

**SAM HOUSTON HIGH SCHOOL
FACULTY HANDBOOK
2017-2018**



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

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SAM HOUSTON HIGH SCHOOL ADMINISTRATION

Leadership Team

Dr. Mateen Diop _____ Principal

Mr. Marlon Q. Davis _____ Associate Principal

Mrs. Sharene Dixon _____ Associate Principal

Mr. Mario Ferron _____ Associate Principal

Mrs. Ashlyn Barrientes _____ P-Tech Coordinator

Counselor Team

Chenelle Jacobs-Turner _____ Lead Counselor

Peggy De Leon _____ Counselor

Tanya Howard _____ Counselor

Angela Rolan _____ Counselor

Louis Harrison _____ Testing Coordinator

Robbie Harris _____ Magnet Coordinator

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PREFACE

Welcome to the 2017-2018 school year!

This handbook has been compiled for the purpose of providing each staff member with the necessary guidelines, policies, and procedures to conduct effective and efficient school operations.

Changes and/or additions will be addressed in individual bulletins/e-mails. These memos are to be added to your handbook after you have read and fully understand the change or addition addressed.

The SAISD Board of Education has an established policy book. It is expected that all employees adhere to these policies. An electronic copy of this document will be available in our Google classroom, located here [SHHS Faculty Handbook](#).

it is the responsibility of each professional to periodically review these policies or to ask campus administrators for direction.

Sam Houston High School Mission Statement

We at Sam Houston High School believe and are committed to...
Building positive relationships, implementing high quality education, and encompassing our students with committed and caring adults to ensure upon graduation, all our students are equipped to succeed personally and professionally to become contributing members to society.

Our Core Beliefs and Commitments

- **Every student can learn and achieve at high levels.**
 - We will make all decisions based on attaining student achievement at or above grade level.

- **We are responsible for the education and safety of every student.**
 - We will ensure that all decisions, actions and resource allocations are made in the best interest of the students.
 - We will ensure a safe learning and working environment for all students and employees.

- **We are responsible for the efficient and effective operation of the school system.**
 - We will ensure fiscal responsibility to the taxpayers of the District.

- **Everyone should be treated with respect.**
 - We will ensure a high level of professionalism, customer service and respect for everyone.
 - We will lead by example.

- **People support what they help create.**
 - We will maintain the collaborative process for decision-making.

Our Core Values

In order to achieve our goals and attain our commitments, we expect the following values to guide the behavior of all employees:

Commitment

High-Expectations

Respect

Integrity

Student-Centered

Team Work

Passion

I. SAM HOUSTON / S.A.I.S.D. POLICIES AND PROCEDURES

ATTENDANCE - STAFF

All faculty and staff members must sign in and out daily in the main office. It is the responsibility of each person to sign himself/herself in and out. The sheet used for signing in is located in the main office. (We will be adopting an electronic sign in sheet soon. More information on that to follow at a later date.)

Teachers are to sign-in daily no later than **8:45 A.M.** and sign-out no earlier than **4:15 P.M.**

Instructional Assistants (paraprofessionals) will be assigned to work no more than 7 hours and 30 minutes per day. A staggered schedule will be issued. All instructional assistants are to sign-in no earlier than **8:00 A.M.** and sign-out no earlier than **4:25 P.M.** daily. (See duty schedule for specific reporting times)

The school nurse and the school librarian are to sign-in no later than **8:40 A.M.** and sign-out no earlier than **4:20 P.M.** daily.

ABSENCES - TEACHER

Policy DEC (LOCAL) regarding Compensation and Benefits, Leaves and Absences was revised and adopted by the Board of Trustees on Monday, June 21, 2010. In case of illness or some other emergency necessitating absence from school, teachers are to follow the instructions outlined below:

It is up to you to check with **Ms. Castillo** immediately upon returning from an absence to sign the absence report and to verify that the information is correct.

Reporting an Absence:

You may use caller system in the morning between 5:30 A.M. and 6:30 A.M. for that day.

Absences may be reported at the following link www.aesoponline.com

If a teacher is going to be absent two or more days and he/she wants the same sub, the teacher calls the receptionist. The receptionist will ask the sub if

he/she can sub two or more days. If the sub agrees, the receptionist will call the system and give the job number.

If a teacher is not sure that he/she will be absent more than one day, tell caller system that you want two days and cut back one day.

If a teacher decides to cancel job, the caller system will give the sub's phone number and the teacher must contact the sub.

The teacher must report an absence regardless of whether or not a sub is needed.

Absences for school business must first be approved by the Campus Principal prior to scheduling a substitute.

(Substitute) AESOP System:

1. Go online www.aesoponline.com
2. To call Aesop, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the #sign), then your PIN number (followed by the # sign).Over the phone you can:
 - o Create an absence (within the next 30 days) – **Press 1**
 - o Check your absence reason (entitlement) balances – **Press 2**
 - o Review upcoming absences – **Press 3**
 - o Review a specific absence – **Press 4**
 - o Review or change your personal information – **Press 5**
 - o If you create an absence over the phone, be sure to make note of the confirmation number that Aesop assigns the new absence for reference.

Each teacher is required to turn in an up-to-date substitute folder to his/her Department Chair. The following items must be included in the substitute folder:

1. The Daily Bell Schedule.
2. Seating Charts for each assigned class and room number.
3. Detailed emergency lesson plans (written so that *any* individual can follow the directions, access the materials, and conduct the lesson). A copy of these emergency plans must be submitted to your Department Chair. The

department chair will submit the emergency lesson plans to

4. Instructions directing the substitute as to where to leave all student work and the class list.
5. Emergency procedures (Fire Drills, Lock Down, Lock Out Procedures, and etc.)
6. Campus instructional page, which includes instructions regarding taking attendance, administering passes, bell-to-bell instruction, and dismissal.

NOTE: Each teacher is responsible to provide his/her Department Chair, Coordinator and Ms. Castillo with a copy of emergency lesson plans by the specified due date. Emergency Lesson plans must be updated within 48 hours after they are used.

DO NOT:

1. **Call the school after 6:45 A.M and leave a message on voicemail. If you call after 6:45 A.M., you must speak directly to your appraisal administrator.**

LEAVING SCHOOL DURING THE SCHOOL DAY

While an employee is away from campus, situations may arise. For this reason, we must know your location and approximate time you will be returning to campus. This information could be needed for professional reasons or an emergency could arise. We must know where you are in order to effectively operate the school.

It is imperative that each employee adheres to the following policy:

1. Notify the principal or your Evaluation Administrator that you must leave. If your T-TESS Administrator is not available, notify another administrator.
2. Sign out on the **Employee Daily Out-In Form**, which is located on the counter in the main office, any time you leave campus. Indicate by name which administrator gave approval.
3. **Sign in when you return and indicate the time you returned.**
4. If you are going to be gone for the remainder of the day, you must also sign out on the regular Teacher's Weekly Sign-In-Out sheet, and the Employee Daily Out-In form, located on the counter in the main office.

LATE ARRIVAL

All employees are expected to be on campus and available the entire contract day. The following procedure outlines the steps that need to be taken in the case of an employee who is unable to report to work on time.

1. Notify the Principal or Evaluation Administrator of your late arrival.
2. Notify **Ms. Castillo** in cases where coverage is needed for your classroom.
3. As soon as you arrive on campus please make sure that you sign in the main office.

4. Indicate by name which administrator has been notified and/or approved your action.
5. If a faculty or staff member is absent for less than $\frac{1}{2}$ a day, and a substitute is needed for the duration of that time, a $\frac{1}{2}$ day sub must be acquired and a $\frac{1}{2}$ day credit will be deducted from that faculty or staff member's leave.
6. If a situation requires your absence for the remainder of the day, you still must sign out on the regular **Employee Daily In/Out Log** in the Main Office and make sure that the appropriate administrator or staff member has facilitated the coverage of your classes.
7. In most cases, personnel have little or no control over emergency situations; however, policy dictates that time taken during the school day must be reflected on the payroll.
8. Each staff member will fill out the **Payroll Notification** form so that accurate leave will be deducted.

ATHLETIC ELIGIBILITY

The following procedures will be put in place and added to the Athletic Rules and Guidelines for the 2017-2018 School year:

The Athletic Coordinator will enter into TX Gradebook and keep updated rosters for each sport, turned in by each head coach. The list will be printed off bi-weekly and handed to the head coach. The head coach will then sign off confirming that they have received the print out. At this time it will be up to the head coach of each sport to talk with the athlete about their grades (Even if the sport is not in season). The Coach/ Athlete Academic relationship will continue throughout the year to assist and ensure the success and eligibility of our student athletes; therefore the coach will continue to contact the athletes

The Athletic Coordinator will complete the grade check every grading period (2 weeks, 5 weeks, 8 weeks and after the 7 day grace period) and every time contact is made with the head coach concerning the grade check the head coach will have to sign off and talk/meet with the student athlete.

