

NORTH SHORE SENIOR HIGH SCHOOL

2018 - 2019

“Excellence for Every Student Every Day”



FACULTY HANDBOOK

Galena Park Independent School District

Mission Statement

The mission of Galena Park Independent School District is to prepare students to be productive citizens and lifelong learners.

NORTHSHORE SENIOR HIGH SCHOOL

Mission Statement

North Shore Senior High School is committed to provide all the necessary resources and strategies so that students reach a high level of social and academic achievement through rigorous and relevant content to ensure college and career readiness so that all students exceed state and national standards.

Staff Member,

Your handbook has been developed to provide useful information about the operations of North Shore Senior High School. It is to be used to determine procedures to follow during this school year. Successful operations demand that we be consistent at all times. You are encouraged to read the handbook carefully and thoroughly, prior to the beginning of the school year and to refer to it periodically during the year to ensure that our approach is consistent to each area of operation.

It is my hope that this will be a very rewarding school year and that we make substantial strides in helping our students, campus, and district achieve much success. If I can be of service to you during the school year, please let me know.

Let's have a great year as we focus on providing "Excellence for Every Student Every Day!"

Dr. Joe Coleman, Principal

North Shore Senior High School

Wildly Important Goals

2018 – 2019

- Maintain School Safety (ID Badges and High Visibility)
- Seek 96.5% or Higher Student Attendance Rate
- Seek 97% or Higher Staff Attendance Rate
- Earn a B or Higher on Accountability System by Meeting all Academic Standards
- Achieve Zero Adult Testing Irregularities
- Increase Participation in the GPISD Nutrition Program to 40%.
- Implement Fundament 5 Instructional Best Practices

Mustang Faculty Guidebook 2018 – 2019

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ADMINISTRATIVE PERSONNEL

Administrators	Position	Extension
Coleman, Joe	Principal	4104
Johnson, Wiley	Deputy Principal (11 th – P-Z)	4108
Howard, Jillian	Assoc. Principal (Curriculum) (12 th – S-Z)	4791
Moye, Alan	Assoc. Principal (Operations) (11 th – A-F)	4106
Eagleton, Mack	Lead Asst. Principal 11 th (12 th – O-R)	4782
Griffith, Christopher	Lead Asst. Principal (12 th – A-F)	4110
Jones, Zac	Asst. Principal (12 th – G-N)	4128
Argueta, Stephanie	Asst. Principal (11 th – G-K)	4288
Minchew, Gaye D.	Asst. Principal (11 th – L-O)	4795
Cockrell, Bresean	At-Risk Specialist	4141

Counselors	ALPHA	Extension
Johnson, Le'Keitha (11 th)	A - F	4125
Jones, Andrea (11 th)	G – N	4127
Cavazos, Adrienne (11 th)	O - Z	4126
Sapien, Tabitha (12 th)	O - Z	4109
Bennight, Jessica (12 th)	A – F	4119
Cannick, Kenneth (12 th)	G – N	4107
Johnson, Iresha	CTE Counselor	4150
Hardin, Heidi	College Access	4309
Fredderick, Gabby (Luna)	San Jac Prog.	4315
CLERICAL STAFF	Position	Extension
Newsom, Lisa	Principal Secretary	4104
Hurtado, Kathy	Assoc. Princ. Secretary	4794

THE "A" TEAM

Suite A (ADMN)	Position	Extension
Hernandez, Araceli	AP Secretary	4784
Rhoden, Kimberly	AP Secretary	4131
Suite B (Counselors)	Position	Extension
Stevens, Loise	Counselor Secretary	4120
Suite B (Truancy)	Position	Extension
Ruiz, Jacqueline	Truancy Clerk	4305
Attendance Office	Position	Extension
Pruitt, Shella	Attendance Clerk	4129
Zapoli, Carole	Attendance Clerk	4783
Vega, Emily	Attendance Clerk	4123
Little, Catherine	Copy Clerk	4851
Front Office	Position	Extension
Hall, Chelsey	Receptionist	4102

North Shore Senior High School Administrator Duties – 2018 - 2019

<p style="text-align: center;">Dr. Joe Coleman Executive Principal</p>	<p style="text-align: center;">Wiley Johnson Deputy Principal Science Department Grade 11</p>	<p style="text-align: center;">Jillian Howard Associate Principal Curriculum Grade 12</p>	<p style="text-align: center;">Alan Moye Associate Principal of Operations Social Studies Grade 11</p>	<p style="text-align: center;">Stephanie Argueta Assistant Principal CTE Grade 11</p>
<ul style="list-style-type: none"> *Budget *Master Schedule *Open House *Personal Leave *Payroll *Campus Improvement Plans (CIP) *Monitor Accountability *Academic & Disc. Appeals *Supervise Administrators *Instructional Program *Site-Based Team Meeting *Host PTA Meetings * Student Advisory *Attendance *Foundations *Evaluate Teachers (T-TESS/Walkthroughs) *Supervise TIS *Supervise Librarian *Supervise Receptionist, Principal Secretary, & Bookkeepers *Provide Intervention for Struggling Teachers *Teacher Recognition Program *Work with New Teacher Mentor Program 	<ul style="list-style-type: none"> *Discipline 11th – P-Z *Asst. w/Operations *Key Communicator *Building Calendar *Coordinate Bells *FUR Requests *Building Calendar *Assign Administrator Duties *Monitor Foundations *Monitor Staff Attendance *Campus RTI ADMN *Extra-Curricular Events *Supervise Clerical (Clerks & Secretaries <i>except</i> Truancy/Attend/PEIMS/Registrar/Spec. Ed.) *Supervise Custodians *Coordinate Maintenance *Update Staff Handbook *Assist w/ UIL Competitions *T-TESS Appraiser *Campus Leadership Academy *Coordinate VOE Requests *Team Meeting Reports *Discipline Reports *Attendance Reports 	<ul style="list-style-type: none"> *Discipline Gr. 12 – S - Z *Master Schedule *Instructional Planning *First Week Procedures *PEIMS Data Integrity *Monitor T-TESS Mgmt. *San Jac Dual Credit Liaison *Campus Accountability (STAAR Action Plans – AIM) *Supervise Testing; Instructional Specialists; Academic Advisor; & Registrar *Dept. Chair Instr. Mtgs. *Setup Staff Development Registration in Eduphoria *Coordinate, Track, and Monitor Tutorial Program *Content Data Analysis *End of Semester Bulletins *Coordinate Fundamental 5 * Coordinate IGC Meetings *Principal’s Playbook *Academic Appeals * Write CIP *T-TESS Training & Updates *Monitor Acct. System *Skyward Grade Mgmt. *Admn. @ Extra-Curricular *Supervise Registrar, PEIMS, and Counselors *Student Pics in Hallways *Coordinate/Make Call-Outs 	<ul style="list-style-type: none"> * Discipline 11th – A-F *School Operations * Behavior Coordinator *Bi-weekly 425 Reports *Campus CAEP/DAEP Liaison *Social Studies Dept. Leader * Discipline - BTC/Focus *Assist w/Building Calendar *Assist w/FUR Requests *Coordinate 11th Grade Transition *Assist with Bells *Campus Inventory * Bi-weekly 425 Reports *Discipline Reports *Assist w/Foundations *Assist w/ Interquest (Drug Dogs) *Coordinate Lunch Schedules for school year and testing *T-TESS Appraiser *Campus Surveillance (Video System) *Northside Book Inventory *Parking Procedures/Passes *Student IDs *Student Lockers *Admn. @ Extra-Curricular Activities *Breakfast Action Plan – Feeding Program 	<ul style="list-style-type: none"> *Discipline Gr. 11th – G-K *Coordinate AP Program and AP Testing * Create Sponsors and Coaches Directory * Verification of Mandatory Staff Training (Eduphoria) *Monitor Foundations * Coordinate School Climate *Coordinate Beyond the Book Recognition *T-TESS Appraiser *Supervise New Teacher Mentor Program *Coordinate School Climate *Assist w/ Campus Call-Outs *Admn. @ Extra-Curricular *Monitor CTE Certifications *Asst. Cam. w/Newsletter *Academic Wall of Honor *Academic Lettermen Jackets *Academic Awards Program

