

Administrative Support

ADMINISTRATIVE ASSIGNMENTS

Michael McDonough, Principal Main Office

Terri Saldana, Secretary

Supervisor of Core Academic Department Chairs

Mr. McDonough is responsible for the organizational and instructional leadership of the school. His duties include: facilitating and being accountable for planning and implementing the School Improvement Plan; directing the operations of the shared decision-making process by serving as chairperson of the SDMC; implementing central administrative directives, regulation, and programs; planning, leading, implementing and directing the school's curricular and extracurricular programs in compliance with state policies; marketing the school among the various communities, observing and evaluating the school's total educational program; and working in concert with teachers to improve the academic environment of Bellaire High School. He is also responsible for implementing Central Administrative directives, regulations and programs.

Kori Catlin, Assistant Principal

Room 128

Amy Gayosso, Clerk

Duties: Students in alpha Q-S

Supervisor of the Academic Department of CATE

Works with Counselors

Teachers/Staff parking

Grad Lab Coach

Benefits coordinator

Academic UIL Administrator

Coordinator-Camile Quaite

Cilya Frank, Assistant Principal

Room 280A

, Clerk

Duties: Students in Alpha Section D-G

Supervisor of the academic department of Science

Works with counselors

Office Assistants

Combined Charities

Credit Restoration

Student and Teacher handbook

Shared extracurricular events

Sergio Lira, Assistant Principal

Room 107

Edith Barnes, Clerk

Duties: Students in alpha section H-L

Works with counselors Patricia Magilke and Lourdes Fernandez

Supervisor of the academic department of Math

1st day packets

SRC/Detention

Security and emergency procedures

Fire Drills

Plasco

Lockers
Shared extracurricular events
Dropout Prevention

Andrew Monzon, Assistant Principal

Main office

Duties: Supervisor of the Academic Departments of P.E. and Health, ROTC
Senior Parking lot
Campus Discipline Data Management
Supervisor of Counselor Department
Attendance Department
Master Schedule/Chancery
Dropout Prevention
Shared Facilities
Shared extracurricular events

Jhacole LeGrand, Assistant Principal

Room 303

Olivia Orosco, Clerk

Duties: Students in Alpha Section T-Z
Works with counselors
Co-Sponsor of Senior Class
Supervisor of Social Studies department, and Grad Lab
Shared extracurricular events

Jamey Schaaf, Assistant Principal

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Maria Davila, Clerk

Duties: Students in Alpha M-P
Works with Counselors
Supervisor of Academic Departments Foreign Language
GT/AP Testing
GradeSpeed
Open House
Shared extracurricular events

Michelle Shoulders, Assistant Principal

Library, West Entrance

Griselda Quinteros, Clerk

Duties: Students in alpha section B-C
Works with counselors
Supervisor of the academic department of English
Professional Development
Co-Sponsor of Senior Class
Shared extracurricular events

Gary Tunstall, Assistant Principal
Barbara Johnson, Clerk

Room 329

Duties: All students in alpha section A-Z Special Education and A's
Works with all the counselors
Supervisor of the academic departments of Fine Arts and Special Education
Administrative Duty Calendar
Administrator for ARD meetings
Birdkeepers/Booster Club
Assembly Control
Shared extracurricular events
Shared Facilities
Summer School

Amanda O'Leary, Magnet Coordinator
Lam Ngo, Clerk

Library, East Entrance

Duties: Students in alpha section A-Z enrolled in Magnet Program
Works with all counselors
Supervisor of Academic Department of Foreign Language
Magnet Program
Transportation
School Tours

Alan Thompson

Library

Duties: Test Coordinator TAKS/STAAR, PSAT/SAT
Coordinators: Alan Thompson, School Wide Testing, TAKS/STAAR/PSAT
Jamey Schaaf, AP, NAGL
Ann Linsley IB
Andrea Nguyen LAT, TELPAS
Counselors SAT, ACT

Diana Leeson, Business Manager
Donna Littlejohn, Financial Clerk

Main Office

Duties: Textbooks
Budget
Activity Funds
Special Funding projects
Custodial Supervision /support
Travel
PowerUp
Teacher Appreciation

David Thornhill, Title I

Duties: Free Reduced Lunch enrollment
VIPS
Title 1 Programs
Hazardous Chemicals Materials
Testing support

Library

Bruce Glover Athletic Director

Duties: Athletics

Athletics Office

Plan For



Emergencies

MEDICAL EMERGENCY PLAN

In the event of an emergency or crisis situation such as life threatening illness or injury of a student or faculty of Bellaire High School, the following plan of action is to be implemented immediately. Any faculty member, upon recognizing such a situation, has the responsibility to alert an administrator. If notified of an emergency, classroom teachers are to keep students in their classrooms. Bells may be held.

