

## HORN COMMITTEES 2013-2014

ARD CHAIR-Karana Bowen, Resource Teacher  
Sarah Harrington/Vanessa Flores-Administrator  
Ruby James-Evaluation Specialist  
Classroom Teacher

COMBINED CHARTIES-Lupy and Cheryl

COURTESY COMMITTEE-

*Tracy Cherry*  
*Nancy McDonald*

GRADE LEVEL/PLC CHAIRS (weekly meetings required and documented)

PK/KINDER-Rosie Johnson

1<sup>ST</sup>-Diquana Shields

2<sup>nd</sup>-Linda Shapiro

3<sup>RD</sup>-Nicki Kruger

4<sup>TH</sup>-Lynn Cinciripini

5<sup>TH</sup>-Liz Ueckert

ANCILLARY-Lisa Miller

GARDENS- *BETH FARIS*

HORN HELPING HANDS- *LAUREN JUNG*  
*NO PLACE FOR HATE*

LPAC CHAIR-Shawn McMahan  
Administrator-Vanessa Flores  
ESL Teachers

MASTER PLAN COMMITTEE CHAIR- Will Hickman, PTO parent  
Sarah Harrington  
Margaret Slutz

SAFETY COMMITTEE-Melissa Bendiksen, Chair

Sarah Harrington

Russell Francis

Elizabeth Connolly

SAFETY PATROL- *Safety Patrol Coordinator, Dignara Shields*  
*Shawn McMahan - AM*  
~~other duties~~  
~~helper can only oversee after school~~

SDMC CHAIR-Sarah Harrington

(REPLACE 3 CLASSROOM; 2 ANCILLARY)

~~Replace Dotan~~

*Election 10/1/12*

~~Replace McDonald~~

~~Replace Talley~~

Wise (year 2)

*Kruger*

Thorn (year 2)

*Voth*

Shields (year 2)

*Wasson*

~~Replace Fox~~

*Batke*

~~Replace Bendiksen~~

*Fairs*

Phillips (year 2)

PTO: Erin Kimzey, Laura Sloan, Kent Cantrell

SPELLING BEE-

*Gates*

UIL SPONSORS- Jackson, Shripton

YEARBOOK-

*S. Talley*

*Britta Hires*

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*spagetti Supper*  
*Betsy Garner*

Walking for start on Sunday  
Stanford ones ranked for GT filler - <sup>TOTAL</sup> PENDING

SDMC/VERTICAL TEAM/SAFETY AGENDA

September 11, 2013

✓ <sup>No minutes</sup>

1. APPROVAL OF MINUTES

✓ 2. PTO REPORT

✓ 3. "ApPARENT," by Nancy Baxley

A series of parenting articles for Horn Notes

✓ 4. AR INCENTIVES

✓ 5. SCHOOL IMPROVEMENT PLAN (handout)

✓ 6. EARLY DISMISSAL PROFESSIONAL DEVELOPMENT SCHEDULE

September 25- School Safety

October 30-Technology-breakout sessions on survey topics

November 20-IIM and G/T Expo Project Refresher

January 29-Technology-breakout sessions on survey topics

February 19- Vertical Team Meetings (PK-1) and (2-5)-1 hour per content area

✓ 7. SAFETY

\*Surviving An Active Shooter presentation by HPD (handout)

\*Nut vs Nut-Free Environment (handout)

HISD Guidelines

\*Traffic/Dismissal

PTO approved part-time BPD Officer 3 days a week.

Request for 3<sup>rd</sup> Crossing Guard

\*Request for "Buzz-in" Security Lock on front doors

"The system entails a door station with call button, video camera, and integrated card reader, system CPU and two (2) master control/door release stations. The master stations should be located where two different persons can view the controlled door to allow ingress."

\*Schedule for drills: fire, shelter-in-place, lock-down, weather, evacuation

\*Texas Hazard/Chemical Inventory (handout)

Grade Chair compiles teachers chemical lists and

submits ONE COPY PER GRADE LEVEL/ANCILLARY TEACHERS to Ms Flores

by OCTOBER 25<sup>TH</sup>.

