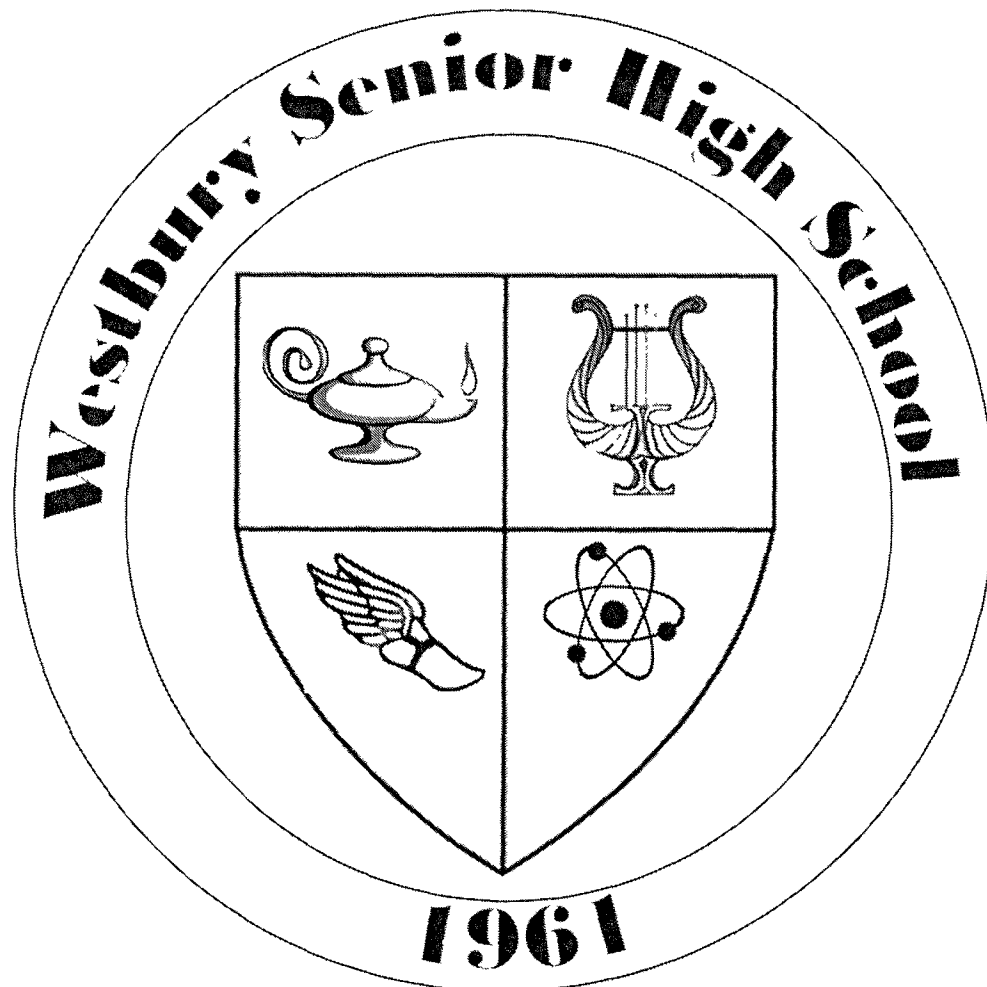


Westbury High School



Faculty Handbook 2014 - 2015

The Houston Independent School District prohibits "discrimination, including harassment, against any student or employee on the basis of age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity and/or gender expression, or any other basis prohibited by law." Retaliation against anyone involved in the complaint process is a violation of District policy.

TABLE OF CONTENTS

FACULTY HANDBOOK 2014-15

Mission Statement and Goal	
Faculty Meetings	
Faculty Dress	
Inclement Weather	
School Calendar	
Personnel Policies & Procedures	
--School Hours, Absences, Sign-in/out	
Compensatory Time	
Leave Policies/Procedures	
Associate Teachers	
Lesson Plans/Course Syllabi	
Teacher Assessment/Performance Appraisals	
Evaluation Process/Final Exams/Senior Exemptions	
Grading Policy & Procedures	
Sexual Harassment	
Enrollment/Withdrawals	
Discipline Management/Procedures	
Student Attendance Policy	
Tardy Policy	
Campus Procedures (Rules & Regulations for Students)	
Student Dress Code	
Fundraising	
Field Trips	
Inventory Fixed Assets	
Use of Library	
Use of Clinic	
Facilities Usage	
Cleaning of Facilities	
PA System Guidelines/E-mails/Room Telephones	
Tips for Parent Conference	
Forms	
Administrative Duty Assignments	

WESTBURY HIGH SCHOOL

MISSION

The Mission of Westbury High School is to provide **RIGOROUS COLLEGE AND CAREER PREPARATION** to **ALL STUDENTS** in a **SAFE ENVIRONMENT** where **EVERYONE** urgently strives for **STUDENT ACHIEVEMENT**.

VISION

Westbury High School will **EMPOWER** all students to **CULTIVATE** their own identity by providing them access to **VIBRANT** performing and visual art programs, **COMPETITIVE** academic and athletic UIL opportunities, as well as **RELEVANT** professional certifications and internship opportunities.

MANTRA

At Westbury High School
Every **STUDENT** is **VALUED**,
Every **DAY** is **VITAL** and
GRADUATION is **ESSENTIAL**.

General Information

FACULTY MEETINGS – ALL FACULTY MEETINGS ARE MANDATORY.

General faculty meetings will be held on the 3rd Thursday of each month and are mandatory. Faculty meetings are held at 4.00 p.m. in the lecture hall. The principal will however schedule additional meetings as needed.

All staff members are required to attend their respective PLC and CLT meetings.

Meeting Norms

- ❖ Start on time
- ❖ What is said here stays here
- ❖ Watch your airtime
- ❖ Be open to others opinions and ideas
- ❖ Don't take things personally
- ❖ Be respectful
- ❖ Take care of yourself

FACULTY DRESS

Faculty and staff are expected to maintain a professional appearance. Clothing should fit properly, be clean, pressed, and in good condition.

ID Badges

All employees must wear ID badges at all times while on any HISD property

Westbury High School
2014-2015 Early Dismissal Schedule

September 10, 2014

September 24, 2014*

October 8, 2014

October 29, 2014*

November 12, 2014

November 19, 2014*

December 10, 2014

January 14, 2015

January 28, 2015*

February 11, 2015

February 25, 2015*

March 11, 2015

April 1, 2015

April 15, 2015

April 29, 2015

May 13, 2015

*Denotes district early dismissal days.

PERSONNEL POLICIES AND PROCEDURES

SCHOOL HOURS

All employees are expected to be on duty during core hours – 8:15 a.m. – 4:00 p.m. – except food service employees. Any deviations from the designated hours shown below must be approved by the principal.

Contract Professionals	8:15 a.m. – 4:00 p.m.
Para-Professionals	8:00 a.m. – 4:30 p.m.
Custodial Staff:	
Plant Operator (a.m.)	6:00 a.m. – 2:30 p.m.
Plant Operator (p.m.)	2:30 p.m. – 11:00 p.m.
Day	7:30 a.m. – 3:30 p.m.
Night	2:30 p.m. – 11:00 p.m.
Police Officer	7:45 a.m. – 3:45 p.m.
Police Officer	8:00 a.m. – 4:00 p.m.
Substance Abuse Monitor	8:00 a.m. – 4:00p.m.

ABSENCE REPORTING

When an employee is absent for any reason, it is the employee's responsibility to report the absence to Mrs. Lopez. Contract employees (teachers and teaching assistants) must also call or log into the AESOP system. Failure to follow the procedures may result in your pay being docked and the absence reported as "reason unknown". In such instances, the principal or designee will meet with employee to help prevent further incidents.

SIGN-IN/SIGN-OUT PROCEDURES

All employees are required to sign-in at the beginning of the work day and to sign-out at the end of the day using the SIGN-IN SHEET located on in the teacher's lounge (C116) and 10A. The custodial staff will clock-in and clock-out using the time clock in the custodial office.

Any employee arriving and signing in after 8:15 a.m. will be considered late to work and will receive a letter of circumstance or directive from their supervisor. Employees failing to sign in at the designated time maybe docked for time lost.

All sign-in sheets are subject to review by the principal and/or designee and to audit by internal, independent, State and Federal, and Wage and Hour auditors. Since this requirement is an auditable item, all employees must sign-in and out correctly every day.

LETTERS OF CIRCUMSTANCE

All teachers/staff members are expected to adhere and enforce all policies, rules and regulations of the campus. Failure to do so will result in a "letter of circumstance" from the Principal and or/Administrator. Violation of the following policies, rules and regulations including but not limited to the ones listed below, may warrant a letter of circumstance:

- Arriving to work late
- Not signing in according to district policy
- Failure to follow procedures for obtaining a substitute teacher

- Failure to leave lesson plans/and or work for students when absent
- Failure to follow district/school policy regarding cell phones and other electronic devices
- Failure to follow tardy/hall sweep policies, to record/mark tardies, and to post attendance by designated times
- Failure to adhere to the 45/20 Rule.

LEAVE POLICIES AND PROCEDURES

When an employee is absent from duty for any reason, it is the employee's responsibility to report the absence to Mrs. Lopez and the AESOP substitute teacher system. Teachers, teaching assistants, and long term substitutes must contact the associate teacher system no later than 6:30 a.m. to ensure that a substitute will be available for the assignment and leave their job number with Mrs. Lopez at 832-674-4311. All other employees must notify Mrs. Lopez no later than 7:15 a.m. in via email or text message. If the employee is absent more than one day, the same procedures must be followed.

Failure to follow these procedures will result in disciplinary consequences for the employee.

REQUEST TO LEAVE SCHOOL EARLY

When an employee must leave school before 4:00 p.m. (or the designated end-of-the-workday-time) for a doctor, dental, or other types of appointments, a REQUEST TO LEAVE SCHOOL EARLY form must be submitted to an administrator for approval 24 hours prior to the time of the scheduled appointment. In cases of emergency, Mrs. Lopez must be notified in writing. An effort will be made to find an associate teacher to provide coverage, however in the event that this is not possible it is the employee's responsibility to find coverage. Leaving scholars unattended is a violation of district policy and will result in disciplinary actions.

Contract professionals are responsible for designating a person to cover their duties during the absence. The designated persons name and signature must be included in the request, along with directions for teacher covering the class. No teacher may leave the building during school hours for personal business without an administrator's written permission. Failure to follow these procedures will result in disciplinary action.

LEAVING CAMPUS DURING CONFERENCE AND LUNCH PERIODS

Any employee leaving campus during a conference period or lunch period, must notify via Mrs. Lopez via email. This procedure is designed to enable personnel to contact the employee in case of emergency.

PERSONNEL INFORMATION SHEET

Every employee must complete the Personnel Information Card no later than the end of the first week of the beginning of the school year. If and when the information changes, it is the employee's responsibility to report the changes in writing to the Mrs. Lopez. It is also the employee's responsibility to report in writing home address, telephone number, and name change to the HISD Personnel Services. Failure to provide accurate or no information may result in disciplinary action.

ABSENCES & LEAVES

The District has established a state personal leave program consisting of five days of paid leave annually, as required by law Under authority of Education Code 22 003 and to preserve the employee's leave benefit while minimizing disruption to the instructional program, the Board requires employees to differentiate between uses of personal leave

1. To be taken at the individual employee's discretion, subject to limitations set out below Each employee who accrues state personal leave may take up to five days a year as discretionary personal leave

2 To be used for the same reasons and in the same manner as state sick leave accumulated prior to May 30, 1995 **A notice of request for discretionary state personal leave shall be submitted to the principal/work location supervisor or designee in advance of the anticipated absence;** discretionary personal leave shall be granted on a first-come, first-served basis, with a maximum of five percent of campus employees in each category permitted to be absent at the same time for discretionary personal leave. The principal or designee shall notify the employee in advance whether the request is granted or denied Discretionary personal leave may not be taken for more than three consecutive days

Discretionary leave shall not be allowed during or on:

1. The first week of a new semester,
2. The day before or after a school holiday,
3. Days scheduled for end-of-semester or end-of-year exams,
4. Days scheduled for state-mandated assessments, or
5. Professional or staff development days.

