" has been approved, you will need to fill out a "Purchase Requisition" form (available in the main office). This completed form must be submitted to the Financial Clerk for budget numbers, then attached to the Request to Purchase and submitted to the principal for her signature.

In the event that you must make a purchase on short notice, you may obtain the principal's approval, purchase the item from your personal funds, fill out and sign a "Request for Payment" form, staple your receipt to this form, and submit it to the financial clerk. She will obtain the principal's signature and submit the form to the HISD accounting department. HISD accounting will reimburse you with a check. This process sometimes takes as long as six weeks.

FUND RAISERS

Teachers must also have the permission from the school principal for a fund raiser. Only those fund raisers approved by the principal may be conducted. The required paperwork must be initiated by the teacher through the financial clerk. She will submit the paperwork to the principal for approval. The principal may or may not approve the fund raiser.

From HISD *Finance Manual*:

"A money raising activity may be defined as any activity (excluding games of chance) involving participation of a student body or a school recognized student group undertaken for the purpose of deriving funds for a school or a school sponsored group.

Money Raising Activities For a School

School- wide activities are those which involve participation by the student body as a whole and the principal and/ or school personnel in the initiation, planning, and sponsoring of money raisers. Club sponsored activities are those activities which are initiated, planned, and conducted by the student club members and/ or faculty sponsor.

The school principal is reminded that he/ she is directly responsible for all types of pay entertainment or money raising activities carried on for the school or a school sponsored group for Activity Fund related activities only. Money raising activities are not confined to regular school hours but are considered an extension of the school program. When money raising activities are in the name of the school, all funds raised become school funds belonging to the school sponsored group responsible for raising the money. When a student body or a school sponsored group actively

participates in the money raising activity, the money is for the school unless it is a PTO/PTA sponsored money raising activity.

Money Raisers- Senior Class

Monies raised by the senior class should benefit all members of the senior class. In the event that all monies raised by the senior class are not spent prior to graduation, the senior class officers may designate that the remaining monies be donated to the school's general revenue fund for the general welfare of the school and/ or be used by the school towards the purchase of a gift for the school in the name of the senior class. In the event that no designation is made, the remaining funds shall be transferred to the school's general revenue fund for the general welfare of the school.

Approvals Required

Only approved money raising activities may be scheduled. All school-wide money raising activities must be approved by the District Superintendent or his/ her representative at least one week in advance of the date of the activity. This shall be accomplished by completing the front side of Form AF- 108, Principal's Permission Request and Operating Report for Money Raising Activity, and submitting it for the signature of the District Superintendent or his/ her designee. School- wide activities shall be limited to one activity during each nine week period. All student club sponsored money raising activities shall be authorized by the school principal after the Sponsor completes the front side of the Form AF-108. These money raising activities do not require prior approval by the District Superintendent.

Accounting for Money Raising Activities

Upon being notified by the principal of an approval to have a money raising activity, the financial clerk will request the CAF Department to establish an activity fund account if a new one is needed. The principal will give the financial clerk the original copy of Form AF- 108. All collections and disbursements associated with any money raising activity coordinated by the school or a school recognized student group shall be transacted through the Activity Fund.

The reverse side of the Form AF- 108, the Principal's Permission Request and Operating Report for Money Raising Activity, shall be completed at the end of the activity by the Sponsor. This report should indicate gross collections and list any expenses incurred relative to the activity's merchandise (advertising, sales tax, prizes, etc.). Disposition of the net proceeds (net profits) should be disclosed regarding where the funds were approved to be used. The financial clerk is ultimately responsible for the final preparation and submission of Form AF- 108; however, the person requesting permission to conduct the money raising activity should prepare and sign the report. If a profit is not realized from a money raising

activity, the sponsor should attach a written statement explaining why. The club sponsor is responsible for keeping accurate records for all money raising activities. Such records shall include at a minimum:

1. Distribution lists
2. Daily collection reports
3. Tabulation of sales tax collections
4. Original cash receipts received for money turned in to the financial clerk.
5. At the conclusion of the money raising activity, all records shall be turned in to the principal or financial clerk with the report and retained for audit purposes.

PTO/PTA and Outside Organizations

There are two types of independent outside groups:

1. Parental- PTO/ PTA
2. Outside organizations that may engage in money raising activities.

Parental- PTO/ PTA

Money raising activities sponsored by the PTO/ PTA are allowed. PTO/ PTA sponsored money raisers involving school personnel during school hours or the use of school property require the prior approval of the principal. PTO/ PTA activities which are planned and implemented by the PTO/ PTA are considered PTO/ PTA money raisers. Monies generated from activities whereby the PTO/ PTA plays the leading role in the planning and implementation of the money raiser are to be deposited to the account of the PTO/ PTA and not to the school's activity fund account.

Participation by the students as a whole and school personnel either as contributors (consumers) or money raisers (workers) will not prevent the PTO/ PTA from conducting a money raising activity when they have initiated the activity and assumed the responsibility for conducting it.

The principal, financial clerk, or other staff member may not be involved with receiving, receipting, depositing, or accounting for activities of any parental group. It is assumed that parent- teacher groups will work in full cooperation with the principal and under his/ her supervision in planning special programs and activities or in conducting any activity which involves the raising of money. Activities involving school personnel during school hours or the use of school property require prior approval of the principal. Utmost discretion should be used in limiting such money raising activities to those which are necessary for the school.

Outside Organizations

Money raising activities of outside organizations must be conducted outside of school hours and may not involve students or teachers during the regular school day. Outside organizations, such as parent band booster and parent drill squad booster clubs, in conducting their money raising activities may not involve students, a student body or a school

sponsored group or its sponsor as contributors or money raisers. Note: If students or employees are involved as contributors or money raisers, then the funds are to be handled through the school activity funds accounts as a school club function.

Outside organizations should be valid stand- alone organizations with their own identities. There should be no confusion of their identity with that of the school's. They should never use the school's address or tax ID or names of school employees in conducting their business. Outside organizations conducting money raising activities shall manage their own finances and may make donations to the school or an individual student club as they elect. Such contributions may be designated either for a specific purpose or for expenditures at the discretion of the principal.

The principal, the financial clerks, sponsors, or other staff may not be involved with receiving, receipting, depositing, or accounting for activities of any outside organization. A sponsor or other District employee may not have signature authority on an outside bank account for an outside organization, such as a parent club, nor may he/ she commingle in a personal checking and/ or savings account or maintain a bank account and/ or savings account in which money that rightfully belongs to an outside organization is kept. Also, a sponsor or other District employee may not commingle in a personal and/ or savings account or maintain a bank account and/ or savings account and/ or safety deposit box for any money which is related to any school project or purpose.

Contract with Outside Entertainers

Any contract with an outside entertainer shall provide that at least 50 percent of the gross proceeds shall go to the Activity Fund. All outside entertainers must be approved by the Central Entertainment Committee appointed by the Deputy Superintendent for Assistant School Operations. Approval by the Central Entertainment Committee does not imply that school principals are obligated to schedule such entertainments. It merely means that such entertainment is on the approval list and may be scheduled at the discretion of the principal."

Collecting Monies From Students

When collecting monies from students, fill out Form AF-104, "Tabulation of Monies Collected from Pupils", and turn in with the money as collected. These must be filled out and signed in ink. Do not use pencil on an AF-104 form. All monies collected during a school day must be turned- in on that same day.

Turn- in collected money daily, before 1:30 p.m., in order to allow the financial clerk time to deposit all monies prior to the bank's closing time. Teachers must retain their duplicate Activity Fund Cash Receipts for their own records.

Teacher Purchases, Fund Raising Contracts, or Sales

There will be no sales or unauthorized collection of monies in any classroom at any time.

PERSONAL MESSAGES

It is imperative that teachers make it clear to associates that non-emergency phone calls may not be received during instructional time. This includes teacher's personal cellular telephones, which should be turned off during instructional time. Family members should be instructed to state that an emergency exists if such is the case. If an actual emergency exists, the call will be referred to an Administrator for screening before a teacher's instructional period will be interrupted.

