



Heights High School

Policies and Procedures  
Manual

2017 - 2018

## TABLE OF CONTENTS

HISD Vision Statement _____	1
Heights High School Vision Statement _____	2
Customer Service Directive _____	2
Dress Code Directive _____	2
Teacher Responsibilities _____	3
Sign In/Sign Out _____	3
Staff Attendance _____	3
Personal Illness _____	3
Personal Leave _____	3
Family Illness _____	3
Funeral Leave _____	3
FMLA _____	3
Jury Duty _____	3
Vacation _____	3
Absence Reporting _____	3
Request to Leave Campus _____	4
Compensation Terminology _____	5
Exempt Employees _____	5
Salaried Employees _____	5
Hourly (Regular Status and Temporary) _____	5
Monitor Halls _____	5
Teachers Lounge _____	5
Student Discipline _____	5
Moving of Student Groups _____	5
Hall Pass for Leaving the Classroom _____	6
Eating and Drinking in the Classroom/Lunch Periods _____	6
Mailboxes _____	6
Announcements _____	6
Request for Copies _____	6
Smoking on Campus _____	6
Fixed Assets (Inventory) _____	6
Textbooks _____	7
Audio-Visual Equipment _____	7
Staff Identifications _____	7
Keys _____	7
Parking Decals and Gate Cards _____	8
Security/Radios _____	8
Custodial /Repairs/Maintenance Request _____	8
School Clinic _____	8
Student Accidents and Injuries _____	8
Employee Accidents and Injuries _____	8
Campus Visitors _____	9
Field Trip Request _____	9
Bus Request _____	9
Staff/Professional Development Local Training _____	9
Budget Requisition Request _____	9

## TABLE OF CONTENTS (cont')

Travel Procedures _____	10
Travel Request Workflow Process _____	11
Reimbursement Receipt Form _____	12
Emergency Procedures _____	13

## A DECLARATION OF BELIEFS AND VISIONS BY THE 2010 HISD BOARD OF EDUCATION

The importance of a high-quality education in an individual's success cannot be overstated. The world is changing rapidly, and students must be prepared to live and work productively in a new economy with new technology, new competition, and new expectations. The Houston Independent School District is recognized as one of the premier large urban school districts in the nation; therefore, in light of its past record of progress, we believe that it can and must do even more to keep pace with change. Many of our schools are not yet performing to the high academic standards we expect them to meet.

Our diverse, vibrant student population, reflecting Houston's international standing, is an asset. We must ensure that every student, regardless of culture, ethnicity, language, or economic status, has both equal opportunity and equal access to high-quality education evidenced through results of growth and accountability ratings.

That promise is based on the beliefs that:

- The overall student-achievement level must be improved so that after each school year, every student makes, at a minimum, one year of instructional progress.
- There can be no achievement gap between socioeconomic groups and/or children of ethnic diversity
- Recruitment and retention of highly effective teachers are the keys to enhancing the quality of education and increasing student achievement.
- The dropout rate is unacceptably high and must be reduced.
- Our schools must be able to earn autonomy.
- The level of meaningful parental engagement must be increased.
- The community has a legitimate voice in reform, and responsiveness to community concerns must be improved.

These beliefs shape our vision of what the Houston Independent School District should be—an educational system that:

- Empowers schools to be autonomous and accountable for performance.
- Offers school choice while ensuring equity of resources.
- Values and cultivates the knowledge and skills of personnel.
- Seeks meaningful engagement with the community in all major decisions.

It will require an unwavering commitment to a shared course of action to make our beliefs and visions a reality. Above all, the results of all reform must have a positive impact on the important relationship between the teacher and the student.

## VISION

At Heights High School every student develops into a life long learner by:

- Engaging in challenging courses directly connected to the real world
- Discovering his/her unique gifts and talents
- Experiencing personal achievement
- Meeting high expectations of learning and conduct
- Contributing to community life

Students graduate from Heights High School prepared to confidently pursue their academic, career, and life dreams.

## CUSTOMER-SERVICE DIRECTIVES

Heights High School plays an important role in the community, and all employees should be mindful that we are a publicly supported organization. For that reason, courteous, responsive customer service is a high priority; and professional behavior, conduct, and professional appearance are expected.

To support our ongoing focus on customer service, the following directives are in place.

- Offices are open for business, Monday through Friday, from 7:30 a.m. to 4:30 p.m.
- Employees are expected to work one of the following schedules:

7:30 a.m. to 4:00 p.m.