North Shore Senior High School Administrative Duties * 2018 – 2019 (Continued)

<p align="center">Mack Eagleton Lead Principal English/ELL Grade 11</p>	<p align="center">Christopher Griffith Lead Principal Math Grade 12</p>	<p align="center">BreSean Cockrell At-Risk Coordinator Fine Arts/LOTE/Credit Recovery Grade 12</p>	<p align="center">Gaye Don Minchew Special Pops. (Sped & 504) Grade 11</p>	<p align="center">Zac Jones Asst. Principal Attendance Coordinator Grade 12</p>	<p align="center">Lori Wright Math Instructional Specialist Post-Secondary Testing</p>
<p>Discipline Grade 12 - O-R *Lead 11th grade team (Facilitate bi-monthly grade level meetings. Provide attendance, discipline and grade reports to principal.) *LEP/TELPAS/ESL Testing Accommodations *LPAC/ESOL Administrator *Coordinate, track and monitor ESL Tutorials * T-TESS Appraiser * Collect Student Handbooks Signature Pages *Assist with Red Ribbon Week *Coordinate Energy Conservation Program *Coordinate United Way Campaign * Coordinate Teacher Duty Schedules (Morning & Dismissal) * Field Trip Approvals * Fundraiser Approvals *Attend/ Serve as Administrator at Extra-Curricular Activities *Learn Master Schedule</p>	<p>*Discipline Grade 12 – A-F *Supervise Math Department *Senior Class Orientation *Senior Program/Prom/Sr. Field Trips/Project Graduation *Lead Foundations Coordinator *Coord. Bus Transportation *T-TESS Appraiser * Coordinate Raptor Tardy Program *D-Hall Coordinator *Safety and Security Coordinator *Supervise School Safety Monitor(s) *Fire and Other Required Drills *Emergency Operations Plan/ Procedures/ Meetings *Assist with Interquest *Campus Key Inventory *Student Pics in Hallways/ Rotunda *Attend/ Serve as Administrator at Extra-Curricular Activities *Learn Master Schedule</p>	<p>*Campus Dropout Prevention Liaison *Develop Campus Action Plan for Dropouts *McKinley Vento Liaison *Coordinate EOC Testing *Monitor and Provide Services for EOC Failures *Conduct Home Visits for High Need Students *Coordinate Student Lunch Applications (Distribute & Monitor Percentages) *Coordinate Fall/Spring Parent At-Risk Meetings as applicable *Host Graduation Requirements Meeting *Assist with Saturday School * Registration in Eduphoria *Identify At-Risk Students *Develop At-Risk Roster for Teachers *Assist with Call-Outs *Monitor 12th Graders who have not passed all portions of the EOC *Supervise Credit Recovery Program and LOTE * Update At-Risk Codes in Skyward</p>	<p>* Discipline Grade 11 – L-O *Special Education Department Leader *504 Coordinator *Coordinate Teacher Attendance (Assign Substitutes) *Coordinate Sub Packets *Foundations *T-TESS Appraiser for Special Education *Appraiser for Special Education Paras *Arrange Special Transportation as needed for SPED/504. SPED Compliance Procedures * Life Skills Discipline *PASS Playbook *Manage Distribution of SPED Modifications and Accommodations *Monitor ARD Process *Campus administrator for Life Skills and Alternative Placement ARDs *Coach Case Mgrs *Attend/ Serve as Administrator at Extra-Curricular Activities</p>	<p>*Discipline Grade 12 – G-N *Grade 12th Gr. Student Attendance Contracts *Attendance Action Plans *Supervise & Evaluate Attendance and Truancy Clerks *Coordinate Honor Roll & Perfect Attendance Recognition for Students *Academic Wall of Honor *Organize Random Drug Testing in consultation with NS 10th Grade Center * Southside Book Inventory *Administrator Duty *Asst w/Foundations Program *Attend/ Serve as Administrator at Extra-Curricular Activities</p>	<p>*Post-Secondary Testing - PSAT - ACT - ASVAB - TSI NAEP Testing</p>

REGISTRAR

Lawren Goforth – Registrar

Ext. 4121

- Student Records-Post and maintain cumulative records for North Shore Senior High. Distribute information to colleges, employment agencies, military, etc. Send official transcripts as requested by students.
- Enrollment and Withdrawal Services-Coordinate enrollment and withdrawal activities including sending, receiving and distributing grade information on new and withdrawing students.
- Grading- Maintain computerized grade files. Notify teachers of grade reporting procedures and deadlines, supervise input of grades, progress reports, grade corrections and incomplete grades. Post grades and credits on transcripts. Store and make available for audit all grade books, etc.
- Student Data- Record and maintain various types of information about North Shore Senior High School and its students. Prepare and distribute school profile.

Graduation Audit- Audit senior records and notify students and parents of graduation deficiencies. GPA and Class Rank- Compute and distribute grade point averages and class rank for all students. Graduation- Assist with the organization of commencement activities including recruiting faculty sponsors to participate in the ceremony, completing the student line-up, preparing the program, preparing diplomas for student pick-up, etc.

UIL/NCAA-Certify UIL eligibility for student athletes. Maintain 48H information with NCAA. PEIMS-Oversee completion of specific areas of state accountability data particularly on dropouts and no-shows and complete federal civil rights reports.

- GPISD Lead Registrar- Maintain computerized Course Master Catalogue. Organize activities with district high school registrars.
- Other Duties- Assist students, teachers, counselors, parents and administrators as requested with regards to student records. All other duties as assigned by administration.

ATTENDANCE

“A child is required to attend school each day for the entire period the program of instruction is provided. Attendance must be taken each class period each day.”

Teacher responsibilities:

1. Teachers shall encourage regular school attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.
2. Teachers should take attendance each period, 15 minutes after the sound of the tardy bell.
3. When absent, teachers should contact the attendance office for previous day's attendance recorded by the substitute within 24 hours of returning to work.
4. Implement school wide attendance management system.
5. Teachers should provide make up work for all students whether the absence is excused or unexcused.
6. The official ADA time is **9:10 A.M.** daily. This occurs during 2nd or 6th period.

Incorrect Coding:

When attendance is coded incorrectly an Attendance Correction Form must be completed, signed by the correcting teacher, and signed by Mr. Zac Jones before it can be returned to the attendance office. **DO NOT ALLOW STUDENTS TO HANDLE ATTENDANCE CORRECTION FORMS.**

Attendance will not be changed for any reason after 6-weeks attendance verification forms have been signed. If applicable, teacher will submit letter to presiding court if truancy issues occur because of incorrect coding. Please double check before you sign!

Attendance Correction Forms must be submitted daily.