Telephones are available in the library and teachers' lounges. Please do not use the office or clinic telephones. These phones are for school business only.

REQUESTS BY TEACHERS TO LEAVE CAMPUS

Teachers are encouraged to plan appointments, etc. after duty hours and/or on weekends. Except in the case of emergency, any request to leave should be in writing, at least one working day in advance. Any exceptions to this policy will be on an individual basis with the principal. **You must obtain the approval of an Administrator.** Sign the sign-out sheet in the Main Office, and if you will not be returning that day, sign out on the time sheet showing the time that you actually leave the school. It is your responsibility to inform the secretary, Mrs. Barrera, that you are leaving and the reason since she is responsible for keeping records.

If you will be missing classes it is your responsibility to arrange to have them covered by another teacher in your department or dispersed to other classes. You must arrange this with your Content Manager. Teachers will not be penalized for leaving campus for an emergency for one period; please keep this practice to a minimum. You may not ask a teacher to use his/her planning period to cover your class. List your students, indicate the teacher responsible for each one, obtain the signature of the teachers who will cover for you, and turn this in to your Departmental Principal.

EXCUSED PERSONAL BUSINESS

The following is quoted from *Administrative Procedures of the Board of Education, Houston Independent School District*, Article Five - Employee Procedures, 553.211, Section D:

"Personal Business - Employees may use two (2) days of leave time per year at full pay to dispose of personal business that cannot be conducted outside of regular work hours. Employees may use an additional one (1) day of leave time per year at full pay as a discretionary day for any reason. These days shall be deducted from the employee's personal leave balance.

Personal business shall mean an event or condition that requires the employee's presence during the work day and is of such nature that it cannot be attended to after working hours or on weekends. Legal transactions, such as house closings, and authorized religious observances are considered to be justifications for the utilization of personal business leave.

Applications stating the reason for a personal business leave day shall be filed in writing with the principal or appropriate administrator at least 24 hours prior to the time for which the leave is requested (except in the event of an emergency). Applications for the use of the discretionary day need not state the reason but should bear the notation that it is the discretionary personal business day.

Personal business shall not be used to extend vacations or scheduled school holidays.

Upon receipt of the leave request, the principal or appropriate administrator shall advise the employee of his/her decision on the request.”

A form is available in the main office for personal business leave requests. It is the responsibility of the teacher to check his/her personal leave balance before requesting personal business leave. If three days have already been used during the current school year or you have used all of your personal leave and you take an additional day, your pay will be docked. It is also your responsibility to check with the secretary to see if your request has been approved and to notify her that a substitute will be needed.

REQUEST FOR SHORT LEAVE

Personnel wishing to attend professional meetings should complete the form “Request for Short Leave”. The principal must approve the request before being sent to the East Region Office. The completed request form should be in the East Region Office ten days prior to the initial leave date. A prerequisite for approval of short leave is that the individual should be an officer in the professional organization or have a part in the program to be attended. A statement of benefit to school and district must be given on the short leave request.

ANNOUNCEMENTS

All announcements to be made at the end of the designated class period should be handed in to the main office counter box for announcements a day before the scheduled announcement. All announcements must have the approval of an Administrator. Correct forms must be used; these may be obtained from Ms. Barrera in the Main Office.

Emergency announcements are discouraged. House Bill 72 addresses the problem of class interruptions for public address system announcements and in 1987 the Texas Education Agency reiterated this need. These announcements should be concise and legible. Only the principal or other administrator in charge may authorize emergency announcements. Some announcements will be made

by means of the weekly agenda. Ms. Barrera is the coordinator of the weekly agenda.

AUDITORIUM PROGRAM AND PROCEDURES

All programs must be submitted to Ms. Llorente for approval. Once approved, they must be placed on the Monthly Calendar. Announcements will be made when programs are scheduled, and notice will be given as to which group of students will attend. Teachers are to accompany their classes to the auditorium, sit in the assigned rows with them, check attendance and maintain order.

Instruct students that they are to sit only in their assigned rows. If students are not in their proper places, they will be reported absent and disciplinary action will be taken the same as for truancy from class. Students are to go immediately to their seats and not linger in the aisles.

Proper behavior in the auditorium is expected of all students. Teachers should discuss this matter with their students prior to attending any program. Students who misbehave shall be removed immediately by the teacher, administrator, or police officer and disciplined appropriately.

FIELD TRIPS AND BUS REQUESTS

Teachers should make certain that field trips are logical extensions of lessons and learning experiences. **Teachers considering field trips should talk with their Departmental Principal prior to discussion with students and should check the Monthly Calendar for open days.** With this in mind, teachers should complete the following steps:

Obtain approval from Austin's Shared Decision- Making Committee or Ms. Llorente.

1. Prepare an alphabetized list of all students going on the trip.
2. Submit a copy of the alphabetized list to the following people: school nurse, main office, Academy Principal, and the **attendance office**. It is the teacher's responsibility to distribute the list to all teachers and staff members. The nurse should receive her copy at least 2 weeks prior to the scheduled field trip. All teachers should check this list carefully and mark students correctly.
3. Make arrangements, with the assistance of the department chairperson, for those students remaining in the building. A teacher may remain with those students not attending or may place students in other teachers' rooms. In doing so an alphabetized list of those students remaining at school must be given to the other teacher as well as all parties listed in item #2.

4. Enlist the proper number of chaperones: one to every ten students. Chaperones should understand that they must supervise the students assigned to them at all times during the field trip.
5. Prepare for student seating on the bus.
6. Five working days are needed for requests to leave Austin and to arrive in the East Region Office. Ten working days are needed in the Transportation Office for the request to be processed. In all, fifteen working days are needed for the completion of field trip requests.
7. No more than one field trip will be scheduled on a given day. Assignments will be on a first come, first served basis and entered on the Monthly Calendar.
8. Students must wear uniforms on all field trips unless otherwise approved by an administrator.
9. Email Ms. Silvas so that she can schedule the trip on Monthly Calendar.
10. Inform your Departmental Principal of Field Trip Date/ Departure and Arrival Times.

TEACHERS' LOUNGES

Students are not allowed in the Teachers' Lounges for any reason. Please do not send students to the Teachers' Lounges.

CLINIC

The school clinic is located in G101 on the Jefferson Street side of the building. Students must have timed and dated permits to visit the clinic. Teachers should exercise good judgment in granting permission to visit the nurse and should give close attention to the timed permit when the student returns to class. The telephone in the nurse's office is not available for personal calls. If the student is to be sent home due to illness, the school nurse will call the parent. When the school nurse is not on campus, the administrator or the secretary will call the parent. The student should never be permitted to make this call from the classroom.

Policy Concerning Administration of Medication

In response to legislation requiring school districts to establish a policy concerning the administration of medication, which will grant immunity from liability to school personnel, the HISD Board has clarified its policy as follows:

Regulations Concerning Care of Illness-It is not the function of the school nurse personnel to administer medical treatment or medication, including over the counter drugs. The Houston I.S.D. policy allows school nurses to administer medication to students during school hours should medication be necessary. Medication is administered under the following conditions:

- The school district has received or has on file a written authorization from a doctor to administer medication to the student. Note: Forms may be obtained from the nurse's office.
- **Prescription** medication must be in the original container clearly labeled with the child's name, name of medication, and instructions for dispensing medication.
- **Non-prescription** medicines are not allowed and must not be brought to school.
- All medication must be brought to the clinic. Students will not be allowed to carry medications.
- Substances such as vitamins and herbal preparations must not be brought to school.
- For the safety and protection of all students, the parent must pick up medication.
- It is a violation of the *Student Code of Conduct* for a student to have possession or use of any prescription or nonprescription drug, medicine, vitamins, or other chemical in violation of the Guidelines for Dispensing Medications at School.

Teachers and other school personnel are expected to limit themselves to the usual and accepted practices of first aid in managing emergencies due to sickness or accident. They should not diagnose illness or administer medication of any sort..."