Employees may use local leave with full pay when unable to report to work due to personal illness, illness of an immediate family member, or for a death in the immediate family Up to three days of paid local leave may be used also for excused personal business. If the condition preventing the employee from attending work qualifies for family and medical leave, the District shall classify any leave taken as FMLA leave. If the employee exhausts all paid leave and is still unable to return to work, he or she may be placed on temporary disability leave

For the purposes of state sick leave accrued before May 30, 1995, and local sick leave, the term immediate family shall include: 1 Spouse 2 Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis* 3 Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee 4. Sibling, stepsibling, sibling-in-law. 5. Grandparent and grandchild 6. Any person related to the employee by blood or marriage who is residing in the employee's household at the time of illness or death. For purposes of the Family and Medical Leave Act, the definition of family shall include only items 1, 2, and 3 on the above list, but shall exclude son- or daughter-in-law, and parent-in-law. The term —family emergency shall be limited to natural disasters and life-threatening situations involving the employee or a member of the employee's immediate family

Regular employees eligible for the comprehensive leave program may receive funeral leave and be absent without loss of pay and without deduction from their accrued leave in the case of death of a spouse, child, parent, current parent-in-law, sibling, or any person residing in the employee's home at the time of death, for a period not to exceed three days per occurrence. Additional days and all other funerals shall be charged to the employee's accrued leave balance. Regular hourly employees may use personal leave days for a death in the employee's immediate family

Family Medical Leave

All public elementary and secondary schools are "covered employers" under the FMLA, without regard to the number of employees employed The term "employer" includes any person who acts directly or indirectly in the interest of the District to any of the District's employees 29 U S C. 2611(4), 2618(a), 29 CFR 825 104(a)

An employee must provide at least 30 days' advance notice before FMLA leave is to begin if the need for leave is foreseeable based upon an expected birth, placement for adoption or foster care, or planned medical treatment of the employee, a family member, or a covered service member. If 30 days' notice is not practicable, the employee must give notice as soon as practicable. For leave due to a qualifying exigency, the employee must provide notice as soon as practicable regardless of how far in advance the leave is foreseeable.

When the approximate timing of leave is not foreseeable, an employee must provide notice to the District as soon as practicable under the facts and circumstances of the particular case It generally should be practicable for the employee to provide notice of leave that is unforeseeable within the time prescribed by the District's usual and customary notice requirements applicable to such leave. 29 CFR 825.303

“Eligible employee” means an employee who

1. Has been employed by the District for at least 12 months. The 12 months need not be consecutive,
2. Has been employed by the District for at least 1,250 hours of service during the 12-months immediately preceding the commencement of leave; and
3. Is employed at a worksite where 50 or more employees are employed by the District within 75 miles of that worksite

The District shall grant leave to eligible employees:

1. For the birth of a son or daughter, and to care for the newborn child,
2. For placement with the employee of a son or daughter for adoption or foster care [For the definitions of “adoption” and “foster care,” see 29 CFR 825.122];
3. To care for the employee's spouse, son or daughter, or parent with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job [For the definition of “serious health condition,” see 29 CFR 825.113];
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on covered active duty (or has been notified of an impending call or order to active duty) [For the definition of “covered military member,” see 29 CFR 825.126(b) For the definition of “covered active duty,” see 29 U.S.C. 2611(14)]; and
6. To care for a covered servicemember with a serious injury or illness incurred in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Except in the case of military caregiver leave, an eligible employee's FMLA leave entitlement is limited to a total of 12 workweeks of leave during a 12-month period for any one or more of the qualifying reasons

A husband and wife who are employed by the same district may be limited to a combined total of 12 weeks of FMLA leave during any 12-month period if leave is taken for the birth of a son or daughter, the placement of a child for adoption or foster care, or to care for a parent with a serious health condition.

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. “Intermittent leave” is FMLA leave taken in separate blocks of time due to a single qualifying reason. A “reduced leave schedule” is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday.

For leave taken because of the employee's own serious health condition, to care for a parent, son, or daughter with a serious health condition, or military caregiver leave, there must be a medical need for leave and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. Leave due to a qualifying exigency may also be taken on an intermittent or reduced schedule basis.

When leave is taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if the District agrees.

Generally, FMLA leave is unpaid leave. However, an employee may choose to substitute accrued paid leave for unpaid FMLA leave. If an employee does not choose to substitute accrued paid leave, the District may require the employee to do so. The term “substitute” means that the paid leave provided by the District, and accrued pursuant to established policies of the District, will run concurrently with the unpaid FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the District's normal leave policy. 29 U.S.C. 2612(d); 29 CFR 825.207(a)

For more information on Family Medical Leave please visit HISD's Policy On-line at <http://policy.hisd.org/Policy/Code/592?filter=DECA>

COMPENSATORY TIME

Compensatory Time is time off given in lieu of payment for extra time worked in order to provide more flexibility in meeting job and budget requirements.

EARNING OF EITHER COMPENSATORY TIME OR OVERTIME MUST BE APPROVED IN ADVANCE BY THE PRINCIPAL. ALL OF THE ABOVE COMPENSATORY TIME MUST BE PROPERLY REPORTED. ALL COMP TIME MUST BE APPROVED BY THE PRINCIPAL AT LEAST 72 HOURS IN ADVANCE OF THE SCHEDULED WORKDAY.

- a. Regular status exempt employees are eligible to earn and accumulate up to five (5) Compensatory days each year for work significantly beyond the scope of the employee's normal duties. Compensatory time must be used by the end of the school year in which it was earned. Unused compensatory time may not be carried over to successive school years. Administration of compensatory time is at the discretion of the principal
- b. By the nature of their positions, exempt staff are often required to work beyond a "typical" 40 hour work week. *Compensatory time is not intended to be used to compensate for each incremental hour worked beyond 40 hours per week;* rather, compensatory time is intended for use in recognizing work beyond the normal scope of duties required by the position.

APPROVAL PROCEDURES

The principal and/or designee is responsible for controlling the usage of days taken and must submit the required reports for approval.

- a. Employees requesting to earn compensatory or overtime must submit a pre-approval form seventy-two (72 hours) in advance of work. The pre-approval request must indicate the employee's name, the dates to be worked, and the reason for requesting comp time. If you are not contacted regarding approval or denial of request **DO NOT WORK** beyond your assigned duty time.
- b. If the date to work is on a scheduled holiday or weekend, a separate approval request form must be prepared for each employee.
- c. Employees scheduled to work must have approval in writing, using the COMPENSATORY TIME form. (See appendix)

Any absence reported without proper approval will be treated as an UNEXCUSED personal leave. Comp time may not be used as vacation days or on the day before or after a scheduled holiday.

ASSOCIATE TEACHER – Please refer to AESOP Quick Start Guide

ASSOCIATE TEACHER FOLDERS

It is the responsibility of every teacher to provide the substitute teacher with all the information necessary to make sure the class is conducted as smoothly and trouble-free as possible during the teacher's absence. The purpose of Associate Teacher Folders is to have lessons available for those emergencies that don't allow for leaving specific lesson plans. Lesson plans must be written clearly enough for associate teachers to follow. According to HISD Board Policy, "...the lesson plan shall provide the substitute teacher a guide for presenting the daily activities".

Each teacher will receive an ASSOCIATE TEACHER FOLDER. The folder should contain but not limited to the following:

1. Class schedule
2. Emergency assignment/activity (at least 30 copies of this assignment, updated after each absence)
3. Assigned duties
4. School hours and lunch period
5. Location of materials
6. Contact information of persons who can provide assistance
7. School personnel
8. Location of facilities
9. Special Instructions
 - a. Emergencies
 - b. Fire and disaster drill
 - c. Class discipline
10. Class rosters updated after each absence
11. Class/team rules
12. Bell schedules

The folders will be filed in the B207 and presented to the associate teacher when he/she reports to school. At the end of the day, the folder will be returned by the substitute to either Mrs. Bowers

It is the responsibility of the teacher to make sure the folder is updated after an absence.

NOTE. ALL FOLDERS MUST BE COMPLETED AND RETURNED TO MRS LOPEZ NO LATER THAN January 5, 2015.

INSTRUCTIONAL DELIVERY, LESSON PLANS, AND COURSE SYLLABI

INSTRUCTIONAL DELIVERY

All teachers at Westbury High School will deliver instruction using a standard lesson cycle model. During each class period teachers will adhere to the following:

DO NOW: A 10-minute exercise that is related to the previous night's homework.

DIRECT TEACH: A 30-minute, interactive lesson where the teacher is introducing new material or re-teaching objectives not mastered.

STUDENT PRACTICE: A 30-minute block of time for students to work independently or interdependently while the teacher actively monitors students, checking for understanding.

EXIT ACTIVITY: A 20-minute block of time where the teacher introduces the (30 minute MAX) homework assignment for the next class period, answering questions and providing clarification when needed.

LESSON PLANS

A lesson plan is an outline of daily instruction and activities that will be studied in a particular content area. A course syllabus is a summary of the activities planned for the semester and includes goals and objectives, classroom expectations and requirements, assessment techniques and grading policies, attendance requirements, and resources and materials needed. Lesson plans must be written clearly enough for associate teachers to follow. According to HISD Board Policy, "the lesson plan shall provide the substitute teacher a guide for presenting the daily activities."

A. LESSON PLANS

Every teacher is required by law to develop a written weekly lesson plan reflecting daily instructions and activities for each content area taught. Lesson plans covering a period longer than one week are needed for anticipated prolonged teacher absence. Under these circumstances, the teacher and the principal must determine lesson plan requirements. The lesson plan must include the following key elements:

1. **Date Range for Lesson Plan**
2. **Course**
3. **Lesson Title**
4. **Objective(s) and HOT Questions:** What the student should know and be able to do as a result of the lesson in student friendly language.
5. **Instructional Strategies:** What instructional strategy is being used to engage students?
6. **Teaching Activities:** What the students and teacher will do in order to reach the objective.
7. **Teaching Resources:** Materials and other resources that students and the teacher will need to effectively meet the objective(s).
8. **Evaluation and Assessment:** To what degree have students mastered the objective(s)?

1. AVAILABILITY OF PLANS

Lesson plans must be posted on the campus managed website and available:

- a. For inspection by the administration upon request.
- b. When the appraiser visits the teacher during an assessment.
- c. For substitute teachers in the absence of the teacher.

The lesson plans should be maintained on the campus managed website. The title of each lesson plan document should include the date the plan(s) is to be used.

B. COURSE SYLLABI

Every Teacher or Course Level Team is required to develop a written course syllabus summarizing lessons and activities planned for the course.

1. FORMAT AND CONTENT

The format for the course syllabus is left to the discretion of the teacher or to the Course Level Team. The content, however, may be for individual content areas or for the content areas of each Course Level Team. If the course taught is two semesters, the syllabus should cover the entire school year. Each semester must be indicated in the syllabus.

The syllabus should include:

- a. Expectations for academic success and classroom management, including rules, procedures, and consequences.
- b. Goals and objectives, including essential questions, major topics or themes. **DO NOT SUBMIT COPIES OF THE DISTRICT OR STATE SCOPE AND SEQUENCE.**
- c. Assessment policy including assessment techniques, grading policy, and makeup work
- d. Attendance requirements
- e. Textbook, reference materials, and supplies needed
- f. Days and times to complete makeup work and tutorials.
- g. List of major projects including specific guidelines, grading rubric, and schedule for completion checkpoints.

2. AVAILABILITY AND DISTRIBUTION OF SYLLABI

The course syllabus must be available to the principal, administrators, appraisers, and parents upon request.

- a. A copy of the syllabus must be submitted to the administrator for your specific content area and posted on your Schoolwires webpage. Copies should be distributed to each student by the end of the first week of school and available for students who enroll throughout the year.

GRADING PROCEDURES

The Houston Independent School District will issue report cards every six weeks. All grades will be reported as numeric scores instead of letter grades.

A=	90-100
B=	80-89
C=	75-79
D=	70-74
F=	0-69 (Failure)
I=	INCOMPLETE – Grade given when work has not been completed.

Every teacher is required to record a minimum of two grades per week into Gradespeed. Failure to adhere to this policy will result in disciplinary action.

Cycle grades will be reported on a range of 0–100. Grades recorded in teacher grade books over a grading period may range from 0–100 based on the actual score earned by the student. The actual grade assigned by the teacher will appear on the report card. **Students must be given opportunities to make up or redo a class assignment or examination for which the student received a failing grade (Secondary School Guidelines XVI-2).**

Nonacademic considerations such as attendance or participation in extracurricular activities **should not** be used in determining grades. Conduct "cuts" in a class should be recorded on the Office Conduct Panel in SIS. **Under no circumstance may conduct infractions be used to affect the student's academic grade.**

TEC §28.022 requires that the parent or a legal guardian **must** be notified at least once every three weeks or during the fourth week of a nine-week grading period, in writing, if a student's progress in any one of the foundation areas is unsatisfactory. HISD requires that the parent or a legal guardian must be notified if a student's grade is below 70 in any course. This notice must provide for the signature of the parent or legal guardian and must be returned to the school.

For each subject that a student is failing, the notice must provide for a conference between the appropriate teacher and the parent.

- more than three days in an 18-week class which is scheduled to meet every other day,
- more than five days in an all-year class scheduled to meet every other day.