Absences for extracurricular activities: Teachers must record each time a student misses a class to participate in an extra-curricular activity. These activities include athletic events, sanctioned UIL and vocational events or competitions, and clubs or organization meetings, etc. Absences for extracurricular activities do not count as absences as they apply to the GPISD attendance policy.

GPISD Attendance Policy:

A student is allowed in a school year up to ten (10) absences not related to post district competition, a maximum of five (5) for post-district prior to state, and a maximum of two

(2) absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions

An absence for participation in an activity that has not been approved will receive an unexcused absence. All approved activity absences must be signed by appropriate AP and submitted to the ADA clerk at least 72 hours in advance.

ABSENCES (EXTRA-CURRICULAR ACTIVITIES)

A student can miss no more than ten days a year, five for semester courses, from a class to participate in extra-curricular activities. Teacher sponsors of extra-curricular activities requiring the students to be absent from classes are responsible for notifying the Associate Principal for Curriculum at least one (1) week prior to the activity. The Associate Principal for Curriculum will post the list on NSSH the Friday preceding the activity. The Attendance Office Clerks will keep track of all absences and alert teacher/Principals when a student has accumulated ten absences due to extra-curricular and UIL events. All school related activities that require students to miss classes, must be approved by the building Associate Principal for Curriculum no less than five school days prior to the activity. Failure to obtain approval and failure to notify appropriate personnel by noon on Friday prior to the week of the activity could result in cancellation of the activity or field trip.

Attendance Office Procedures:

Please do not send students to the attendance office during instructional time. Students will only be allowed to check attendance and turn in excusal notes before school, after school, and during their designated lunch period.

Attendance Procedure in a Campus Office:

All campus offices (registrar, counselor, AP, CIS, etc.) will have a record of students who visited that office for each period and will submit the list to the attendance office prior to the end of the school day. The attendance clerks will code that student attendance as "O" for office for the applicable period(s). (If you are unable to code the student's attendance, please notify the attendance office.)

GUIDANCE OFFICE:

Students must sign up to see the counselors on their own time before or after school, between classes, or during lunch, unless a teacher/staff member deems it an emergency situation.

Absent Student Reporting Procedures:

1. When a student is absent from school, an automated call-out is made to the student's residence on the evening of the absence.
2. When a student is absent from school during the ADA period, a phone call by school personnel will be made to the student's residence during the day of the absence.
3. An attendance report is printed bi-weekly by the truancy clerks to track absenteeism.
 - a. The report allows the attendance office to identify students who have missed three or more consecutive days and update information in RaaWee.
 - b. The report allows the attendance office to identify students who have a pattern of absenteeism during the school day to alert possible skipping.
 - c. The report also identifies students who have missed four (4) or more periods during the school day. Four (4) or more absences during the school day constitute an entire day absent.
4. A student who has three (3) or more absences in a four (4) week period receives a visit from the Assist Student Absence Program (ASAP) officer to inform parents/guardians of child's absenteeism. The student and his/her parent will be notified of the excessive absences and receive a district attorney (DA) letter.

5. If a student is absent three (3) to four (4) days after ASAP officer's visit, truancy is filed with the juvenile court system.
6. At ten (10) or more absences in a six (6) month period, it is mandatory to file truancy.

ABSENCES (STUDENT- MAKE UP WORK)

Students may turn in work to eliminate zeros during the grading period. The deadline for submitting the make-up work is one week before the end of the grading period. The district penalty for late work is minus 10 for one week, minus 20 for two weeks, and minus 30 for three or more weeks. Students who are absent for school related business will know about the expected days of absence ahead of time. Students must make arrangements with their teachers for their assignments and all tests prior to the absence. Tests will be made up at the discretion of the teacher. It is a teacher's responsibility to set a time for make-up tests. It is the student's responsibility to take the test at this time. If the student fails to do so, the teacher is not obligated to set another time for make-up. All make-up work must be done before school or after school. It is not permitted during class instructional time.

TEACHER ABSENCE (SICK LEAVE)

*For any absence, all staff members are required to call Ms. Minchew at (281) 734-6100 to inform her of your intent to be absent. You are also responsible for reporting your absence online via TEAMS on or before 5:00 a.m. the morning of the absence.

- 1) Galena Park Independent School District will be using the TEAMS system to report absences.
- 2) See TEAMS Brochure.
- 3) For absences due to conventions, field trips, professional or personal business, notify Ms. Minchew as soon as your trip has been confirmed and approved by campus administration.
- 4) Remember that the most crucial element in securing adequate and professional substitute teachers is early notification.

TEACHER ABSENCE (SCHOOL BUSINESS)

Any teacher or staff member who knows about an absence in advance should fill out a Request for Approval of School Business Form, inform their appraiser/supervisor and have it signed by school principal. These forms should be turned in at least one week in advance to assure availability of a substitute. A Request for Approval of School Business Form must be submitted and approved whether or not a substitute will be required. Additionally, a budget code must be included on the form prior to the absence. Failure to do so will result the school business day to become a personal absence day.

TEACHER ABSENCE (PERSONAL BUSINESS)

Any teacher or staff member who knows about an absence in advance should fill out a Request for Approval of Personal Business Leave form, inform their appraiser/supervisor and have it signed by Dr. Coleman. These forms should be turned in at least one week in advance to assure availability of a substitute. A Request for Approval of Personal Business Leave Form must be submitted and approved whether or not a substitute will be required.

North Shore Senior High Campus

Action Plan for Skipping

Goal To minimize student skipping, increase time on task and offer intervention for students with on-going issues.

Action Plan Process: Teachers, staff, and administration will implement the following actions to alleviate this problem. All staff involved must be **consistent** for the process to work.

- **Teachers:** will consistently monitor and check student attendance. Identify student that miss class.
 - Make successful parent contact.
 - Prepare make-up work for students with legitimate absences (document via excuse in the attendance office).
 - **Any inconsistencies should be recorded on referral in Skyward.**
- **Attendance Office:** will communicate with the truancy clerk detailing students' absences by periods every day. In addition, students who are repeat offenders will have mandatory parent conferences and will be assigned a mentor.
- **Truancy clerk:** document absences and report to grade level administrator.
 - Make successful parent contact
 - Conference with student
 - Document ALL conferences and meetings in Aware
- **Administration:** communicate with teachers and staff on program implementation:
 1. E-mail.
 2. Weekly announcements.
 3. Parent/Teacher/Student/Counselor conference (**Initiate** attendance contract).
 4. Refer to counselor/social worker; as needed.
 5. Refer to RTI committee.
 6. Letters sent home to parents (when appropriate).
 7. Consistently enforce consequences when students violate school policy.
- **Campus Police:**
 1. Communicate with administration concerning any student issues.
 2. Monitor student parking lot on a rotating basis (target significant period and lunch periods. Assist administrators by enforcing school action plan and school policy.
 3. Provide additional presence in key areas during lunch periods.