REPAIRS AND MAINTENANCE

Teachers who need assistance involving maintenance should email Ms. Lozano who will inform Mr. Cazarez, Plant Operator. The email should contain a brief description of the repairs needed, the room number, etc. Mr. Cazarez will then request a work order. Teachers should follow-up via emails to Ms Lozano.

FACULTY/ STAFF DRESS

While the faculty/ staff dress code on our campus should be professional, it should be noted that professionalism, generally, is regarded as including appearance. Beyond that, we must keep in mind that we wish to serve as role models of successful businessmen and women to our students. No styles or garments, which would be unacceptable in the average business office, will be suitable in the classroom or office.

PROFESSIONAL DEVELOPMENT APPRAISAL SYSTEM (PDAS)

All new teachers will be provided district mandated inservice sessions for familiarization with PDAS. In addition, administrators will be glad to assist any teacher who asks for guidance with a review of the appraisal instrument. Every teacher will be provided with a *Professional Development Appraisal System Orientation Manual*.

The appraisal calendar is published by the Houston Independent School District every year and made available to the teachers through their Departmental Principals. This calendar is the authority for conducting assessments in the building.

Teachers are expected to have available to the assessors their lesson plans/modifications folders, grade book, and substitute folder. All lessons must be aligned with the objectives and scope and sequence of *Project CLEAR*.

It is the teacher's responsibility to provide copies of official documentation related to professional growth such as advanced credit certificates, university enrollment forms, or grade reports to their appraisal supervisor for the cumulative data. These must be in the file prior to the summative conference. All teachers should review the manual in detail at the beginning of every year. In addition to training provided at the required inservice before school opens, the Administrators offer reviews of each domain before assessments begin. There are helpful videotapes that may be reviewed in the library by pre-arrangement with the librarian or checked out for overnight use. **While there are other purposes for the appraisal system stated in the teacher's manual it should always be foremost in the minds of both teachers and assessors that the fundamental purpose of the system is the improvement of instruction.**

EMPLOYEE PARKING

Employees will park vehicles in the Lockwood Parking Lot. Administrators will park in the Administrator Parking Lot. **Cars may not be parked in Fire Zones.**

SMOKING RESTRICTIONS

Effective August 1, 1992, smoking by any person on or within all HISD property is strictly prohibited. This policy applies to all persons on school property.

ATTENDANCE DUTIES

Students must take their written doctor, parent, court officer notes to the Attendance Office, A208, between 7:45- 8:00am. **(NOTE: IF A STUDENT SUBMITS A DOCTOR'S NOTE FOR AN ABSENCE(S), THE ABSENCE IS REMOVED. THIS RULING TOOK EFFECT IN 07-08 SCHOOL YEAR.)** The attendance clerk will verify the validity of the note and determine the status of the absence(s)- Removed, Excused or Unexcused. She will then post on Chancery SIS as either Excused (X) or Unexcused (A). Students have three days after an absence to turn- in their written notes to the attendance office. Teachers must document students' absences and status of absences in their gradebooks/attendance books. **NOTE THAT THE TEA- APPROVED WAIVER CONCERNING STUDENT ATTENDANCE STATES THAT STUDENTS WITH THREE DAYS (OR FEWER) OF EXCUSED ABSENCES (6 OR FEWER EXCUSED ABSENCES FOR 18 WEEK COURSES), A "90" OR ABOVE AVERAGE, AND "S" OR "E" CONDUCT MAY BE EXEMPT FROM THE COURSE FINAL EXAM.**

Refer on Discipline Referral any student's unexcused class absence to the appropriate Administrator so that he/ she can follow- up with disciplinary action. Be sure that you have called parent about the unexcused absence(s).

Lists of excessively absent students will be given to administrators on every Thursday of every week by Ms. Nunez, Attendance Office Manager. Administrators will call parents of these students nightly. East District Attendance Specialist, Ms. Acosta, will also do home visits and court referrals for excessively absent students. Also, Deputy Constable Meekins will be making home visits and issuing court orders for court appearances with Judge Rodriguez. Administrators will meet with Attendance Specialists/ Constable every Thursday as the Austin Anti- Dropout Committee for updates and subsequent discipline plans on students.

As Houston Independent School District teachers continue in their effort to educate our youth, it becomes imperative that Pupil Data Services, the Attendance Department, and the schools work closely together to make every effort to see that attendance procedures are followed and that the students are attending school to receive instruction. It is for this reason that the following guidelines are provided:

Guidelines for Requesting Attendance Referrals from Attendance Office

TIP (Truancy Information Program) is a computerized attendance referral program designed to automatically refer students who are absent from school for a specified number of days to the attendance specialists for home visits. Presently, the number of absences is set for two (2) days, which do not have to be consecutive.

An attendance referral should be requested by any school personnel after two (2) consecutive absences if the school does not know why the student is absent or if the school questions the validity of the reason given for the absences.

It is not necessary to wait until a student has missed two (2) consecutive days to request a referral. It is important to notice patterns or irregular attendance (i.e., absent Mondays and Fridays, every other day, or a day a week, etc.) and to refer these students early so that proper action can be taken to improve attendance.

It is essential that follow-up referrals be requested in order to resolve the problem, or if necessary, to develop a valid court case. While this procedure is being done, the student may not be withdrawn from school by school personnel.

An attendance referral should be requested before any student can be withdrawn from whereabouts unknown.

CLASSROOM PROCEDURES

Teachers are expected to know their students and their students' families very well. They should conduct frequent progress checks, offer assistance where there is difficulty in any subject, and provide the student with a fine sense of personal identity in the classroom, a sense of "place" which is his own. **Phone calls to parents by teachers are extremely important.**

Teachers must check attendance each class period. The teacher is responsible for checking the attendance of students, recording all absences and tardies, and following through with appropriate procedures. **Under no circumstances shall students be allowed to check the roll or record attendance. Attendance will be reported to the office every period.**

ADA attendance will be taken at 10:30 a.m. each day. **The roll must be checked by the teacher, not a student.** The new Chancery System, SIS (Student Information System) will be utilized this school year. **Teachers are required to take the Attendance SIS Course online. TEACHERS MAY NOT MARK TARDIES DURING SECOND/ SIXTH PERIODS ON THE SIS SYSTEM. THIS IS REQUIRED BY THE DISTRICT.**

Upon returning from an absence, a student must present a signed note from a parent/ guardian, doctor, or court officer to the Attendance Office giving the specific reason for the absence. There is a box in the Attendance Office into which the student will drop his note. The attendance clerk verifies the note. If there is any question as to the validity of the absence or of the note, the clerk refers the student to the student's Administrator.

ASTERISKS- LOSS OF CREDIT

3 or more unexcused absences will result in an asterisk * being attached to that class grade. An asterisk indicates loss of credit. However, we do provide students with detention/ study halls in the cafeteria with Ms. Gonzalez in order to make-up absences if the assigned grade is a 70 or above. **Students may not accumulate more than 5 unexcused absences (or more than 10 unexcused absences in 18 week courses) in order to do Asterisk Removal in detention.**

THE INSTRUCTIONAL PERIOD

Teachers should prepare a full plan of instruction for each instructional period. TAKS objectives should be reflected in each teacher's lesson plan by an asterisk(*), TAKS objective number, and target. *Project Clear Curriculum Guides* must be used when developing and planning lesson activities.

Instructional strategies should be varied in order to accommodate all types of learner characteristics. Instruction must follow the *Project Clear* curriculum. Teachers should exercise creativity and personal expertise in presenting the goals and objectives of the Houston Independent School District, Austin High School, and the curriculum itself. Instructional

delivery should reflect quality research-based instructional strategies and developmentally appropriate practices.

TAKS OBJECTIVES

Each language arts, math, science and social studies teacher is required to chart the progress of each student in grades 9, 10, and 11 in the TAKS objectives through benchmarks and formative SOSA (Same Objectives, Same Assessment) Testing. TAKS student progress data will be reviewed by the Department Content Manager/ Chair, Teachers, and Administrators at the end of each cycle on the same date that grades are due.