If a student's average falls below 70 or the absence limit is exceeded after the scheduled notice of progress reports have been sent home, the teacher should send a report home immediately. It is imperative that extra effort be made to give parents advance notice of a pending failing grade or of excessive absences in a class before the report card is sent home

ENROLLMENT AND WITHDRAWAL PROCEDURES

TEACHER GUIDELINES

ENROLLMENTS AND WITHDRAWALS FROM YOUR CLASS

1. Accept new students who are scheduled into your class even if your class is full; you can contact the administrators later to see if they are aware of the situation **(Remember it is important to get students in a class)** *Class leveling will take place as soon as administrators can clear their offices to start that process.*
2. When a student enters your class during the school year, he/she should bring with him/her a grade from another school. If he/she does not have that grade, it means that the records are probably en-route or have been requested by the registrar and will be given to you when it arrives. If you have not received the grade in three weeks, please contact the registrar. *Students are not responsible for assignments given prior to enrolling in your class* After you receive the grade, pro-rate the student's final grade by averaging your grade in with the other grade. Use good judgment (usually in the best interest of the student) in reaching the final grade when averaging in this manner.
3. When a student transfers into your class with a change-of-schedule form, make contact with the former teacher to get his grade, attendance if that information is not given. Assistant principal will email both teachers notifying them of schedule changes.

WITHDRAWING STUDENTS FROM SCHOOL

The administrative staff and the registration team will complete all withdrawal information and processes

Building Relationships

Building a positive relationship with our students is a goal for Westbury High School.

Relationship building exercises give students a sense of self-direction and the ability to conform to the larger external environment. Classroom teachers and administrators must have available for their use a variety of techniques to assist in establishing and maintaining an appropriate atmosphere for learning.

Here are some suggestions for creating positive relationships with students.

1. Treat the students with consideration; remember that you and your conduct may influence their attitudes.
2. Be friendly; call the students by their first names, or ask what names they prefer.
3. Be firm; appeal to their sense of fair play.
4. Discover the students' problems, if you can. If you know their background you may be better able to help them.
5. Try to gain their confidence and respect. Your chances are far greater if they believe in you. Antagonism makes approaching students more difficult.
6. Criticize students privately, never in front of their classmates.
7. A word of praise at the proper time is invaluable.
8. Show a sincere interest in your students. If they believe you are really interested in them, they will not give you any serious problems.
9. Never curse or use foul language in front of your students. Try always to remain in control of yourself and the situation.
10. Never punish the entire class because one or two students have misbehaved. Do not assign additional academic work as a punishment.
11. Above all, **BE CONSISTENT**

Make Up Work

A. During the reporting period:

1. No student should be denied an opportunity to make up work if he has had an excused absence.
2. Students will be given make-up work on the day they return to school. Students have five school days to complete and submit all make-up work without penalty.
3. If a student has been sent SRC, he is to receive she /he is to be graded accordingly.
4. If a student has been suspended, he will have five school days complete assignments.
5. If a student has received an "Emergency Removal", he will have a reasonable amount of time upon his return to school to make up all work. He will receive 100% credit on all work that is made up within the time frame.

Discipline Management System

General Discipline Guidelines for Assessing Penalties

When administering discipline, district personnel shall adhere to the following general guidelines.

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances for each case and may include such factors as:
 - a. Seriousness of the offense
 - b. Student's age
 - c. Frequency of misconduct
 - d. Student's attitude
 - e. Potential effect of the misconduct on the school environment
 - f. State law requirements for certain disciplinary consequences

Levels of Offense

Acts of misconduct are categorized into the following five levels of offense:

Level I

Violation of classroom rules

- Offenses which generally occur in the classroom and can be corrected by the teacher

Level I Acts of Misconduct

- Violation of rules or procedures established by teacher
- Cheating or copying the work of other students
- Refusal to participate in classroom activities
- Unexcused tardiness to class
- General misbehavior such as eating in class, horseplay, making excessive noise, violating campus dress code
- Disruptive or non-compliant behavior on a school bus
- Failure to protect individual computer account passwords from disclosure

Teacher Administered Disciplinary Options/Responses:

- Oral correction
- Teacher/student conference
- Parent contact, note, or telephone call
- Detention (maintained by teacher) before or after school
- Other appropriate in-class disciplinary actions
- Removal of classroom computer privileges

Note: Each Level of Discipline is described in detail in the Student Code of Conduct; please follow the code when handling a discipline problem.

Discipline Procedures

A. SENDING THE STUDENT TO THE OFFICE

1. If a student is so disruptive that you cannot conduct class, fill out the discipline slip, making certain that the information at the top of the form is complete. "Teacher comments".

2. Explain the problem in the area on the slip marked "Offense". Do not mark in the area marked "Action Taken." Please be very specific.
3. Send the student with the slip to his/her Administrator. Please note that if students' actions are not a disruption to the learning environment a discipline slip can be sent down immediately to an Administrator and the student can remain in class until notified to report the administrative office. Please call or email the house office to let them know the student is on their way.
4. Once you have sent the student to the office, please trust the judgment of the Administrator. Never let a student think that you are unhappy with the action that was taken. If you have concerns, the Administrator is willing to discuss the problem with you
5. A student should never be put out of the classroom without providing a specific destination which may ultimately be the Administrator's office with a referral.
6. After the behavior has been addressed, the Administrator will return a copy of the discipline notice showing the action taken in your mail box
7. With all referral, the teacher should make contact with the parent

B. STUDENT REFERRAL CENTER (SRC)

1. When a student is assigned to SRC, he/she is not to be released by the SRC Teacher except if called for by the administrative office. Please do not request that he/she come to your class to take a test, give a report, etc. SRC is a consequence, and the student knows that he/she is obligated to make up any work missed. If the student does not do the assignments you have given him/her, he/she is to receive a grade consequence.
2. Send appropriate assignments for student to complete during their stay as soon as you receive the request from the house secretary/SRC teacher.
3. Always be sure the student brings you an admit slip the next day after he/she has been to SRC. The slip should show that he/she went to SRC and should be signed by the SRC teacher or an administrator's secretary.

C. SUPERVISION OF STUDENT REST ROOMS

It is the duty and responsibility of all to supervise the student rest rooms, especially those nearest to you. Be sure to check these restrooms between classes.

Students should not be released to restrooms the first forty-five minutes of class or the last twenty minutes of a class period unless there is an emergency.

D. CHEATING

Please refer to student code of conduct.

E. TADRY

The first three times a student is tardy, the teacher should follow the HISD student conduct for level one offenses.

F. ASSEMBLY CONDUCT

Assembly programs are scheduled as they become necessary. The assembly is an educational opportunity for our students aware of their responsibility to the people around them. It also teaches them to conduct themselves properly as adults in their later life.

ALL FACULTY MEMBERS ARE ON DUTY DURING GENERAL ASSEMBLIES. If for some reason, you have to be absent from an assembly, you must notify the Principal or the Administrator in Charge of Assembly.

- A. Walk with your students to the assembly area.
- B. Please sit with your students.
- C. A problem student is to be removed quickly and quietly and will be dealt with as any other discipline problem.
- D. Take the opportunity to teach students when to laugh. The necessary courtesies learned by your students now will remain with them as adults

G. STUDENTS FROM OTHER CAMPUSES AND TRESPASSERS

Students from other schools are not allowed without proper authorization. Report any student who is not supposed to be on the campus to the nearest Administrator or Campus Police officer. Teachers are expected to discourage former students from visiting during the school day.

Increasing Student Achievement and Attendance

Our goal is to provide our students with stimulating, hands-on, thought provoking instruction every day. This coupled with greater personalization in the classroom and positive relationships between parents and the school are essential to student academic success. In order to achieve this success, students must be present in school. If students are not in school and in class, they can't learn the things we must teach them. It is imperative that we make every effort to ensure that our students are here every day.

Teacher Expectations for Attendance Monitoring

1. Present relevant and engaging instruction that promotes higher level thinking skills daily.
2. Create positive, respectful relationships with your students.
3. Communicate the expectation that everyone will come to school and class every day.
4. Take/submit accurate attendance every period of every day
 - a. Consider having all students sign in to your class each period. This helps eliminate the claim of students that they were in a class but were marked absent.
 - b. File the necessary paperwork with the attendance office the same day you discover a student's attendance needs to be corrected
5. Leave specific information for associate teacher for attendance reporting:
 - a. Up to date class rosters
 - b. Student sign in sheets
 - c. Location to turn in class attendance
 - d. ADA time
6. Maintain a phone/email log of parent/guardian contact for any student who has missed your class two periods in a grading cycle. During the contact:
 - a. Inform parent of when the student was absent from your class.
 - b. Explain why it is imperative for the student to experience the class each day.
 - c. Give information on the lesson/assignments missed.
 - d. Encourage them to send an excuse note, doctor's excuse, court excuse, etc. to the attendance office within 3 days of the student's absence.
7. Communicate any anecdotal information regarding the student's absences to the student's counselor/administrator.
8. Using a discipline referral, refer any student who has missed three or more class periods in any one class within a grading cycle to the student's administrator.
9. When student returns from an absence(s), make their make-up work available to them regardless of excuse note.

Mr. Zeno and Mrs Ugalde can be used as resources for students who have attendance issues.

***WE ARE THE PRODUCT OF OUR EXPECTATIONS.
EXPECT MORE. ACHIEVE MORE.***

MAXIMIZING INSTRUCTIONAL TIME

In an effort to maximize instructional time, Faculty, Staff and Students will adhere to the 45/20 Rule. No student should be released from their classroom the first 45 minutes of class nor the last 20 minutes of class.

When students are released from class they should have in their possession the approved Westbury High School hall pass that is clearly labeled with the teachers name and room number and completed indicating the students name, time left class, and destination.

ARRIVING LATE TO SCHOOL

Students arriving to school after 8:25 a.m. should immediately report to their 1st/2nd period class and sign the teacher tardy log.

If a school bus gets to school after the 8:15 a.m., students will receive a late bus pass.

DETENTION & SATURDAY WORKFORCE

Teachers may assign students to a detention held in their classroom. Schoolwide detention can only be assigned by an administrator. Schoolwide detention will be held every Tuesday, Wednesday, and Thursday from 4.00 p.m. until 5:00 p.m. in the lecture hall. Those students who fail to attend afterschool detention or have habitual tardies and classroom disruption will be assigned to Saturday Workforce from 9:00 a.m. until Noon.

CAMPUS PROCEDURES, RULES, AND REGULATIONS

Clubs and organizations may sponsor TWO (2) fundraising activities per year-one during the Fall semester and one during the Spring semester.

All fundraiser material ordered in the name of WHS and delivered to the campus must be pre-approved by the Ms. T. Hill and funds must be turned in to Ms. T. Hill. Use of unapproved vendors by a club/organization will result in the club/organization bearing any unforeseen expenses or costs. Any fundraisers by parent or booster clubs must not be ordered in the schools name or delivered to the campus, any unapproved orders will be refused delivery.

Failure to follow these procedures will result in disciplinary action.

A. REQUEST FOR APPROVAL

Prior to conducting any fundraising activities, the following procedures must be followed.

1. Obtain rules and regulations for fundraising activities from the financial clerk.
2. Get approval for the product to be sold or function to be held from the Ms. T Hill.
3. Request a "PreApproval Letter" from Ms. T. Hill to forward to vendor.
4. Request and reserve calendar dates for the activity.
5. Get all the necessary paperwork for fundraising activities from the financial clerk.
6. Request permission from the principal through the Ms. T. Hill

Failure to follow the procedures can result in loss of fundraising privileges.

B. MONEY RAISING ACTIVITY REPORT (AF-108)

The teacher/sponsor must obtain fundraiser approval BEFORE beginning a sale or activity.

1. Complete the Permission Request (AF-108) in triplicate.
2. Submit the form to the principal for signature. If the fundraiser is a club-wide activity, submit the request two-weeks prior to the sale or activity. If the fundraiser is a school-wide activity, submit the request three weeks prior to the sale or activity.
3. Once the principal or business manager has signed the request, the form is returned to the Financial Clerk.
4. Confirm the request for approval with the Ms. T. Hill.

When the fundraiser is completed, the teacher/sponsor must complete the Operating Report (Part II of the AF-108). The financial clerk will provide assistance and distribute the completed form to the HISD Audit Department, the Area Superintendent, and retain a copy for the WHS Activity Funds records.

C. ACCOUNTING PROCEDURES

1. PURCHASE APPROVAL

- a. The AUTHORITY TO PURCHASE GOODS AND SERVICES FROM ACTIVITY FUNDS (Form AF-115) must be completed and signed by the sponsor and approved by the principal.
- b. If the total invoice is due in 30 days or less, receive a "PreApproval Letter" .
- c. If the vendor bills on a monthly basis, turn in the invoice and funds raised into the financial clerk in a timely manner.
- d. Items purchased must be specifically listed on the bill or statement
- e. Check requests must have supporting invoices and sales slips or receipts attached.
CHECKS WILL NOT BE ISSUED FROM THE STATEMENT ALONE.

- f. When purchasing from an outside vendor, the tax exemption number is required to avoid paying taxes. The Sales Tax Exemption Certificate forms are available in the financial clerk's office.

2. REQUEST FOR CHECKS

Requests for advance checks are issued only in case of emergencies and subject to challenge by HISD. Do not wait until the last minute.