North Shore Senior High School Regular Bell Schedule 2018 – 2019

A Day

PERIOD	TIME
1 ST PERIOD	7:10 – 8:50
PASSING	8:50 – 8:56
*2 ND PERIOD	8:56 – 10:36
PASSING	10:36 – 10:42
3 RD PERIOD	10:42 – 12:51
A LUNCH	10:36 – 11:06
B LUNCH	11:11 – 11:41
C LUNCH	11:46 – 12:16
D LUNCH	12:21 – 12:51
4 TH PERIOD	12:57 – 2:35

B Day

PERIOD	TIME
5 TH PERIOD	7:10 – 8:50
PASSING	8:50 – 8:56
*6 TH PERIOD	8:56 – 10:36
PASSING	10:36 – 10:42
7 TH PERIOD	10:42 – 12:51
A LUNCH	10:36 – 11:06
B LUNCH	11:11 – 11:41
C LUNCH	11:46 – 12:16
D LUNCH	12:21 – 12:51
8 TH PERIOD	12:57 – 2:35

***ADA Period – ADA Time is 9:10 A.M.**

BUILDING USE:

Permission in advance from the Principal is required to use any of the school facilities after school hours or on weekends. This includes gym, cafeteria, computer lab, etc. Our district opens facilities to organizations for their use frequently. Many of these organizations are required to pay for the use of the building. By receiving advance permission, we can avoid any conflicts of contracted building use. The person making the request must complete a facilities use in Eduphoria.

CALENDAR (SCHOOL ACTIVITIES):

All school activities are to be entered on the school calendar. After requesting approval from the Principal, complete a Facilities Use Request Form through Eduphoria and **submit to Mr. Move 15 days prior to your event.** Please remember time is needed to compile the calendar and to make sure that the date you have requested is available. **The monthly calendar is posted in Outlook;** please refer to the calendar as an aid in planning.

CHILD ABUSE:

Report any suspected cases of child abuse to a Principal, Counselor, and Child Protective Services within a 48 hour period. State law requires school officials to report all suspected cases of child abuse. **Failure to report child abuse is also a violation of state law** (See State and District forms). The phone number to **Children's Protective Service is 713-394-4000.**

CLASSROOM MAINTENANCE:

Teachers are responsible for their classrooms and for all furniture and equipment contained in the rooms. Room keys furnished by the office should be kept in the possession of the teacher at all times. Lost keys must be reported to **Christopher Griffith** and paid for immediately. In maintaining proper care of the classrooms, teachers have the following responsibilities:

- 1) Require students to take proper care of desks, tables and other furniture in the classrooms. **Do not allow students to sit on desks or tabletops.** Desks and other furniture should be checked frequently to detect unnecessary markings and damages. Any student who willfully marks or damages any classroom furniture or equipment must be referred to the Principal or Assistant Principal.
- 2) **At the end of the school day it is recommended that you leave your class in good order. Most importantly, it is necessary that you (1) lower your blinds, (2) close and lock your windows if applicable (3) turn off lights & computers, and (4) lock your classroom door.**
- 3) Be sure to safeguard all personal belongings in the room during the school day and avoid leaving them in your classroom exposed around your students. Personal items left in the classroom after the custodial staff has left are to be retrieved the next school day.
Note. Avoid, if at all possible, storing students personal items. The loss, theft, or failure to produce a students' personal belongings will become your responsibility to handle if the problem occurs while the items are in your possession.
- 4) **No food or drinks should be allowed in the classroom without prior approval from the assistant principal expect for the Breakfast Program.**
- 5) To maintain classroom appearance and equipment, it is recommended that teachers use push pins, staples or nails when hanging material on their walls. Please do not use double-sided tape or ticky-tack as these damage the walls and remove paint.

COMMUNICATION:

Instructions, information, and various needs will be communicated by e-mail from the administration. Check your e-mail each morning and afternoon to be current on school related information.

CLASSROOM VISITS:

The primary purpose of classroom visits is the supervision of instruction in a manner that provides stimulation, encouragement, new ideas, and a critical analysis of the learning climate.

A major concern for the teacher during classroom visits is **what the observer is looking for in a lesson**. This can be summarized as follows:

- 1) Does the teacher select and display student expectation at the appropriate level of rigor? (What are you expecting students to learn today?)
- 2) Does the teacher teach to the student expectation?
- 3) Does the teacher monitor and adjust the lesson as necessary?
- 4) Does the teacher use the lesson cycle?
- 5) Does the teacher have control of the classroom?
- 6) Does the teacher support and implement all GPISD policies?
- 7) Does the teacher generate positive student teacher relationships through active monitoring?

CLASSROOM VISITORS/ VENDORS:

In order to put instruction first, you are asked to schedule personal meetings with vendors, salesmen, etc. after school, unless pre-arranged with the Principal/Assistant Principals. Classroom visitors are limited to parents of students with prior permission from the office and the teacher. We do believe that "every day is open house," but we also believe teachers should be given notice of visits. Teachers/staff members are asked to be observant of any visitors or potential intruders who do not display the appropriate badge issued by the front office. **If you see an individual without a badge, please ask if you can help them, and personally escort them to the office or to an administrator.** If the person does not respond to your request, then you should inform an administrator or make your way to the office immediately.

STUDENT CONDUCT & BEHAVIOR CODE:

Each student's right to an education is dependent upon eligibility and performance requirements. Students should assume the following regulations:

- 1) To obey all rules and regulations of North Shore Senior High School and Galena Park ISD
- 2) To apply him/herself to the established course of study:
 - a. Be prompt and attend regularly
 - b. Complete school assignments in a timely manner
 - c. Pay attention to teachers
 - d. Provide feedback and accept feedback
 - e. Be willing to work at self-improvement
- 3) To respect the authority of all teachers and staff members
- 4) To respect all school property as well as all properties of Galena Park ISD
- 5) To conduct him/herself properly at school, on school buses, and at all school functions
- 6) To refrain from disruption, demonstrations, violence, and other forms of incitement
- 7) To go to and from classes and the school building in an orderly manner without delay, refraining from interference with other students on their way to and from school

BULLYING

All employees are required to report student complaints of bullying to the principal or administrator designee. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

This policy is outlined on the District's website at www.galenaparkisd.com

TEACHER DISCIPLINE MANAGEMENT PROTOCOL

Teachers and staff members of NSSH are expected to set rules, guidelines and expectations for appropriate behavior in the classroom. The following discipline management steps are **required** prior to sending a student to the office for inappropriate behavior:

- 1) Verbal Warning
- 2) Student teacher conference (redirect inappropriate behavior)
- 3) Parent Contact (phone, conference or written)
- 4) Teacher D-Hall 2:45 p.m. – 3:15 p.m. (**Successful Parent Communication is MANDATORY**)
- 5) Students are not to be sent to the office unless severe disruptive behavior (i.e. fighting, vulgar/disrespectful language, insubordination, etc.) occurs. Upon receipt of the student and referral, the administrator will deem the appropriate consequence. If you disagree with the assigned consequence, you may discuss it with the administrator in a private setting at a time agreed upon by both parties.

FYI... Referrals need to be completely filled out in Skyward with dates, times, and specific details regarding offense. It is equally important to document your actions resulting from Steps 1 – 4 referenced in the Teacher Discipline Management Protocol.

School Status

Note: All phone calls to parents are required to be made through School Status. These calls are recorded and can be retrieved by campus and district administration for review. www.schoolstatus.com

FOUNDATIONS PROGRAM

MISSION STATEMENT:

The mission of the NSSH Foundations committee is to create a safe environment for all stakeholders by modeling and motivating appropriate social behaviors through proactive education and consistent practices.

PURPOSE:

The Foundations program is designed to teach students social behaviors that will help them become successful, life-long learners. This is a data driven program that will allow the North Shore Senior High Educational Community the opportunity to recognize areas of deficiencies and implement strategies for improvement. With all members of the community working together we will be able to produce life-long learners who will set the standard for educational and professional behavior.

STUDENT EXPECTATIONS:

1. All students are expected to adhere to the Code of Conduct and Dress Code as written in the student handbook.
2. All students are to learn and practice behaviors being taught through the Foundations program.