Each department will analyze the instructional targets that need to be addressed during SOSA/ department meetings and discuss various strategies to facilitate student learning. Minutes of these meetings will be maintained by the Content Manager/ Chair and will be utilized in planning for the instructional needs of our students.

PARENT-TEACHER COMMUNICATIONS AND CONFERENCES

Teachers should communicate with parents regularly about academic progress, citizenship, and overall attitude and performance.

The teacher is required to notify the parents in writing by means of the "Report to Parents" before a student is given a failing or unsatisfactory report card. In addition, for students who receive special education service, the special education chairperson must also be notified. The teacher may communicate with parents by telephone to inform them of the student's progress. We have four telephones in the library for teachers' use. Use them during conference periods. You should also send letters to parents. You may leave them in the "Mail to be Metered" tray on the counter in the main office. Be sure to write Austin's return address on letters. Bilingual letters are very helpful for parents.

The ***Report to Parents (Progress Reports)*** must be sent home during the fifth week but may also be sent at any time during the nine weeks (or during the ninth week of an eighteen- week course) if the child is failing the class. This form must be signed and returned to the teacher. Teachers must keep teacher copies in student files for future parent conferences. Teachers should provide a copy to the Academy Principal as well, for Administrator/ Parent/ Teacher/ Student conferences. Teachers are required to document and maintain copies for any students who have failed the class. It is recommended that students sign-off when receiving a progress report. A copy of the sign-off sheet should be turned in to the Academy Principal.

Parent conferences are encouraged as a supplement to the information given on the report card. The purpose of a parent-teacher conference is to develop a mutual understanding of various aspects of the student's progress and to encourage cooperative planning toward effective solutions of problems which may exist.

The teacher's responsibility in parent-teacher conferences:

- The teacher should initiate a conference when a student is not progressing satisfactorily. This should be scheduled during the teacher's conference/ planning period. **Parent conferences should not be held during instructional time.**
- **The teacher should have samples of the student's work and the grade book available for review by teacher and parent at the parent conference.**
- The teacher should be prepared to discuss the student's behavior patterns and relate specific situations, which have occurred.
- The teacher should be prepared to discuss the student's classroom participation.
- The teacher should be prepared to work with the parent to solve the problem.
- The teacher should have consulted with the student's counselor and be aware of any unique problems that the students may have.
- The teacher should be prepared to refer the parent to his/ her counselor if necessary.

(More information regarding Progress Reports is included in the Grading Section of this Teacher Handbook.)

DISCIPLINE

Teachers are charged with maintaining discipline of students in the individual classrooms. Students should be dealt with courteously and with patience, but persistent misconduct should not be tolerated. Teachers must advise parents of student misbehavior and must keep a log of parent communications.

Principals and teachers have jurisdiction over the students from the time they leave home until they return at the close of the school day. Misconduct during this time becomes a matter of school discipline if it involves the interest of the school. Regulations governing discipline apply to all extracurricular activities and sponsored contests, either in or outside the city, and to participants in contests, as well as other students. Students shall wear school uniforms during all school-sponsored activities.

Teachers are required to monitor the halls during the five minute changing of periods. Do not dismiss your class until you are standing at their door. Students should never be held back after the dismissal bell. Teachers are required to supervise students passing in the halls until the tardy bell rings. After the tardy bell, no student should be in the halls at any time unless he/she is carrying a

permit signed by a teacher and marked with the time he/she left the classroom. Permits must also include the date and destination of student.

Sending Students to the Administrators' Offices

Students who are determined by the teacher to be persistently disruptive to the educational process should be referred to the appropriate Administrator with a properly completed discipline form. Discipline forms are to be emailed to the Administrator. Dr. Petterway (apetterw@houstonisd.org) can email the discipline referral template to any teacher who requests it. If a teacher does email the discipline referral to an Administrator, he/ she must send the student to the Administrator's office with a note. **Students must not be placed in the halls as a form of discipline. Students are assigned to Administrators as follows:**

12th and 11th Grade Students to Ms. Silvas, A223

10th Grade Academy Students to Dr. Petterway, D118

9th Grade Academy Students to Mr. Mealey, D118

Suspension and Readmission to Class

Only certified Administrators may home-suspend students or assign them to the in-house suspension center, the Discipline Referral Center (DRC/ AEP). When a student has been suspended, the teacher will receive a copy of the discipline sheet and the student's name will be encoded into SASI. When a student is readmitted to classes, he/she will be given a reinstatement form from the Administrator. All teachers need to sign the reinstatement form when he reports to your class. No student should be readmitted to class following a suspension without a reinstatement form from the Administrator. At-home suspensions are to be documented as excused absences (required by law). **In-school suspensions(DRC/ AEP) are not to be recorded as absences. Ms. Wright, DRC/ AEP teacher, will record their attendance/ absences and submit to the Attendance Office.**

Corporal Punishment

Corporal punishment is not administered at Austin High School. No teacher or administrator is to retain an instrument of corporal punishment in the classroom.

Alternative to Suspension Centers

The Alternative Education Program (AEP) at Austin offers an alternative to at-home suspension. It requires the students to be separated from their classes, when it is warranted, while providing an in-school environment. While in AEP, the students can continue their academic work, as well as receive counseling. Mrs. Wright is the AEP teacher. AEP is located next to the Administration Office and above the Custodian Office.

All assignments of students to AEP shall be administered by Mr.Mealey, Dr. Petterway, and/ or Ms. Silvas. Teachers are required to supply lessons for students while they are in AEP.

Enforcement of Student Rules

Teachers and staff members are expected to be familiar with rules and policies stated in the student handbook and the *Houston Independent School District Code of Student Conduct*. The consistent enforcement of these rules is the responsibility of every teacher. The student handbook constitutes Austin High School policy and the *Code of Student Conduct* constitutes HISD policy.

TARDY POLICY-

(includes both excused and unexcused tardies)

Teachers will document tardies on the SIS Attendance screen. **No tardies will be documented on SIS by teachers during 2nd and 6th periods. Teachers may; however, document tardies for all periods, including 2nd and 6th on discipline referrals to administrators.**

FIRST TARDY- Warning by teacher; Teacher documents on discipline form.

SECOND TARDY- One Hour Saturday Detention; Teacher documents on discipline form and calls parent. Teacher emails discipline form to student's Administrator.

THIRD TARDY- Two Hours Saturday Detention; Teacher documents and calls parent. Teacher emails discipline form to student's Administrator for follow- up.

FOURTH TARDY- Suspension by Administrator. Administrator notifies parent and sends teacher copy of suspension form.

EYE PROTECTIVE DEVICES

In accordance with Senate Bill #121, protective goggles must be worn by teachers and pupils in classes where activities may endanger the eyes. More specifically, the classes where eye endangering situations are prevalent would include industrial arts courses and science classes. Check with your department chairperson if you have a question regarding this regulation.

LIBRARY MEDIA CENTER

The Library-Media Center at Austin High School strives to provide the best possible reference materials, books, magazines, films, recordings and other media for both faculty and student use. As the source of these materials, the Library is the instructional center of the school. It also provides a variety of audio-visual equipment in order to make instruction and learning as effective, productive, and efficient as possible. AV equipment is central to most instructional methods at Austin High School and is distributed with that concept in mind. It is our purpose to provide a quiet, peaceful, organized place to study, to conduct a meeting, or to hold a special program. For student encouragement and improvement, we are proud to display their accomplishments, victories and outstanding classroom projects.

Guidelines for Scheduling Classes in the Library

The library offers a flexible schedule on a first come, first served basis. Flexibility provides for special research needs as projects are developed while allowing continuity of instruction in departments not involved in projects. This will offer the librarian an opportunity to provide library skills instruction of concepts, which are difficult to teach in the classroom without the use of library materials.