8. GRADE LEVEL CONCERNS

playground - Kent  
Clothes need to be standardized  
Sand in Sandbox  
Dismissal

Environment 3:00

standardized

\* copy machine up  
\* laminator up

2:50 Buses  
Safety Patrol  
Girls PK  
broken lock

Carlo  
Rueter

SAFETY PATROL-

Shawn McMahan  
SITARON L. TAYLOR

Lueckert

N. McDonald

Miller

Fair  
Miller  
Borwa  
Blocker

SDMC CHAIR-Sarah Harrington

Wise-replace

Thorn-replace

Shields-replace

Voth-replace

Kruger

Wasson

Phillips-replace

Batke

Faris

PTO: Laura Sloan, Kathryn Bernal

IBATSEH@YAHOO.COM

Kallings@SBCglobal.NET

Cinciripini  
Johnson  
Samson  
Irey  
Slutz

YR1

YR1

YR1

YR1

YR1

CINCIRI  
RJOHNS46  
TGARRISO  
TERRY

YR.2  
Y2.2

jdemboski@ci-  
hellaire.TX.45

SPELLING BEE-

Liz Ueckert N. McDonald

6slutz@gmail.com

UIL SPONSORS-

Judy Jackson

YEARBOOK-

S. Talley

TRAFFIC

VANESSA FLORES

CATHY MCCLESKEY

MARGARET SLUTZ

LAURA SLOAN

ROBYN HARRISON

HEATHER MILLER

GRADE CHAIRS - JOHNSON

SHIELDS

SITAPIRO

CINCIRIPINI

L. WELCH

L. MILLER



HORN SDMC/VERTICAL TEAM/SAFETY MEETING  
SIGN-IN  
September 11, 2013

Tricia Garrison

Mickey Banks

Rebecca Irey

Lauren Wasson

Myra Cinciripene

Margo M. Hing

Sherry Battle

Grace Phillips

Beth Jarvis

Lisa Miller

Sharon Lawless

Kathryn Bernal

Laura Sloan

Nancy & Baxley

R. Dargatzis

L. Gani

Nicki Kruger

Linda Shapiro

Vanessa Flores

Cathy McCleskey

Diana Shields

Sarah Wang

Harrington, Sarah L

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**From:** Harrington, Sarah L  
**Sent:** Tuesday, September 10, 2013 5:08 PM  
**To:** Harrington, Sarah L  
**Subject:** Fwd: Teacher parking

Sent from my iPhone

Begin forwarded message:

**From:** Heather Miller <[cheesytexan@yahoo.com](mailto:cheesytexan@yahoo.com)>  
**Date:** September 10, 2013, 5:01:38 PM CDT  
**To:** "Harrington, Sarah L" <[SHARRING@houstonisd.org](mailto:SHARRING@houstonisd.org)>, "Flores, Vanessa" <[VFLORES2@houstonisd.org](mailto:VFLORES2@houstonisd.org)>  
**Cc:** Robyn Harrison <[rharrison@swbell.net](mailto:rharrison@swbell.net)>, Laura Stanley <[Laura.Stanley@invesco.com](mailto:Laura.Stanley@invesco.com)>, "demi.jessett@gmail.com" <[demi.jessett@gmail.com](mailto:demi.jessett@gmail.com)>  
**Subject:** Fw: Teacher parking  
**Reply-To:** Heather Miller <[cheesytexan@yahoo.com](mailto:cheesytexan@yahoo.com)>

Hello Ms. Harrington and Ms. Flores,

Please see the email from a concerned Horn Parent below.

As the concern deals with Faculty/staff parking in the Horn/general public parking spots on Holly Street (not faculty or otherwise reserved spots), would you please address as you see fit.

Thank you,  
Heather Miller and Robyn Harrison

**Heather Miller**

Today will never come again. Be a blessing. Be a friend.

----- Forwarded Message -----

**From:** Demi Jessett <[demi.jessett@gmail.com](mailto:demi.jessett@gmail.com)>  
**To:** "traffic@hornpto.org" <[traffic@hornpto.org](mailto:traffic@hornpto.org)>  
**Cc:** Laura Sloan <[lbalschsloan@yahoo.com](mailto:lbalschsloan@yahoo.com)>  
**Sent:** Tuesday, September 10, 2013 2:36 PM  
**Subject:** Teacher parking

Hey ladies!

There have been several moans and groans lately about the faculty and staff parking in the spaces in front of the school. Especially now that we're having to pick up on the west side of the school, the west spaces are prime parking!

It seems unfair that we have to walk longer distances in all weather conditions with children in-tow because of this and we're NOT allowed to park in the many empty spots in the teacher lot.

I'm just the messenger but thought y'all should know what was being said.

Paul W. Horn Academy  
Sarah Harrington  
2013-2014 School Improvement Plan  
Houston Independent School District

## SIP PART 2: ACTION PLAN

### 2013-2014 SMART Goals

Goal 1	Based on Stanford scores, Kindergarten and Grade 1 will improve sentence reading to 75% or above. For Math, Kindergarten will achieve 75% or above and Grade 1 will achieve 90% or above.
Goal 2	Based on Stanford scores, Grades 2-5 will improve vocabulary to 85% or above. For Math, they will maintain 90% or above.
Goal 3	We will provide more rigorous instruction in all classes and academics for all students as evidenced by increased scores on Stanford and Maintenance scores on STAAR.
Goal 4	Student attendance will be at or above 98%.
Goal 5	All students should feel safe and secure at school as evidenced by a 1% decrease in disciplinary referrals to the office for bullying.