All Changes to rosters must be submitted within 24 hours so that the list will remain current.

If the student athlete is failing at the time of the nine weeks report card they can NOT travel with the team or participate in any UIL sponsored competitions, however the student athlete can still practice. The head coach will discuss tutoring options with the student and check the athlete's grades for improvement and to see if a more aggressive action needs to take place to get the student to tutoring and improve the grade in the class.

These procedures are in place to ensure the academic success and eligibility for all our student athletes throughout the school year. We will use the print out we receive from the data clerk every three weeks as proof that our student athletes are taking care of business in the classroom.

See Also: Administrative Procedures E38 - UIL Eligibility

SCHOOL ACTIVITIES

Please give your careful attention to the following guidelines regarding student activities:

Student activities such as working on Christmas projects, putting up posters, and planning and practicing for extra-curricular activities must be limited to before school or after school. Sponsors are not to interrupt other teachers by requesting students from classes for such activities.

ON-CAMPUS ACTIVITIES

1. Administration must approve all on-campus activities.
2. Two weeks notice is necessary for approval (no exceptions can be made).
3. Activities held during school time will not be approved.
4. Sponsors are required to arrange proper supervision, including the request of a police officer when appropriate. **See Ms. Franklin.**
5. Sponsors are responsible for requesting A.C./heating for events held after school hours. **See Ms. Franklin.**

OFF-CAMPUS ACTIVITIES

1. All off-campus activities must be approved by the building principal and Assistant Superintendent. District guidelines must be followed. See information in the forms section of this handbook.
2. One-month notice is necessary for approval (no exceptions can be made).
3. Activities held on school time will not be approved.
(Exceptions: educational field trips, field trips by state affiliated clubs, contests).

After approval has been obtained, it is the responsibility of the teacher-sponsor to prepare a list of students to be excused (if during school time) **at least two days prior to the event**. The list should be **alphabetized, including ID numbers and grade classification** and emailed to the Attendance Clerk for approval. He will forward this list to the entire campus.

FIELD TRIPS

Any class, club or organization wanting to sponsor a field trip should first clear the activity with administration, then complete and submit a Field Trip/Out-of-School Activity Approval Request Form.

The number of field trips approved during actual school time will be limited.

There are limited funds available for transportation. Transportation can be provided, but pick up times and return times may not be scheduled as you requested.

After approval has been obtained, it is the sponsor's responsibility to provide **the attendance clerk**, at least two days prior to the event, a list of students to be excused via email. The list should be **alphabetized and include student ID number and grade classification**. Students who attend a school-sponsored activity off-campus are required to provide the sponsor with a signed **Permission Form** two days prior to the event (See **Appendix** at the end of the handbook).

It is the responsibility of the coach/sponsor to ensure each participant is eligible to attend.

See Also: Administrative Procedures E2 - Field Trips & Out of School Activities

FUNDS - ACCOUNTING FOR MONEY

All money collected (fees, money from fundraisers, etc.) must be submitted to the bookkeeper, **DAILY**, for proper accounting. In the event of the bookkeeper's absence, all monies are to be submitted to the main office to be placed in the vault until she returns. **Do not leave money in the classroom** or in the hands of students for safe keeping.

The bookkeeper will meet with club/class/organization sponsors and will provide written procedures to all faculty and staff members regarding the handling of money.

DO NOT call Central Office with questions concerning funds. All questions must be directed to Ms. Franklin.

CONTRACTS/FUNDRAISERS

No campus employee shall enter into a contract that will involve the school with any outside agency without prior written approval from the Principal. Conditions of approval by the Principal must include the following:

1. There shall be no interruption of instructional time.
2. Voluntary participation by students and teachers.
3. No door-to-door solicitation by students allowed.

FUNDRAISING ACTIVITIES

The Principal and the Assistant Superintendent must approve all fundraising activities and follow **Administrator Procedures C-6, C-9, and C-10**. Staff members who are sponsoring groups, clubs, and/or organization must follow **Administrative Procedure F-45**. All chaperones must be approved according to

Administrative Procedure D-35. Outside groups may not sell anything on campus. Please report any violations to the office.

1. After each fundraiser, a profit and loss statement must be completed and submitted to the office.
 - a. No additional fundraisers will be allowed until all fundraising documentation has been properly submitted.
 - b. See the bookkeeper for the proper paperwork.
2. Students shall not be required to participate in any fundraising activity as a condition for membership in the organization.
3. Students shall not be required to participate in any fundraising activity as a condition for academic or citizenship grade.
4. Students shall not be required to pay for unsold items that are returned.
5. Items shall not be sold during class periods.
6. All proceeds from fundraising activities shall be turned in to the sponsor **daily**. Then the sponsor must turn in proceeds **daily** to the school bookkeeper for proper handling.
7. All proceeds should be used by the organization that sponsors the activity, subject to the approval of the Principal and as specified on the fundraiser request.
8. Sponsors must issue a receipt for all returned money and merchandise collected from students.
9. All receipts are subject to audit and must be kept in approved receipt books.

ACCOUNTING OF MONEY

1. All money collected (fees, money from special projects, etc.) must be turned in to the bookkeeper for proper accounting on the same day the money is collected. This is required by law and SAISD Policy and Procedure.
2. Sponsors (NOT STUDENTS) should turn in money.
3. Sponsors should complete the official Report of Money Turned In (see the bookkeeper, **Ms. Franklin**, for this form).

4. Please place money and the report in a sack (available from the school bookkeeper).
5. Staple the sack and turn it into the bookkeeper.
6. Get a receipt.
7. Turn stapled sacks in no later than 1:45 P.M for same day bank deposits.
8. No money (except after-hours athletic gate receipts) should be kept overnight in the sponsor's possession.
9. Sponsors should keep all receipts and deposits in their sponsor notebooks until the end of the school year.

SOLICITING AND SELLING

Teachers in SAISD are not permitted to use their positions to sell or solicit money from parents of pupils who reside in the district. The sale of books, services, or any other project that results in profit for the teacher is strictly prohibited.

Faculty and staff members are also not permitted to sell or solicit money from coworkers, whether for their own benefit, the benefit of their families/relations, or the benefit of outside (non-Sam Houston) organizations.

EMAIL APPROVALS

If there is a reason that an email needs to be sent to the entire campus, you will need to send the email to **Mrs. Perez-Ortiz** for approval. She will approve it and forward it to 006. **NO ONE IS ALLOWED TO SEND EMAIL TO 006 WITHOUT THIS APPROVAL.**

Daily Attendance Policy (Students)

It is essential that attendance be accurately recorded for all periods of the school day, reflecting absences and tardies in TX Gradebook and the Attendance Log.

STUDENT ABSENCES

- All absent students will obtain an Admit Form from Campus Registrar upon their return to school. **Students will not be allowed in class following an absence without an Admit Form.**
- Each teacher will sign off for each of the student's periods on the Admit Form.
- The Admit Form will be collected by the teacher of the student's last period of the day and turned in to the Attendance Clerk.

STUDENTS LEAVING EARLY

- Any students leaving school prior to the end of the school day must first sign out in the Attendance Office. Students will receive an Admit Form from the Attendance Clerk when they return to school.

Attendance Committee

According to the TEA regulations, a student may not be given credit for a class unless the student is in attendance at least **90% of the days** the class is offered. An attendance committee will review each student's progress once he/she attends fewer than the number of days required. Extenuating circumstances should be considered and policies establishing alternative methods for students to make up work missed or regain credit lost should be adopted.

If a student exceeds the number of allowable absences, he/she will not receive credit for the courses for which the limit has been exceeded. Exception: At the student's request, each case will be heard by the attendance committee. If the committee finds enough evidence to waive the ruling, credit will be granted. Students denied credit(s) have an appeal process:

STUDENT AND PARENT APPEAL

1. Attendance Committee
2. Assistant Superintendent
3. Superintendent
4. Board of Education
5. T.E.A.

See Also: Administrative Procedures F39 – Student Attendance Accounting

TARDY DOCUMENTATION INTO TX Gradebook

Administrative procedure F-48 Student Tardies

The tardy code is *T* – **Tardy** to class but **present** for official attendance accounting. This code will be flagged as a “tardy” code for report card calculations and printing. This code will not report as an absence to TEA for official attendance accounting.

Secondary teachers will post attendance and tardies for **all** periods. Official attendance must be taken at 10:00 A.M.

Once you have verified your attendance, you **will not** be able to go back and change an absence to a tardy. At that point you will need to inform the attendance clerk that the student came in tardy and the attendance clerk will replace the absence with a tardy.