Teachers must schedule their classes into the library as needed. They are requested to check with the librarian at least a day in advance in order to avoid scheduling conflicts. Also, please provide a brief lesson plan for the library period in order that all materials needed may be prepared for your class use. This documentation is necessary if the librarian is to team with you in assisting your students with proper materials and instruction. **Teachers must supervise their students in the library at all times.**

Detailed instructions as to the purpose of your library period are to be given in class the day before. The librarian will speak to your classes about the library for a few minutes if you make prior arrangements with her. Teachers are responsible for the conduct of their classes and are to supervise them throughout the period in the library. Teachers must see that all library materials are either properly checked out or that the materials remain in the library.

Guidelines for Teacher Check-out of Materials and Equipment

Teachers and staff members may borrow books for an indefinite period of time with the understanding that they may be recalled if needed by others. Please sign both the card and the date due slip and write the date that you are checking out the book. Do not send a student to sign your name for you unless you have sent a written note listing exactly what is to be checked out and signed it.

A collection of books for classroom use may be borrowed for a week or two. The librarian will be happy to make up such a collection upon request.

Teachers must make written, signed, and dated requests for materials and equipment on a media use plan form. Without this plan on file, no equipment will be issued. Audio-visual equipment and materials must be reserved at least one full day in advance.

The teacher is responsible for the careful transportation of the equipment to and from the classroom and for the operation of the equipment. The librarian will show a teacher how to use any piece of equipment with which he or she may not be familiar. All equipment and materials should be returned to the library by 3:10pm each day. If you have arranged to keep equipment in your room overnight please lock it in a cabinet.

Theft and vandalism of materials issued by the library should be reported immediately to an administrator and to the librarian. School officials must file the necessary reports by within 24 hours.

Due to the increasing demand for equipment, only a limited amount will be available for permanent loan. Submit, in writing, an itemized list of exactly what you need in your room for daily use. These requests will be examined carefully by both the librarian and the Administrator with recommendations from the department chairpersons. Decisions will be made on an individual need basis with the sharing of assigned equipment a possibility.

Report any equipment that will not work to the librarian immediately. Please be specific concerning the nature of the failure if possible.

Library Permit Procedures:

- Unless accompanied by a teacher, students must have an official permit from one of their teachers in order to enter the library any time between 7:45am and 3:30pm except when they are accompanied by a teacher.
- **Teachers, not students, are to write in all the required information on the permit date, period, student's full name, time left class, and teacher's signature.**
- Each student must be issued an individual permit. Never place more than one student's name on a permit.
- No more than three students at any one period should be sent to the library from a class without prior arrangements with the librarian.
- Substitute teachers should not bring classes or send students to the library. If you are absent on the day your class is scheduled into the library, please arrange other lessons for them in the classroom and make arrangements for a make-up day with the librarian upon your return.
- As soon as a student arrives at the library, the permit is given to the librarian, who stamps it and keeps it as long as he remains in the library.
- A specific assignment should be indicated and they must bring textbooks, paper, and pencil or pen with them. Recreational reading may be indicated as a specific assignment. When in the library, students should not ask to go to the restroom, the office, etc. If it is absolutely necessary that they be excused, a permit must be secured from the librarian. Discipline problems are not to be sent to the library as a means of avoiding disciplinary action. The library is the learning resource center.
- **No student should be given a library permit during the last ten minutes of a class period.** The one exception is for students who are returning audiovisual equipment and materials for their teachers. These students must have a written permit to enter the library and return to class.

Guidelines for Students Checking Out Library Books

If a student has any overdue books or unpaid fines, he may not check out books until he has cleared his record. This includes lost textbooks. A student should sign his first and last name and his ninth period teacher's name on the circulation card found in the pocket in the back of the book. Then he/she should have the card and the Date Due slip in the back of the book stamped for 14 days from the check out date. The card is left with the librarian. A book is checked out for 14 days and may be renewed or checked out again. The exception is a book that someone else has reserved and is waiting to use.

To renew a book, a student must return the book on or before the date due; ask for the card; and sign it again. Then he must have both the book and the card stamped for three weeks. All books are returned to the counter or desk by the entrance of the library (not to the shelves) on or before the date due.

Library notices are written daily and given to the cluster leaders. Reminders will be sent weekly until the record is clear. As soon as possible, students should bring their notices and overdue books to return or renew. The overdue fine is \$.05 per school day for each day the book is late. The total fine will not exceed \$1.00. After 20 school days, the book is considered to be a lost book. If the book is lost and paid for, no fine is charged. If the lost and paid for material is found within the current year and is in good condition, the fine for the time the material has been out of circulation is deducted from the refund.

Students should be encouraged to take pride in having a good record of returning books early or on time. A serious lack of a proper sense of responsibility is shown when a student repeatedly has overdue books. Students are allowed to check out only one book at a time unless they have proven responsibility by being on time with all their books. More than one book (for projects, etc.) may be checked out only with approval of the librarian. Students who repeatedly have overdue books will not be given this approval.

Ordering Films

Teachers may order films and videocassettes from Instructional Media Services at the HISD Administration Building through the school librarian. Use the film catalog in the library, and follow the directions provided in the front. Since a film will be available in our building for five school days, before ordering films, ask the other teachers who teach the same subject if they want to share your films. The request is made via telephone by the teacher directly to the Media Services Department. A confirmation of your request will be mailed to you via the school librarian. If you do not receive a confirmation, please check with the librarian. When the confirmation is received, submit a "media use plan" showing when the film is to be shown and its purpose. Upon receipt of the form, a projector will be reserved for your use. All films and videocassettes must have an instructional objective.

HISD In-Service Media Lab

The district provides a center where teachers may do large scale laminating, dry mounting, transparency and poster making, spirit master production, slide making, etc. for a fee. It is located at 3901 Telephone Road. If you have any questions about the media lab, the number is 645-2516.

Other Sources of Materials

- Flores Branch, Houston Public Library : (713) 223-5311, located at 110 N. Milby
- Stanaker Branch, Houston Public Library: (713)923-8784, located at 610 Macario Garcia Drive
- Houston Public Library, Central (downtown): (713)236-1313, located at 500 McKinney
- HISD Professional Library, Central Administration Building- Hours: Monday through Thursday, 8:00 a.m. to 6:00 p.m. and on Friday, 8:00 a.m. to 4:30 p.m. Books and other materials may be checked out by phone. They are sent to you in the school mail and may be returned in the same manner.

STUDENT HANDBOOK/CODE OF STUDENT CONDUCT

Teachers should keep a copy of the current *Houston Independent School District Code of Student Conduct*, and a copy of the *Austin High School Student Handbook* on hand. At the beginning of the school year, Administrators and Teachers will review the Austin Student Handbook and the Houston ISD *Code of Student Conduct* with all students via the intercom system and ninth period class.

GUIDANCE AND COUNSELING

The guidance and counseling department is an important part of every school. The primary function of this department is to provide support and/or coordinate services to students as well as assigning students a daily schedule for the year.

The counselors keep student tests and test records. Counselors are available to interpret scores for parents and teachers. Counselors are located in A204. Ms. Booker is Lead Counselor. Other Counselors are Ms. Pena, Ms. Mayes, and Mr. Vila.

SCHOOL IMPROVEMENT FACILITATOR

Ms. Shaw is the School Improvement Facilitator. Ms. Shaw is located in A200J.

TITLE I COORDINATOR

Mr. Terry Parker is Austin's Title I Coordinator. He is located in A204. He is responsible for all Title I Programs. Mr. Parker also runs the Title I Summer School Program.

BUSINESS MANAGER

Ms. Cynthia Rodriguez is Austin's Business Manager. She is located in A200H.

COMMUNITIES IN SCHOOLS (CIS)

CIS is located in A115. A counselor offers counseling and guidance for students as well as for their families. Also, the CIS case workers help with referrals to social agencies, doctors, job placement, and community sponsorship for extra-curricular activities. Their number is 713-926-2641. Teachers may make student referrals to CIS case workers.