### Implementation Plan

Goal 1	Based on Stanford scores, Kindergarten and Grade 1 will improve sentence reading to 75% or above. For Math, Kindergarten will achieve 75% or above and Grade 1 will achieve 90% or above.
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Strategy/Action	Responsible	Resources	Timeline	Evaluation
<ul style="list-style-type: none"> <li>Implement Neuhaus Strategies and principles of guided reading by Fountas and Pinnell. Lippencott New Beginnings will be used in Kinder.</li> <li>Small group &amp; differentiated instruction will be used.</li> <li>Authentic student work</li> <li>Will use iStation and Ed Plan to increase student achievement</li> <li>Objective driven workstations tied to student data</li> </ul>	Principal Teachers	PD Training Guided Reading Library Funding for Lippencott PTO	August 2013 - May 2014	Observations Walkthroughs Increased students scores on Stanford

<b>Goal 2</b>	Based on Stanford scores, Grades 2-5 will improve vocabulary to 85% or above. For Math, they will maintain 90% or above.
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Strategy/Action	Responsible	Resources	Timeline	Evaluation
Implement the following instructional materials and strategies: <ul style="list-style-type: none"> <li>• Wordly Wise</li> <li>• Accelerated Reader (AR)</li> <li>• Novels</li> <li>• Literature Circles</li> <li>• Booth &amp; Rowsell Vocabulary Strategies</li> <li>• IIM Projects</li> <li>• Authentic student work</li> <li>• Will use iStation and Ed Plan to increase student achievement</li> <li>• Second grade will use objective driven workstations tied to student data</li> </ul>	Principal Teachers	Funding for Wordly Wise, AR	August 2013 - May 2014	Observations Walkthroughs Increased students scores on Stanford TADS

<b>Goal 3</b>	We will provide more rigorous instruction in all classes and academics for all students as evidenced by increased scores on Stanford and Maintenance scores on STAAR.
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Strategy/Action	Responsible	Resources	Timeline	Evaluation
<ul style="list-style-type: none"> <li>• Provide Rigor 4 day training for teachers.</li> <li>• Assess mastery through objective driven lessons</li> <li>• Use questioning strategies and open-ended responses to increase higher order thinking skills</li> </ul>	V. Flores C. McCleskey	HISD PD Training	08/19 - 08/22	Observations Walkthroughs
Conduct observations and walkthroughs	Administrators		09/13 – 05/14	TADS

<b>Goal 4</b>	Student attendance will be at or above 98% .
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Strategy/Action	Responsible	Resources	Timeline	Evaluation
Remind Parents of the importance of student attendance: Horn Notes, PTO Board meetings, and PTO General meetings	S. Harrington	PTO	August 2013 - May 2014	Increased attendance percentage
Provide attendance incentives for students	PTO	PTO	August 2013 - May 2014	Increased attendance percentage

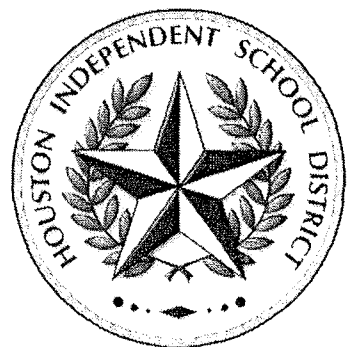
<b>Goal 5</b>	All students should feel safe and secure at school as evidenced by a 1% decrease in disciplinary referrals to the office for bullying.
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Strategy/Action	Responsible	Resources	Timeline	Evaluation
Implement No Place for Hate Program in grades PK-5 so that students feel valued by promoting respect and challenging bigotry and prejudice.	Principal Teachers NPFH Sponsor Horn Helping Hands service organization	NPFH approval Resolution of Respect signed by students and staff	August 2013 - May 2014	Approved school wide activities by NPFH Implementation of activities Decrease in number of disciplinary referrals to office
Support No Place for Hate (NPFH) by students wearing T-shirts on Fridays	Principals Teachers	PTO	August 2013 - May 2014	Decreased disciplinary actions for bullying
Develop and implement three school-wide activities approved by Anti Defamation League.	NPFH Coordinator Administrators	PTO	August 2013 - May 2014	Decreased disciplinary actions for bullying

# Managing Life Threatening Food Allergies in Schools



Houston Independent School District



## **B. Multi-Disciplinary Team Approach**

1. The school nurse, collaborating with the building principal, student's physician, and parent/guardian, shall determine the best way to promote a multi-disciplinary approach to plan for the care of the student with a life-threatening allergic condition. The school nurse may meet individually with staff members to assist them in preparing for their responsibilities. If a meeting is scheduled, prior to the meeting the nurse will share those parts of this document that pertain to each staff member, e.g., Introduction, What Is a Food Allergy, Role of Specific Staff, etc.