If you marked a student tardy who was absent or absent who was tardy, you will need to email this information to **the attendance clerk**. Please let **the attendance clerk** know what needs to be done specifically with the students you mentioned in your email. He will need to know if the student is to be counted absent, to have the absence changed to a tardy.

Accuracy in regards to absences and tardies is important for the Attendance Auditors when filing court cases on student absences. **Please take attendance within the first 15 minutes of each class.**

SAM HOUSTON TARDY POLICY

A student will be considered tardy if he/she is not in the classroom when the tardy bell rings, unless the student has a written admit or a pass from the campus attendance clerk, a teacher, counselor, or administrator. **Teachers are required to document all tardies on progress reports and in the TX Gradebook, Review 360, and Attendance Log.**

The following student discipline procedures for tardies are to be followed:

- The teacher conferences with student regarding the tardy and records a student's tardy in the TX Gradebook, Review 360, and the Attendance Log.
- If a student arrives after the teacher has already marked him or her absent, the teacher is to email the Attendance Clerk to change the record for the student.
- After the third tardy, the teacher should communicate with the parent. Teacher should also involve counselors and administrators as needed.

AT ANY TIME, TARDY ROUND-UPS MAY TAKE PLACE.

Passes

Students roaming the halls create a distraction for classes in session. Teachers must, therefore, keep their students in the classroom and not let them leave unless it is absolutely necessary. Please follow the guidelines listed below.

1. Only one student at a time is allowed out of a classroom
(No passes given during the first 15 or last 15 minutes of each class period.)
2. **A hallway pass will be issued to each teacher.** Students are to be given the pass **only in cases of extreme emergency**. Use professional discretion when issuing the pass for restroom breaks. Getting a drink of water, visiting other teachers, making phone calls, etc., are not considered extreme emergencies.
3. Requests from the office for a student from your class should be made on an official Office Conference Slip, pass from administrator or nurse, and/or intercom system. Please do not allow the student to leave your class if you do not receive one of these.

4. Students will not be allowed to see an administrator or counselor during class time or passing periods unless they have a pass **from** the administrator or counselor. Emergencies and exceptions will be handled at the administrator's or counselor's discretion.
5. Students found in the halls without a pass will be given a consequence by an administrator.
6. **Do Not Allow** students to be in your room except during their assigned class

Students are not allowed to use the phones in the front offices, students must see an Associate Principal to use phones.

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Bell Schedule 2017-2018

8:00 - 8:35 Zero Period
 8:35 - 8:45 Passing
 8:45 - 10:15 First/Second Period
 10:15 - 10:55 Advisory

Lunch A 11:00 - 11:30	Third/Fourth Period 11:00 - 12:30
Passing 10:55-11:00	Passing Period 10:55 - 11: 00
Third/Fourth Period 11:35 - 1:05	Lunch B 12:30 - 1:00

12:25 - 12:30 Passing
 12:30 - 2:00 Fifth/Sixth Period
 2:00 - 2:05 Passing
 2:05 - 3:35 Seventh/Eighth Period
 3:35 - 3:40 Passing
 3:40 - 4:15 Advisory Period

ANNOUNCEMENTS

USE OF THE P. A. SYSTEM

Use of the P. A. system for making announcements will be limited. The following policies will govern all announcements:

1. All approved announcements will only be made during the first period of the day. During testing, announcements may be made at the end of the day.
2. Announcements must be written on the form provided in the main office (see sample below) and must be signed and dated by the sponsor requesting the announcement. The announcement must be written exactly as it is to be read.
3. All announcements must be approved by an administrator **BEFORE 8:15 A.M.** on the date the announcement is to be made.
4. **Announcements made by faculty/staff must be written on an announcement form and must have prior administrator approval.** (See **Appendix** at the end of the handbook).
5. Announcements that are turned in late, not approved, not written on the appropriate form, or are not signed and dated, will not be read.

ANNOUNCEMENT

Date _____ Date(s) to be read _____

Teacher/Sponsor Requesting

Administrator's Approval

REPORTING CHILD ABUSE OR NEGLECT

REPORTS REQUIRED BY LAW

If a person has cause to believe that a child has been or may be abused or neglected or has died of abuse or neglect, each citizen must immediately make a report to the proper authority within 48 hours. If a person knowingly fails to make the required report when that person has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, the person may be found guilty of a crime under Section 261.109 of the Texas Family Code. That person may also be subject to sanctions by the State Board for Educator Certification, by the Commissioner of Education and/or by the SAISD Board of Trustees or Superintendent. The duty to make an immediate report of suspected child abuse applies to all individuals, including professionals, paraprofessionals, teacher's aides, custodians, other non-certified and certified personnel, and volunteers.

A written or oral report shall be made to at least one of the authorities listed in this procedure by each person who has cause to believe that a child has been or may be abused or neglected or has died of abuse or neglect. [See SAISD Board Policy FFG (Legal) and Texas Family Code 261.102]

- It is the responsibility of **each school employee, agent, or contractor** who suspects child abuse or neglect, not the School District, to make a report [19 TAC 61.1051 (a)(1)] This responsibility may not be delegated to any other person.
- **Each person shall make a report not later than 48 hours after the hour the person first suspects** that a child has been or may be abused or neglected or is a victim of indecency with a child.
- **A person commits a criminal offense if the person knowingly fails to report a possible case of abuse or neglect, or if they fail to report within 48 hours.** [See Texas Family Code 261.109].
- **Failure to report child abuse or neglect violates the Educator's Code of Ethics and may result in sanctions against an educator's certificate,** as addressed in 19 TAC 249. [19 TAC 61.1051]
- Once a supervisor has received information of suspected child abuse, the supervisor, too, has a duty to make a report if he/she has cause to believe that a child has been or may be abused or neglected.

CONFIDENTIALITY AND PROTECTION FOR THOSE REPORTING

Unless waived in writing by the person making the report, the identity of an individual making a report is confidential and may be disclosed only by Court order or to a law enforcement officer for the purposes of conducting a criminal investigation of the report. Also, according to Texas Family Code 261.201, the report of alleged or suspected abuse or neglect made, as well as the identity of the person making the report, are confidential and will not be released to the public.

1. District personnel **shall not be required to report suspicions of child abuse or neglect first to a school administrator prior to making a report** to the agencies listed in this procedure. However, if an administrator or other District employee is consulted prior to a report being made, the administrator/other employee is also then legally compelled to make a report if they believe that a child has been or may be abused or neglected.
2. After a report is made, no District employee shall divulge information regarding the case with anyone other than the following persons unless otherwise required by law:
 - a. Authorized SAISD administrator charged with the duty to investigate allegations against employees;
 - b. CPS caseworkers; or
 - c. Authorized law enforcement officials.

3. Immunity: A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from civil or criminal liability. [See Texas Family Code 261.106]
4. A person who reports the person's own abuse or neglect of a child, however, or who acts in bad faith or with malicious purpose in reporting alleged child abuse or neglect is not immune from such liability that might otherwise be incurred or imposed by law. [See Texas Family Code 261.106]
5. False Reports: If a person knowingly or intentionally makes a report that the person knows is false or lacks factual information, the person may commit an offense.

DETERMINING CHILD ABUSE OR NEGLECT

The burden of investigating whether actions or omissions are abusive or neglectful under the law is with the Children's Protective Services (CPS) in the Texas Department of Protective and Regulatory Services (TDPRS). Generally, a representative of CPS will conduct the investigation of the allegations on behalf of the state. [See *Texas Family Code 261.009*]

PROCEDURES FOR REPORTING – APPLICABLE TO ALL EMPLOYEES

1. **Make an oral report immediately and no later than 48 hours after first suspicion** – The employee who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect shall immediately make an oral report to CPS, SAISD Police, SAPD, or other authorized law enforcement agency. (If the report is made to SAISD Police, a report must also be made to CPS, SAPD, or other local law enforcement agency.) Calling 1-800-252-5400 to make an oral report will generally satisfy the requirement that a report has been made. The employee may not delegate this responsibility to another person, nor rely upon another person to make the report. All employees must understand their duty to report suspected child abuse/neglect immediately, even if all information is not available at the time.