COURSE SYLLABUSES

Every teacher must develop and write a course syllabus for every course that he/she will teach. The syllabus must contain course requirements and teacher expectations. The syllabus should contain the grading system that the teacher will use to determine the course grade. The syllabus must be distributed to every student. Teachers should create and have students sign a "Syllabus Receipt/ Sign Sheet" to indicate that every student was explained course expectations and requirements. The "Syllabus Receipt/ Sign Sheet" should be kept on file by teacher.

GRADING REGULATIONS

Teacher Grade Book/ Making the Grade

Teachers should keep in mind that the grade book is an official document and should be complete in every respect. Careful maintenance and security of the grade book/ Making the Grade is the teacher's responsibility. Administrators will review grade books during each grading cycle to ascertain that all requirements are fulfilled. Grade books are checked in at the end of the year prior to the teacher's release from duty. Teacher grade books are kept on file for 3 years.

- There must be at least three numerical grades entered in the grade book for each week.
- Teachers must indicate the activity and the instructional objective for each grade given with dates clearly indicated.
- Absences and tardies are to be recorded, according to type (i.e. Ex. = excused absence; U = unexcused absence; T= tardy).
- Student Entry date (E) and Withdrawal date (W) should be clearly indicated.
- A legend should be placed at the beginning of each grade book, designating the weighted valued of each type of grade, i.e., test, homework, oral presentation, daily assignment, etc. and a conversion table for all non-numeric marks that apply to the grading process, i.e., letter grades, checks, pluses, etc. This should be done by SOSA (Same Objective, Same Assessment) grade level group. **If the teacher is not available for a parental challenge of a student's grade, the book must contain adequate documentation to determine the final grade from the recorded marks in the grade book.**

- Instructional modifications for special education students with disabilities or for LEP (Limited English Proficiency) students must be recorded in the grade book to document implementation of the modifications, and a Modifications Folder must be maintained.

Under no circumstances shall any student grade test papers, homework, or class work. Students may not record grades. Students should not be allowed to handle any documents on which other students' grades are recorded. This includes grade books, report cards, notice of progress forms, permanent record cards, academic achievement records, etc. The computation of a student's grade average or grade point average by another student is also prohibited.

Grade reporting will be conducted as described in the ***Secondary Guidelines***.

Incomplete Grades

District policy states that a student who receives an "Incomplete" grade has until the end of the next grading period to make up the "I". A student who receives an "I" on the last grading cycle has until the end of the summer session to remove his incomplete grade. This applies to both cycle grades and final exams.

If an "Incomplete" cycle grade is not made up within the prescribed time frame, a grade of zero (0) should be given for each missing assignment and then all grades should be averaged to determine that cycle grade. If an "Incomplete" final exam grade is not made up within the prescribed time frame, the grade reverts to a "0" and is averaged as such along with the cycle grades to determine the semester average.

Teacher Grade Changes

The **only** reasons for changing a student's grade after it has been recorded are:

- If an error was made in the computation of the student's grade; or
- If an error was made marking the grade sheet.

All such changes must be initiated by the teacher assigning the grade and must be approved in writing by the principal and the rationale for the change kept on file. All changes must be made before the end of the next grading period.

After a cycle grade has been recorded, no additional class work may be accepted to improve a student's grade. If work assigned during the cycle was not completed, the student should receive an "I", and the grade changed when the work is completed within the required time frame.

Procedures for Assigning Conduct Marks

The **conduct mark** is given according to the following guidelines:

E = Excellent - The student is not only satisfactory in conduct, but also has positive cooperative attitude characterizing a good citizen.

S = Good - The student's conduct is satisfactory.

P = Poor - Conduct is not satisfactory; needs improvement.

U = Unsatisfactory (0 points) - **Before giving a "U" at the end of a grading period, the teacher must have conferred with the Principal or Academy Principal.**

Any teacher who decides a "U" in conduct is necessary must confer with the Administrator for administrative review. For each student so referred, a detailed discipline report should be prepared and signed by the Administrator and the teacher, stating specific incidents and dates.

Rules for Marking Grades:

All marks should be determined by regular attendance, by consistent daily preparation, by promptness in completing assignments, and by the quality of work done.

A student should be considered passing when the mark he receives indicates a general level of acceptable achievement and a general pattern of acceptable responses. Careful consideration should be given to all the work a student has done and the responses he/she has made so that no single factor will be the basis for deciding whether he/she should pass or fail. **Failure on one test or failure to do one assigned task, such as a book report, a notebook, or project, should not be a sufficient basis for failure of the course or for a grading period.**

No marks will be changed unless an error has been made. The principal will determine from facts available whether such is the case. In case of illness, a mark may be adjusted provided the deficiency has been made up. All changes in marks must be approved by the principal. There are special procedures for making changes which will be made available to you after you have received the principal's approval.

Regular attendance and punctuality are required of every student. Acceptable excuses for absences from classes and tardies are as follows: (1) Illness of the student, (2) Illness or death in the student's family, (3) Participation in school activities (with the principal's permission), and (4) Emergency or extenuating circumstances recognized by the principal or persons designated by principal.

Averaging Grades

Grade point values:

Each cycle grade will be reported on a range of 50 - 100. **Those students whose actual average for a grading period is less than 50 will receive a "50" for that period.**

Grades recorded in teachers' grade books over a nine weeks cycle may range from 0 - 100 based on the actual score earned by the student. **However, when the final nine weeks average is determined, if that average is less than 50, a "50" will be recorded on the grade sheet as the six weeks grade.**

Progress Reports

HISD requires that the parent or a legal guardian must be notified if a student's grade is below 70 in any course. This notice must provide for the signature of the parent or legal guardian and should be returned to the school. Teachers must keep copies of student progress report on file.

Notice of progress reports shall be distributed to parents/legal guardians during the fifth week of each nine-week grading period (or during the ninth week of an eighteen- week grading period.)

- Current grades contained in the notice should be based on the student's academic achievement during the first five weeks of the nine-week grading period (or during the first nine weeks of an eighteen-week course).
- For each subject that a student is failing, the notice must provide for a conference between the appropriate teacher and the parent.
- A notice of progress report must also be sent to the parent if a student is absent:
 - more than three days in a nine-week class which is scheduled to meet every day.
 - more than five days in an eighteen- week class which is scheduled to meet every day.

Notice of progress reports must be sent to parents of students with disabilities on the same schedule as general education students.

Recording Grades for Students Coming From Other Districts

Students transferring into an HISD school who are enrolled for two weeks or less in any nine-week period of school on an accelerated block schedule will be given the grade of the previous school for that grading period.

Student Checkouts

A student transferring to another school will obtain the proper checkout form from the attendance office and will present the checkout sheet to the classroom teacher on the last day he is in attendance at Austin High School.

- A grade must be documented on each checkout sheet if the student has been enrolled long enough to receive a grade.
- No "incomplete" should be recorded on a checkout sheet. If the student has not been in attendance long enough to receive a grade (i.e. one

week), write "no grade - non attendance" in the proper square. Also record the date of enrollment.

- **If the textbook has been lost, the title of the book, the book number, and the price should be written on the checkout sheet.**

HOUSTON ISD- TITLE VI OF CIVIL RIGHTS ACT OF 1964

- **It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its educator or employment programs and activities, as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.**

LUNCHROOM/ CAFETERIA

- All food and drink must be consumed in the cafeteria. No food, drink, or other items are to be taken out of the cafeteria. If students purchase food or drinks from vending machines in the hall, they must take them into the cafeteria before opening them and eating them there. This will be strictly enforced.
- After eating, students should dispose of all paper trays and other trash in the trash cans in the cafeteria or patio. Students are responsible for cleaning their tables of all trash and trays when they have finished eating to ensure a clean table for the next lunch period. Teachers should remind students of this.
- Students should leave the cafeteria only when the supervising administrator and teachers dismiss them.
- Students are not permitted to leave school premises during lunch.
- Administrators monitor all lunch periods. Some teachers are also assigned to cafeteria duty by the principal. We welcome cafeteria duty volunteers.