The team may include but is not limited to:

- Administrative representative
- Food service dietician/ cafeteria personnel
- Teachers and specialists (e.g., – art, music, science, computer, family and consumer sciences)
- School counselor
- Coaches and physical education teachers
- Custodian
- Bus driver
- Local EMS
- Other learning support staff and aides based on the student's curriculum and activities
- Student with food allergy (if age appropriate).

The school nurse may meet individually with staff members to assist them in preparing for their responsibilities.

2. The school nurse gives an overview of the food allergies, anaphylaxis and the student's Individual Health Plan and Food Allergy Action Plan.
3. The team should discuss the prevention and management of life-threatening food allergies. (Refer to Appendix C: Prevention and Management of Allergic Reactions, and Appendix D: Response to Emergencies.)

The following questions should be considered, and responsibility for implementation should be assigned:

### **Cafeteria Protocols/Guidelines**

- What is the process for identifying students with life-threatening allergies?
- Is there a need for an allergen-free table?
- Which personnel will have the responsibility for cleaning the tables, trays, etc?
- What type of cleaning solution should be used? (Appropriate cleaning solutions include: Plain water, Formula 409 cleaner, Lysol sanitizing wipes, and Target brand cleaner with bleach)

Who will provide training for cafeteria and custodial staff?

- Have all personnel serving as cafeteria monitors been informed and trained?
- Have the students been taught proper hand-washing techniques before and after eating? The following have been shown to be effective in washing adult's hands (small children may need help in washing hands effectively): Tidy Tykes wipes, Wet Ones antibacterial wipes, liquid and bar soap. Hand sanitizer is NOT effective in removing food allergens.
- Who will provide training for cafeteria and custodial staff?
- Have all personnel serving as cafeteria monitors been informed and trained?
- Have the students been taught proper hand-washing techniques before and after eating?

### **Classroom Protocols/Guidelines**

- Have all teachers, aides, volunteers, substitutes and students been educated about food allergies?
- Have all parents/guardians of students in the class been notified that there is a student with a life-threatening food allergy and what foods must not be brought to school?
- Are there guidelines for allowable foods for breakfast, lunch, snacks, parties etc?
- If not, who shall establish these guidelines?
- Is there an allergen free table/desk in the student's classroom?
- What are the cleaning protocols for this area?
- What type of cleaning solution should be used?
- Is there an understanding that classroom project materials containing the allergen may not be used?
- Have the students been taught proper hand-washing techniques before and after eating?

### **Environmental Protocols/Guidelines**

- What is the school policy for the presence of animals?
- Is there an awareness of multiple and related allergies, e.g., latex?
- What are the cleaning protocols for various areas of the school where allergens may be found?

### **Field Trip/School Bus Protocols/Guidelines**

- How will the school nurse be notified about field trips in a timely manner?
- How will the IHP including the Food Allergy Action Plan be communicated to responsible personnel on field trips, the school bus and after school programs? *(All issues relating to the classroom and environment should be reviewed as appropriate for these situations.)*
- Is the location of the field trip appropriate for the student with allergies?
- Who will be trained to administer the epinephrine should an emergency occur? Is there a need for a registered nurse or aide to accompany the student?
- Who will maintain the epinephrine during the field trip and where will it be stored (note that epinephrine is temperature sensitive.)
- Should the student with allergies be seated near the driver, teacher or advisor?
- Is there a no-food policy for the bus? Is it enforced?
- Do personnel have a system for communicating (cell phone, walkie-talkies, etc.)?
- Do personnel have the proper medical authorizations and emergency contact information?



### **Custodial Protocols/Guidelines**

- What cleaning solution is used?
- How often are the surfaces where food is consumed cleaned, including classroom, cafeteria and other school areas?

### **Emergency Response Protocols/Guidelines**

- Have all school personnel received education on life-threatening allergic conditions?
- What specific personnel will be trained in the administration of epinephrine?
- Who will do the training?
- Will the parents/student be involved in the training?
- When will this training occur?
- What is the content of training? (*Please refer to the training curriculum provided by the Health and Medical Services Department.*)
- How often will the training be repeated during the school year?
- Where will the list of trained personnel be kept?
- Have local emergency medical services been informed and has planning occurred to ensure the fastest possible response?
- Does the local EMS carry epinephrine and are they permitted to use it?
- When and how often are drills a part of the school-wide emergency response plan?
- Have you included a drill in the Campus Emergency Plan?
- Have you listed on the HISD Medication Form and trained a back-up person to administer epinephrine in your absence?
- Has the parent supplied a back-up supply of epinephrine?
- Is it appropriate for this student to carry his/her injectable epinephrine? Is there documentation for Self Carry and Self Administration of his/her injectable epinephrine?