- a. Complete and sign the ADVANCE PAYMENT REQUEST FORM and return it to the financial clerk.
- b. HISD's accounting department will mail the bills for you when they write the check.
- c. Be sure your account has sufficient funds.
- d. Sponsor will be notified by financial clerk when the check will be available for pick up in the customer service department at the HISD Administration Building.
- e. Immediately after returning from the activity for which the advance was required, return all receipts and the unused portion of the money to the financial clerk.

3. SALE OF TAXABLE ITEMS

If the items being sold are taxable, the financial clerk will calculate what portion should go to the HISD tax section and adjust the deposit shown on the Operating Report by that amount.

4. MULTIPLE COLLECTIONS

When collecting monies from student/persons, the teacher/sponsor must complete the TABULATION OF MONIES COLLECTED BY A PERSON (AF-104) OTHER THAN THE FINANCIAL CLERK.

- a. The name of the club or organization must be indicated on the form along with the purpose for the collection
- b. Each student/person from whom money is received must sign, in ink, the AF-104 form and indicate the amount collected
- c. Indicate the total amount collected on the bottom portion of the form.
- d. Turn in all money collected to the financial clerk on a daily basis. NO MONEY, especially if the amount totals \$20 or more, IS TO BE HELD OVER THE WEEKEND OR HOLIDAYS. Make sure all like bills (one's fives, tens, etc.) are together and coins are rolled. A receipt for the total amount will be issued to the teacher/sponsor.
- e. Sign and date the form. Submit the original copy to the financial clerk and retain a copy for your files.

Failure to follow these procedures will result in disciplinary action.

FIELD TRIP REQUIREMENTS

ALL FIELD TRIPS MUST BE APPROVED SIX WEEKS IN ADVANCE BY Mr. Catchings or Mrs. Crook.

PROCEDURES

1. A WHS Field Trip Checklist, Sponsor's Request for Approval of Field Trip Form, HISD Field Trip Planning Documents and a Bus Transportation Request form must be completed and signed by Mr. Catching or Mrs. Crook and turned into the Financial Clerk six weeks prior to the scheduled field trip (see appendix).
2. The Teacher Approval form must be completed and signed by the parent(s), teacher, and principal or designee. **NO STUDENT WILL BE ALLOWED TO PARTICPATE WITHOUT WRITTEN APPROVAL FROM THE PARENT(S).**

Houston ISD updated the district's field trip policy in the fall of 2010 and it is reprinted here for your convenience. A field trip is defined as:

- a. As an extension of the educational process, all appropriate students (in a class, grade level, subject area, team, club etc.) shall be permitted to attend the field trip. Students participating in University Interscholastic League (UIL) activities must meet eligibility requirements in order to participate in such activities.
- b. Schools or district sponsors shall incur the costs associated (when possible) with the field trip including transportation, admission fees, tickets, and materials necessary for the trip. **Students and their parents shall not be charged for any portion of the field trip although fund raisers and donations** (in accordance with applicable policies and regulations) may be used to offset costs associated with the field trip.
- c. Teachers and central office personnel sponsoring student trips, excursions, or special activities requiring parental approval will have the appropriate form completed by the parent and on file prior to participation by the student. Forms may be obtained on HISDConnect at www.houstonisd.org (Departments, Federal and State Compliance, Forms). Form 40 0079, printed in English, Spanish, and Vietnamese refers to field trips, but may be used for other similar functions. Additional forms needed for satisfactory completion of arrangements may be required by the individual school or sponsor. See Reference (n).
- d. All student trips require preplanning on the part of the sponsor, the school and the district. The following time frame shall be used. Failure to adhere to the timeframes may result in loss of school or departmental funds.
 - (1) Out-of district or long trips (excluding UIL trips) - 60 days
 - (2) Foreign travel - 120 days
- e. The sponsor for a Houston Independent School District (HISD) student trip or excursion will be approved by the principal and will accompany the group to, from, and during the function. The sponsor must be a school faculty or central office staff member and will have the following basic duties and responsibilities in facilitating a student trip or excursion.
 - (1) The sponsor will review all Board policies and procedures as well as individual school rules governing trips and excursions prior to planning. See References (a), (e), (f), (g), and (h).
 - (2) The sponsor will obtain preplanning permission for the trip or excursion. Students and parents should not become involved in any preparation or activity relative to the trip until after the preplanning permission has been granted by the principal or designee.
 - (3) The sponsor will coordinate all plans and arrangements for the trip. He or she will compile a report using the Sponsor's Request for Approval of Field Trip form, including attachments as necessary, for

presentation to the principal or designee and other appropriate administrator, if required. See Reference (o). The guidelines for planning and arranging a trip are as follows:

- (a) If the trip will involve loss of school time, the report will list specific learning activities to be accomplished by students either before they leave or as a part of their activities during the trip. See Reference (c).
 - (b) The itinerary will include the destination, type of transportation, and dates of the trip.
 - (c) School buses may be used for student trips. For specific guidelines regarding limits, timelines, special needs, cancellations, and changes, see Reference (i). Private carrier companies with appropriate contracts and private passenger cars and vans with a rated passenger capacity of no more than ten persons (including the driver) may be used. Proof of automobile liability insurance is required for any private passenger vehicle utilized. See References (b) and (i).
 - (d) The report should list the cost per student and how the trip will be financed. Students may participate in fund-raising activities to defray expenses. Fund-raising activities must conform to board policy and District procedures, and all funds collected will be handled in accordance with Board policy. See References (a), (d), and (n). The sponsor will obtain at least the minimum number of chaperones required and verify that chaperones who may have driving responsibilities have evidence of a valid Texas Driver's License and automobile liability insurance. All chaperones who are not District employees will be referred to the principal's designee to register with Volunteers in Public Schools and participate in the volunteer criminal history background check. Volunteers must clear the background check before they can begin volunteer work. See References (j) and (k).
 - (e) Students must be passing all subjects and eligible to participate in extracurricular activities. The report will include a list of students going on the field trip with verification that students are eligible to participate on the field trip in accordance with attendance and extracurricular activity policies. See References (c) and (l).
 - (f) Sponsors must provide a list of students scheduled to participate in a field trip to teachers and attendance clerks so accurate attendance may be recorded.
 - (g) Should a student or their parents choose not to participate in a class field trip, the student must be assigned to another classroom during the scheduled time of the trip.
 - (h) Field trips may not be scheduled during state- or District-mandated exams without prior approval of the principal.
 - (i) The sponsor will create a plan to ensure the safety and security of students. The safety plan should include, as a minimum, procedures to manage particular safety issues relative to the trip (e.g., a trip involving hunting will involve gun safety guidelines); identification and phone numbers of local emergency medical facilities and local police departments; and procedures to connect to same as some areas may not support cellular phone use.
- (4) The sponsor will request final approval from the principal in adequate advance time.
 - (5) The sponsor will obtain signed parent approval forms for each student involved prior to participation by the student. If the trip is out-of-district, he or she must obtain any unusual medical information on students, which may be necessary in the event of an emergency. See Reference (p).
 - (6) If a trip is scheduled out-of-district or for an extended period, the sponsor will hold an orientation meeting for briefing parents, students, and chaperones; furnishing complete trip information, communicating basic responsibilities; and distributing written rules of safety and conduct to be followed. He or she will maintain a record of the meeting for review by principal.
 - (7) The following factors should be taken into consideration in providing additional chaperones.

- Age of group;
- Size of group and manageability of students;
- Makeup of group (boys, girls, mixed);
- Type of function and general environment (festive, quiet, routine, cultural, scholastic, spectator, participating),
- Amount of free or unplanned time to be available (this should always be kept to a minimum),
- Amount of mobility required for participation,
- Likelihood of a large group dividing into several smaller groups and going in different directions,
- Safety and security plan for students;
- Mode of transportation, and
- Length of trip or excursion (daytime only, overnight, extended)

In order to expect total commitment of the chaperones, funds should include provision for the appropriate number of chaperones for travel, admissions tickets, and lodging if applicable. However, all adults included in the trip must agree to serve as chaperones, abide by the established guidelines, and be committed to the safety and good conduct of the students and to the success of the trip or excursion.

(8) Chaperones are charged with the following basic responsibilities. Additional instructions that are not in conflict with the directives in this regulation may be included by the individual schools as deemed helpful for the safe and orderly conduct of the trip. The chaperone will:

- Participate in and clear a volunteer criminal history background check as outlined in Reference (k),
- Attend any pre-trip orientation sessions planned by the sponsor;
- Become familiar with the purpose of a chaperone in safeguarding the welfare of students,
- Become familiar with all rules and regulations governing the trip prior to departure;
- Provide evidence of valid Texas Driver's License and automobile liability insurance prior to being listed as a chaperone, if driving will be one of the duties;
- Assist the sponsor in orderly management of the group;
- Have no other responsibilities at the time of the field trip that may detract from the supervision of the students (no other children, not on-call for a job, etc.)
- Report to the sponsor all infractions of safety rules and unacceptable conduct for resolution by the sponsor or authorized professional,
- Maintain exemplary conduct at all times, in the same manner as that which is expected of the students in accordance with Reference (q) (i.e., use of alcohol, tobacco, or controlled substances is prohibited at any HISD-sponsored event);
- Dress appropriately for the activities of the trip and in accordance with school guidelines, and
- Be on duty and supervising at location of students at all times during the trip

Getting Ready

Planning is essential to a successful trip. Most of the problems you will encounter or deal with on a trip are due to miscommunication. If people know what is expected of them and if they know what is coming next, things will go smoothly. This is not to say you will not encounter problems, but what we are trying to do is minimize the occurrence of problems.

The Sponsor's Role

These are things that the sponsors should be doing throughout the trip. The sponsor has many roles:

1. Coordinate all information on the trip.
2. Set arrival and departure time, and meeting times.
3. Provide information to the students while traveling. It is easier to meet with them when you have them as one large group. Information is easier to give before they need it, rather than after the fact.
4. Coordinate chaperones and their duty assignments.
5. Enforce all trip and school rules.
6. The sponsor should be active at all times.
7. The sponsor should hold a chaperone instructional meeting.
8. Have a list of all students taking prescription medication.
9. Have the signed permission forms with you at all times.
10. Inform chaperones of any changes in plans that occur during the trip.

INVENTORY OF FIXED ASSETS

All employees are responsible for the care and security of the equipment and furniture in their assigned areas. Failure to follow the procedures outlined in this section may result in the employee assuming full financial responsibility for the property.

A. RESPONSIBILITY OF EMPLOYEES

In order to safeguard the property located in your assigned area, it is the employee's responsibility to.

1. Inventory all items located in your assigned area at the beginning of the school year
2. maintain accurate inventory records.
3. make sure all property is secure at all times
4. make sure all property bears an ID tag number and/or other types of identification.
5. submit inventory reports to the administrator in charge of property management in September, January, and May.
6. report any items that are lost, stolen, damaged, missing, or that have mysteriously disappeared to the administrator in charge of property management immediately.

B. INVENTORY FORMS AND REPORTS

All forms may be obtained from the administrator

1. HISD COMPUTER INVENTORY - an itemized list of equipment and furniture valued at \$300 or more.
2. SUPPLEMENTAL INVENTORY REPORT - a form used to add furniture and equipment valued at \$300 or more to the computer inventory.
3. HISD ASSET USAGE FORM - a form used to document the release of equipment to any employee to complete HISD business at home.
4. PC-2 EQUIPMENT TRANSFER FORM - a form used to transfer equipment and furniture from Westbury to another location either for repair, disposal, storage, or loan; to remove items from inventory, to move items within the building; and to document incoming items from the HISD warehouse
5. PROPERTY LOSS/DAMAGE REPORT - a form used to report incidents of property loss and damage and for mysterious disappearances (equipment loss where no evidence of forced entry is apparent.)
6. Under no circumstance is an employee authorized to removed technology equipment from our campus without prior written approval.

C. POLICIES

1. ACCOUNTING PROCESS

Inventory items must be actually observed and counted. A written report must be submitted to the administrator three times a year (September, January, and May) according to the inventory schedule in the Appendix. Instructions and reporting forms will be furnished by the administrator.

- a. Equipment/Furniture Purchased by Westbury- equipment ordered and purchased by Westbury and valued at \$300 or more must be added to

the computer inventory in May of each school year using the SUPPLEMENTAL INVENTORY SHEET.

- b. Departmental Equipment – equipment that is the property of each department, not in the HISD computer inventory, and is valued between \$50 and \$300 must be included on the Westbury Departmental Equipment Inventory Report.

c

NOTICE: Failure to record such items could prove to be disastrous in case of fire, theft, or vandalism where police and/or insurance reports are required.

2. OFFICIAL USE OF EQUIPMENT

Equipment cannot be used for the personal use of an employee, taken home, sold, or disposed of in any manner except as described in Section 700 of the Finance Manual, EXCEPTION: An employee may use HISD or Westbury assets at home to complete HISD or Westbury business. Written approval from the principal must be obtained by using the ASSET USAGE FORM.

3. TAGGING/LABELING EQUIPMENT AND FURNITURE

Tagging and other special markings are deterrents to theft. Equipment purchased with HISD funds bears a six digit number. Equipment purchased with federal funds bears a five digit number prefixed by the letter "A". Unnumbered tags which state "Property of HISD" are unused on all other items.