Stage 1: Immediate Actions by Emergency Team

A. Render First Aid

1. Assess consciousness
2. Assess breathing
3. Check circulation (carotid artery)
4. If there are not signs of circulation, GO TO CPR and using an AED.
 - If there is no pulse, initiate CPR
 - Appointed person to bring AED. Unit is located outside Clinic door.
 - If there is no pulse and the AED is on the way, CPR is initiated until AED is ready to use.
5. Stop Bleeding

CPR Team Members:

1. School Nurses Diana Macomber
2. Ms. Korman Dance Teacher
3. Ms. Shoulders Assistant Principal
4. Chantini Thomas Nurse
5. LTC D. O'Driscoll, ROTC
6. Ms. Wingenroth, Psychology AP
7. Joseph Nguyen Tech Support

B. Decision to call 911 for an ambulance must be made by the nurse or principal.

Team members responsible for calling:

Terri Saldana	Secretary
Cynthia Knotts	Receptionist
Diana Macomber	Nurses
Chantini Thomas	

C. Crowd Control

Team members:

HISD Officer

Student Case Worker

Assistant Principals

Stage 2: After injured have been transferred to medical facility:

A. Notify appropriate departments of HISD as determined by principal.

Team members responsible for notification:

Michael McDonough Principal

Terri Saldana Secretary

Cynthia Knotts Receptionist

Diana Macomber Nurse

Chantini Thomas Nurse

Some Departments Requiring Notification

Risk Management 713-220-5092

Press Office 713-556-6393

School Psychologist 713-867-5220

Office of High School 713-662-2412

B. Handling Public Relations:

Team members:

Michael McDonough Principal

Terri Saldana Secretary

Debbie Campbell Communications Director

C. Principal designates Assistant Principal to pick up school personnel at the emergency room.

CODES 1, 2, AND 3

Evacuation Procedure:

In the event of chemical or other accidents:

CODE 1-Early Warning: Upon notification to the principal or his/her designee from the Fire Department, Police Department or HISD Security Services, the principal will in turn notify the Area office and HISD Security Services of the condition which exists. He will begin the following:

- Keep one telephone line open at all times to maintain complete communication. The telephone number 713-295-3704 will be used for all emergency communication.
- Mobilize the office staff to implement action as necessary.
- In the case of chemical or gas fumes, close all windows and doors and turn off all air conditioning and/or heaters.
- Be sure teachers make every effort to maintain safety of the students assigned to them.
- Be sure that all other building personnel are on standby to assist in the orderly implementation of directed actions.

The Principal or his designee shall await the arrival of the Chief High School Officer or his designee. The Principal will only receive an order to evacuate the building from the General Superintendent, Fire Department, Police Department, or HIS Security Services in person.

CODE 2- Bus Evacuation from Building: when there is sufficient warning time, students will be evacuated from the campus on HISD buses to designated sites. Prior to evacuation, students will remain in classrooms with teachers as long as possible and until official notice to move to the bus-loading areas is given.

All classes will evacuate to the same campus locations as they do during fire drill exercise.

All teachers will go to the evacuation site with their student and remain there to provide proper supervision while waiting for the ALL CLEAR announcement or order to load buses.

Bus Loading Area will be on Rice unless otherwise announced.

CODE 3-Immediate Evacuation from Building: When there is not sufficient time for buses to reach the school campus, students will be dismissed from class by the same method as for fire drills and sent in the direction away from the danger and a designated location. All teachers will accompany students and maintain proper student control and remain with them until everyone returns to the school. If during a campus emergency you are approached by the press, please tell them to contact the HISD Media Relations Department for information, as teachers are unauthorized to release information to the press without their consent.

Finally, remember to report any security concerns to the HISD Officer or any member of the administrative team.

LOCKDOWN PROCEDURES

We must all be familiar with the school procedures in case of an emergency situation. Please post these instructions where they can be easily found by a substitute. Make your students familiar with these simple steps.