**The team should refer to Appendix C: Suggested Components of a School Policy on the Management of Students with Life Threatening Allergies (LTAs), to further develop the questions for the team meeting.**



# IMPLEMENTATION

## II. IMPLEMENTING THE PLAN

### A. Prevention

- Classroom
- School Field Trips
- School Bus
- Gym and Recess
- After School Activities
- Food Services/Cafeteria

Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening anaphylaxis. Most anaphylactic reactions occur when a child is accidentally exposed to a substance to which he/she is allergic, such as foods, medicines, insects and latex.

Schools are understandably high risk settings for food-allergic reactions due to such factors as a large number of students, increased presence of food allergens, as well as cross contamination of tables, desks, and other surfaces. Other high risk areas and activities for the student with food allergies include: the cafeteria; food in the classroom; food sharing; hidden ingredients; craft, art and science projects; bus transportation; fundraisers; bake sales; parties and holiday celebrations; field trips; and substitute teaching staff being unaware of the food allergic student.

Ingestion of the food allergen is the principal route of exposure; however, reactions caused by touch/contact and inhalation are also possible. The amount of food needed to trigger a reaction depends on multiple variables. Each food-allergic person's level of sensitivity may fluctuate over time. Not every ingestion exposure will result in anaphylaxis, though the potential always exists. In addition, the symptoms of a food allergy reaction are specific to each individual. Milk may cause hives in one person and anaphylaxis in another.

Success in managing food allergies depends on allergen avoidance techniques. Scrupulous interpretation of ingredient statements on every item with every purchase is vital to prevent accidental exposure. Unfortunately, this is difficult due to manufacturing processes and limits to current food allergen labeling laws currently in effect. Accidental exposure often occurs due to cross contamination of equipment, omission of ingredients from the ingredient statement, substitution of ingredients, scientific and technical terminology (e.g., sodium caseinate for milk protein), nonspecific food terminology (e.g., natural ingredients) and disregarding precautionary allergen statements, such as "may contain."

Procedures shall be in place at school to address food allergy issues in the classrooms and gym, food services/cafeeteria, for art, science and mathematics projects, crafts, outdoor activity areas, school buses, field trips and before and after school activities.

## **CLASSROOMS**

- Teachers must be familiar with the student's IHP and FAAP.
- Copies of a student's FAAP should be kept at the teacher's desk.
- In the event of an allergic reaction (including one where there is no known allergic history), the Emergency Response Plan shall be activated, the school nurse should be called, and emergency medical services should be called immediately.
- The classroom should have an effective and readily available communication device to contact the school nurse (intercom, walkie-talkie or cell phone).
- Teachers should try to minimize the use of food allergens in classroom activities, including art/craft projects, science experiments, cooking activities, parties, and celebrations.
- All students and their parents, teachers, aides, substitutes, and volunteers should be educated about the risk of food allergies.
- For rewards, non-food items should be used instead of candy.
- For birthday parties and celebrations, consider the use of non-food items.
- Teachers should keep a supply of "safe snacks" on hand (in a separate snack box or chest) for a child with food allergy. The child's parent will provide this supply.
- If a student inadvertently brings a restricted food to the classroom, he/she will not be allowed to eat that snack in the classroom.
- Tables should be washed with soap and water in the morning if an event has been held in the classroom the night before.
- Sharing or trading food in the class should be prohibited.
- Proper hand washing technique by adults and children should be taught and required before and after the handling/consumption of food.
- Classroom animals can be problematic on many levels. If an animal is present in the classroom, special attention must be paid to the ingredients in their food as many animal feeds contain peanuts.
- In classrooms used for meals in schools with no central cafeteria:
  - A. An "allergen-free" table or space should be established and maintained as an option for students with food allergies. These tables or spaces should be designated by a universal symbol and it will be the responsibility of the principal or designee to take reasonable steps so that these areas are not contaminated.
  - B. Other LTA (Life Threatening Allergen) -free tables should be provided and maintained as needed.

### **First Class Breakfast:**

- A First Class Allergen Chart is posted online to inform parents, students, and school personnel of any major allergens present in the breakfast food items.
- Food Service will provide special dietary accommodations for students with life threatening allergies, based on dietary orders from the student's physician.
- Hand-washing, or the use of hand wipes, should be encouraged after consuming food.