- a. The oral report should contain the following information:
 - (1) Name and address of the child;
 - (2) Name and address of the person responsible for the care, custody or welfare of the child;
 - (3) Any other pertinent information concerning the alleged or suspected abuse or neglect.
 - b. Other information that should be provided if available:
 - (1) Date of birth and age of the student;
 - (2) Place of employment of the parent/caregiver;
 - (3) Phone number for and age of the parent;
 - (4) Date and time of suspected abuse or neglect;
 - (5) Identity of the perpetrator;
 - (6) Nature and extent of suspected abuse or neglect;
 - (7) Any evidence of previous abuse or neglect;
 - (8) Any explanation given for the abuse or neglect;
 - (9) Names and ages of any siblings;
 - (10) Previous reports of abuse or neglect.
2. **Inform an administration/director ONLY when alleged perpetrator is a District employee**–
- If the alleged perpetrator of the abuse or neglect is a District employee, the employee must immediately inform the principal/director of the suspected abuse/neglect and that a verbal report has been made. The principal/director shall immediately notify the Assistant Superintendent of Human Resources and the Deputy Superintendent of Human Resources and Academic Support Services of the report.
3. **File a written report**– In all cases, a written report shall be made on the *SA/SD Suspected Child Abuse/Neglect Reporting Form* (see section 4, Forms for duplication).

The employee who reported the abuse/neglect shall keep the original report, with copies distributed to the following:

- a. The employee shall mail a copy of the written report to the same agency or department to which the employee initially reported the abuse/neglect.
- b. If the alleged perpetrator of the abuse or neglect is a District employee, the employee shall provide a copy of the form to the principal/director and to the Assistant Superintendent of Human Resources. The employee, applicable administrator, and the Assistant Superintendent of Human Resources shall maintain (file) the report of information.

RESPONDING TO STUDENT NEEDS IN EMERGENCY SITUATIONS

1. If outward signs of physical abuse are detected, or if a student makes an outcry of alleged abuse, the employee shall take the student to see the school nurse or other campus administrator, unless the student specifically objects.
 - a. If the student consents, the nurse or administrator shall assess the student and document his or her findings. If the school does not have a nurse on duty, the administrator shall contact Student Health Services for a nurse to report to the school.
 - b. The documentation shall be kept confidential, but the nurse or administrator shall be prepared to provide a copy to an investigator who makes the proper written request.
 - c. An examination of the child by the school nurse is not a prerequisite for reporting the suspected abuse or neglect.
 - d. If sexual abuse is suspected, the student shall be given the opportunity to see an administrator of the same gender as the student, if possible. If the student does not consent to an assessment, notify TDPRS of the student's refusal.
 - e. If the alleged abuser is a District employee and the child manifests outward signs of physical abuse, the principal shall photograph the outward signs of physical abuse, noting the day and time the photographs were taken. These photographs shall remain confidential.

[Note: If the nurse, administrator, counselor, or other staff have cause to believe the child has been abused/neglected, all of these employees must make a report as outlined. Furthermore, having a nurse or administrator assess the student does not fulfill the employee's obligation to report suspected child abuse or neglect to the proper authorities.]

2. When, in the opinion of the employee, the child's return to the home may result in imminent or ongoing danger to the child, the employee shall also notify the principal/director. The administrator is encouraged to contact SAISD Police in addition to reporting the incident in question to CPS.

3. If the employee encounters difficulties in reporting a suspicion of abuse or neglect, or if the employee is dissatisfied with the response given by the TDPRS intake worker or the law enforcement officer, the employee shall ask to speak with the person's supervisor for assistance. If the employee is still dissatisfied with the response, the employee shall contact the Deputy Superintendent of Human Resources.

See Also: Administrative Procedures F8 – Reporting Child Abuse or Neglect

CLINIC AND NURSE

Sam Houston High School has one full-time registered nurse and one part-time LVN. Both are located in the clinic across from the main office area. The nurse maintains a health record on each student and administers to those students who become ill or are injured at school by making arrangements for them to go home or receive further medical aid when needed. If a student in your classroom becomes ill, he/she should be given a pass to the clinic. The school nurse is responsible for the care of students. Services to faculty or staff members are only provided in emergency situations.

DISTRICT POLICY ON THE ACCEPTABLE USE OF INSTRUCTIONAL TELEVISION/MULTIMEDIA

1. Departmental Chairs shall serve as the Principal's designee and approve the content of television/multimedia programming viewed by students in classrooms or off-campus school sponsored activities.
2. All television/multimedia programs intended for viewing by students, on or off campus, shall be previewed by the principal or designee
3. Recreational or leisure use of televisions in classrooms is not permitted.
4. Teachers shall demonstrate in their lesson plans the connection between TEKS and television programs or movies.
5. The connection shall be clearly stated within the lesson plans.
6. The teacher shall be present in the classroom at all times while students are viewing television.
7. Movies have to be approved by the Principal or his designee and must have a connection to the lesson plan and the TEKS. Only clips no longer than 10 minutes and followed by a class discussion or other activity will be allowed without prior approval.

See Also: Administrative Procedures E6 - Instructional Television/Multimedia

DISTRICT POLICY ON THE ACCEPTABLE USE OF COMPUTERS

The use of computers to access the internet is a privilege, not a right. Inappropriate use, including any violation of the conditions and rules, may result in disciplinary action. The following constitute acceptable use per SAISD guidelines:

1. The use of all telecommunication and computer resources must be in support of education and research and consistent with the educational objectives of SAISD.
2. All electronic and telephone communications systems (including facsimiles, etc.) and all communications and information transmitted by, received from, or stored in District systems are the property of the District. As such, they are to be used for job-related purposes.
3. All email users shall follow the accepted "*etiquette for email*" which includes, but is not limited to the following actions:
 - o Be polite. Users shall not send, or encourage others to send, abusive messages.
 - o District employees are expected to be courteous to one another and to the public, working together in a cooperative spirit to serve the best interest of the district.
 - o Employees are role models for our students, and as such, they shall treat all individuals with respect, dignity, good manners, and civility.
 - o Use appropriate language. Users shall not swear or use vulgarities or other inappropriate language.
 - o Protect privacy. Users shall be cautious about transmitting credit card numbers, account numbers of any kind, social security numbers, home addresses or phone numbers, or any other personal information about themselves or other individuals.

EMPLOYEE RESPONSIBILITY FOR MONITORING STUDENT USE

It is the responsibility of each employee to monitor students under his/her supervision when they use computers. Employees who fail to monitor as directed will be subject to disciplinary action.

DISCIPLINARY ACTION FOR MISUSE OR INAPPROPRIATE USE

The rules listed in the Acceptable Use section of this procedure are not all-inclusive, but are only illustrative and representative. Appropriate disciplinary action shall be taken for the listed acts of misconduct. Disciplinary action may be taken for acts of misconduct that are not specifically listed.

1. All district employees are expected to comply with the conditions and rules applying to the use of the internet and telecommunication and computer resources.
2. Some violations of the conditions and rules are unethical and may constitute criminal offenses.
3. Administrators shall use appropriate disciplinary actions based upon a careful assessment of the circumstances of each case and/or in accordance with board policy.
4. The principal/associate principal/departmental head shall investigate any report that such inappropriate or unauthorized use of the equipment has occurred and shall confer with the administrative support network regarding action to be taken.

Electronic mail transmissions and other use of the electronic communications system by students and employees are not private and may be monitored at any time by designated district staff to ensure proper use.

SAM HOUSTON COMPUTER ACCESS

Sam Houston High School students do not automatically receive a username and password to get into computers on campus. All students must complete SAISD's Acceptable Use document and submit it to their 2nd period teachers. 2nd period teachers must email to the system administrator a list of students who turn in their Acceptable Use documents. The list should follow the exact format specified and be sent to the system administrator during the first three weeks of school.

COMPUTER LAB USE

The computer lab for classroom use is located in the library on campus. Teachers wanting to use this lab must sign up with the librarian. Teachers are encouraged to sign up well in advance.

- Teachers are expected to be on their feet monitoring the lab during the entire class period.
- Teachers are responsible for all instruction in the lab; students should never be brought to the lab for games or “free time.”
- Students must leave book bags, purses, etc. in the front of the room.
- Drinks, food, and candy are not permitted in the lab.
- Failure to comply with these rules will result in the loss of lab accessibility.

LIBRARY PROCEDURES AND CLASS USE OF THE LIBRARY

The Library Media Center is an important part of the student’s total learning experience and educational foundation. Staff members are encouraged to give students the opportunity to use the library and all of its available resources as often as possible. The library is open from 8:00 A.M. to 4:30 P.M. for student and teacher use.

LIBRARY PROCEDURES

1. Books are checked out to staff members for one month and may be renewed. All books are to be returned to the circulation desk.
2. Staff members will not be charged overdue fines, but will be charged the original price for lost items that are not returned by the end of each school year.
3. Orientations will be conducted at the request of teachers.
4. Magazines will be kept on display. To ensure that issues are accessible for all library patrons, magazines may not be checked out of the library.
5. The librarian will seek recommendations from staff members for materials to be included in the library collection.

6. Print and non-print materials purchased with library funds will remain part of the library inventory.
7. Periodic library book checks may be conducted throughout the school year.
8. No student should be sent to the library because he/she has nothing to do or because the teacher wants him/her out of the classroom.