A serial number will be assigned and should be written on the item with a permanent marker in a conspicuous place

4. MOVEMENT OF EQUIPMENT AND FURNITURE.

Equipment or furniture may not be transferred from one location to another, including transfers within the building, or loaned out to another school without the written approval of the principal.

5. REQUESTS FOR REPAIRS

Any items that need to be repaired are transferred to an HISD in-house repair facility. A PC-2, Equipment Transfer, must be completed, in addition to any requirements of the repair facility, and submitted to the administrator. DO NOT PLACE EQUIPMENT OR FURNITURE IN THE HALLWAY. Items should remain in the room until it can be picked-up

6. PROPERTY LOSS AND DAMAGE

Any property that has been lost, damaged, stolen, missing, or that has mysteriously disappeared must be reported within 24 hours using the Property Loss/Damage Report (40.4450).

7. DISPOSAL OF EQUIPMENT AND FURNITURE

Equipment or furniture owned by HISD and/or Westbury no matter what the condition, may not be given away, sold, or discarded except under certain conditions outlined in the Finance Manual. Equipment that is the property of HISD and is considered surplus and/or unfit for further use must be returned to the HISD furniture warehouse for disposition. Equipment purchased with federal funds must be disposed of in accordance with special guidelines of the program.

8. ACQUISITION OF EQUIPMENT AND FURNITURE

Equipment and furniture may be purchased or obtained through HISD purchase orders, donations, trade-ins, and by activity funds or related private organizations.

- Purchase Orders

Items purchased by HISD are automatically added to the Westbury inventory. ID tag numbers are assigned by HISD and sent to Westbury to be affixed to the item.

- Donations

A "Donation of Fixed Asset Form" must be completed and submitted to the assistant principal.

- Trade-ins

Trade-in of equipment is only allowed under certain conditions described in Section 707 of the Finance Manual.

- Other Types of Acquisitions

Furniture and equipment purchased by the activity fund or a private organization must be reported by written memo to the administrator and should include the source of funds, date equipment received, quantity and complete description of the item, and cost of each item purchased.

D. PROCEDURES

The guidelines outlined below must be followed in order to safeguard equipment and furniture belonging to HISD and Westbury..

- Physically observe and count all the furniture and equipment assigned to your area. Check the count against the HISD computer inventory list, the Supplemental Inventory Report, and/or the Departmental Equipment Report. If items are not on the computer inventory, add it to the Supplemental Inventory Report.
- Verify information (location, person charged with equipment, serial number, ID tag number) on inventory sheets. An "N" in the right-hand column means the item was added since last year's inventory.
- If correct, place a check in the right-hand margin. If incorrect, draw a line through the incorrect information and make the correction with a red pen and remember to sign all copies.
- Complete any necessary reports (PC-2, Property Loss/Damage Report) and submit it to the administrator in charge of property management
- Place ID Tag numbers, serial numbers, or the other types of identification on each item. The engraver may be obtained from Mr Brown.

USE OF LIBRARY AND AUDIOVISUAL MATERIALS/EQUIPMENT

LIBRARY HOURS

Monday through Friday - 7:45 a.m. - 4:30 p.m.

USE OF THE LIBRARY PERMITS

All students must have a LIBRARY PERMIT (Form 40.3600) to enter the library. Permits may be picked up in the library by the teacher only. Make sure all the requested information has been completed. The student will be required to remain in the library all period if the teacher does not indicate otherwise.

- All students must have a signed library permit to enter the library during class periods. Lunch period schedules will be announced.
EXCEPTION: Students who are authorized to be off-campus will need a library permit from the teacher who is requesting the class assignment and must also present an "off campus" pass
- Students must sign in at the circulation desk upon entering the library and sign out when leaving.
- The teacher may not send more than four (4) students to the library at one time during the same class period. If more than four students, the teacher must make arrangements in advance.
- If the student needs to spend only a few minutes in the library, send the student near the end of the class period.

CLASS ATTENDANCE

- Teachers must make reservations in advance to bring a class to the library. Plans for class research may be made and materials reserved at this time.
- Library orientation is scheduled for all 9th grade English classes and for all other classes upon request. Librarians are also available to teach library research skills. Lessons in library skills are strongly recommended prior to research assignments.
- Teachers are responsible for the conduct of their classes while in the library. He/She must remain with the class in order to assist the student in selecting and using materials

SUBSTITUTE TEACHERS

Substitute teachers should not send or bring students to the library. Library assignments should be planned for times when the regular classroom teacher is reasonably sure he/she will be present. Books, periodicals, audiovisual equipment, etc. will not be loaned out to substitute teachers.

BORROWING PRIVILEGES

TEACHERS

Books and Materials

Books and materials may be borrowed for an indefinite period of time. However, the librarian reserves the right to recall any materials that may be needed for other activities/events or that must be returned for inventory.

Audiovisual Materials/Equipment

AV materials/equipment are loaned out for five (5) days except for the following:

AV Software Collection

Filmstrips, video cassettes, slides, transparencies, kits, records, and audio cassettes are available for loan as needed.

Equipment (Long-Term Loan)

Classroom security and availability of and need for equipment are factors that determine whether equipment can be placed in classrooms on a long-term basis.

Contact the library clerk early in the year to discuss your equipment needs. Overhead projectors and projection tables are available for long term loan.

Equipment (Short-Term Loan)

Due to a limited supply and because of security condition cassette recorders, 16 mm projectors, slide projectors, and video equipment are loaned out for classroom use on a daily basis. This equipment must be returned to the library no later than 3:00 p.m. each day. To borrow the equipment, the teacher must:

- (a) Reserve equipment in advance.
- (b) Make the request in writing or consult the available the AV librarian to schedule the equipment in the log. Equipment will not be issued to students if it was not requested in advance.

HISD Film Video Library

The HISD Film Video Catalog is available in the library. Additional copies are available for a one week loan. Classroom use of videos must be approved by your department head and appropriate administrator prior to a request being submitted to the library. It is suggested that you book your films at least five school days in advance of your preferred show date. If films are to be circulated among other teachers in your department, ask about the film scheduling sheets

Returning Materials/Equipment

All materials must be returned to the circulation desk. AV equipment must be returned to the AV room

Equipment In-service

If the teacher is not familiar with the equipment and/or does not know how to operate the equipment, the teacher may schedule an in-service with the librarian.

OTHER SERVICES, EQUIPMENT, MATERIALS

The librarian is available to assist teachers and/or provide supplies in the following areas:

HISD video and audio duplication

Laminator & Poster Machine

Assigned viewing of selected materials in the library (small groups)

Reading lists for various content areas

BOOK AND AV ORDERS

Teachers are encouraged to give the librarian recommendations for books and AV materials as early as possible. A media exhibit to preview and select materials for purchase is held at the Doris Miller Center (5216 Fagan Street) during the fall. Order cards may be obtained from the librarian. Books that are available are listed in the BOOKS IN PRINT reference.

USE OF THE CLINIC

CLINIC HOURS

8:15 a.m. – 4:00 p.m.

The clinic will be available except during special time periods for educational activities, this includes hearing and vision screening, and scoliosis screening. You will be notified of these time periods. If a student cannot function in the classroom, send the student to his/her Administrator's Office. Medical assistance will be given to the student.

GUIDELINES

- Students must have a signed permit from the teacher that includes the student's name, date, and the time the student left the classroom to be admitted to the clinic.
- Students should not be sent to the clinic between classes or during the last ten minutes of the class period unless there is an emergency. Students should report to his/her next class first then get a permit from the teacher.

AUDITORIUM, LIBRARY CONFERENCE ROOM, COMPUTER LABS, LECTURE HALL and CAFETERIA USE

The auditorium, library conference room, computer lab, lecture hall and cafeteria facilities are available to the students, faculty, and administration. Rules have been established to:

- A. Provide a safe and clean working environment.
- B. Permit coordination and unification among the various elements and people involved in the use of the auditorium, library conference rooms, and cafeteria.
- C. Eliminate conflicts.
- D. Provide for the potential success of the auditorium program.

PROCEDURES:

1. All requests to use the auditorium, library conference rooms, and cafeteria annex must be in writing using the Event Approval & Facilities Request Form and submitted to Ms. T. Hill for approval.
2. A teacher must be present with the students for the entire time the facility is being used.
3. Trained students appointed by the Lighting Coordinator, must operate the lighting and sound equipment.
4. All equipment – chairs, tables, audio-visual aids, plants, stage props, etc. – must be returned by the supervising teacher. Equipment is the responsibility of the requesting teacher or sponsor.
5. All onstage and backstage areas are to be left clean and all trash receptacles are to be left empty.
6. All doors must be locked and secured and all lights off before leaving the area.
7. If activities are held in the cafeteria or the library conference rooms, the activity sponsor is responsible for cleaning the area.
8. All students attending any event must be supervised at all times.

FACILITY CLEANING MAINTENANCE/OPERATIONS

The cleaning, maintenance, and operations of the Westbury High School facility is the responsibility of HISD personnel:

Plant Operator I (Daytime) - responsible for air conditioning and motors, filters, plumbing, furniture problems, daytime cleaning, light bulb replacement, restroom checks, etc. as well as supervising the daytime cleaning staff.

Plant Operator I (Night) - responsible for cleaning the building, supervising the night cleaning staff, and building lock-up.

A. REQUEST FOR CLEANING SERVICE

Email requests for cleaning services relating to the cleanliness of the classroom to Mr. Carnell Thompson and Mr. Jolivet

1. Indicate the service that needs attention and your room number
2. If the problem is not corrected in 24 hours, email Mr. Thompson and Mr. Jolivet again, and cc Mr. Rivera or Mrs. Crook

B. REQUEST FOR MAINTENANCE

Email requests for maintenance relating to plumbing, electrical, AC/heating, carpentry, furniture, locksmith, plaster, floors, ceiling, painting, and windows to Mr. Carnell Thompson and Mr. Jolivet

1. Indicate the service that is needed and the room number or area of the building.
2. If the problem is not corrected in 24 hours, email Mr. Thompson and Mr. Jolivet again, and cc Mr. Rivera or Mrs. Crook

C. EXTREME EMERGENCY PROBLEMS

Only extreme emergency problems such as plumbing, fires, exposed electrical wires, and other dangerous situations should be brought to the attention of the main office by using the all-call button located in the classroom or by reporting the situation to the assigned House office. The plant operator will be notified immediately and corrective action initiated.

PUBLIC ADDRESS SYSTEM:

Announcements on the public address system must be kept to minimum. Only written announcements that affect the entire student body or faculty will be given over the P.A. system.

Announcements must be submitted via email at least one day prior to the requested announcement date. The subject line for the email must read "Morning Announcement".

The Acceptable Use Policy that all district employees are to have signed states that use of e-mail is a privilege and may be revoked if used inappropriately. E-mail is intended for HISD business and educationally appropriate communications. There is no expectation of privacy while you are using the HISD network. E-mail communications are covered under the Open Communications Act and may be requested for review by the public at any time. The district monitors use of e-mail in terms of content, destination, volume of e-mail messages to guarantee that the district infrastructure is capable of handling the large number of communications. Chain letters and humorous video and audio clips put

a tremendous strain on our system, and do not meet appropriate use requirements. As a reminder, e-mail privileges may be revoked for inappropriate use.

Like your teacher box, many important messages are sent through the network. Check your e-mail on a regular basis. Please read and respond as soon as possible. Use discretion when using your e-mail, remember it is at a place of business.

Room telephones:

1. Always answer telephone with your name.
2. Please replace the receiver properly.
3. **Do not permit students to use or answer the phone except for extreme emergencies.**
4. Use discretion in what you say over the telephone.
5. Outside calls on both classrooms phones and cellular phones, or calls to other rooms should be for educational reasons during the class period

Answer all e-mails within twenty-four hours.

Workroom Policies

Two faculty workrooms have been setup on campus for your convenience; they are located in room B217 and across the street in the 12th Grade Academy, room 4B. Each room is equipped with a copier, scantron machine, computer, bulletin board paper, and border.

All large copy requests (one per student, six weeks tests, final exams, etc.) should be submitted to duplicating clerk in the copy room

In the event that any machine malfunctions please submit the issue in writing to Ms. M Henry or Ms. T. Hill.

Please keep in mind that this is a workroom for faculty and staff, at no time should there be students allowed in these rooms or on the machines.

Copy Room and Policies

All copy requests should be submitted to copy clerk in the copy room in writing, using the appropriate form.

Requested copies will be completed within 48 hours of submission unless the copy room is closed to complete very large jobs and sufficient notice will be given.

Do not send students to the copy room to make, pickup, or request immediate copies.

Supply Request Procedures

Requests for basic supplies such as pens, pencils, art paper, poster boards, etc. should be completed on a supply request form and submitted to Mrs. Bowers.

Large quantity requests of these supplies for special projects are to be submitted to Mrs. Bowers on a supply request form via email or printed copy. All supply orders will be filled within 48 hours if items are available.

