

# Westside High School

## Building Operations

### Building Schedule & Use

**School Day 7:45 AM—3:15 PM**

**Office Hours 7:30 AM —4:00 PM**

The building is open to staff from 6:00 AM-5:00 PM on school days, and includes the main building and the field house. We are closed after 5:00 PM on school days, and closed on weekends and holidays. Exceptions include:

- Pre-Approved events submitted on the [Electronic Facilities Request Form](#) and athletic events scheduled by the District
- Occasional Saturday access is available for staff from 9:00 AM-12:00 PM with pre-approval :
  - ▶ Email request to [Mr. Davis](#) by Friday at 3:00 PM; and
  - ▶ Sign in and out in the Main Office.
- Occasional Saturday access is available for teacher with students (such as practices and rehearsals) from 9:00 AM-12:00 PM with pre-approval :
  - ▶ Email [Mr. Davis](#) by Wednesday prior to Saturday activity; and
  - ▶ Receive email confirmation back from Mr. Davis approving activity; and
  - ▶ Sign in and out of Main Office; and
  - ▶ Sign students in and out of your activity and turn in the roster to the Main Office when you check out.

### Student Before & After School Hours

7:15 AM-Students may enter building

3:30 PM-Buses roll and students clear campus

4:00 PM-Students who remained in tutorials and detention clear campus

After 4:00 PM-Only students engaged in school activities with staff supervision (such as rehearsals and practices) may remain on campus after 4 PM.

### Electronic Facility Request Form

Submit an [Electronic Facility Request Form](#) for the following:

- Use of common space during the school day (see REMINDERS for list of common spaces)
- Building use after 5:00 PM on school days and at any time on non-school days
- 7-day minimum notice required

### Maintenance Requests

**Emergency issues** that require immediate action to restore safe operations & services should be communicated ASAP to the nearest Administrator .

Routine requests may be submitted via the [Electronic Maintenance Request Form](#).

### Plant Operators

Jose Jimenez: [jjimene3@houstonisd.org](mailto:jjimene3@houstonisd.org)

James Green: [jgreen10@houstonisd.org](mailto:jgreen10@houstonisd.org)

## EXCEPTIONS

**Athletic Games:** Athletic game schedules are submitted by email in lieu of using electronic Facilities Request Forms. Schedules must be submitted to [Gail Paschall](#) a minimum of (3) weeks prior to the start of the season. Schedules will be posted on our website and calendars. If you need to make updates or changes to your original schedule you must notify [Gail Paschall](#) and copy [Mr. Davis](#) . All Non-District Tournaments require an [Electronic Facilities Request Form](#).

**Athletic Practices:** Practices during regular building hours should be scheduled with the Athletic Coordinator, [Coach Mason](#); no further notification is required. These practices are governed by guidelines of UIL rules.

**Performing Arts:** Rehearsals in the Mini-Theatre, Auditorium or Black Box during regular building hours should be scheduled with the Curriculum Director, [Joey Brunson](#) and submitted via the [Electronic Facilities Request Form](#) to be posted on the facility calendar. These practices are governed by guidelines of UIL Rules.

## REMINDERS

**Common Space:** includes Auditorium, Mini-Theatre, Black Box, Auxiliary Gym, Performance Gym, Commons, Learning Commons, S-100, and Natatorium.

**Changes and Cancellations:** Facilities Requests and Game Schedules must be accurate. The calendar is the used to assign dean duty, police coverage, and custodial staff, and is published to the public to check date, location and time of events. If you change or cancel without notifying us, you may inconvenience others and create unnecessary expense.

**Technology Requests:** It is the responsibility of the person who makes a reservation to request and follow up with [Bryan Hoang](#) regarding technology needs.

**Event Requiring Classroom Use:** Please indicate the number of classrooms needed on the Electronic Facilities Request Form. Mr. Davis will designate specific classrooms and notify affected teachers via email on the Monday prior to the event. Classroom teachers should sketch their classroom set-up and post on the back of their classroom door. It is the responsibility of the event sponsor to reset classrooms as found. Issues or concerns should be addressed to [Mr. Davis](#) immediately via email.

**HISD Building & Rentals:** requests for the Natatorium and other facilities for non-Westside events go through HISD. Requests of this nature are cleared with Westside staff as needed prior to booking.

**Requests for Tables in the Commons During Lunch:** Please request tables 48-hours in advance via email to the [Plant Operators](#) and copy [Mr. Davis](#).

**Expenses:** Event sponsor is responsible for supplies, custodian and/or police coverage related to your event. These will be noted on the electronic Facilities Request Form.

**Piggybacking:** You may NOT "piggyback" your event on a scheduled building reservation without following the proper protocol.

**Facility Calendar:** view on three-month calendar in the Main Office.

## Radio Etiquette

Communications on Westside radios (Channel 10) should be reserved for emergencies and as a secondary option for other important communications after you have attempted to initiate contact via phone. Routine facilitation of bus & parking lot duty should be conducted on channel 4 or 8.

### Notes for Proper Radio Use:

- Communication should be brief ;
- Set volume halfway or lower;
- Do not ask for location of recipient, but you may ask to meet up or if there is an extension you can call them on;
- Use a low-volume voice; and
- Refrain from using student names.

Yield radio traffic to designated staff under special circumstances:

Emergency Drills—Bryce Barry  
Fights/Intruder Alert—Radio Caller  
Morning Sub Coverage—Mary Hansen  
Testing—Schandra Holloway  
Other Situations as Needed—Ms. Stewart & Mr. Davis