LIBRARY CLASSES

Teachers who wish to bring classes to the library for research projects or activities will need to reserve their times in advance. A monthly calendar schedule will be displayed at the circulation desk. Teachers who wish to send small groups for specific assignments or instruction should also make arrangements with the librarian in advance. Library space will determine how many groups can be accommodated at the same time. In order for needed materials to be assembled in advance, the teacher and librarian should schedule joint planning time prior to research projects.

DISCIPLINE POLICY

The responsibility of classroom discipline rests with the classroom teacher. Most authorities agree that without an effective discipline management style, the teacher's job can become unbearable, and as a result, little teaching or learning takes place. It is very important for each teacher to establish clearly the behavior pattern to be followed by the pupils in each class. Students welcome reasonable discipline and have respect for teachers who follow consistent policies. The administration of Sam Houston High School supports the faculty in maintaining a positive learning environment and, with this goal in mind, offers the following guide to better classroom discipline:

1. Make sure your students know and observe the regulations established for the school.
2. Outline in your syllabus the basis on which a student's grade is to be decided. Students must understand this procedure. Teachers should provide students a framework for how grades are determined.
3. Provide enough work to keep students actively engaged, but not so much that the pupil is overwhelmed.
4. Avoid sarcasm or belittling a student. The teacher cannot be the winner in this type of situation.
5. Establish a reputation for being academically focused, consistent, firm, and fair with your students.
6. Prepare in advance for your classes. Students respond to teachers who are well prepared.
7. Use a definite seating arrangement for each class.

Non- Negotiables for Classroom Management

1. Be in appropriate school uniform
2. Be on time and seated before the tardy bell rings
3. Be prepared to learn with heads up and supplies ready
4. All students are safe to participate in the learning environment
5. Use appropriate language
6. Keep hands, feet, and other objects to yourself

BUILDING RELATIONSHIPS

1. Know your students' names
2. Greet students at the door
3. Ask students to explain their thought processes – honor their thinking
4. Give students opportunities to teach each other
5. Give students opportunities to work in pairs/teams
6. Offer choices with assignments and assessments
7. Vary instructional strategies
8. Let students know the importance of the assignment/activity
9. Include multiple checks for understanding and re-teach support structures (before/after school, in class with small group checks)
10. Make learning connect to your students' lives

DISCIPLINE MATRIX

The Sam Houston High School administrative team has come up with specific procedures that outline how a teacher should deal with the disruptive behavior of students. These procedures are in compliance with the Positive Behavior Intervention Support (PBIS) procedures and should be documented in Review 360. Students who do not comply with campus wide classroom procedures are subject to the following consequences:

- Teachers monitor daily the following Sam Houston classroom behavior offences with PBIS Non-Negotiables model:
 - Everyone was on time to class and seated before the tardy bell
 - Everyone was in dress code
 - Everyone was prepared to learn with heads up and supplies ready
 - Everyone kept electronics out of sight
 - Everyone used appropriate language
 - Everyone was safe to participate in the learning environment
 - Everyone kept his or her hands, feet and objects to his or her self
- Teachers monitor daily the Level 1 and Level 2 SAISD behavior offenses

- Teachers contact parents about student success in classroom
- Teachers document misconduct of the Sam Houston classroom behavior offences and/or the Level 1 and Level 2 Code of Conduct violations on the SAISD Behavior Log
- Teachers organize and maintain all student behavior logs until requested by Administration
- Teachers contact parents about violations of Sam Houston classroom behavior offences and/or Code of Conduct behavior offences
- Teachers document misconduct of Code of Conduct Violations in Review 360 when behaviors are repeatedly violated
- Teachers submit Discipline Referral through Review 360 to campus administration
- Administration contacts parents – (OCI and Suspensions)
 - Discipline days
 - Phone numbers called
 - Student return date
 - Parent conference date
- Parent Conference
 - Teacher will review RTI Behavior Log and classroom expectationsAdministration will review IData documents (Grades, Assignments, Attendance, Testing) and RTI documentation (504, Dyslexia)

Step process can be escalated based on the nature of the violation of the student code of conduct

Cell Phones and Electronics

Student cell phones and electronics are not to be used during the instructional day, unless permitted by the teacher for learning activities.

- If there is a cell phone or electronics violation, the teacher will...
- Conference with the student and document in review 360
- Notify the parent and document in Review 360
- Turn in cell phone/electronic device to Main Office, and document in Review 360.

Cell phones and electronic devices may be collected at the discretion of the adult at any time a violation has occurred. See Student Code of Conduct for fees associated with cell phones and electronics.

ON CAMPUS INTERVENTION (OCI)

On Campus Intervention (OCI) is a structured study environment. The purpose is to provide a restorative environment where students can receive counseling, instruction, and continue their daily class schedule without interruption. Counseling will include coping skills to avoid the center. Instruction will include EOC, SAT, RADAR, and classroom assignments. Students may earn their way back to regular classes by complying with the center's rules and by completing assigned work. Any disruption in the center will not be tolerated. Consequences may include parental contact, a parent conference, or other as defined by SAISD rules and policies. Students are placed in OCI by **administrators only**. Teachers **are not** to place students in OCI.

REFERRALS TO THE ADMINISTRATION

Refer to Disciplinary Policy for additional information.

When referring a student to the office for disciplinary reasons becomes necessary, the teacher is required to complete the Discipline Referral form in Review 360 giving a reason for the referral. **Be sure to include the student's name, ID number and your teacher control number.** Be specific and include all previous intervention strategies attempted. Use the approved SAISD Review 360 program only. If the referral warrants a citation, you will be required to provide a written statement and sign an agreement to appear in court, if necessary.

Do not bring the student to the office. Press the button to the main office and request for an administrator to come to your room for disciplinary purposes.

Be sure to record the information in your Review 360 discipline log. Submit all referrals through the Review 360 program.

Under no circumstances should a teacher place a student in the hall or send to another teacher's room for discipline. We do not have time-out at Sam Houston. All discipline matters **must** be referred to the appropriate associate principal after all appropriate steps in the discipline matrix have been addressed.

Supervision: No student is to be anywhere on campus without adult permission, and a pass. This includes classrooms, hallways, mall area, auditorium, and etc.

DRESS AND PERSONAL APPEARANCE

Teachers

Employees are expected to dress professionally in business or business casual attire. The following guidelines should be observed:

Acceptable Attire Includes:

- Business or business casual slacks, dresses, skirts that are of reasonable length;
- Business or business casual crop pants must be mid-calf or below in length;
- Dress shirts, polo shirts, ties (optional);
- Clothing should fit appropriately.

Unacceptable Attire Includes:

- Skorts, shorts, jeggings, leggings, knee length pants;
- Distressed Jeans or any jeans on days other than Fridays
- Beachwear sandals, flip-flops, crocs or similar type footwear;
- Tank tops, spaghetti straps, muscle shirts, similar tops, or athletic wear;
 - Athletic wear may be worn by coaches in P.E. and during athletics
- Pants or skirts with low waists lines are not to reveal the stomach, buttocks or back.

Shirts that are styled to be tucked in are to be tucked in by employees. Those who choose to participate in Spirit Day on Fridays and dress in the spirit shirts with jeans or khaki pants are

expected to tuck in their shirts. We must model for our students in this regard. It would be unacceptable for us to require them to do so and not do so ourselves.

If any employee or volunteer should have a question regarding the appropriateness of their attire, please consult your administrator. Business attire is expected for evening events involving community partners and parents.

Students

Sam Houston students will wear black or khaki shorts, skirt or pants. Students will wear a white, green, or orange collared polo shirt, as well as a spirit shirt, college shirt, or campus organization shirt.

Jeans of any color are not allowed under the campus dress code.

The entire student dress code is outlined later in this handbook. Post the district Uniform Guide in your classroom. **All faculty and staff are expected to know the student dress code as outlined in the Sam Houston Student Handbook and to enforce the dress code in their classrooms/offices.**

SAM HOUSTON HIGH SCHOOL

FIRE ALARM PROCEDURES

SCHOOL YEAR 2017-2018

FIRE ALARM

Administration/Custodian/Main Office staff/Dept. of Safety

1. Main office will identify and state location of alarm.
2. Administration/Custodians will verify location of alarm.
3. Confirmation will be made and forwarded to Main Office. (554-2420)
4. Main Office will silence alarm panel if it is determined that the alarm is false.
5. Main Office will contact DOS to confirm false alarm.

PROCEDURES

1. Upon the sounding of fire alarm, **all** school personnel, students, and visitors are required to exit the building.
2. Students in shops/labs should turn off all machinery, gases, water, etc. before exiting.
3. The last person to leave a classroom/shop/lab should close the door after making sure that no one still remains.
4. **Teachers are to accompany their students to and from the designated area and remain with their students until signaled to return.**
5. **All teachers on conference period are to exit the building and assist with student supervision in the parking lot.**
6. Anyone who is in the cafeteria, and /or the auditorium should proceed quietly to the nearest exit and walk quickly to areas at least fifty (50) feet from any building.