Instructional supplies such as novels, supplemental materials, instructional handouts, etc. should be submitted to your department head for review and approval.

Professional Development Request Procedures

Requests to attend off campus staff development must be submitted to your administrator prior to registration. If this is a professional development that requires payment the request must be submitted six weeks in advance with all supporting documentation (registration form, cost, hotel info., travel arrangements, etc.).

Faculty and staff will be notified of the status of their request in writing within 72 hours.

Building and Classroom Keys

- ø All keys must be turned in at the end of the school year.
- ø Teachers teaching summer school will be reissued keys to their assigned classroom.
- ø Teachers will be issued keys based upon their classroom assignments, additional keys will be distributed at the discretion of the key administrator based on need.
- ø Teachers must sign out keys at the beginning of the school year and sign them in at the end of the school year.
- ø Keys are considered HISD property; failure to turn in keys will result in consequential action according to HISD mandates.
- ø There is a \$15.00 replacement cost for lost keys.

Card Access and Key Cards

This card allows you access to the building via exit doors located next to the lecture hall, from the teacher parking lot, and from the service drive. Only use this card during designated school times. The card will open the building after hours but does not disarm the burglar alarm. A tripped burglar alarm will alert law enforcement authorities.

This card has a serial number that is assigned to you. Please do not allow another person to use your card.

This card remains the property of the Houston Independent School District, if lost or destroyed there is a **\$15.00 replacement cost**, and the card must be surrendered upon your separation of service from Westbury High School.

Your signature on the handbook acknowledgement page indicates that you have read and understand the card access policy and agree to abide by the policy as indicated.

Holding a Parent/Teacher Conference

Beginning the Conference

- Greet the parent(s) on time and at the agreed meeting place.
- Introduce yourself and thank the parent(s) for taking the time to meet with you
- Just like the first minute of a lesson, the first minute of the conference will set the tone for your entire meeting.
- Begin with something positive and personal about the student. This shows that you are interested and knowledgeable about the student and care about him/her as an individual.
- Review the meeting's agenda and agree upon.

During the Conference

- Listen carefully and actively. Take notes
- Be supportive.
- Be personable.
- Remain professional even with "difficult" people. Do not take negative comments personally.
- Be specific with your suggestions and comments. Give detailed examples of behaviors and academic strengths and weaknesses.
- Avoid educational jargon.
- Develop a well defined plan of action that involves all parties.

Ending the Conference

- If your meeting is running long, give the parent(s) a polite "ten minute warning" as you near the end of your conference period
- Summarize what has been discussed and decided. Restate the plan of action and the responsibilities of each party
- End on a positive and friendly note.
- Thank the parents again for meeting with you in person.

After the Conference

- Document the conference's occurrence and its outcomes.
- Evaluate the results. Ask yourself: "If the child concerned was my own, was the meeting successful?"
- Remember to follow through with the plan of action.

Declaration of Unacceptable Habits!!

1. Don't give students your personal keys, school keys, or school issued key card.
2. Don't put your hands or any other body parts on students.
3. Don't say inappropriate things to students (Any line from the movie "Bad Teacher").
4. Don't violate a student's personal space.
5. Don't impede a student's attempt to leave a room/office (blocking the door).
6. Don't tussle with students over cell phones, hats, notes, etc.
7. Don't leave your classroom with students unattended.
8. Don't conference with 1 or 2 students in your classroom alone with the door closed.
9. Don't move a sofa, futon, recliner, or cot into your classroom.
10. If you leave campus for lunch you must return to meet your students at the door at the beginning of the next class period.
11. If your conference/CLT time is at the end of the day the expectation is that you are on campus planning until 4:00 p.m.
12. If your conference/CLT time is at the beginning of the day the expectation is that you are on campus planning at 8:15 a.m.
13. Don't park in unauthorized locations and/or visitor spots.
14. Don't send students into the teacher's lounge or copy room.
15. Don't allow students to take attendance on your computer.
16. Don't allow students to enter grades on your computer.
17. Don't give students the password to your email, portal, or any other online account.
Keep all passwords safe.
18. Don't allow students to handle any test materials.
19. Don't send students on errands during instructional time.
20. Don't put students out of your class and then mark them absent for not being in the room.
21. Don't penalize students' grades on assignments because of bad behavior.
22. Don't give a student a failing grade at report card if they were not failing at progress report and you have not made parent contact.
23. Don't go through the personal contents (pictures, texts, contacts, etc.) of a confiscated cell phone or electronic device.
24. Don't friend students on Facebook, MySpace, Twitter or any other social media website.
25. Don't text students
26. Don't give students your cell phone or home phone number.
27. Don't have students over to your personal residence.
28. Don't stand on rolling chairs.
29. Don't use profanity on campus.
30. Don't send students out of your classroom for not having supplies or textbook.
31. Don't take pictures of students with your personal cell phone or any other device.
32. Don't have volunteers on campus (guest speaker, chaperone, etc) if they have not completed the HISD Volunteer registration process.

Appendix

ABSENCE FROM DUTY REQUEST FORM

Westbury High School

PRIOR NOTICE	(Sign and submit to Rita Lopez at least 24 hours prior to absence)
---------------------	--

Employee's Name: _____ Employee ID Number: _____

Date(s) of Absence: _____

House: _____ Room#: _____ Subject Area: _____

Reason for Absence	Notes
<input type="radio"/> Personal Illness	If absence is more than 7 consecutive days, submit a physician's statement
<input type="radio"/> Funeral Leave	
<input type="radio"/> Family Illness	
<input type="radio"/> Personal Business	
<input type="radio"/> Worker's Compensation	
<input type="radio"/> Jury Duty	Attach a copy of your Court Summons to this request form Upon return, submit court statement of participation
<input type="radio"/> Professional Development	Attach e-train confirmation to this request form Upon return submit proof of attendance
<input type="radio"/> Other(specify)	To be determined.

I hereby request permission to be absent from my duty station on the date(s) and for the reason(s) cited above.

My absence _____ will _____ will not require hiring a substitute.

I understand and agree that, **within 24 hours** of my return to campus, I must submit to **Rita Lopez** (Main Office) a complete and signed Absence Form Duty Report and any applicable documentation noted above, and that failure to submit this form and documentation may result in a loss of pay.

Employee's Signature

ENDORSEMENT	(Signed by employee's immediate supervisor prior to submission to Rita Lopez)
--------------------	---

_____ Absence Approved _____ Absence Not Approved

Supervisor's Signature

FOLLOW-UP	(Completed by Office Personnel)
------------------	---------------------------------

Confirmation # _____

Substitute: _____

ABSENCE FROM DUTY REPORT

(To be completed for all absences.)

EMPLOYEE _____

EMPLID# _____

SCHOOL OR DEPARTMENT _____

THE EMPLOYEE SHOULD CHOOSE WHICH LEAVE BANK TO DEDUCT THE TIME FROM ACCORDING TO POLICY.

Please check (✓) Leave Selection and indicate date(s) of absence and number of requested hours.

LEAVE SELECTION	STATE LEAVE		LOCAL LEAVE		STATE SICK LEAVE		VACATION LEAVE		JURY DUTY	
	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours
<input type="checkbox"/> Personal Illness										
<input type="checkbox"/> Personal Leave										
<input type="checkbox"/> Vacation Leave										
<input type="checkbox"/> Family Illness										
<input type="checkbox"/> Jury Duty										
<input type="checkbox"/> Religious Holiday										
<input type="checkbox"/> Other (Specify) _____										
<input type="checkbox"/> Funeral Leave** (additional days)										

**Identify Relationship if requesting Funeral Leave _____ Dates _____

FUNERAL LEAVE:

Per District Policy DEC(LOCAL), regular employees eligible for the comprehensive leave program may receive funeral leave and be absent without loss of pay and without deduction from their accrued leave in the case of death of a spouse, child, parent, current parent-in-law, sibling or any person residing in the employee's home at the time of death, for a period not to exceed three days per occurrence. **If an employee needs to take additional days off beyond the three days or needs to take time off for other funerals, this time off is charged to the employee's accrued leave balance as identified.**

STATE SICK LEAVE:

For employee with time accumulated prior to 1995 under the former Section 13 904(a) of the Education Code

FAMILY AND MEDICAL LEAVE:

Per District Policy DEC(LOCAL), employees who request a leave of absence under the Family and Medical Leave Act for their serious health condition or that of a family member must provide the District with documentation from the health care provider which supports their request for such leave. For more details see Board Policy DEC(LEGAL) and DEC(LOCAL). Such written certification should be provided in advance or at the start of the leave. The certification form can be obtained from the HISD Website at www.houstonisd.org under Human Resources Department to be completed and submitted to the employee's appropriate HR Generalist.

☐ **ASSAULT LEAVE:**

Any employee requesting assault leave should contact their supervisor immediately and file a worker's compensation claim. See District Policy DEC(LEGAL).

Employee Signature	Date
Principal/Supervisor Signature	Date
Leave Status <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

WHS EVENT & FACILITIES REQUEST FORM

This form must be submitted four (4) weeks in advance of requested event. No late submissions will be accepted.

Today's Date: _____ Date(s) of Event: _____

Time Event Begins: _____ Time Event Ends: _____

Name of Event or Calendar Item: _____

Is this an HISD school event? ☐ Yes ☐ No

Is this is a recurring event? (e.g. monthly meeting) ☐ Yes ☐ No

Will you require early access? (e.g. decorating) ☐ Yes ☐ No ☐ Time: _____

Expected Attendance: _____

Name of Contact Person: _____

Phone: _____ Email: _____

VENUE REQUESTED

- | | | | |
|--|------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Library | <input type="checkbox"/> Auditorium | <input type="checkbox"/> Atrium |
| <input type="checkbox"/> Cafeteria Annex | <input type="checkbox"/> Band Hall | <input type="checkbox"/> Lecture Hall | <input type="checkbox"/> Computer Lab |
| <input type="checkbox"/> Large Gym | <input type="checkbox"/> Small Gym | <input type="checkbox"/> _____ | |

SERVICES

- | | | | |
|--|---------------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Podium | <input type="checkbox"/> Sound System | <input type="checkbox"/> Microphone | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Extension Cords | <input type="checkbox"/> Projector | | |

TV/VCR/DVD, In Focus, Projectors and Carts are checked out from the Library. Laptop computers are checked out from Mr. Oneil. Please call in advance to reserve equipment.

Number of tables and chairs requested _____

Please include a diagram for table and/or chair set up.

Will food or drink be served? ☐ Yes ☐ No Where: _____

Will admission be charged? ☐ Yes ☐ No If Yes, see required signature below

Business Office Signature for Approved Fundraiser _____

Security Required: ☐ Yes ☐ No

Custodial Required: ☐ Yes ☐ No

ADDITIONAL INFORMATION _____

Approved/Denied _____

Signature

Date

Requisition Form

2014-2015

Name _____ Date _____

Name of Business _____

Website address _____

Contact number of the vendor _____

Order

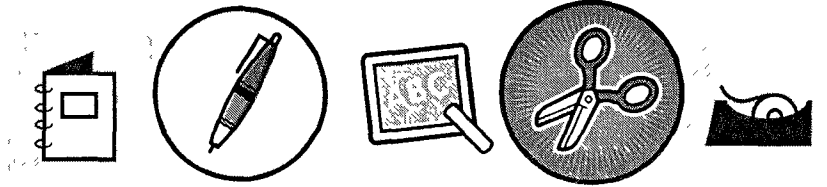
Description	Item Number	Quantity	Price

Department head signature _____ Date _____

Mr. Jason Catchings signature _____ Date _____

Approved _____ Denied _____

All requisition forms must be signed and approved by Mr. Jason Catchings. All completed requisition forms will be given to Ms. Hill in room B215 for processing.



Supply Request Form

Date: _____

Name: _____

Room #: _____

Date items are needed: _____

Item Needed	Amount Needed

Please allow 48 hours for processing of request for supplies on campus.
Email or place in the box of Mrs. Bowers

Professional Development Request

(this form must be submitted to Mrs. L. Jackson with all supporting documentation at least six weeks prior to start of conference with your appraiser's signature)

Name:

Conference/Workshop:

Beginning Date of Conference:

End Date of Conference:

Approximate cost of conference including hotel and travel

Are you attending (check one): ☐ Alone ☐ With a group

Location of Conference: Fee:

Overview of conference:

How will you share with the staff what you have learned at conference?

Please attach any information regarding the workshop/conference including hotel arrangements, travel arrangements (i.e. rental car request, desired airline, preferred travel dates and times, any other special accommodations needed).

Remember most hotels require a credit card to guarantee the room prior to a prepaid check being issued.

Please see Ms. Jackson for any questions.

Approved/Denied

Appraiser Signature

Date

AP

Date

Duplicating Request Form

Name: _____

Date Submitted _____ Date Needed _____

Room #: _____ Ext: _____

Description of Services

Name of document _____ Number of copies _____

☐ 8 ½ x 11

☐ 8 ½ x 14

☐ color paper _____
specify color

☐ 1-sided

☐ 2-sided

☐ stapled

Please allow 48 hours for duplicating to be completed.