8:00 a.m. to 4:30 p.m.

8:10 a.m. to 3:55 p.m. (Teachers)

Workplace supervisors will assign employees to one of the two options listed above and ensure that the workplace and reception areas are adequately staffed during business hours.

Every employee will have a 30-minute unpaid lunch break every day. Employees may not work through their lunch break to arrive late or to leave work early; however, supervisors occasionally may approve employees to do so on a case-by-case basis, if the circumstance warrants it.

- Employees are allowed two paid 15-minute breaks—one in the morning and one in the afternoon. These breaks may not be used to arrive late, extend the lunch break, or to leave work early.
- Telephone calls are to be answered by or before the third ring and answered courteously and professionally. Students are not allowed to answer the phones.
- Employees are reminded that they are expected to project a professional image in the office throughout the school year. Please refer to the dress-code directives

## DRESS-CODE DIRECTIVES

Professional dress is expected at all times; good judgment is expected.

## TEACHER'S RESPONSIBILITIES

Workday — Mandatory Sign-in 8:10 Sign-out 3:55

### Sign in/Sign out Procedures

Please sign the time sheets on the counter in the main office by 8:00 AM and also in the afternoon when you leave. This lets the office know which classrooms are unattended by the time students enter the building. If you leave the campus before the end of the work day, you are required to sign out before leaving. Payroll information is obtained from the time sheets; **signing in and out on a daily basis is mandatory for all employees**. Make sure that your signing in and out is legible and that you do not sign in and out for another employee. These are audible documents. If you are going to be late, please call Ms. Guzman at 713-865-4400 ext. 303 as soon as possible.

## STAFF ATTENDANCE POLICY

The following are acceptable for absences:

**Personal Illness** — Sick day

**Personal Leave** — Other than personal illness; please be very specific when entering the reason for absence.

**Family Illness** — Employee's immediate family only; this includes husband, wife, child, brother, sister, father, mother, grandparents or grandchild — the relationship may be by blood or marriage.

**Funeral Leave** — Maximum of three days for mother, father, husband, wife, or child, current parent-inlaw or any person residing in the employees home at the time of death. These days will not be deducted from your sick bank. However, if additional days are needed, those days will be considered personal leave.

**FMLA** — (Family Medical Leave Act) Employees must submit application for leave to Human Resources at least six weeks in advance of request.

**Jury Duty** — Prior to your assigned jury duty day, notify Ms. Guzman that you have jury duty. If the employee is released from jury duty before noon, he or she must report to work. If the jury duty is scheduled for noon or after, the employee must report to work in the morning. Bring a copy of the affidavit or work release verifying the number of days served when you return to work. These days will not be deducted from your leave bank.

**Vacation** — 12 month employee only

**Absence Reporting** - Teachers who are to be absent should log on to [www.aesoponline.com](http://www.aesoponline.com) and enter your absence there or call the 1-800 number. Also notify Ms. Guzman 713-865-4400 ext. 303 as soon as possible so arrangements can be made for coverage of your class. Phone numbers to call for these matters are:

- Business: 713-865-4433
- Health Science: 713-865-4423
- Industry and Engineering: 713-865-4428
- Magnet: 713-865-4440
- Transportation: 713-865-4416

In the event that both the substitute and the teacher report for duty, the substitute must still be paid and the teacher will have to take a leave day.

Lesson plans must be written at least a week in advance and in such detail that an associate teacher can interpret and implement them. Emergency lesson plan folders are kept with Ms. Guzman. It is the teacher's responsibility to keep the substitute folder updated.

All employees must complete an Absence from Duty form for all absences. If absences are for more than 5 days, the form requires the signature of a physician, or must have a doctor's statement attached. After 5 absences, a conference with Ms. Berger will be held. Absence from Duty report forms are available on the Heights Intranet.

#### REQUEST TO LEAVE CAMPUS

If you need to leave campus before 3:55 please use the following to secure permission:

- Permission will be granted for a conference period only if it is an emergency.
- If you leave during class time it will be counted as personal leave. The time charged against you will be a fractional day or portions of a day

For example:

7.75 hours = 1 day

3  $\frac{3}{4}$  hours =  $\frac{1}{2}$  day

55 minutes =  $\frac{1}{8}$  day

Request permission from your academy administrator. It is the teacher's responsibility to find another teacher to cover the class when permission is granted to leave campus during class time. Faculty/Staff are not permitted to leave campus during TAKS testing.