7. **DO NOT BLOCK** any areas/entrances that may be used for access by the Fire Department.
8. Alternative exit routes should be predetermined. In the event of a blocked exit, teachers must be able to safely redirect students.
9. Teachers must post fire drill procedures in their classrooms.

KEY POINTS

- Fire drill procedures are to be presented to students in the classroom and **posted** in every classroom and office area.
- **Teachers are to assist substitutes** with these procedures.
- Teachers are to secure classrooms, have student roll books in hand with up-dated student phone numbers **AND ESCORT THEIR STUDENT TO THE DESIGNATED LOCATIONS.**
- All students' personal items are to remain in the classrooms.
- Modifications to these procedures will be made as the situation(s) dictates.

SPECIAL NEEDS STUDENTS EXIT PROCEDURES: Special Education teachers and paraprofessionals will attend to the special needs students to ensure their safe exit from the building. All students and school personnel are to re-enter the campus through the exit used to vacate the building.

FACULTY, SLC MEETINGS

Faculty meetings for teachers will be held on Thursday's as scheduled by Dr. Diop. SLC Meetings will be scheduled by each respective Associate Principal. Teachers will receive a Professional Collaboration Calendar through with dates and times for all meetings. All faculty and staff members are required to attend. If for any reason you are unable to attend, you must contact your Evaluation Administrator. Emergency situations are the only absences that will be excused.

If the situation warrants, emergency faculty meetings may be called on any given day.

DUTY – PARAPROFESSIONALS

Paraprofessionals will be assigned before school, during the school day, and after school supervisory duty. All paraprofessionals will have one 15-minute break in the morning, one 15-minute break in the afternoon, and a 30 minute duty-free lunch.

INSTRUCTIONAL ASSISTANCE

At the end of each nine-week grading period, teachers' failure rates will be reviewed. A meeting will be scheduled with the principal, associate principal, and those teachers with any failing students. Teacher documentation will be evaluated and areas of concern will be addressed through individualized staff development opportunities. The principal and associate principals will assist with classroom management. Department chairs for each core subject area will assist with delivery of instruction. Additional assistance will be offered throughout the District and Region 20.

SYLLABUS

Teachers are required to create a syllabus for each course they teach. A syllabus should contain the following:

1. The teacher's name, department, email address, room number, and conference period
2. The course name and a brief outline of course objectives
3. An outline of the major topics covered in the course

4. A list of course materials
5. A description of the required PBIS – CHAMPS daily class procedures and routines
6. A grading policy which includes the following rubric that provides a breakdown of assignment types and corresponding grade:
 - a. Assessment Performance Measures 40% (Tests, projects, labs, research papers, formative mini assessments)
 - b. Classwork and Homework Measures—60% (Instructional activities, journals, class participation, notebooks, and agendas)
7. A statement of the teacher's expectations for his/her students
8. A statement of any policies particular to the class (e.g. policies regarding the acceptance of late work)
9. A statement of teacher availability for additional academic support
10. A place for student and parent signatures (so that students and parents can acknowledge their receipt and understanding of the syllabus)
11. Each syllabus must be uploaded to the Google Drive by August 15 at 4pm for approval by administration.

RELOCATION OF CLASSES

At times during the year you may wish to enrich your students' educational experience by taking them to the library, joining another class for a guest speaker presentation, etc... Please be sure you notify your associate principal **and attendance clerk at least one week in advance**, (See **Appendix** at the end of the handbook) **and leave a note on your classroom door indicating your whereabouts**. This will assist the attendance office and help students who are unaware of where the class is meeting.

Instructional Collaboration Calendar

1. The Instructional Collaboration Calendar guides instruction and reflects planning for instruction.
 - a. The Instructional Collaboration Calendar serves two main purposes:
 - b. The Instructional Collaboration Calendar reflects professional decisions made by a teacher or group of teachers in translating state, District, and campus curriculum into an outline for instruction.
2. The Instructional Collaboration Calendar is required and should be readily available. The instructional calendar is due into the content specific google Drive by Friday August 15th at noon.
3. The Instructional Collaboration Calendar shall include the following components and each component should reflect the student's' abilities, needs, and other unique learning characteristics (*Examples may be obtained from principals for reference*):
 - a. Objectives,
 - b. Learning activities,
 - c. Resources,
 - d. Assessment methods/strategies.
4. The Instructional Collaboration Calendar for instruction shall be available for a substitute in a form that is user-friendly to all substitutes.
5. The principal or his/her designee will review the Instructional Collaboration Calendar weekly.

NOTE:

1. Emergency lesson plans covering three days must be submitted to your content area Department Chair no later than **August 18, for Semester I, and January 12, 2018, for Semester II**. Emergency lesson plans must be updated as needed.
2. **GRR lessons (template) may be reviewed by Associate principals.**

SEMESTER EXAMS

A schedule will be issued detailing testing dates and procedures. **All teachers are directed to strictly adhere to testing schedules.** The week prior to exam week is considered “Protected Week” and no activities should be scheduled. A copy of semester exams must be submitted through google drive to your content area associate principal a week prior to the actual test. All tests/exams are expected to be typed. The testing period is not to be used for having parties, watching videos, and etcetera.

RE-TEACHING

Section 75.170(a) of the Texas Administrative Code (TAC) requires school boards to “establish an acceptable procedure to re-teach non-mastering students.”

Re-teaching is defined as another presentation of contents, usually to provide an additional opportunity for a student to learn. Implementation of the district procedure for re-teaching does not have to be detailed or prescriptive. Re-teaching may vary from subject to subject or from class to class, even from student to student. It may be as simple as repeating the concept. If the student still does not understand the concept, the teacher might use different materials or modalities to present the concept again. If the initial instruction was primarily visual, the re-teach activity might use an inductive approach. In this way, the student will gain a new perspective on the task.

While we encourage and expect good first teach, re-teaching is an integral part of the lesson cycle and may occur in many different situations.

Some examples include:

- During direct teaching as a teacher checks for understanding
- During guided practice as a teacher monitors
- During independent practice as students work individually or in cooperative learning situations.

Teachers should plan for re-teaching when they are planning initial instruction. When this is done, alternative instructional strategies are immediately available, if needed. Planning for re-teaching may or may not be written and should not require excessive time or documentation.

If initial re-teaching efforts are unsuccessful, the more complex process of remediation may be necessary. Remediation implies analysis of the learning task and further diagnosis of a student’s needs, including the identification of the deficient prerequisite skills. Remediation may occur in many different situations.

Some examples include:

- Teacher working with small groups during class time while other students work independently
- Tutorial sessions
- Remedial class

In applying re-teaching procedures or remediation in grading policies, teachers need to ensure fairness and promote success for all students. Re-teaching is important, and districts and teachers are responsible for seeing that it occurs. Time and effort should be spent on planning a quality instructional program that would ensure the success of all students.

COMMUNICATION LOGS

“It takes a village...” Teachers are required to communicate with parents. A Communication Log is provided for teachers so that all contacts with parents/guardians can be documented. Communication is to be documented and submitted into the teacher’s Google Drive. Administration will review the communication log on **Mondays at 5pm** for the previous weeks communication.

Teachers are required to verify the phone numbers of all students in their 2nd period classes, each semester, and to invite the parents/guardians of these students to school activities such as Open House, etc. as required. Additionally, you are **required** to contact a parent/guardian when any student from any of your classes meets any of the criteria below:

- Relationship building with parents
- Absent for two consecutive days
- Tardy to class
- A behavior problem
- Not doing well academically
- Schedule interventions

All teachers are encouraged to make positive calls, as well, in order to keep parents/guardians abreast of student progress. Your Communication Log will be checked randomly throughout the school year by your T-TESS administrator and will be considered in your performance evaluation. Communication logs are

Lesson Plan outlines

Lesson outlines are essential in effective lessons. Administrators will support teachers by reviewing lesson outlines. Teachers are required to complete Lesson outlines and upload into Google classroom by **Friday at 4:15pm.**

Title II, Title VII, Title IX, and 504 Coordinators

The San Antonio Independent School District strongly supports and will comply with all Federal laws prohibiting discrimination as outlined in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. (School Board Policy DAA Legal and Local)

Federal law requires that there be no discrimination against an employee or applicant for employment because of the person's race, color, religion, sex, national origin, age or disability with respect to hiring, compensation, promotion, discharge or other terms, conditions or privileges of employment. To insure equal employment opportunities, the District designates the following person **to coordinate** its efforts to comply with:

Title II of the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973, as amended

Name: Lorena Rios
Position: Director, Employee Benefits/Risk Management
Address: 141 Lavaca Street, San Antonio, 78210
Telephone: (210) 554-8679

Title IX of the Education Amendments of 1972 and the Age Discrimination in Employment Act (ADEA), as amended

Name: Toni Thompson
Position: Associate Superintendent, Human Resources
Address: 141 Lavaca Street, San Antonio, 78210
Telephone: (210) 554-8410

To insure equal educational opportunities for students, the District designates the following persons to coordinate its efforts to comply with:

Title IX of the Education Amendments of 1972, as amended

Name: Victoria Bustos
Position: Director - Guidance and Counseling
Address: 406 Barrera, Room 34, San Antonio, 78210
Telephone: (210) 223-1506

Section 504 of the Rehabilitation Act of 1973, as amended

Name: Julie Ann Gonzalez
Position: Director, Dyslexia 504
Address: 406 Barrera, Room 24, San Antonio, 78205
Telephone: (210) 354-3983

TEACHER/PARAPROFESSIONAL MAIL BOXES

Every teacher and paraprofessional is provided a mailbox in the main office. All mailboxes are to be emptied daily.