STUDENT CONSEQUENCES:

Students who fail to adhere to the policies and procedures outlined in the Foundations program will receive one of the following consequences:

- a. Warning (three warnings per Foundations cycle)
- b. Parent Conference
- c. Regular Detention: Tuesday & Thursday, 2:40pm – 3:40pm
- d. Extended Detention: Tuesday, Thursday, & Friday 2:40pm – 5:40pm
- e. Saturday Detention: Saturdays, 8:00am – 12:00pm (Dates TBA)
- f. In-School Suspension (ISS): Monday – Friday, 7:10am – 2:35pm

FOUNDATION CYCLES:

A cycle is the duration of time in which students may accumulate discipline actions.

Introductory Cycle

- Begins August 22nd and ends August 30th
- Teaching only, No Consequences

1st Cycle

- Begins September 4th and ends September 28th
- **Consequences begin.** Teach and enforce. Use positive reinforcement; reward those who are compliant.

2nd Cycle

- Begins October 1st and ends November 2nd
- Teach and enforce. Use positive reinforcement; reward those who are compliant.

3rd Cycle

- Begins November 5th and ends December 20th
- Teach and enforce. Use positive reinforcement; reward those who are compliant.

4th Cycle

- Begins January 8th and ends February 22nd
- Teach and enforce. Use positive reinforcement; reward those who are compliant.

5th Cycle

- Begins February 25th and ends April 12th
- Teach and enforce. Use positive reinforcement; reward those who are compliant.

6th Cycle

- Begins April 15th and ends May 30th

Teach and enforce. Use positive reinforcement; reward those who are compliant

AREA OF DISCIPLINE MANAGEMENT:

This aspect of discipline management takes care of the lower-level, or foundation, level of the social and environmental well-being of the school.

- a. Dress code
- b. Being timely to class
- c. Having needed supplies for class
- d. Hallway behavior
- e. Cafeteria behavior

CODE OF CONDUCT (TEACHER):

Teachers and staff members at NSSH are expected to dress and conduct themselves in a professional and ethical manner. Teachers must also properly & consistently display their ID badge at all times. If you lose your ID badge, you must either get a replacement or have a temporary one printed out to wear while you are here at school.

The following behaviors are not acceptable in the classroom:

- 1) Use of tobacco or electronic cigarettes at any time on school grounds.
- 2) Eating food during class other than the breakfast program
- 3) Playing radios, etc., unless related to the instructional program.
- 4) **Violating a student's right to privacy by displaying, comparing, or openly discussing a students' work or grades. (FERPA)**

CONFERENCE PERIODS (TEACHER):

State law requires that teachers have 450 minutes every 2 weeks for instructional planning, conducting classroom or school business, and conferencing with parents or school officials. **This time is not intended as an "off period" or a time to conduct personal business.** Use your planning period wisely.

Note. Teachers who have conference periods at the beginning of the day or at the end of the day are expected to report to campus by 6:50 a.m. and remain on campus until 3:00 p.m.

COVERING CLASSES:

It will be necessary from time to time for teachers to cover classes during their planning period. The administration will determine the need and assign teachers.

PASSES (STUDENTS):

A student is never to leave a classroom without a pass from the teacher. **No verbal authorizations at any time. Students are not allowed to leave a teacher's classroom during the first 30 minutes or last 30 minutes of class unless an emergency exists.** Doing so is a serious offense that will result in appropriate disciplinary action.

PASSING PERIODS:

There is a six (6) minute passing period between classes for students to go from one classroom to another. **During passing periods, teachers are required to consistently stand in the threshold of their doorway to help supervise students in the hallway.** The presence of an adult not only helps

to deter possible problems in the halls, but it helps increase our parents' confidence in our efforts and ability to keep our students safe.

DISMISSING CLASSES:

Under no circumstances should a class be DISMISSED EARLY without direction from an administrator. Teachers are to inform students that the bell does not dismiss them, but the teacher does. Teachers are to dismiss their class from their door, not from their desk, closet, etc. Dismissing from the door provides the teacher an opportunity to begin monitoring the hallway from the outset of the transition period.

DETAINING STUDENTS:

Students should not be held after class. **If held for even a few seconds, the teacher is to give the student a written pass to successfully transition to their next class without fear of being late. A phone call to their next class period teacher does not successfully get them by the Tardy Calculator Administrator.**

PUBLIC ADDRESS SYSTEM:

The public address system will be used as designated by the Principal/designee to make necessary announcements during a designated time.

COMPUTER EQUIPMENT/SOFTWARE

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies. A computer program may be legally copied only if:

- 1) Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded); or
- 2) The new copy is a backup. Backups cannot be used simultaneously with the original and must be erased if the original is resold.
- 3) Teachers/Students are not allowed to load personal computer programs.

District employees shall not use networking and booting to accomplish multiple simultaneous use of a program without permission or unless the purchase agreement allows a specified multiple use of the single copy.

COPY MACHINE:

Out of courtesy for your fellow teachers, limit your time at the copier to 15 minutes when others are waiting. **Teachers, do not leave the copy machines jammed. Please notify the front office. Only district employees are allowed to operate copy machines.**

NOTE: No student is to be sent to use the copy machine for any teacher.

STUDENT USE OF PHONES:

No student should be allowed to leave the classroom to use the phone/classroom phones under any circumstance. For emergencies, send the student to the office with a pass.

CELL PHONES - STUDENTS

The District allows students to possess cell phones while on school property or while attending school-sponsored or school related activities on or off school property. Cell phones must remain off, out of sight, and not used during the instructional day and while riding on school transportation, unless permitted by the teacher for instructional purposes. Note: Students may wear an earbud in one ear during lunch in the cafeteria only. Students who violate this policy shall be subject to established disciplinary measures. District employees shall confiscate any cell phone that is visible, heard or used during the instructional day or passing period. Cell phones must be collected prior to state mandated testing.

Consequences for improper electronic device usage will be:

1. **First infraction** - The device will be confiscated and parents are notified and must come to the school to retrieve the device.
2. **Second infraction** - The device will be confiscated and parents are notified and a parent conference is scheduled to review the Telecommunication Devices Policy.
3. **Third infraction** - The device will be confiscated and parents are notified and the device will be confiscated for a maximum of TWO WEEKS. A **ten dollar (\$10) fee** will be assessed on the third infraction.

Any further infractions will merit the same consequences as the third infraction. After notification, parents will have 30 days to retrieve the device. If after 45 days the device has not been retrieved by the parents, the device will be disposed.

Inform your students: GPISD will not be responsible for the recovery of lost/stolen devices.

CELL PHONES – (FACULTY & STAFF)

Cell phones are to remain on silent during the course of the school day. **Employees should not use their cell phones during instructional time or while working in the office.**

ELECTRONIC DEVICES

These are not allowed. Students are told, “DO NOT BRING THEM TO SCHOOL WITH YOU! If you do, they will be confiscated and kept in the assistant principal’s office.” Students may claim such property at the principal’s discretion. **Repeated violations will require a parent to reclaim the item(s).**

MULTIMEDIA/ DVDS/ VIDEO TAPES:

All Videos/film clips **must be approved by your appraiser prior to viewing.** No rented video tape/DVD that includes a notice that the film is intended for “home use only” shall be shown for any purposes. Only “G” or “PG” rated movies may be shown after having been approved by your appraiser.