Duplicating Request Form

Name _____

Date Submitted. _____ Date Needed _____

Room #: _____ Ext _____

Description of Services:

Name of document: _____ Number of copies _____

☐ 8 ½ x 11

☐ 8 ½ x 14

☐ color paper _____
specify color

☐ 1-sided

☐ 2-sided

☐ stapled

Please allow 48 hours for duplicating to be completed



Westbury High School Field Trip Check List

Coordinator: _____
Destination: _____
Date of Trip: _____
Departing Time: _____ Returning Time: _____
Athletic Event: ☐ YES ☐ NO

Prepare for the field trip

- _____ Check School/HISD Calendar (School Secretary)
Black-out dates.
- ☐ All TAKS/STAAR testing sessions (include re-testing),
 - ☐ the weeks before whole-school TAKS/STAAR testing sessions,
 - ☐ all AP exam days,
 - ☐ final exam week and the week before final exams,
 - ☐ last week of every grading cycle.
- _____ Considerations for field trip sponsor (all field trips must meet the following criteria):
- ☐ 11th and 12th grade students have passed TAKS/STAAR (see re-tester list)
 - ☐ Students are not part of an upcoming testing group (TAKS, STAAR, AP exams, finals)
 - ☐ Students are missing the minimal amount of class time.
 - ☐ Students are UIL eligible (if applicable)
 - ☐ There is a compelling reason for the field trip. The field trip will impart or enrich learning; the field trip adds value to a student's experience at Westbury.
 - ☐ 12 students per chaperone
- _____ Develop a lesson to coordinate with trip including objectives, activities, and assessment of learning.

SIX WEEKS IN ADVANCE

- _____ Submit first page of this form. (Ms. T. Hill)
- _____ Submit Sponsor's Request for Approval of Field Trip. (Ms. T. Hill)
- _____ Submit HISD Required Field Trip Planning Forms
- Attach field lesson implementation plan with objectives, activities, and assessment of learning.
 - Include Parent Approval Form to be signed by principal.
 - Attach list of chaperones
- _____ After receiving approval submit a BUS TRANSPORTATION REQUEST. (Financial Clerk)
- _____ Distribute PARENT APPROVAL FORMS to students with a deadline for students to return the form.
- _____ Complete form AF-104 if money is donated for field trip. (Financial Clerk)

FIVE DAYS BEFORE TRIP

- _____ Secure signed permission slips.

THREE DAYS BEFORE TRIP

- _____ Provide faculty and staff with an alphabetical list of students participating.

- _____ Provide a list of teachers going on trip to principal for review
- _____ Submit leave request forms for every staff member attending trip to Mrs. Lopez for approval.
- _____ Inform cafeteria manager of the number of students going on field trip.
- _____ Provide list of students going on field trip with departure/return times to attendance clerk
- _____ Confirm field trip with agency.
- _____ Assign chaperones to special duties (i.e. clean-up crew, bus duty, etc.).
- _____ Review Code of Student Conduct and Dress Code with students.

Special Field Trip Rules for Students

- Sack lunches only
- No glass containers
- Remain with assigned group at all times.
- Remain in dress code unless otherwise instructed.
- The Code of Student Conduct is in effect during all field trips.

Chaperone Reminders

- Take roll before departing from school, at the place visited, and upon return from trip
- Assign students to study hall/tutorials after school to remain in good standing in all classes.
- Take emergency contact information on field trip.

STUDENT FIELD TRIP GUIDELINES

POLICIES AND PROCEDURES FOR 2014-2015 SCHOOL YEAR

- 1 Purpose The purpose of this memorandum is to provide High Schools Office guidelines regarding student trips UIL Activities **NOT** listed on district UIL calendar website <http://www.uil-texas.org/files/calendars/uil-calendar-2014-2015.pdf> will require a complete field trip packet submitted to the High Schools Office for approval This applies specifically to UIL Out-of-District events
- 2 Effective Immediately
- 3 Applicability This memorandum applies to all schools within the High Schools Office
- 4 Guidelines Governing Student Trips All student trips, excursions, or special activities held off campus will be in compliance with board-approved basic guidelines, policies, and procedures contained in the listed References For High Schools Office schools the following additional rules and guidelines will be applicable
 - a **Out-of-District.** Form 40 5110 will be completed and *submitted to the High Schools Office* at least **eight** weeks prior *if the trip is out-of-district or overnight* This will also allow for any adjustments and approvals to be made The form will be accompanied by complete trip information to include the following
 - (1) A list of specific learning objectives and activities related to the trip It is required that schools use the Field Lesson Implementation Plan format for providing this information This form is required when using Title I, Part A funding
 - (2) An itinerary that will include, at a minimum, details on destinations, transportation, lodging, and the key dates and times of the trip and its activities
 - (3) List of chaperones and titles All chaperones who are not district employees must have registered with Volunteers in Public Schools (VIPS) and cleared the criminal history background check before being allowed to chaperone Please keep in mind Chaperone to Student Ratio must be 1 for every 12 students
 - (4) Submit list of students (along with grade level and identification number) going on the trip with verification that they are eligible to participate in accordance with attendance and extracurricular activity policies
 - (5) Verification that any unusual medical information on students which may be necessary in the event of an emergency has been obtained (Submit one Sample copy only of form that will be distributed to parents)
 - (6) Verification that Form 40 0079, Parent Approval, will be completed by the parent and on file at the school prior to participation by the student (One Sample form that will be distributed to parents, filled out for requested trip, should accompany request)
 - (7) Checklist – must be submitted when the Pre-Approval Memo is first sent to the HSO with principal's signature
 - b **Trips Outside the United States.** Foreign travel will be limited to students in grades 9 – 12 and will be allowed only to countries where the political climate is favorable Request for these trips must

be made 120 days before the schedule departure. Information on travel warnings issued by the U.S. Department of State can be obtained at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. In addition to the documentation required for out-of-district trips, Form 40 4250, Release of Liability for Student Participation in Trip with Destination Outside of the United States, will be completed for each student who is participating in the trip. Copies of the Release of Liability forms and Parent Approval forms must be submitted to the High Schools Office with the trip request prior to being forwarded to the superintendent of schools for approval.

- 5 **Preplanning permission from the superintendent of schools** Out-of-district trips more than two (2) school days in duration require the signature of the chief school support officer and trips outside the United States require approval of the superintendent of schools. Remember schools are required to obtain preplanning permission for these trips and *under no circumstances will a field trip be approved if not submitted within the specified time line*. Parents and students should not become involved in any preparation activity related to the trip until after the preplanning permission has been granted by the superintendent of schools. It is recommended that this permission be obtained by a memorandum request and submitted with a copy of Field Trip Request Checklist signed by the principal. A sample memorandum is attached.
- 6 **Field Lessons Funded Through Title I, Part A** Schools must complete and submit all forms associated with field lessons funded through Title I, Part A, at least 30 working days prior to the date of the field lesson. Required field lesson forms are the Field Lesson Implementation Plan, Sponsor's Request for Approval of Field Trip, Bus Transportation Request Form confirmation summary page, Direct Pay form where fees are to be charged, and any backup documentation for the such as confirmation letter, invoice for advance payment, or brochure stating prices.
- 7 **Tournaments** District events listed on UIL website which include Athletic, Academic, and UIL related tournament events **do not** require the submission of a Field Trip Request Form or Field Lesson Implementation Plan to the High Schools Office. However, the teacher, sponsor, or coach is responsible for coordinating all plans and arrangements and compiling all necessary information pertaining to the trip for presentation to the principal or other appropriate administrator, as required by the type of tournament event. Please indicate next to the name of field trip, on the Sponsor's Request for Field Trip form, that trip is an athletic, academic, or UIL related.
- 8 Forms may be submitted to the High Schools Office by scan, fax, courier or district distribution.
- 9 **Consultation** This Policy and Procedure Memorandum does not require consultation.
- 10 **Questions regarding this memorandum** may be referred to your school support officer or the chief school officer at 713-556-7143.
- 11 **Memo Maintenance Responsibility** Chief school officer.

REFERENCES

- (a) Board Policy CNA(LEGAL) Transportation Management Student Transportation
- (b) Board Policy FM(LEGAL) Student Activities
- (c) Board Policy FM(LOCAL) Student Activities
- (d) Board Policy FMF(LOCAL) Student Activities Contests and Competition
- (e) Board Policy FMG (Local) Student Activities Travel
- (f) SPM 3602 Transportation of Students, Guidelines and Procedures Regarding
- (g) SPM XXXX (3602 1) Transportation of Students in Vehicles Other Than School Buses, Guidelines and Procedures for the
- (h) SPM 7504 Volunteers in Public Schools, Description of and Guidelines for
- (i) SPM 7504 1 Criminal History Background Checks of Volunteers in Public Schools, Practice Regarding
- (j) Form 40 0079 Parent Approval
- (k) Form 40 4250 Release of Liability for Student Participation in Trip with Destination Outside the United States
- (l) Form 40 5110 Sponsor's Request for Approval of Field Trip

Houston ISD, High School Office — Field Trip Request Checklist

School _____ Destination _____ Dates _____

Requirements	Local	Non-Local Out of District & Out-of-State	Out of Country	Notes
Pre-Planning Approval Request for Student Trip <input type="checkbox"/> Submitted not later than 60 days for out-of-district or out-of-state trips <input type="checkbox"/> Submitted not later than 120 days for out-of-country trips <input type="checkbox"/> Submit this checklist with Pre-Approval Memo (<i>NEW!</i>)		<input type="checkbox"/>	<input type="checkbox"/>	
Sponsor's Request for Approval of Field Trip (Form 40.5110)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parent Approval Form (Form 40.0079) <input type="checkbox"/> Form must be completed by the Parent and on file at the school prior to participation by the Student for all trips <input type="checkbox"/> Copies submitted to HSO prior to non-local out-of-district and out-of-state field trips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Educational Purpose <input type="checkbox"/> List of specific learning objectives and activities		<input type="checkbox"/>	<input type="checkbox"/>	
Itinerary <input type="checkbox"/> Sufficient details on lodging, transportation, destinations, & key dates/times		<input type="checkbox"/>	<input type="checkbox"/>	
Transportation <input type="checkbox"/> Vans with a rated passenger capacity of no more than 10 persons (to include the driver) may be used <input type="checkbox"/> Proof of auto liability insurance required for private passenger vehicle use		<input type="checkbox"/>	<input type="checkbox"/>	
Field Trip Costs <input type="checkbox"/> Cost per student <input type="checkbox"/> How the trip will be financed <input type="checkbox"/> Verification that all appropriate students (in a class, grade level, subject area, team, club, and the like) have been informed they are permitted to participate <input type="checkbox"/> Verification that parents and students have been informed that the school will incur the costs associated with the field trip. Parents and students will not be charged for any portion although fund raisers and donations may be used to offset the costs associated with the field trip		<input type="checkbox"/>	<input type="checkbox"/>	
Chaperones <input type="checkbox"/> List of Chaperones and Titles <input type="checkbox"/> 1 chaperon per 12 students is required <input type="checkbox"/> Evidence of valid TX Drivers License and liability insurance if duties involve driving		<input type="checkbox"/>	<input type="checkbox"/>	
Students <input type="checkbox"/> Typed list of Students w/ ID numbers and Grade Levels <input type="checkbox"/> Students must be passing all subjects and eligible to participate in extracurricular activities		<input type="checkbox"/>	<input type="checkbox"/>	
Medical <input type="checkbox"/> Verification that any unusual medical information on students, which may be necessary in the event of an emergency during out-of-district trips has been obtained on Medical Release Forms		<input type="checkbox"/>	<input type="checkbox"/>	
Foreign Travel <input type="checkbox"/> Applicable only to 9 th – 12 th Grade students <input type="checkbox"/> Release of Liability forms submitted to HSO prior to out-of-country trip			<input type="checkbox"/>	

Principal's Signature: _____ Date: _____

↓ For Central Office only ↓

School Improvement Officer's Approval / Signature <input type="checkbox"/> If trip is more than two school days <input type="checkbox"/> If trip is non-local out-of-district, out-of-state, or out-of-country		<input type="checkbox"/>	<input type="checkbox"/>	
Chief School Officer's Approval / Signature <input type="checkbox"/> If trip is more than two school days <input type="checkbox"/> If trip is non-local out-of-district, out-of-state, or out-of-country		<input type="checkbox"/>	<input type="checkbox"/>	
Superintendent of Schools' or Designee's Approval/Signature <input type="checkbox"/> If trip is out-of-country, Superintendent signature is needed		<input type="checkbox"/>	<input type="checkbox"/>	

- 1 Local trips are considered trips within Harris County and its adjacent counties (Liberty, Chambers, Galveston, Brazoria, Fort Bend, Waller, Grimes, and Montgomery)
- 2 Field Trip Requests will be submitted no later than three weeks prior to date of trip (30 working days for Title I, Part A funding)
- 3 The Superintendent's designee for trips more than two school days or out-of-state is the Chief School Support Officer
- 4 The Superintendent must approve/sign all out-of-country field trip requests

HOUSTON INDEPENDENT SCHOOL DISTRICT
SPONSOR'S REQUEST FOR APPROVAL OF FIELD TRIP
(To be completed by Sponsor and Submitted to Principal for Processing)

REQUEST FOR PERMISSION FOR

(Name of School to take Field Trip) _____

GROUP OR CLASS* _____

TEACHER(S) _____

PLACE TO BE VISITED

(Give physical address) _____

PURPOSE OF VISIT/SPECIFIC LEARNING ACTIVITIES

(Attach Field Lesson Plan) _____

DAY(S) OF VISIT _____

DATE(S) OF VISIT _____

DEPARTURE TIME _____

RETURN TIME _____

SCHOOL TIME REQUIRED _____

NUMBER OF STUDENTS* _____

MINIMUM NUMBER OF CHAPERONES REQUIRED _____

Ratios High Schools 12 to 1

CHAPERONES

(Title, First Name, and Last Names) _____

COST TO STUDENTS _____

TYPE OF TRANSPORTATION

☐ HISD Bus

☐ Private Vehicle

☐ Rental Vehicle

Transportation specifics _____

*Students must be eligible to participate in extracurricular activities and be passing all subjects

NOTE: Overnight, out-of-town/district or out-of-country trips must attach the following

- Accounting Statement
- Itinerary Details
- Medical Release Forms
- List of students with verification that student are eligible to participate on this field trip
- Parent Approval Forms with signatures
- Release of Liability Form if applicable
- Transportation Liability Proof, if applicable

I have read Board Policies and Administrative Procedures Section 425.00 and subsections pertaining to student trips; this trip will be conducted in accordance with the established basic guidelines and any additional requirements developed at the individual school level.