## **COMPENSATION TERMINOLOGY**

**Exempt Employee**-An employee status that indicates that an employee is exempt from the provisions of the Fair Labor Standards Act (FLSA) regarding payment of overtime wages. Exempt employees are paid on a salaried basis.

**Salaried Employee**-This status indicates that an employee is not eligible for overtime or other compensation which is paid on an hour-by-hour basis, since exempt compensation is not based on the number of hours worked.

**Hourly (Regular Status and Temporary Status)**-Employee status indicating that the regular or temporary status employee is compensated with an hourly wage versus a monthly salary. An hourly employee may not work more than 20 hours a week for longer than a four month period.

## **OVERTIME PAY/EXTRA DUTY**

Employees should not view overtime as a permanent part of their base pay and should understand that these earnings are flexible. Earning of either compensatory time or overtime must be approved in advance by the Principal or Business Manager. Any employee wanting to stay over their regular scheduled hours will need to receive approval 24 hours in advance by the Business Manager or the Principal in her absence. The form is located on the **Heights Intranet**.

## **MONITOR HALLS**

The administrators and faculty will work together to see that all students are in class when the tardy bell rings.

## **TEACHERS LOUNGE**

Teachers are not to send students to the teachers' lounge. Please keep the lounge clean and tidy. The telephone is available in the lounge for parent contact.

## **STUDENT DISCIPLINE**

Each teacher has the responsibility to be a disciplinarian inside and out of the classroom. Each teacher should enforce all rules and regulations. Teachers must stand by their door during period changes and actively move students to class at the warning bell. Teachers should NEVER leave their classroom unattended.

## **MOVING OF STUDENT GROUPS**

Classes going to the auditorium, library etc. should always be accompanied by a teacher. Please be aware of noise levels in the hall so that other classes may continue uninterrupted. Students must have a hall pass to go to the restroom or another location.



### **HALL PASS FOR LEAVING THE CLASSROOM**

Except during passing period, all students must have passes to be in the hall. **NO EXCEPTIONS.** Please write the name, time, destination, and date on the hall pass and sign it before letting your students leave the class. Please minimize the time you let students leave. Please note the time that a student returns from the restroom and make sure that the note is signed if they were visiting another classroom or office. Students are not allowed to leave the classroom for the first 15 minutes or the last 15 minutes of the instructional period of class.

### **EATING AND DRINKING IN THE CLASSROOM/LUNCH PERIODS**

Students are NOT allowed to bring food or drink into the classroom during school hours (Unless approved by the Principal). Parties are NOT allowed in the classroom during the regular school day. Students are not to be dismissed early for lunch periods. **Heights is a "Closed Campus" for students.**

### **MAILBOXES**

Please check your mailbox before and after school as well as during your conference period.

### **ANNOUNCEMENTS**

Announcements will only be made at the beginning of 2 period--everyday. Please fill out an announcement form, or email Warren T. Johnson directly.

### **SMOKING ON CAMPUS**

There is no smoking on campus or any HISD facility.

### **FIXED ASSETS (INVENTORY)**

1. A physical inventory of fixed assets shall be conducted each semester. The following apply:
2. Maintain equipment records including description, HISD Tag number and Serial number
3. Report missing items immediately to Ms. Mesa, Mr. Quiroz or Mr. Krohn
4. Obtain administrative approval from the campus Business Manager, Mr. Quiroz / Mr. Krohn via email before removing equipment from the building or moving from one place to another.
5. **NEVER** throw out equipment belonging to the school or district. A PC-2 form must be filled out
6. to take the equipment out of the building and off the inventory list.
7. A request for equipment to be removed must be submitted to the Business Manager, Mr. Quiroz or Mr. Krohn via email prior to custodial request to remove items.
8. Do not trade equipment with anyone.

## TEXTBOOKS

State textbooks and other materials will be signed out to teachers. Teachers may request class sets but are not required to do so. Teachers are responsible for the books in the class sets. Books should not be left out in the open or loaned to students informally.

Teachers are also responsible for issuing textbooks to students. At the term/year end, the student will be financially responsible for any lost or damaged textbooks. Teachers owing for lost textbooks will be responsible for submitting payment (not required), however a list of lost books will be placed in your file with your Assistant Principal. Every textbook has to be accounted for in our inventory.