The following have been shown to be effective in washing adult's hands (small children may need help in washing hands effectively): Tidy Tykes wipes, Wet Ones antibacterial wipes, liquid and bar soap. Hand sanitizer is NOT effective in removing food allergen.

- Hand wipes should be used to clear the student's desk / eating surface at the conclusion of breakfast.

Appropriate cleaning solutions include:

Plain water, Formula 409 cleaner, Lysol sanitizing wipes, and Target brand cleaner with bleach)

- Students, with or without life threatening allergies, will be provided with an appropriate substitute for First Class Breakfast if the medical condition listed on the physician's request deems necessary.
- If a student has a life-threatening allergy and cannot be around the allergens; it is recommended that the entire class consume breakfast outside of the classroom. The school principal, with the help of the school nurse, will identify at-risk students and determine the best location for the class to eat breakfast. Food Service recommends the alternative eating area for breakfast be the cafeteria.
- Teachers should be familiar with the risks associated with cross contamination and contact /topical allergic reactions that may be related to food residue on work surfaces and classroom surfaces.

### **SCHOOL FIELD TRIPS**

- The school nurse shall use all available resources to assess the safety needs of students with life-threatening allergies on field trips. This information includes assessment of the location of the field trip, medication storage and handling, and epinephrine administration in the event of a reaction. It is important to note that epinephrine is temperature sensitive.
- Keep in mind that students cannot be excluded from a field trip due to their food allergy.
- Whenever students travel on field trips for school, the name and phone number of the nearest hospital will be part of the chaperone's emergency plan.
- Medications including epinephrine auto-injector(s) and a copy of the student's FAAP must accompany the student.
- A cell phone or other communication device must be available on the trip for emergency calls. The chain of communication (parent, school bus personnel or teacher, school nurse) will be determined prior to the field trip.
- Make sure that the field trip includes appropriate adult staff or chaperone(s) responsible for carrying and administering medications. Inviting the parent/guardian of the child with food allergy to attend the field trip can be an option.
- Hand wipes should be used by students and staff before and after consuming food.

The following have been shown to be effective in washing adult's hands (small children may need help in washing hands effectively): Tidy Tykes wipes, Wet Ones antibacterial wipes, liquid and bar soap. Hand sanitizer is NOT effective in removing food allergen.

# 2013 Inventory Of Hazardous Chemicals

School/Department: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Person Submitting Inventory: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

## INSTRUCTIONS:

1. Locate and identify all hazardous chemicals in you workplace.
2. Total the amount of each chemical and enter it in the field "On-Hand". (for example, if you have "11 pints" in the field "On-Hand")
3. Convert the amount of chemicals to pounds or gallons (required by Department of Health) and enter it in the field "Quantity" pints between ONE and TWO gallons; round up to the higher amount; enter "2" in the field "Quantity" and circle "GAL")
4. Estimate your annual usage. That is the maximum amount you might have on hand at any time during the school year. (For example, if you estimate you will use 7 gallons during the school year, enter "7" in the field "Annual" and circle "GAL")
5. Compare the amounts you entered in the fields "Quantity" and "Annual" - If either figure is over the amount found in "TPQ" (Threshold Planning Quantity), Place an "X" in the field "Over".
6. Include all hazardous chemicals present in your workplace. This includes chemicals ordered from the HISSD warehouse, store bought and chemicals brought from home. If the chemical is not on this list of chemicals from the HISSD warehouse enter the chemicals on the blank spaces on the sheets located at the end of this list.