Lockdown Steps During Class Hours

1. An announcement will come over the P.A. "Teachers please close your doors and keep students in your room until further notice."
2. Do not stop to ask why, just act.
3. Bring in students from immediate area (even if they are not your own students).

4. Lock your classroom or building doors.
5. Pull down shades.
6. Do not allow anyone (student or adults) to leave the classroom.
7. Wait for further instructions, which will come over the P.A., by phone, email, administration, or police. Any attempt to communicate with the office at this time will delay further instructions; so please resist the temptation to call in.

Lockdown Steps During a Break, Before or After School

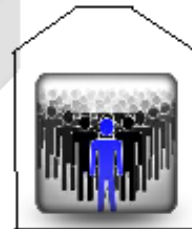
1. An announcement will come over the P.A. "Teachers please close your doors and keep students in your room until further notice."
2. Report to your classroom or next assigned classroom unless directed to an alternate location.
3. If you are directed to go to an alternate location, do so immediately. Do not stop by your classroom for any reason.
4. Bring students into immediate area (any students who may be outside at the time).
5. Lock classroom or building door.
6. Close shades.
7. Do not allow students or adults to leave classroom.
8. Wait for further instructions, which will come over the P.A., by phone, email, administration, or police. Any attempt to communicate with the office at this time will delay further instruction; so please resist the temptation to call in.

SHELTER IN PLACE

1. Close outside access to the school. Activate the school's emergency plan. Bring all students, faculty and staff indoors.
2. If visitors are present, provide for their safety by asking them to stay-not leave.
3. Provide for answering telephone inquiries from concerned parents/guardians by having one telephone available in the room selected by the school secretary, or designee. This room should be sealed.
4. Provide for a way to make announcements, from a room where the Principal or designee takes shelter.
5. Close and lock all windows, exterior doors, and any other openings to the outside of the school.
6. Gather disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
7. In the classroom shut and lock the door. Use duct tape and plastic sheeting to seal all cracks around the doors and vents.
8. Write down the names of everyone in the room. Be ready to report who is in the room with you.
9. Listen for an official announcement from a school official, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in the community.

Instructions to shelter-in -place are usually provided for durations of a few hours, not days or weeks. Local officials on the scene are the best source of information. Following their instructions during and after emergencies regarding shelter, food, water, and clean up is our safest choice.

Shelter In Place



PRINCIPAL'S OFFICE

Receive information and instructions to Shelter in Place, rather than evacuate, due to a nearby hazardous material release

Activate the school Shelter in Place Plan by announcement over the PA system

Require all persons in outside areas to go indoors

Consider instructing teachers to seal door, windows with duct tape in severe cases

Ensure maintenance immediately shuts off all heating, cooling, and ventilation systems for entire campus

Call your district superintendent, who will ensure that the following offices are called

Allow no one to leave the Shelter during the emergency

Use reasonable judgment in allowing outsiders into a Shelter during the height of the incident

Be in contact with Police and Fire Departments for continuous information and instructions until incident is under control

Announce current status of the incident at frequent intervals over PA system until "All Clear"

Note: The Fire Department keeps Material Safety Data Sheets (MSDS) on file, which contain information on the properties of hazardous materials. They also advise the school whether to shelter in place or to evacuate. (Also see pg 3-20)

Ensure that appointed caretakers assist handicapped students

DEFINITION

Sheltering in Place is the use of any classroom or office for the purpose of providing temporary shelter from a hazardous material release

EMERGENCY

Hazardous Material Release

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

Drill

School Administration

713-558-6026

Risk Mgmt

713-558-9225

Press Office

713-558-6393

HISD Police Dept

713-668-0487

TEACHER

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

BOMB THREAT

Any staff member who receives a bomb threat via phone or the internet should:

1. Document the time call was received.
2. Try to have a second party listen to the message.
3. Contact the principal immediately.

TERRORIST ATTACK

- The Principal will announce over the PA that all teachers, counselors and secretary should read their email. Any teachers not on the emailing system will be notified by the Assistant Principals.
- The normal bell schedule will be suspended until further notice.

The email will read as follow:

All teachers lock your doors and remove all students from the viewing area of the classroom door (s), move the students to the opposite side of the classroom for their safety and remain in this location until notified of any changes via (Administrators and/or Police Officers).

Take a daily inventory of equipment and establishments. Example: (mental observation).

Recognized unknown objects inside classroom on a daily basis.