## AUDIO-VISUAL EQUIPMENT

All audio video equipment must be requested from the library or the department chairperson. Request forms must be filled out and submitted to the library for processing. All equipment should be returned to the library unless approval has been granted.

## STAFF IDENTIFICATION

All employees are required to wear their HISD (or Heights), ID badges at all times.

## KEYS

1. Room keys are checked out by the Business Manager the first day that the teacher reports and returned the last day of duty. If a teacher is working summer school, keys are to be turned in at the end of the summer school session.
2. Lost keys should be reported to the Business Manager. Replacement fee for lost or stolen keys is \$5.00
3. **Do not allow students access to your keys.** This is a violation of HISD policy.
4. All teachers with personal locks on cabinet's etc. must give a copy of the combination or key to the Business Manager

## PARKING TAGS AND GATE CARDS

All faculty/staff are required to display a parking decal that is to hang on the rear view mirror of the vehicle. You are to register your vehicle with Ms. Guzman.

Vehicles with no parking tag will receive three (3) warnings. After three warnings have been exhausted, a citation will be issued and you will be referred to see the Principal. **Lost tags and gate card replacement is \$5.00**

## SECURITY/RADIOS

All staff that has a radio must sign out the radio for the new school year with the Business Manager. There is a \$50.00 replacement fee for all lost radios.

### **CUSTODIAL/REPAIRS/MAINTENANCE REQUEST**

Please submit any requests or concerns to Mr. Tolentino by email or in writing. You are to cc the Business Manager. If an emergency request is needed, please contact the main office to contact the plant operator for assistance.

### **SCHOOL CLINIC**

Heights High School has a full time nurse on duty. She provides first aid, health screening, and health counseling. Staff with health concerns will want to make our nurse aware of these concerns.

Teachers may refer students to the nurse on the Nurse Referral Form. Please complete all the information and check the validity of the student complaint as much as possible. Please check with the nurse to make sure that the student visited the office.

**Teachers are not to give any medication to a student at any time.** This includes aspirin and other nonprescription drugs. Students who need to take medication must leave it with the nurse and give her a statement from the doctor listing the medication and the time it should be administered.

### **STUDENT ACCIDENTS AND INJURIES**

Whenever a student is injured, they should report to the school nurse. The nurse may ask for information in order to fill out the proper form.

### **EMPLOYEE ACCIDENTS AND INJURIES**

If you are injured, the nurse will complete the Investigation report of Employee Accident and Injury. The nurse will need all information about what happened.

### **CAMPUS VISITORS**

**All visitors to the campus must report to the main office and be given a visitors badge.** Visitors must sign-in and report the purpose of their visit. Only parents or guardians may remove students from class or school. Messages or items will not be delivered to students unless they can be verified with the parent or guardian. Friends are not allowed to accompany students throughout the school day. If any questions arise about the appropriateness of a visitor request, they will be directed to an administrator.

### **FIELD TRIP REQUEST**

Information regarding field trip request can be obtained on the Heights Intranet page. Please contact Ms. Guzman for more information.

## **BUS REQUEST**

All HISD or non-HISD bus request bus be submitted to the Business Manager for budgetary information/approval and then to Ms. Davila. A minimum of 15 days in advance of departure date is required.

## **STAFF/PROFESSIONAL DEVELOPMENT LOCAL TRAINING**

All registration forms (conference or workshop) must be completed and submitted to Ms. Berger at least 30 days in advance. Approval will be determined based on budget availability.

If approved, you will be notified via email by Ms. De La Rosa. Once you have received notification from Ms. De La Rosa it is the responsibility of the attendee to follow up with the conference or workshops registration department for confirmation. Please note that if the registration form is not received within 30 days prior to the event, the employee should be prepared to pay out of pocket and be reimbursed after the trip.

## **BUDGET REQUISITION REQUEST**

Budget request are to be placed in the Business Managers mail box upon completion and appropriate signatures. Any budget requisition forms that are not completed correctly with the appropriate signatures (must have the department chair and the Assistant Principals signature) will be returned to the person that submits the requests. Please confirm prices with vendor before submitted. Any price errors will delay order. Note: A quote from vendor must be attached to any request totaling more than \$800.00 from same vendor.

After the budget requisition form has been submitted please allow 48 hours for the request to be processed at the school and two weeks to be processed by the procurement department (HISD District Office).