Administrative approval must be obtained before placing memos, notifications, etc. in teacher/para mailboxes.

VISITORS TO CAMPUS

Sam Houston High School is a closed campus. All visitors are to report to the main office for approval. Upon approval, a pass will be issued. Visitors must check out in the main office before leaving campus. Prior approval must be obtained for guest speakers and special program coordinators. **Please be alert to outsiders on our campus and report anyone who doesn't belong to the nearest administrator/police officer as soon as possible.**

GUEST SPEAKERS

Guest speakers can provide additional insight into a concept or lesson while exposing our students to a different presentation style. If you choose to utilize this valuable resource, you must include the appearance of the guest speaker in the lesson plans, complete the SAISD Request for Approval Regarding Speaker, Performer, or Presenter, and submit to the appropriate associate principal **at least two weeks prior to the date of presentation.** (See **Appendix** at the end of the handbook).

See Also: Administrative Procedures E14 – Speakers, Performers, Presenters in the Schools

PARTNERSHIPS WITH COLLEGES, UNIVERSITIES AND REGION 20

Sam Houston High School has partnerships with several of the local colleges and universities and Region 20 in regards to training of future teachers. As part of these partnerships, students from these entities will visit, observe, help, or possibly student teach in your classrooms. As a result of these partnerships, a misconception has been formed that anyone can come observe in a classroom. This is not the case. There are certain district procedures that must be followed which are already in place with our partners.

If you want someone to observe in your classroom, you need to notify Dr. Diop. Once he has been informed, she will make sure the proper procedures have been followed and then, if

everything is correct, will obtain the appropriate permission. Once permission has been granted Dr. Diop will notify you and make arrangements for the observation. This is not an overnight process, so please do not expect to have this accomplished in a day. It can take from a couple of days to a couple of weeks depending upon circumstances.

DO NOT invite someone to observe your classroom without following the guidelines set out above. You could be in violation of district policy.

II. GRADING POLICIES AND PROCEDURES

GRADING SYSTEM

The following system of grading is used at Sam Houston High School:

A	=	90 to 100
B	=	80 to 89
C	=	75 to 79
D	=	70 to 74
F	=	69 and below

WEIGHTS: Grade weights shall be assigned to grades earned by high school students for purposes of class ranking, in accordance with the following scale:

<u>Course</u>	<u>Weight</u>
Dual Credit	+10
Advanced Placement (AP)	+10
Pre AP	+ 5

CREDIT STANDARDS FOR GRADE PLACEMENT

Credit standards for grade placement of students Class of 2010 and beyond:

9th Grade	0.0 – 5.5 credits	11th Grade	13.5 – 20.0 credits
10th Grade	6.0 – 13.0 credits	12th Grade	20.5 plus credits

CITIZENSHIP RATINGS

Citizenship ratings reflect a student's conduct, attitude, and cooperation with the teacher, and his/her ability to get along with other students. The following rating scale is used:

E - Excellent

S - Satisfactory

N - Improvement Needed

U - Unsatisfactory

A student is given a citizenship rating each 9-week grading period.

GRADE BOOKS

Permanent grade books will be kept electronically via the Tx Gradebook Web Based Grading System. Grade books are kept electronically by the district. The principal and associate principals will be provided access to view grade books from prior year through the Outlook Public Folders or iDATA Portal.

DISTRICT POLICY FOR GRADE WEIGHTING:

Assessment Performance measures shall constitute **no less than 40%** of the student's nine-week grade. To increase the weight of assessment performance measures, the CLT must meet and reach consensus as stated in Policy E20.

Class work and/or homework shall constitute **no more than 60%** of the student's nine-

week grade. See Policy E20 if assessment performance has been changed by CLT. Assessment performances are measures which may include, but are not limited to, exams, recitation, teacher-made tests, quizzes, interim assessments, projects and other grade-level acceptable assignment measures.

Sam Houston teachers are to record **no less than 18 grades per grading period** per subject area, with no fewer than **2 grades per week per subject area**. Class work and/or homework are measures which may include, but are not limited to projects, journals, research, class participation, and other instructional activities related to the content area. **Grades are to be recorded in the gradebook by Thursday by 4:15pm. Your assigned administrator will review each week.**

Gradebooks are temporarily locked at the third and sixth week of a nine-week period to capture students' grades at that moment for UIL eligibility purposes and to generate progress reports. The dates and times will be given to you. You must make sure your gradebook is up-to-date since failure to do so could cause a student to be ineligible for UIL sponsored activities. After approximately one day, the gradebooks will be unlocked to continue inputting grades.

Gradebooks are locked at the end of each nine-week grading period. It is your responsibility to verify your grades electronically by a specified date of which you will be given and reminded. After you have verified your grades, the Tx Gradebook coordinator on campus will lock the nine-week grades. Changes can no longer be made electronically for that grading period.

Gradebooks are kept electronically by the district for auditing purposes. The principal is given a disc copy of the previous year's gradebook for reference purposes. Any changes that need to be made once the gradebook is locked for a grading period or the year must be done through the data clerk or registrar, depending on the change that needs to take place.

PROGRESS REPORTS

At the end of the third and sixth week of a nine-week grading period, an Interim Progress Report will be generated from the Tx Gradebook Web Based Grading System. These reports are printed by the Campus Data Clerks. Dates and Times in which grades are due by teachers are posted. You will be reminded of the date and time grades will be locked to capture the student's progress

up to that point. It is very important that grades are kept up and are accurate as UIL Participation is determined by these grades.

VERIFYING OF GRADES

Teachers must have their grade books verified at the end of each grading period. Dates will be given to you as we learn of these dates. The district will verify and “lock” the campus out of Tx Gradebook at this time; **the grade book will lock at the exact time given**. Once this verification occurs, no grades can be changed. New Tech San Antonio staff will be provided specific timelines to have grades posted, in order to export grades from the Echo system into the gradebook.

POSTING SEMESTER EXAMS TO TX GRADEBOOK

The semester exam grade will count as 15% of the student’s semester average (mandated by SAISD) for the grading period only. For further instructions see TX Gradebook administrator [Mr. Ferron](#).

PROCEDURE FOR ENTERING GRADES INTO TX GRADEBOOK FOR STUDENTS ENROLLING AT SAM HOUSTON AFTER A GRADING PERIOD HAS BEGUN

There are three possible scenarios for entering the grades of a student who enrolls at Sam Houston after a grading period begins.

I. **Student enters Sam Houston at the beginning of the grading period – within the first week or two of the nine weeks**

The student may not have been given a grade when they withdrew from their previous school. If they do come in with grades for one week or so, you can ignore the incoming grade and use what grades the student earns in your class from that point forward. This will still give at least 8 weeks of grades for the student and would be an accurate accounting of the student’s abilities.

You could also place the incoming grade into each assignment so that this would average in with the grades the student will earn in your class.

II. Entering at the end of the grading period – within the last week or two of the nine weeks

Use the grade that the student brought in from their previous school as the grade for that grading period. Again, this would give at least 8 weeks of grades for the student. You would have no grades of your own and the grade brought in should be entered as the grade the student earned on all of your class assignments. This would create an average for the Tx Gradebook that would match the grade the student earned from his previous school. It would be the most accurate accounting of the student's abilities.

III. Entering somewhere in the middle of the grading period

When the student enters, the student should be bringing a grade with him or her from their previous school. For EVERY assignment you have recorded up to that point for your class, you should enter the student's incoming grade. For instance: If the student enters your class with an 85 from their previous school and you have 10 assignments in your gradebook (9 daily/class work/homework and 1 assessment) you will enter an 85 for ALL 10 of those grades. From that point on the student will participate in your class earning grades just like all of your students. You would begin to enter the grades the student earns in your class which will ultimately average in with the grades you have entered into your gradebook that they came with from the other school. No matter what his incoming grades are, the student earned the grades and these grades should be averaged in with the ones the student earns in your classroom.