Manufacturer/Supplier	Trade Name/Product	On Hand	Quantity (Lb. or Gal.)	Annual (Lb. or Gal.)	TPQ	Over
<b>Rubber Cements</b>						
ELMER'S PRODUCTS, INC.	ADHESIVE, RUBBER CEMENT				10000-LBS	[ ]
ROSS NO WRINKLE	RUBBER CEMENT				10000-LBS	[ ]
<b>Glues</b>						
ELMER'S PRODUCTS, INC.	GLUE, ELMER'S SCHOOL				10000-LBS	[ ]
ELMER'S PRODUCTS, INC.	GLUE, ELMER'S SCHOOL				10000-LBS	[ ]
<b>Custodial Cleaners, Polishes</b>						
BIG D INDUSTRIES, INC.	BIG D D'VOUR ODOR ASORBENT				10000-LBS	[ ]
EAGLE BRUSH AND CHEM.	CLEAR AMMONIA				10000-LBS	[ ]
KIK INTERNATIONAL	CLEAR BRIGHT GERMICIDAL BLEACH				10000-LBS	[ ]
UNISOURCE WORLDWIDE, INC.	BOWL BLOCK CLEANER				10000-LBS	[ ]
TRIPLE S	BOWL BLOCK CLEANER				10000-LBS	[ ]
TRIPLE S	TOILET CLEANER				10000-LBS	[ ]
HAWK SOLUTIONS	STAINLESS STEEL CLEANER				10000-LBS	[ ]
SHEILA SHINE	SHEILA SHINE LIQUID				10000-LBS	[ ]
ROAD RUNNER INDUSTRIES	POWER CLEANER				10000-LBS	[ ]
COLGATE	POWER CLEANER				10000-LBS	[ ]
THE SPIC & SPAN CO.	COMET CLEANER				10000-LBS	[ ]
COLDGATE PALMOLIVE	AJAX POWER CLEANER				10000-LBS	[ ]
EZ-QUI IND	A-BEN-A QUI GRAF CLEANER				10000-LBS	[ ]
BIG D INDUSTRIES, INC.	ALL-PURPOSE GRANULAR DEODORANT				10000-LBS	[ ]
P & G	TIDE DETERGENT				10000-LBS	[ ]
ZENEX	ZENATIZE AEROSOL DISINFECTANT				10000-LBS	[ ]
UNISOURCE WORLDWIDE, INC.	ALL-STAR LEMON D-FEND DIS. AEROSOL				10000-LBS	[ ]
ROAD RUNNER INDUSTRIES	TERMINATOR LEMON DISINFECTANT				10000-LBS	[ ]
JOHNSON WAX	TRIAD DISINFECTANT CLEAN				10000-LBS	[ ]
HAWK SOLUTIONS	BIO CONTROL ODOR ELIMINATOR				10000-LBS	[ ]
JOHNSON WAX	GLOSS & GLO FLOOR FINISH				10000-LBS	[ ]
BUCKEYE INTERNATIONAL	BUCKEYE CROSSBOW				10000-LBS	[ ]
BUCKEYE INTERNATIONAL	CITATION FLOOR FINISH				10000-LBS	[ ]
SPARTAN CHEMICAL CO	OMU-50 GYM FINISH				10000-LBS	[ ]
EAGLE BRUSH	EVERLITE FLOOR FINISH				10000-LBS	[ ]
BENNER LABS, INC.	GYM FLOOR FINISH				10000-LBS	[ ]
FULLER BRUSH CO.	FULLSPARKLE FURN. POLISH, AEROSOL				10000-LBS	[ ]
ROAD RUNNER INDUSTRIES	ZIP AND SNORT FURNITURE POLISH				10000-LBS	[ ]
AERO	M. MIST CHERRY AIR FRESH				10000-LBS	[ ]
ULTIMATE SOLUTION	M. MIST M. AIR FRESH- GREEN APPLES				10000-LBS	[ ]
AERO	M. MIST M. AIR FRESH- GREEN APPLES				10000-LBS	[ ]
AMERICAN CONSUMER PROD.	M. MIST M. AIR FRESH- CINNAMON				10000-LBS	[ ]
ROAD RUNNER INDUSTRIES	M. MIST M. AIR FRESH- CINNAMON				10000-LBS	[ ]
ROAD RUNNER INDUSTRIES	BEEP BEEP M. MIST M. AIR FRESH				10000-LBS	[ ]
ZEP MANUFACTURING	M. MIST M. ORANGE AIR FRESH				10000-LBS	[ ]
CDC PRODUCTS	METER MIST REFILLS-VANILLA				10000-LBS	[ ]
STOCKHAUSEN	ESTESOL LIQUOD SOAP				10000-LBS	[ ]
TRIPLE S	WATERLESS HAND TOWEL CLEANER					
SERVICE CHEMICAL	KWIK OIL DUST MOP TREATMENT				10000-LBS	[ ]
THE BUCHER COMPANY	JACKHAMMER STRIPPER				10000-LBS	[ ]
BUCKEYE INTERNATIONAL	SWAT NA				10000-LBS	[ ]
BUCKEYE INTERNATIONAL	SANICARE QUAT-256 CLEANER/DIS.				10000-LBS	[ ]
BUCKEYE INTERNATIONAL	CROSSBOW, NEUTRAL CLEANER				10000-LBS	[ ]
BUCKEYE INTERNATIONAL	JETSTREAM CARPET SHAMPOO				10000-LBS	[ ]
BUCKEYE INTERNATIONAL	BASEHIT BASEBOARD ARESOL STRIPPER				10000-LBS	[ ]
BUCKEYE INTERNATIONAL	BUCKEYE GONE CARPET SPOT REMOVER				10000-LBS	[ ]
BUCKEYE INTERNATIONAL	TENACITY				10000-LBS	[ ]
BUCKEYE INTERNATIONAL	TRUE 7				10000-LBS	[ ]