ID BADGE GUIDELINES

Purpose:

To ensure the safety and security of faculty, staff and students on North Shore Senior High School campus

Badges are used for the following:

- Safety
- Checking books out from the library
- Admission to school related activities
- Identification for students who leave school early
- Bus identification

- Any reason deemed necessary by the Principal

Guidelines:

ID badges will be worn by faculty and staff at all times when on campus.

- Initial ID badge is free to all students. Replacement cost of \$5.00 (cash only) will be paid to the clerical staff or an administrator. ID Badges may be obtained in Suite A.
- Temporary ID badges (sticker with student name, ID #, grade level, date, and time) will be issued to students without an ID badge. A temporary may be picked up from the appropriate AP office (Suite B).
- Upon withdrawal, students must return student ID badge to appropriate office along with textbooks.
- **All ID badges (temporary or permanent) must be worn in front above the waist.**

Enforcement:

All teachers are responsible for checking student IDs upon entering the classroom. If a student is found without a school ID, the student must be sent to the appropriate administrative office or Tardy Calculator for a temporary ID badge. *The cost of a temporary ID Badge is \$1.*

DRESS CODE (STUDENTS):

The Principal/Assistant Principal of the school shall have the discretion to determine if a student's attire, hair, and/or grooming is acceptable and within appropriate health and safety standards. Principals have the authority to set the mode of attire for special occasion days.

Each student will display appropriate grooming and dress for the educational environment. Attire and hairstyles, which are deemed to be a distraction or disturbance to learning, are prohibited.

Students who violate the dress code will be subject to disciplinary action.

2018-2019* GPISD High School Dress Code

For Girls

- Dresses/skirts (mid-thigh or longer)
- Mid-thigh shorts or longer
- Pants with tops
- Neat, clean, well-fitting clothing
- Pants with tops and shoes
- No backless shoes

For Boys

- Pants with tops
- Mid-thigh shorts
- Neat, clean, well-fitting clothing
- Hair out of eyes
- Shoes
- No facial hair

- No gang or sports symbols may be cut into the hair

Rules for High School Dress

- Students must wear ID Badge visible around their neck at all times.
- Pants may not have any holes exposing the skin above the knee
- Yoga/spandex pants allowed only with a long shirt that comes below the buttocks
- Pants must fit at the waist or a student must wear a belt (No Sagging)
- All backpacks or oversize bags/purses must be see-through (clear or mesh)

*** Refer to the 2018-2019 GPISD Student Handbook and Dress Code Regulations for more information. ***

Dress Code Rules for High School

- Students must wear their Student ID Badge visible around their neck at all times
- Shirts must be tucked in
- Shirts must not be low cut or tight
- Pants must fit at the waist or a student must wear a belt. **There will be no sagging.** Students whose pants are sagging will have their pants cinched with a zip tie.
- If students wear pants with holes or rips, they must have leggings/other clothing under the pants. No skin is allowed to be exposed above the knee
- No clothes with reference to alcohol, sex, vulgar language, or gang symbols
- No visible tattoos with reference to alcohol, sex, vulgar language, or gang symbols
- Hair must be clean and out of the face
- No facial hair
- No gang or sports symbols may be cut into the hair
- No backless shoes
- No Blankets
- No Athletic Jerseys
- No Hats; No Bandanas
- No pierced ring or stud in visible body parts besides ears
- No house shoes/slippers
- A student's dress cannot cause a distraction

EXTRA-CURRICULAR ACTIVITIES

POLICIES:

High school activities

1) Senior Class Activities

- a. Two Fundraising projects for the year will be permitted.
- b. A senior prom and banquet will be permitted.
- c. A senior picnic for class members and sponsors
- d. A social activity may be permitted for class members and sponsors only, and will be held at a time other than school hours.
- e. A senior field day

2) Junior Class Activities

- a. Two fundraising projects for the year will be permitted.

3) Sophomore Class Activities

- a. One fundraising project for the year will be permitted.

4) Other Clubs and organizations

- a. One fundraising project for the year will be permitted.
- b. Permission may be granted for a social activity with the approval of the Principal and the Superintendent.
- c. Performance/field trips during school hours must have the approval of the building Principal.
- d. Over-night trips must be submitted for approval according to district policy (October 1 for trips in November - February, February 1 for trips in March - June

and June 1 for trips in July - October). Out of state trips must be submitted for approval one calendar year in advance.

SPONSORSHIPS:

The sponsor of an organization is the school's representative. Since these organizations are a part of the school program, the faculty representative will be expected to see that the activities are in keeping with public school philosophy. The sponsor's presence at all regular meetings is essential. The sponsor should approve all business of the organization. Where there is some question concerning approval, the sponsor should check with the Principal before action takes place. Any funds belonging to the specific clubs or groups will be kept in NSSH Activity Fund and all fiscal and budgeting procedures will be followed. **Any monies collected must be turned in to the bookkeeper at the end of each day. If any monies are lost or stolen, the sponsor will be held responsible.**

SCHOOL DAY ACTIVITIES:

All teachers are **expected to attend and help supervise** all extra-curricular activities that take place during the course of the school day such as pep rallies, assemblies, etc.

FIELD TRIPS/STUDENT TRAVEL

Student trips are not to be promoted or publicized prior to final approval. Students may be permitted, but shall not be required to participate in general classroom or grade-level field trips. Students who choose not to participate shall be provided alternative learning assignments and shall not be penalized. A Day Field Trip Request must be completed in Eduphoria Formspace 30 days prior to the field trip. Program-specific field trips (such as Athletics, Encounters, Fine Arts or Special Education) that are not funded at the campus level shall require approval from the appropriate central office administrator responsible for said program.

In general field trips will be limited to two hundred mile radius of the Houston area within the State of Texas. Any time a teacher or staff person takes pupils off campus for a day or fraction of a school day, the person in charge must submit an alphabetical list of students (with grade level and ID #) with the date and time, of the trip by noon Friday one week prior, to the conference in First Class each Monday morning with the names of students who will be out of class during that week. Teachers are required to secure a statement releasing the school of any responsibility signed by a parent or guardian for each student involved in the field trip. (See school district forms). Please DO NOT plan any field trips during district assessments, mini assessments, dead week, or 30 days prior to any TAKS STAAR, or EOC testing or one week prior to semester exams. Transportation requests must be submitted to the Transportation Department two to three weeks in advance. (Complete the form online.)

In State and Out of State Overnight Trips (See District Policy)

FUNDRAISING

FUNDRAISING ACTIVITIES

The raising and expending of activity money by student bodies have but one purpose: to promote the

general welfare, education and morale of all students and to finance the legitimate extra- curricular activities of the student body organizations not funded by the district.

- 1) Each club or organization will be limited to one fundraising activity per year.
 - a. Participation in a fundraising activity of another club organization in which the profits are shared will be considered a moneymaking project for all groups concerned.
 - b. A one-week time limit will be established on all fundraising activities. The length of time for the money-raising activity will be established at the time of administrative approval of the project.
- 2) All requests for fund-raising must be submitted to the Principal for approval, in accordance with district policy, no later than October 1 (for fund-raisers to be conducted in November, December, January, & February); February 1 (for fund-raisers to be conducted in March, April, May, & June); & June 1 (for fund-raisers to be conducted in July, August, September, & October).
- 3) A budget must be presented at the time of the request and must include the following items.
 - a. Approximate amount of money to be raised.
 - b. The purpose(s) for which funds are to be utilized.
 - c. Nature of the money raising activity.
- 4) All clubs or organizations must have written permission from the Principal or Athletic Director to sell items at football games.
- 5) Activities that are an extension of the curriculum are not limited by this policy and are encouraged by the Administration.
- 6) No food item, product, or the like not associated with a fundraising activity for a club or organization at North Shore Senior High School may be offered for sale on the campus. **ALL FUNDRAISING SALES ARE SPECIFICALLY PROHIBITED WITHIN THE CLASSROOM** unless approved by the teacher.
- 7) Please **DO NOT** submit students' names to be placed on the fine list. If you allow the students to participate, it is your responsibility to make every attempt to collect all outstanding debts.