INCOMING STUDENT GRADES

You should receive the incoming grades on a new student when they sign into your class and you sign their paperwork. If you do not get incoming grades at this time, you would need to contact the registrar's office before the end of the grading period so that the student's nine weeks average can fairly be calculated. It is YOUR responsibility to get the grades and make sure they are entered correctly. It is possible that the student's counselor at Sam Houston may have a record of the student's grades from his or her previous school.

See Also: Administrative Procedures E20 – Student Grading

TEACHERS OF SENIORS

Each day during the last week of a semester you must submit to the counselors the Senior Failure form on any senior that took their semester exam on that day but will be failing or getting no credit for your class for the year or semester (if your course is a semester course). Submit this information to **the senior counselor** at the end of first semester so that a plan can be developed to have the student re-take the class if it is required for graduation.

WITHDRAWALS

A student is not to be dropped from a class unless an official withdrawal form or an official change of schedule form is presented for the teacher's signature. When a teacher is informed of a student withdrawal, teachers must be certain that you sign and put "cumulative grade to date" on the withdrawal form.

PARENT-TEACHER CONFERENCE

Conferences between teacher and parents are encouraged. In cases where there has been considerable difficulty with the student or where the teacher feels he/she needs support in dealing with the situation, the student's counselor or administrator should be invited to attend the conference.

In such cases, it would be advisable to notify the counselor or administrator in advance so that he/she can make arrangements to be available at the time of the conference. All conferences between parents and teachers should be held during the teacher's conference period, before, or after school. Please provide the parent/guardian with at least two alternate dates/times for the conference. Please do not hesitate to notify your students' parents when difficulties arise; their cooperation and support can be of great assistance in resolving the problem.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are school-sponsored activities which are not directly related to the instruction of the essential elements, but they may have an indirect relationship to some areas of the curriculum. They offer worthwhile and significant contributions to a student's personal, physical, and social development.

Participation in extracurricular activities is a privilege, not a right, and students must meet specific requirements in order to participate.

Specific Requirements:

1. A student must maintain a grade of 70 or above in each course to be eligible for participation in any extracurricular activity.
2. A student may not miss a class he/she is failing in order to participate in an extracurricular activity.
3. Credits earned in summer school may be used to determine eligibility for extracurricular activities.

COURSE CHANGES – STUDENT PROMOTION POLICY

Student course changes will be kept to a minimum and will not be made unless absolutely necessary. The following guidelines will be used in making changes:

1. To meet graduation requirements.
2. To correct schedule because of summer school credit or class failure.
3. To correct computer errors, incomplete program, and etcetera.
4. To meet specific job requirements (employer's signature required).
5. Student has qualified for school activity (example: band, athletics, pep squad, student assistant, etc.).

Program change requests should be directed to the student's grade level associate principal. The counselor, acting with the associate principal, may make the program change.

BUILDING RESPONSIBILITY AND USAGE

Faculty members should assume the following responsibilities in the use and care of the building:

1. Report any damage to furniture or building to the appropriate assistant principal.
2. Turn off lights when the room is not in use.
3. See that waste paper is not left on floors.

4. Have students leave desks in proper order at the close of each period.
5. Assist the custodian by arranging papers, books, and other materials so as to make it easier to clean the rooms.
6. Report any maintenance needed to improve condition of room to **Mr. Davis** by using the AB-15 Requisition Form.
7. Use the Request for Custodial Service forms when special assistance is needed.
8. Please do not use scotch tape on chalkboards!!!
9. Doors should be locked when your area of responsibility is not being used, **unlocked during instructional time.**
10. Do not place student desks next to walls.
11. **Do not** remove furniture or equipment from your room without **Mr. Davis'** approval.
12. Be alert to student vandalism. Intervene if it does not pose a safety threat. Always report the incident to administration and/or SAISD campus police. Violations should be immediately followed up with a discipline referral.
13. Windows in the door leading to your classroom are to remain uncovered.

FACILITY USAGE REQUEST

Any faculty or staff member may request to use the auditorium, cafeteria, boys or girls' gym for an assembly or special program. To request, complete the Sam Houston Facility Usage Request Form and submit two copies to **Campus Secretary** at least 10 working days prior to the date of the event.

A request must be submitted for all facility usage.

FOOD/DRINK/ELECTRICAL APPLIANCES

Electrical appliances (microwaves, coffee pots, refrigerators, etc.) are not allowed in the classrooms. These items are provided for your convenience in the teachers' lounges.

INVENTORY

The campus principal is responsible for inventory. **Teachers and staff are not to exchange furniture or equipment without principal consent.** Teachers are to keep an accurate

inventory of their classrooms and should **immediately** report any missing items, personal or district owned, to the principal or Associate Principal.. When receiving equipment from district workshops you must check item in with Mr. Davis. For safety reasons, please do not place any broken furniture or equipment, or any items that you no longer want, in the hallway.

KEYS

Keys checked out to a teacher should be safeguarded throughout the school year.

The Campus Principal is responsible for keys. All keys in your possession must be inventoried through him yearly.

All keys are property of SAISD. You are not to lend, lease, or loan your key(s) to anyone. **You will not make copies, allow copies, alter or allow alterations to issued key(s).** If a key is broken, lost, or stolen, you will need to immediately notify the issuing administrator. **Be advised that individuals will have to pay costs to replace lost key(s) or cores as necessary.** Use the Telephone/Voice Mail/ Key Work Request Form found in section 4 to replace any necessary key(s).

KEYS/LOCKS

1. For any key or lock problems, please notify **Ms. Franklin** and **Mr. Toliver** by email.
2. District policy prohibits duplicating any school district issued keys.
3. If any keys are lost or stolen you are required to notify **Dr.Diop**
4. All keys are to be checked in at the end of every school year.

FIXED ASSETS INVENTORY

1. No one is permitted to move any furniture, equipment, and/ or computer items from one room location to another without prior approval from **Dr. Diop**
2. If you have broken furniture, equipment, and/ or items that are no longer needed, please notify **Dr. Diop**. Please do not place any of these items in the hallway as it will pose a safety problem.

AB 15's

For all work requests other than telephone/ voice mail/ key/ lock problems, please fill out an "AB 15 Request Form" which can be found in the main office and give it to **Mrs. Perez-Ortiz**.

POSTERS/BANNERS/SIGNS

Posters/banner/signs are not to be taped or glued to any painted wall and only allowed **on glass surfaces**. Before a poster/banner/ sign may be displayed, **it must be approved by an administrator**.

All signs must be removed at the conclusion of fundraiser, sales, election.

WORKROOM

Teacher workrooms are for teacher's use only. Students are **NOT** permitted in these areas. **DO NOT send students to purchase drinks, snacks, etc.** Keep your workrooms clean. You are responsible for returning items brought from the cafeteria (dishes, cups, trays, etc.), and removing excess paper/materials from tables/machines.

COPY MACHINES

Each teacher is responsible for leaving the copy machines in proper order and for removing any paper, stencils, etc. If you are uncertain how to clear paper from the machine, please call the main office for assistance. **BE GENTLE AND DO NOT SLAM COPY MACHINE DOORS, ETC.**

DO NOT send students or student assistants to make copies.

APPENDIX

(FORMS ARE ONLINE OR IN THE MAIN OFFICE)

Syllabus Form

Discipline Referral

Relocation of Classes

Announcement Form

Telephone/Voice Mail/Lock/Key

Facility Usage Form

Field Trip Permission Form

Field Trip Out-of-School Activity Approval

Fundraiser Request Form

Sponsor Club/Organization and Financial Agreement

Suspected Child Abuse/Neglect Reporting Form

Request for Approval Regarding Speaker, Performer, or Presenter

Video/Audio/Multimedia Approval

Video/Audio/Multimedia Parental Permission

DISTRICT POLICIES can be found on the SAISD website. For further assistance in finding these documents, contact an administrator.

School Uniform Policy

Facilities Security

Fundraising and Activity Funds Management

Cash Disbursement from Student Activity Funds

Transporting Students

Discretionary Teacher Removal of a Student

Mandatory Teacher Removal of a Student

FERPA – Family Educational Rights and Privacy Act

Computer, Telecommunication and Internet Access for Employees

Computer Use and Internet Access for Students

Non-District Owned Personal Computers on the SAISD Network

High School Grade Level Classification and Graduation

Commencement/Graduation Exercises

Minimum Attendance for Class Credit

Student Tardies

Student Grading (for High Schools only)

Medication at School

Emergency Closing of Schools