FREE/ REDUCED LUNCH PROGRAM

On the first day of school, the last period teachers will give students Parent Packages which will contain the free/ reduced lunch applications. Students will return the Parent Package Signature Sheets/ Lunch Applications to their 1st period teachers. When the signed lunch applications are returned, the teacher should check to see that all information has been filled in properly and then should send the applications to the Main Office or Ms.

Moreno in A201. (Students will be notified when they have been approved. Other Parent Signature Sheets will go to the Main Office, Ms. Macias.)

Students should be made aware that a free or reduced lunch number belongs only to the student whose name corresponds to that number and only that student may use that number. Disciplinary action will be taken against any student who uses another student's number, sells his number to another student, or gives his number to another student to use. Students who misuse their lunch privileges or violate the above rules will have their lunch numbers revoked.

RESTROOM POLICIES

Restrooms will be open during the school day. When needed, students should go to the restroom during the passing period.

A student will not be permitted to leave class to go to the restroom during the first and last thirty minutes of the period unless it is an absolute emergency. Teachers will make professional decisions. If the teacher decides to allow the student a restroom break, he/ she must issue the teacher hallway pass to the student. During the lunch periods, students must use the restrooms in the hallway near the coke machine area.

SCHOOL HONORS AND AWARDS

In order to be eligible for school honors and student offices, there are minimum requirement(s) that the candidate must have for the current and for the preceding semester, for example: a citizenship mark of no less than an "S" in any one of the grading periods; passing marks in all subjects; and, an average of 74 or above the preceding semester. No student may be deprived of any school honor or office because of an "S" average in citizenship for the current or previous semester. Students so selected must maintain these standards in citizenship and scholarship or relinquish their honors and offices.

DISTINGUISHED HONOR ROLL

A student must have grades in the 90 – 100 range in all scheduled courses.

REGULAR HONOR ROLLS

A student must earn all "As"/ one "B" for the First Honor Roll, and all "As"/ two "Bs" for the Second Honor Roll. **A student must maintain an S Average in conduct to qualify for honor roll.**

AUSTIN NATIONAL HONOR SOCIETY

Austin's National Honor Society is sponsored by AP Coordinator and Magnet Coordinator, Ms. Blackmon. She is located in A201. Students must maintain a Grade Point Average of 3.5 in order to be considered for membership.

AUSTIN HIGH SCHOOL FOR TEACHING PROFESSIONS

Austin High School has a Magnet Program for Teaching Professions. Ms. Blackmon is the Magnet Coordinator. She is located in A201. Her phone number is 713-924-1608, and you may email "lblackmo@houstonisd.org" with inquiries.

Requirements

Students must apply for the Magnet Program by the first Monday of February. They can pick- up applications in A201. The following must accompany the application:

- Previous year’s final report card
- Most current report card if already enrolled at Austin
- Permanent Record

VERIFICATION OF ENROLLMENT FORM (VOE)-

The VOE Form must be obtained by students from Mrs. Nunez in A208 to submit to their Driver’s Education instructor as a requirement for their Driver’s License. Students must have excellent attendance to obtain their Driver’s License. (Austin does not offer Driver’s Ed. classes.)

**2007-2008 Morning Duty Schedule
7:45—8:30 A.M.**

<i>Location</i>	<i>Person(s) Assigned</i>
A-hall, First Floor @ Clinic entrance	Silvas
B-hall, First Floor & Parking area @ B103 Entrance	Pecero
B-hall First Floor @ Stairwell near B110	Marie Hernandez
B-hall Second Floor @ Stairwell near B210	Laura Lozano
C-hall First Floor @ Brown Double Doors	Downey
D-hall First Floor @ D102 Entrance	Parker/Stickney
A-hall Second Floor Rover	Llorente
C/D-hall Second Floor & Library	Laster
Cafeteria Rover	Parker/Stickney
Catwalk	Chapel
Rover	Llorente
Dumble Street @ Main Entrance Gate	Mealey

Discipline Procedures

Teachers are required to address classroom management issues effectively and professionally. As many of you are aware, teachers who provide meaningful, motivating and varied lesson activities **prevent** student discipline problems within their classrooms. Students are more apt to engage in meaningful and motivating lesson activities rather than become involved in off-task behaviors. (Students with too much time on their hands tend to misbehave.) Teachers are expected to teach during the entire instructional period. NOTE: Homework may not be assigned during the instructional period unless it is for the last five minutes of the class time since this practice often causes student misbehavior as well as diminishes the value of the instructional period.

However, some students will present conduct problems regardless of their teachers' preventative measures which will make it necessary to document and submit teacher-written discipline referrals. Teachers, and staff, will use the enclosed discipline form to refer students to their Administrators. The Discipline Template will be distributed to all teachers and staff by Mr. Mealey via email before the start of the

school year. Students are assigned to Administrators by Grade Level. The following are the assignments:

12th & 11th Grades—Eva Silvas, Room A223

9th Grade- Tim Mealey, Room D118

10th Grade—Arthur Petterway, Room D118

Post It

**Austin High School
Emergency Plan
2008-2009**

In case of serious emergencies involving students, teachers or parents:

1. A. Summon School Nurse, Mrs. Reyes, R.N.....ext. 1611
B. The school nurse or Principal Designee will render *First Aid*C. The school nurse, Mrs. Reyes, will notify or have someone notify the Main Switchboard.
Ms. Maciasext. 1600
Ms. Laura Lozano.....ext. 1604

The main switchboard will call and obtain emergency transportation to a medical care facility, if indicated. The main switchboard will call the following numbers or notify by radio in this order:

1. Emergency Unit.....911
2. Notify Principal/Administrator.....ext. 1600
3. Notify Security for crowd monitoring and traffic control.
 - a. Officer Gehret.....ext. 1689
 - b. Mr. Chapel.....ext. 1689
4. Notify Assistant Principals for crowd monitoring.
 - a. Ms. Silvas.....ext. 1661
 - b. Mr. Mealey.....ext.1340

- c. Ms. Alaniz.....ext.1652
- d. Dr. Petterway.....ext. 1622
- 5. Notify Plant Operator to insure all gates are open.
 - a. Mr. Cazares.....ext. 1657
 - b. Mr. Coleman.....ext. 1657
- 6. Notify the family of the emergency, the name and the location of the Hospital to which the student is being transported. Unless otherwise stated Austin HS students will be transported to Ben Taub Hospital.
- 7. School Psychologist if there is a great effect on a great number of students.
- 2. The nurse will submit the accident report within 24 hours.
- 3. For emergencies requiring the evacuation of Austin High School, the Austin High School Evacuation Plan shall be followed.
- 4. If situation above is not life threatening, the Nurse will follow standard nursing procedures and notify the student's family/guardian to pick up student.
- 5. See back page for EMERGENCY PHONE NUMBERS.

Linda Llorente, Principal, 713-924-1600

Eva Silvas, Associate Principal

TEXTBOOK POLICIES

Requirements for Issuance

- 1. Identification Card
- 2. Current Schedule of Classes

Textbook Regulations

- 1. Student textbooks are issued directly to all students from the book room and not from the subject teacher.
- 2. State law requires that all textbooks be covered. Metallic and sticky book covers will damage books and barcodes. Please don't use them! You will pay for the book if it is damaged.
- 3. Text records will be maintained for the duration of a student's tenure at Austin High School.
- 4. Failure to clear textbook records at the end of the semester/year will result in non enrollment for next school year, the hold of student records

including the denial of issuance of textbooks, transcripts and report cards. Payment or return of a textbook will remove student holds.

5. Damage or removal of the text barcode will result in the full payment for the textbook as if the book was lost. The textbook in question will remain in the custody of the school.

6. When a student pays for a lost book, another textbook will be issued after proof of payment has been demonstrated. It is very important that students keep their paid text receipts. Refunds will be given when the textbook is located and records indicate it was paid for, providing the textbook is still in the adoption period.

7. If a textbook is turned in that does not have the Austin barcode, it will be confiscated and no credit will be given on the book records.