Fundraising Guidelines

1. Make sure the vendor your group is using is on the District Approved Vendor List. Path to Vendor List is as follows: GPISD Web Page, Departments, Department of Operations, Purchasing, Purchasing Links-GPISD Awarded Bids, Scroll down towards bottom to CSP 11-010 Annual Contract-Fundraising Items. Click on Annual Contract-Fundraising Items to see the 6 page list of Approved Vendors for the current school year.
2. Go to **Eduphoria Forms**pace to submit a new form for a Fundraiser Approval Request.
3. The new request will be sent to Erik Esparza (Assistant Principal) for campus approval and then forwarded to Sam Harris (GPISD Admin.) for district approval.
4. The originator of the fundraiser request will then be notified if the fundraiser was approved.
5. Once approved, you must complete the Fundraiser Follow-Up Report within 1 month of the completion of your Fundraiser.

6. Please contact Erik Esparza **one week** prior to beginning your fundraiser to discuss the details of the fundraiser and the process that students will use to turn in money collected.
7. Please check out a receipt book that will be provided by Mrs. Ibarra (bookkeeper). A **receipt** must be given to every student for monies turned in to the sponsor daily. The receipt book will be returned to Mrs. Ibarra at the completion of the last fundraiser or by the end of the year.
8. **MONEY AND RECEIPTS COLLECTED BY NSSH SPONSORS MUST BE TURNED IN DAILY TO MIROS IBARRA. Do not keep fundraiser money on your person or in your classroom.**

GRADES

GRADE BOOK:

The grade book is the official documentation for student records; therefore, North Shore Senior High School depends upon teachers keeping accurate and clearly labeled records.

Grade books will be kept electronically on Skyward and submitted electronically at each grade-reporting period.

No student should be allowed access to any grade book at any time.

At the end of each semester, print outs of grade books must be submitted to the Registrar's Office along with the print outs of each six-weeks' attendance from Skyward. All grade books are maintained at the end of the year for audit purposes. Grade books will be clearly marked with teacher's name and course title in the following order:

- Cover sheet for each course showing average of first/fourth six weeks, second/fifth six weeks, third/sixth six weeks, semester exam and final average.
- Print out of third/sixth six weeks grades and attendance
- Print out of second/fifth six weeks grades and attendance
- Print out of first/fourth six weeks grades and attendance

Grade books must reflect a minimum of 3 major (tests, quizzes, etc.) grades & 8 daily grades per 6 weeks grading period!

***Teachers may be asked to print out grade books for examination by Department Chairs or Administrators.**

***Teachers may not select the block button to block parents from viewing their students' grades in Skyward.**

GRADING FORMULAS:

Grade averaging is done for you in Skyward. Specific training and instructions on how to set up the formulas for averaging will be provided for each teacher. All departments will follow this formula:

First six weeks

Second six weeks

Third six weeks

Semester Exam

Fourth six weeks
28%

Fifth six weeks
28%

Sixth six weeks
29%

Semester Exam
15%

Six weeks grades will be determined as follows:

	<u>MAJOR GRADES</u>	<u>DAILY GRADES</u>
REGULAR CLASSES:	50%	50%
PRE-AP/HONORS:	60%	40%
Advance Placement (AP):	70%	30%

GPISD GRADING GUIDELINES

The following sequence for student failure shall apply: Student Failure Criteria

1. Parents must receive a phone call if students are receiving a failing grade on the progress report or report card.
2. Teachers must submit a phone log to their appraiser at the end of the grading period with the failing students' names and grades attached. Leaving a message on an answering machine is not considered contact with the parent/guardian.
3. A parent/guardian must be contacted anytime a student's grade drops from passing to failing during a grading period.
4. A conference must be scheduled with a parent/guardian of students who fail during the grading period. Documentation will be submitted to your appraiser.
5. Every student must have the opportunity to RETEST after failing (69 or below) a major exam. If a student is eligible to retest, he/she must attend at least one tutorial session before taking the exam. The two exams will be averaged together for the exam grade. Quizzes, six weeks exams and semester exams are not eligible for retesting.
6. Students may turn in work to eliminate zeros during the grading period. The deadline for submitting the make-up work is one week before the end of the grading period. The district penalty for late work is minus 10 for one week, minus 20 for two weeks, and minus 30 for three or more weeks.
7. **All work is to be graded, posted in Skyward, returned to the student and reviewed within 72 hours. The only exception is when there are essays (English, AP classes, etc.) - the timeline is then 5 school days. Students need to be able to get feedback so they can make improvement before the next assessment.**
8. GPISD believes that a success rate of 90% is acceptable. Every avenue must be attempted to help students become successful.
8. **Teachers with a failure rate exceeding the GPISD Grading Policy are required to meet with his/her appraiser.**

LESSON PLANS:

Specific lesson plans are a critical part of the teaching process. Lesson plans must include TEKS, objectives, timelines, assessment procedures, and teaching strategies that will be to be used in the lesson, and should also reflect the elements included in the Madeline Hunter Lesson Cycle. **Bi-weekly lesson plans are required of all teachers.** The plans should be completed in Eduphoria and turned in to the appropriate appraiser and department chairperson by 7:30 a.m. **every other Monday.**

LESSON PLAN DATES

Fall Semester:

August 20
September 4, 17
October 1, 15, 29
November 12, 26
December 10

(Electronic submission is due by 7:00 a.m.)

Spring Semester:

January 8, 22
February 4, 19
March 4, 18
April 15, 29
May 13, 27

(Electronic submission is due by 7:00 a.m.)

EVALUATION (APPRAISALS) OF FACULTY:

All teachers will be evaluated via T-TESS. The elements of this program include goal-setting; pre and post conferences; classroom observation(s); and walkthroughs.

SIGNING IN AND OUT:

All professional staff is required to sign in by 6:50 a.m. and sign out no earlier than 3:00 p.m. daily. Employees must log in on the PHONE from his or her office and/ or classroom or via the Time Clock. **Anyone finding it necessary to leave school between 6:50 a.m. and 3:00 p.m. for any reason, must first receive permission from an administrator.** When an individual has received permission to leave during the school day, he/she must e-mail his/her appraiser prior to leaving the building. *Note: Paraprofessionals must clock in and out for lunch.*

FACULTY MEETINGS:

Faculty meetings will be designated by the Principal. It is generally on the second Tuesday of each month. Sept. 11, Oct. 9, Nov. 13, Dec. 3, Feb. 12, March 5, & April 9.

TEACHER DUTY:

In order to maintain a safe, secure and educational environment for our students and teachers, duties will be assigned as needed. In the event that an emergency occurs and you are unable to serve your duty assignment, **it is your responsibility to contact Mr. Eagleton to inform of the absence. You must then also call your colleague to cover your duty assignment.** No duty station should be without an adult present to supervise the area and the students.

BETWEEN CLASS DUTY:

Teachers are **EXPECTED** to be outside their classroom doors for visibility, interaction with students, and to encourage them to move along to their next class as part of the Foundations Framework. Your visibility is very important in avoiding problems during the school day.