Please note that if you do not receive the item(s) requested within three weeks of submission, the request may be pending or unapproved due to limited budget.

## TRAVEL PROCEDURES

1. Travel Authorization Form must be submitted for travel approval 30 days in advance. Form must be completed with exact dates and times of travel. Name of conference/workshop (attach registration form Cost of expenses (estimate if exact amount not known) If travel location is in Texas, travelers are responsible for submitting Hotel Occupancy Tax Exemption Certificate to hotel.
2. Depending on destination and per diem rate pre paid lodging can only be requested for amounts over \$300.00.
3. All out of state travel must be submitted to High School's Office.
4. If travel request is submitted after 30 days for approval out of pocket cost will apply then reimbursed to traveler.
5. Meal **receipts must be itemized** and employees must submit an itemized hotel invoice.
6. Receipts must be turned in on Reimbursement Receipt Form. All receipts must be submitted by the end of the week when the employee returns from their trip. Receipts must be submitted by date order. All receipts must be submitted by the end of the week when the employee returns from the trip.
7. Each traveler must have his/her own receipts. Copies of receipts will not be reimbursed.
8. Any alcohol must be blacked out on receipt but do not black out dollar amount. Adjustments will have to be done.

### Pro-Rated Meal Per-Diem

- A Travel Day is a 24 hour period divided into Quarters of 6 hours each.
- Midnight — 6am = 25 % of the Per Diem Rate
- 6am — Noon = 25 % of the Per Diem Rate
- Noon — 6pm = 25 % of the Per Diem Rate
- 6pm — Midnight= 25 % of the Per Diem Rate

Travel info and Per Diem Rates can be found on the HISD website under Materials Management then click on the Travel @ HISD.

The Hotel Occupancy form can be found under Accounting (HISD website); click on forms to locate Hotel Occupancy.

## TRAVEL REQUEST WORKFLOW PROCESS

Below is a step-by-step explanation of how travel requests get processed by the district.

### BEFORE THE TRIP

1. Employee completes Travel Worksheet (PDF), gathering all relevant information
2. Employee (or designated SAP operator) enters trip details into SAP Travel Module
3. Requests will be sent electronically to principal or department head for approval. Employee will
4. receive an e-mail notice once request is formally approved or denied
5. If approved, request is forwarded to Procurement Services for processing. Procurement Service will send an e-mail with a final quote to the employee making the request with trip details for confirmation
6. Once a quote is confirmed by the requesting employee, airline tickets are purchased and registration fees are paid by the district (e-mail will be sent to employee)

7. Check is cut to the hotel by Accounts Payable and held in Customer Service (1W) for pick-up by the employee (e-mail will be sent to employee)

#### **AFTER THE TRIP**

Employee submits receipts for reimbursement of meals, incidental expenses, parking, and/or mileage. An e-mail will be sent to the employee once the reimbursement is processed. Please allow at least 10 Days, once accounting has all receipts in their office for reimbursement.

## Emergency Procedures



Please consult your “Staff Responsibilities Emergency Procedures” Handbook for more detailed information

### **Fire Drill**

#### **Teacher Responsibilities**

- Upon instructions to do so, **EVACUATE** students in calm, orderly manner
- **BE FAMILIAR** with primary & secondary evacuation routes
- **TAKE ROLL BOOK** during evacuation
- **TAKE ROLL** at safe assembly area
- **REPORT** any missing persons to **POLICE**, immediately
- Wait for instructions for dismissal, transportation, or return to building via **ALL CLEAR** announcement

(Continued next page)

## Shelter in Place Drill

### Teacher Responsibilities

- **MOVE** all students indoors
- **CLOSE** windows and doors to shelter against airborne chemical contaminants and/or strong winds
- For chemical release emergency, instruct students to **PLACE** a damp cloth over their nose/mouth and breathe slowly to prevent respiratory distress

### Lockdown

- Quickly check the hallway and any student that is nearby, get them into your classroom whether they are in your class at that time or not
- Lock your door, turn off lights, keep students away from windows and/or open areas
- Keep students calm and absolutely quiet
- No cell phone
- Close window blinds, cover glass door panes with construction paper (or what you have). We are ordering something, but for now get some bulletin board paper or something to have it ready.
- Do not open your door. Proper authorities will have keys
- Do not open the door until you have an all clear announcement
- If you are evacuated by police, please take a class roster
- Advise police immediately of any missing persons