8. The return process for computerized textbooks will occur in the reverse process. Students will return books to the book room to clear their text records. Students are not to turn in or leave textbooks with teachers or in a classroom.

9. If you have lost a textbook, be sure to check with the bookroom. Any lost books that are found are returned to the book room, and the student's record is cleared of the book.

10. Students are cautioned to not share gym lockers or loan books to others.

11. Students are advised to not leave textbooks with teachers or in classrooms. Teachers are not responsible for student books, and students should not assume the books will be returned.

12. Books are due no later than the last day of the semester, the completion of a one semester course or student withdrawal from the school. FINES WILL BE ASSESSED FOR LATE BOOKS.

All Students are solely responsible for each textbook issued to them.

TEXTBOOKS

Any student who owes for a textbook from a previous semester will not be issued a class schedule for the following semester until all payments have been made in full.

Students checking out textbooks must have a schedule and their pictured ID badge to receive books. Parent(s) may check out books for their child (ren) if they have the student's schedule and ID badge. Textbooks will be issued as follows:

- Before school, after school, and during the first week of school for class sets ordered by teachers;
- After first six weeks, contact Ms. Montes in A223.

LOST/DAMAGED TEXTBOOKS

Please be advised that each student or his/her parent/guardian shall be responsible to the school for all books not returned by the student. A student shall forfeit his/her right to free textbooks until he/she returns or pays for previously issued books. (Section 1265© Texas Education Code). Payments must be made in CASH. A student's records may be withheld if a book is not returned and payment is not made in full (HB2181). Student privileges can be suspended for extra-curricular activities until debts are cleared.

- Student will pay 100% of the book's cost if the bar code has been removed
- Student will pay 100% of the book's cost for Water/Liquid damage
- Student will pay 100% of the book's cost if it has been damage in a way that it can not be use by another student in the future.

STUDENT IDENTIFICATION BADGE

Student identification badges must be worn at all times on campus. The bar code on each badge is your access to student services such as library materials, athletic events, lunches, and special events throughout the school year. Please protect your badge and do not allow any others to use it. You will be held responsible for any misuse of your badge. If your badge is lost or stolen, it is the responsibility of the student to replace it at a cost of \$5.00.

HALLWAY VIGILANCE DURING LUNCH and PASSING PERIODS 2008-2009

A Lunch:

CAFETERIA- Petterway and Gehret

PATIO- Chapel

WALK HALLWAYS- Mealey and Alaniz

A Hall, First Floor- Avila, Martha
B Hall, First Floor- Gonzalez, Michelle
D Hall, First Floor- Coach Davis/Randle(A Days)
Coach Monroe/Smith/Williams(B Days)
C/B Hall, Second Floor- Stickney/Ordonez(A Days)
Coach Monroe/Smith/Williams(B Days)
A Hall, Second Floor- Montes, Gracie
A Hall, Third Floor- Koch, Rodriguez,
Field house, Band Practice Area-
Cunningham (A Days), Gareri (B Days)
C Hall, First Floor- Mr. Downey-
(All Lunches)

B Lunch:

CAFETERIA- Mealey and Gehret
PATIO: Chapel
WALK HALLWAYS- Mealey and Petterway

A Hall, First Floor- Emma Menesses
B Hall, First Floor- Hernandez, Maria
A Hall, Second Floor- Koch
A Hall, Third Floor- Koch, Rodriguez,
D Hall, First Floor- Coach Davis/Randle(A Days)
Coach Monroe/Smith/Williams(B Days)
C/B Hall, Second Floor- Stickney/Ordonez(A Days)
Coach Monroe/Smith/Williams(B Days)
Field house, Band practice area-
Cunningham (A Days), Gareri (B Days)

C Lunch:

CAFETERIA: Silvas & Officer Gehret
PATIO: Chapel
WALK HALLWAYS: Petterway and Alaniz

A Hall, First Floor- Jorge Batrez
B Hall, First Floor- Bertha Pecero
A Hall, Second Floor- Moreno, Juana
A Hall, Third Floor- Koch, Rodriguez,
D Hall, First Floor- Coach Davis/Randle(A Days)
Coach Monroe/Smith/Williams(B Days)
C/B Hall, Second Floor- Stickney/Ordonez(A Days)
Coach Monroe/Smith/Williams(B Days)
Field house, Band practice area-
Cunningham (A Days), Gareri (B Days)

*****A-Days Stickney/Ordonez will be on duty at C/B Hall
2nd Floor and Cafeteria Rover
***A-Days Coach Davis or Randle will work DRC and
B-Days Coach Monroe or Smith or Williams will work DRC**

Please Be Consistent!!!

**WE MUST DO THIS DAILY. LET YOUR IMMEDIATE SUPERVISOR KNOW IF
YOU ARE GOING TO BE ABSENT SO WE CAN MAKE PLANS TO COVER
YOU.**

PASSING PERIODS

A-Hall 1st Floor	Alaniz
A-Hall 2nd Floor	Llorente
A-Hall 3rd Floor	Blackmon/Rodriguez
B-Hall 1st Floor	Stickney/ Asoy
B-Hall 2nd Floor	Silvas
C/D-Hall 1st Floor	Peake/Stickney
C/D-Hall 2nd Floor	Petterway

Modified Campus Evacuation Plan To Assist Ambulatory-Impaired Persons AUSTIN HIGH SCHOOL 2008-2009

- During an exit-drill exercise or real emergency, ambulatory-impaired persons in classrooms/working on the first floor will be evacuated from the building along with all other persons.
- For ambulatory-impaired persons on the second and third floor levels will meet assigned adult team responders in the following pre-designated fire safe refuge areas: 2nd floor will report to A 210 stairwell platform
3rd floor will report to A 310 stairwell platform
- All ambulatory-impaired persons and team responders will remain in these assigned stairwells until the “all-clear, return to building” notification has sounded, unless it is a true emergency. The designated team responders will lift, carry and /or transport ambulatory-impaired persons (as necessary and trained) using a safe team-lift procedure to the first

floor and outside the building to the pre-designated refuge area which is the main entrance to the school, in front of the flag pole at 1700 Dumble Street in the event of a true emergency.

- Team-responders will be current at all times of the class/work schedules for persons designated in their custody for emergency response.
- **Under no circumstances** during an exit-drill exercise or real emergency evacuation procedure should an elevator be used to transfer/transport anyone.
- The team-responders will lock the brakes of wheelchairs once persons are safely stationed at the stairwell platform, to prevent rolling.
- A wheelchair person will **never be left unattended** for any reason during an exit-drill exercise or real evacuation emergency.
- The designated substitute responder will be responsible for lifting the student's wheelchair down to the first floor in the case the student has been lifted from the wheelchair.
- An additional wheelchair will be made available during a true emergency. The school nurse will retrieve the extra wheelchair from the nurse's station. She will bring the wheelchair to the flagpole in the front of the school.
- The alternative stairway location to be used in the case when A 210 and A 310 are inaccessible will be designated at the East end of the building. A 212 and A 312 are the alternative stairways exiting on to the Jefferson Street gate.

**SAFETY PLAN
INJURED EMPLOYEE/STUDENT
AUSTIN HIGH SCHOOL
2008-2009**

When the fire alarm goes off or other emergency notification occurs, an employee or student who is temporarily challenged by stairs i.e. broken leg, sprained ankle, etc. will go to the stairwells, A 210 and A 310, respectively if they are not already located on the first floor, at which time they would evacuate by using the closest exit ramp.

The following team responders have assigned to the A 210 stairwell platform Mr. Chapel, Mr. Mealey and Mr. Bodeta (Technologist) with Mr. Gillespie identified as an alternate.

The third floor responders include Mr. Fearon and Mr. Bryson. They will report to the A 310 stairwell platform. Mr. Agson has been identified as the alternate.

The team responders will remain in the pre-designated fire locations until the “all clear” bells have been sounded. The team responders will perform the necessary lifting exercises to exit the building with their assigned student in case of a true emergency.