Signed: _____

Sponsor's Signature

Date: _____

Signed: _____

Principal's Signature

Date: _____

APPROVAL:

Signed: _____

School Support Officer's Signature

Date: _____

Signed: _____

Chief School Officer's Signature (if applicable)

Date: _____

Signed: _____

Chief School Support Officer (if applicable)

Date: _____

Signed: _____

Superintendent's Signature (if applicable)

Date: _____

Form #: 40.5110

Field Lesson Implementation Plan

Name of School _____ Date Submitted _____

Title of Field Lesson _____

Grade Levels _____ Date of Field Lesson _____

Number of Students _____ Number of Teachers _____ Number of Parents _____

INSTRUCTIONAL OBJECTIVES:

ACTIVITIES:

Prior to the Field Lesson

During the Field Lesson

Following the Field Lesson

EVALUATION:

Signature of Teacher(s)

Signature Approval of Principal

Parent Approval Forms – please click on this link to go to the Federal and State Compliance website and obtain a copy of the English and Spanish form

English Form

<https://www2.houstonisd.org/FederalStateCompliance/Home/Forms%20and%20Documents/FORMS/Field%20Trip%20Permission%20Slip%20English%20sep%202012.pdf>

Spanish Form

<https://www2.houstonisd.org/FederalStateCompliance/Home/Forms%20and%20Documents/FORMS/Field%20Trip%20Permission%20Slip%20%20Spanish%20sep%202012Final.pdf>

**HOUSTON INDEPENDENT SCHOOL DISTRICT
MEDICAL RELEASE FORM**

School Name

Name: _____

Address: _____

Please include area code

Home Phone No.: _____ Alternative Phone No.: _____

Parent's Cellular No.: _____ Parent's Cellular No.: _____

Parent's Work No.: _____ Parent's Work No.: _____

I _____ release my daughter/son guardianship rights for the following date(s) _____. My daughter/son has the following medication(s) and should be given while on this trip as indicated:

1. _____ Dosage _____ Taken at _____
(name of medication) (amount given) (time)

2. _____ Dosage _____ Taken at _____
(name of medication) (amount given) (time)

3. _____ Dosage _____ Taken at _____
(name of medication) (amount given) (time)

My daughter/son has her/his hospital or medical card: _____ yes _____ no

In case of an emergency please call _____ at _____
(if parent can not be reached) (include area code)

In order to ensure a safe and enjoyable trip, please list any health conditions that your child may have.

My signature below gives you permission to take my daughter/son to a hospital or medical facility, gives my permission for my child to receive medical treatment and gives my permission for the above medication to be administered to my child.

Parent Printed Name

Parent Signature

Date

Sponsor Printed Name

Sponsor Signature

Date

Principal Printed Name

Principal Signature

Date

RELEASE OF LIABILITY FOR STUDENT PARTICIPATION IN TRIP WITH
DESTINATION OUTSIDE THE UNITED STATES

STATE OF TEXAS COUNTY OF

HARRIS

WHEREAS It is recognized that trips to destinations outside the United States of America pose risks to travelers, and

WHEREAS the parent(s) and or guardian(s) of the student named below recognizes these risks but still wishes to allow his/her child/ward to travel to a destination outside the United States of America with a group of individuals associated with the Houston Independent School District (HISD),

NOW THEREFORE, the parent(s) or guardian(s), as consideration for the named student to participate in the trip, agrees as follows

I, the undersigned, agree to assume the risk to my child/ward of his or her traveling to a destination outside the United States of America described in this Release of Liability (Release)

In consideration for my child/ward being permitted to participate in the trip to a destination outside the United States of America, I voluntarily execute this Release with the express intention of releasing the HISD, its trustees, agents and employees and the sponsors and chaperones for this designated trip from all obligations designated in this Release. I hereby expressly release and agree to hold harmless on my behalf, and on behalf of my child/ward, the HISD, its trustees, agents and employees and the sponsors and chaperones who participate in the described trip, from all claims or actions of whatsoever nature, in tort or in contract, which I or my child/ward ever had, now have, or may leave in the future against the HISD, its trustees, agents and employees and the chaperones and sponsors on the trip described, from any liability for injuries or damages which occur to my child/ward or to me as a result of his or her participation in this trip. I expressly waive all claims for medical expenses and wages to which I may otherwise be entitled, and I agree to indemnify and hold harmless the HISD, its trustees, agents and employees and the sponsors and chaperones from all claims made against it or them on behalf of my child/ward.

I agree that neither the HISD or its trustees, agents, employees or the sponsors or chaperones is liable for injuries or damages caused by my child/ward on this designated trip. I agree to indemnify and hold harmless the HISD, its trustees, agents and employees and the sponsors and result from my child/wards actions on the designated trip.

Release of Liability (continued)

I recognize that the HISD has sovereign or governmental immunity under Texas law, and that its trustees, agents and employees and the sponsors and chaperones involved in this trip also have some degree of sovereign or governmental immunity under Texas law. I understand that by requiring the execution of this Release as consideration for my child/ward to participate in the designated trip, the HISD, its trustees, agents and employees and the sponsors and chaperones are not waiving any sovereign or governmental immunity which it or they have under Texas law.

I, the undersigned, have read this Release and understand all of its terms. I have executed it voluntarily and with full knowledge of its significance.

This Release is executed on my behalf and on behalf of my child/ward _____
_____. This trip to destination outside of the United
States of America to which this Release applies is the trip by _____
_____ to be taken to _____
on the dates of _____ through
_____, 201_____.

DATE

_____, 201_____ BY _____
Parent or Guardian

_____, 201_____ BY _____
Parent or Guardian

BEFORE ME, the undersigned authority personally appeared _____

_____ and _____,
and, after being duly sworn, deposed and said that (he/she/they) signed this Release for the
purpose and consideration stated in the Release.

SWORN TO AND SUBSCRIBED before me this _____ day of
_____, 201_____.

NOTARY PUBLIC in and for the
State of TEXAS

Name _____

My Commission Expires _____

Sample
Revised Memo - August 8, 2014

MEMORANDUM

August 8, 2014

TO Dr Shonda Huery Hardman, Chief School Support Officer
Office of School Support

FROM Mary Green, Principal
Name of High School

SUBJECT **PREPLANNING APPROVAL REQUEST FOR STUDENT TRIP TO
WASHINGTON, D.C.**

CONTACT George Pecos, Social Studies Teacher, 713-924-1600

Name of High School requests preplanning approval to participate in Close Up Washington, January 20-26, 2014, in Washington, D C The school has participated in the program for the previous two school years with great success It is estimated that 10 students will participate The trip encompasses four school days

Close Up Washington is a 7-day, 6-night program that develops students' knowledge of basic concepts of government and citizenship Students will gain greater understanding of the rights and responsibilities of citizens in a participatory democracy, learn how constituents, interest groups and party politics affect the legislative process, understand the impact of the Framers' views of limited government on the structure of government outlined in the Constitution, and explore diverse viewpoints concerning domestic and international policy questions facing Congress, the executive branch and the courts Students will also see the city's monuments and memorials, explore the Smithsonian museums, and enjoy the cultural diversity of D C 's historic neighborhoods The pinnacle of the week is Capitol Hill Day where students have the opportunity to spend time with their senator(s), representative, and/or staff

The estimated cost of participation is \$1,500 per student Costs will be paid by parents with some support through activity fund accounts Costs incurred by the trip sponsor and any accompanying faculty chaperones will be paid through general funds

All policies and procedures governing student trips contained in SPM 6602 A, Guidelines Regarding Student Trips, will be implemented and followed once approval is granted to begin planning

Sample

The trip sponsor and point of contact for additional information is George Pecos

_____ MG

MG wa

Approved

School Support Officer/Lead Principal

Date

Approved to proceed with planning and formal approval process

Harrison Peters, Chief High School Officer

Date

Dr Shonda Huery Hardman, Chief School Support Officer

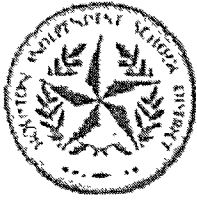
Date

(Dr Grier's signature required only for trips out of the country)*

Dr Terry B Grier, Superintendent of Schools

Date

*Remember to address memo to Dr Terry B Grier, Superintendent of Schools only if trip is out of the country



HOUSTON INDEPENDENT SCHOOL DISTRICT

PARENT APPROVAL FORM

Field Trip Permission Slip

School ____

Date ____

Dear Parent(s)/Guardian

A field trip to _____ has been scheduled by your child's
(Destination)

teacher and principal for _____
(Day) (Date)

The trip will be made by school bus, private carrier company, or by private passenger vehicle
leaving the school at _____ and returning at _____
(departure time) (return time)

A teacher-sponsor will accompany this group and will work with the students to accomplish the
educational objectives of this trip. If you wish for your child to participate in this important field
trip, it is required that you complete and sign the bottom of this form and return the entire form to
the teacher-sponsor the following school day. Please make note of the details for your records.

The cost of this trip is \$ _____. If you are unable to pay this fee, you may request a
waiver. For lunch your child will need _____

This form **MUST** be signed and returned. Parent approval may **NOT** be obtained by telephone.

(Teacher)

(Principal)

This is to certify that _____ has my permission to go on the above listed
(Name of son/daughter)

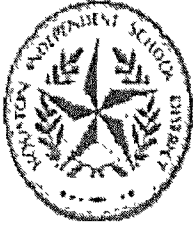
field trip with this group. I am requesting a fee waiver for the cost of this activity. D Yes D No

In case of emergency, I may be reached at _____
(Home/Work telephone) (Cellular Telephone)

(Parent/Guardian Signature)

(Date)

Return this entire form to the school
FSC 09/2012



DISTRITO ESCOLAR INDEPENDIENTE DE HOUSTON
FORMULARIO DE AUTORIZACION DE LOS PADRES
Permiso para una excursion

_____ (School/ Escuela)

_____ (Date/ Fecha)

Estimado padre o tutor

Una excursion a _____ fue programada por el maestro/a
(destination)

y director/a de su hijo/a para el _____
(Day) (Date)

Se transportara a los estudiantes a la excursion en autobus, por compania privada de

transporte o vehiculo privado, saldra de la escuela a la(s) _____ y regresara
(departure time)

a la(s) _____
(return time)

Un maestro/a acompanara al grupo para ayudar a los alumnos a satisfacer los objetivos educativos de la excursion Si desea que su hijo/a participe en esta excursion importante, debera firmar la porcion inferior de este formulario y devolverlo al maestro/a, el dia siguiente

El costo de esta actividad es \$ _____ Si no le es posible pagar la cuota, puede solicitar una exencion financiera Para el almuerzo, su hijo/a necesitara _____

DEBE firmar y devolver este formulario NO puede dar su autorizacion por telefono

(Teacher)

(Principal)

Certifico que _____ tiene mi autorizacion para participar en esta
(nombre de su hijo/a)

excursion con este grupo de la escuela Solicito una exencion financiera de la cuota DSí DNo

En caso de emergencia, Name al _____
(telefono de casa o trabajo) (telefono celular)

(firma de padre o tutor)

(fecha)

Regrese el formulario completo a la escuela
FSC 9/2012