RELEASING A STUDENT

- a) The student should be released only to guardians or an appointed relative or guardian per (Emergency Contact).
- b) Phones may be used as well as the emailing system to collect information (Teachers, counselors, and administrators).
- c) Teachers will be asked to remain inside the classrooms with students until all students depart school premises.
- d) There are teachers assigned to every classroom in the event of an attack.

HANDICAPPED STUDENTS

Teachers, faculty, and staff members are responsible for assisting handicapped students to their designated area on the second and third floor; all handicapped students on the first floor may use the exit route in place. Second floor location is, inside the library and third floor is located in room 329. The Assistant Principal's office will supervise our handicapped students until the drill is over. Each teacher must supervise their students at all times. A roll book or class roster must be checked at the time of evacuation of the building and after the class returns to the classroom.

FIRE SAFETY

Post evacuation map near the door of your classroom.

Fire Drills

1. As the alarm sounds, leave the classroom immediately, turn out the lights, and close the door without locking. **TAKE YOUR ATTENDANCE/GRADE BOOK WITH YOU.**
2. Remove anything that obstructs the view of the room through the door window.
3. In advance, know the path your class should follow to get to the area designated for your room. Move your students as far away from the building as possible.
4. Maintain order and take attendance as soon as you are in the assigned area. .

5. Stay with your class throughout the drill.

In the event that you must activate the fire alarm, please remember that removing the cover may cause an alarm sound but it does not activate the school warning system. You must remove the cover and pull the alarm. There is a criminal penalty and fine for pulling the alarm when it is not needed.

Classroom/Offices

1. Extension cords should never be used as a substitute for permanent wiring, and when used as temporary wiring, they must be heavy enough to accommodate the rated capacity of appliances, which are connected to such extension cords.
2. Extension cords should be located or extended in such a way where they will not be damaged or stepped on. It is unacceptable to run cords through windows, doors or wrap around a nail or hook, etc.

Fire Extinguishers

1. Know where fire extinguishers are located.
2. Maintenance staff will check the gauges frequently. The needle should be pointing in the “charged” area.

Flammable Liquids (Gasoline)

1. Maximum limit of ten gallons.
2. Must be in a U.L. listed safety can kept in an approved area.
3. Do not store flammable liquids or cans under pressure in boiler/mechanical areas of building).
4. Report all flammable liquids on hand to Mr. Thornhill.

Notification to Parents About Pesticide Applications

Information on Pesticide Applications

As required by law, the school district is providing this notification that the district periodically applies pesticides at school sites. Information concerning these applications may be obtained from the district's Integrated Pest Management (IPM) Coordinator at:

Telephone Number: 713-867-0818

Aviso a los padres sobre aplicaciones de pesticida

Información sobre aplicaciones de pesticida

Según lo exige la ley, el distrito escolar brinda esta notificación que el distrito periódicamente aplica pesticidas en las instalaciones escolares. Pueden obtener más información sobre dichas aplicaciones poniéndose en contacto con el Coordinador de Gestión de Pesticida (*Integrated Pest Management* o IPM) al:

Número de teléfono: 713-867-0818

Thông Báo Cho Phụ Huynh Về Việc Áp Dụng Thuốc Trừ Sâu

Tin Tức về Việc Áp Dụng Thuốc Trừ Sâu

Theo luật đòi hỏi, khu học chánh phải ra thông cáo cho biết rằng thỉnh thoảng học khu áp dụng thuốc trừ sâu trong khuôn viên nhà trường. Tin tức về những áp dụng này có thể lấy từ điều hợp viên "Integrated Pest Management" của học khu tại:

Điện thoại số: 713-867-0818

HISD Procedures for Emergency Closing of Schools and Offices—The superintendent of schools may close schools and offices due to inclement weather or emergencies (e.g. flooding, icy roads, power failures, etc.) HISD announces such closings through its telephone and e-mail notification system, Connect-ED. This information is also announced on radio and television stations and posted on this Web site. HISD's superintendent of schools will decide whether to close the school district, then make an official announcement.

Emergencies—In an emergency, always dial 911. School-related emergencies or situations that require police assistance should also be reported to the HISD Police Department by calling 713-892-7777. To request non-emergency police service for HISD schools and facilities, call 713-842-3715. For more information, visit the **Police Department Web site**.

Be Prepared information from the **National Hurricane Center**, including "Developing a Family Plan" and "Creating a Disaster Supply Kit."

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