TEACHER'S PRESENCE IN CLASS:

It is critically important that teachers are in class and on time daily. It is imperative that teachers never leave their class to make or retrieve copies, run errands, take a private phone call, or escort students to the office unless an emergency arises. If you need the assistance of an Administrator, call the Assistant Principals' office and an AP Secretary will notify them.

CLASS RELOCATION:

No room changes on a permanent or temporary nature are permitted without first securing the permission of the Principal. **If a class is displaced (outside, library, etc.), a note must be placed on the door to indicate where the class can be located.** Example: In the computer lab (room 456)...library...or auditorium.

TEACHERS' LOUNGE:

Students should never be sent to the teachers' lounge for any reason.

LUNCH:

All teachers are given a 30 minute duty free lunch.

PARTIES:

Parties and or food items are not allowed at any time during the instructional period.

PTA MEETINGS:

The North Shore PTA meets monthly during the school year. All faculty and staff are encouraged to join. Membership dues are \$10.

LIBRARY

Staff:

Veronica Barrientos - Librarian

Facilities:

The campus library has areas for individual and class research. Computers are available to search for books, magazine articles, and newspaper articles. The computers can also be used to search the internet or use Microsoft Office.

Material:

For students: books, periodicals, Internet, Microsoft Office, Encyclopedia Britannica Online, Gale Online Databases (magazines, newspapers, and reference materials).

For teachers: all the above plus professional books, periodicals, and audiovisual materials. **Services:**

Help teachers and students find and use information, schedule classes, request videos from Region 4 Service Center. Teach research and computer skills in conjunction with research projects. (Please see library brochure for specifics).

Sending Student to the Library:

Send no more than three (3) students at a time, with separate passes.

Bringing Classes to the Library:

Please talk to the librarian when scheduling classes for the library. We want to make sure your library visit is valuable and supports the curriculum.

Textbook Procedures Calendar

August

22nd TE's and class sets may be requested. Student textbook distribution begins.

September

6th Students may begin checking textbooks out through the library.

October

11th – 12th Textbook Check

16th Teachers will submit textbook check form to Department Chair by 3:00 pm Wednesday afternoon.

17th Department Chairs will submit Textbook Check forms to the North side (Mr. Moyer) and South side (Mr. Jones) by 3:00 pm.

November

13th – 15th Textbook Check. Teachers will submit textbook check form via email to textbook administrator on November 17th by 3PM.

15th Teachers will submit textbook check form to Department Chair by 3:00 pm Wednesday afternoon.

16th Department Chairs will submit Textbook Check forms to the North side (Mr. Esparza) and South side (Mr. Walker) by 3:00 pm.

December

4th - 14th Students begin turning in any book for half-year courses.

18th Code Fall semester textbooks as lost by 3:30 pm. Any student not returning textbooks by December 18th will not be allowed to checkout another book for Spring Semester classes unless the book is returned or paid for through

Ms. Ibarra.

19th Teachers with a semester class must turn in a Lost Book /Fine List form to Ms. Ibarra before leaving before they leave for Christmas break.

January

8th – 11th Teachers may checkout books for Spring Semester classes that have added a prep to their curriculum schedule. Any student that has not returned a book from a semester class or paid his fine for a missing book will not be allowed to checkout another textbook.

March

5th – 7th Textbook Check

8th Teachers will submit textbook check form to Department Chair by 3:00 pm Wednesday afternoon.

18th Department Chairs will submit Textbook Check forms to the North side (Mr. Moyer) and South side (Mr. Jones) by 3:00 pm.

April

11th Begin calling Parents of students that have checked textbooks out through the library and reminding them that they need to be turned in to the library or they will be required to pay for the textbook.

18th Textbook Check

22nd Teachers will submit textbook check form along with a list of missing books that assigned to students by the teacher to Department Chair by 3:00 pm Friday afternoon. Form will be sent via email to teachers the prior week.

23rd Department Chairs will submit Textbook Check forms to the North side (Mr. Moyer) and South side (Mr. Jones) by 3:00 pm.

May

1st – 29th Continue calling parents of missing textbooks and textbooks checkout through the library.

13th - 17th Send out a message to parents via call-out system concerning the return all textbooks beginning May 14th.

28th 3:00 deadline for teachers to turn in a Lost/Missing Book Fine List to Ms. Ibarra. Remember this is part of your checkout procedure.

NSSH Campus Calendar 2018 - 2019



SCHOOL CALENDAR

Important Dates
 August 22 First Day of School
 May 30 Last Day of School

New Teacher Orientation
 August 1 - 3
 August 10

Student Holiday/Staff Development
 August 6 - 9 Two Day Academy
 October 8
 January 7
 February 15
 May 31

Staff Development Flex Days
 May 4
 May 11

Holidays
 September 3 Labor Day
 November 19 - 23 Thanksgiving
 December 21 - January 4 Winter Break
 January 21 M. L. King Jr. Day
 February 18 Presidents' Day
 March 11 - 15 Spring Break
 April 19 - 22 Easter Break
 May 27 Memorial Day

July 2018							August 2018							September 2018							October 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
22	23	24	25	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
29	30	31											30														

November 2018							December 2018							January 2019							February 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28							
							30	31																					

March 2019							April 2019							May 2019							June 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	23	24	25	26	27	28	29
31																			30										

LEGEND

- Student Holiday/Staff Development
- Holidays
- Early Dismissal - High Schools Only
- Bad Weather Make-up Days

<p>Six Weeks Grading Period</p> <p>High Schools</p> <p>First Semester</p> <p>1. Aug. 22 - Sept. 28 (27 days) Oct. 5</p> <p>2. Oct. 1 - Nov. 2 (24 days) Nov. 9</p> <p>3. Nov. 5 - Dec. 20 (29 days) Jan. 11</p> <p>Second Semester</p> <p>4. Jan. 8 - Feb. 22 (31 days) Mar. 1</p> <p>5. Feb. 25 - Apr. 12 (30 days) Apr. 18</p> <p>6. Apr. 15 - May 30 (31 days) June 6</p>	<p>Report Card Dates</p>	<p>Lesson Plan Dates</p> <p>August 20 January 8, 22</p> <p>September 4, 17 February 4, 19</p> <p>October 1, 15, 29 March 4, 18</p> <p>November 12, 26 April 15, 29</p> <p>December 10 May 13, 27</p>	<p>State Testing Days</p> <p>Dec. 3 - 7 End of Course Testing</p> <p>April 9 - 11 STAAR/End of Course Testing</p> <p>May 6 - 10 End of Course Testing</p> <p>May 13 - 16 STAAR/End of Course Testing</p> <p>June 24 - 27 STAAR/End of Course Retest</p> <p style="text-align: center;">(Subject to change if required by TEA)</p>
<p>Department Meeting Dates</p> <p>Last Wednesday of each Month</p> <p>September 26 February 27</p> <p>October 31 March 27</p> <p>November 28 April 24</p> <p>January 30 May 29</p>	<p>Faculty Meeting Dates</p> <p>Second Tuesday of each month</p> <p>September 11 February 12</p> <p>October 9 March 5</p> <p>November 13 April 9</p> <p>December 3</p>	<p>Power Walk Coaching Dates</p> <p>Every 4 Weeks</p> <p>October 1-5 November 5-9</p> <p>January 7-11 February 18-22</p> <p>March 25-29 May 6-10</p>	