# 2013 Inventory Of Hazardous Chemicals

Manufacturer/Supplier	Trade Name/Product	On Hand	Quantity (Lb. or Gal.)	Annual (Lb. or Gal.)	TPQ	Over
BUCKEYE INTERNATIONAL	CLARION				10000-LBS	[ ]
BUCKEYE INTERNATIONAL	OIL BASED WOOD FINISH				10000-LBS	[ ]
ZEP	DETERGENT				10000-LBS	[ ]
ZEP	QUAT				10000-LBS	[ ]
ZEP	HAND SOAP				10000-LBS	[ ]
ZEP	HAND SANITIZER				10000-LBS	[ ]
<b>Health Supplies</b>					10000-LBS	[ ]
ITW DYMON	WATERLESS HANDCLEANER TOWEL				10000-LBS	[ ]
KIMBERLY-CLARK PROFESSION.	WATERLESS HANDCLEANER TOWEL				10000-LBS	[ ]
WEICHEM INC.	GERM-X WATERLESS HAND CLEANER				10000-LBS	[ ]
CUMBERLAND SWAN	RUBBING ALCOHOL				10000-LBS	[ ]
V.JON	RUBBING ALCOHOL				10000-LBS	[ ]
DYNAREX	NICE CLEAN TOWELETTES				10000-LBS	[ ]
BAYER CORP	RID LICE KILLING SHAMPOO				10000-LBS	[ ]
PROFESSIONAL DISPOSAL INC	ANTISEPTIC PREP PAD				10000-LBS	[ ]
WEXFORD LABS INC.	WEX-CIDE, GERMICIDE				10000-LBS	[ ]
DIAL	DIAL FOAM SOAP				10000-LBS	[ ]
BUCKEYE	SYMMETRY HAND SOAP				10000-LBS	[ ]
VIONEX ANTIMICROB. SKIN WIP	METREX RESEARCH				10000-LBS	[ ]
PRO-GONE	PERSONAL SANATIZER				10000-LBS	[ ]
E-Z CLEANERS, LLC	PROGONE INSTANT HAND SANITIZER				10000-LBS	[ ]
<b>Homemaking Soaps, Cleaners</b>						
COLGATE	PALMOLIVE DISHWASH LIQ.				10000-LBS	[ ]
UNILEVER	ALL DETERGENT				10000-LBS	[ ]
CHURCH AND DWIGHT	ARM AND HAMMER DETERGENT				10000-LBS	[ ]
<b>Spray Adhesives</b>						
ABATIX	POLYHESE PLUS SPRAY ADHESIVE				10000-LBS	[ ]
<b>Air Conditioning</b>					10000-LBS	[ ]
SWAGELOK	SNOOP LEAK DETECTOR				10000-LBS	[ ]
NU-CALGON	OIL, REFRIG 150 VISCOSITY				10000-LBS	[ ]
SPECIALITY CHEMICAL	OIL, REFRIG 300 VISCOSITY				10000-LBS	[ ]
<b>Automotive</b>						
BALCONES MINERALS	ALL PURPOSE ABSORBANT				10000-LBS	[ ]
SHELL OIL	DEX-COOL ANTIFREEZE COOLANT				10000-LBS	[ ]
ARROW-MAGNOLIA INTL.	AERO GLAZE BUS POLISH				10000-LBS	[ ]
<b>Fire Extinguishers</b>						
BUCKEYE	FIRE EXTINGUISHER CHEM				10000-LBS	[ ]
KIDDE	EXTINGUISHER, ABC FIRE, 3A-40 BC				10000-LBS	[ ]
<b>Welding Gases, Refrigerants</b>						
AMERIGAS	ACETYLENE				10000-LBS	[ ]
AMERIGAS	OXYGEN				10000-LBS	[ ]
GENETRON - HONEYWELL	REFRIGERANT, R-22				10000-LBS	[ ]
GENETRON - HONEYWELL					10000-LBS	[ ]
ELF-ATO CHEMICAL	REFRIGERANT, R - 134A				10000-LBS	[ ]
<b>Insulation, Mastic</b>					10000-LBS	[ ]
Wolmanized Pine						
OSMOSE	2"X4"X16' PINE-WOLMANIZED				10000-LBS	[ ]
CONROE CREOSOTING	2"X6"X16' PINE-WOLMANIZED				10000-LBS	[ ]
CONROE CREOSOTING	2"X12"X16' PINE-WOLMANIZED				10000-LBS	[ ]
CONROE CREOSOTING	4"X4"X9' PINE-WOLMANIZED				10000-LBS	[ ]
<b>Masonry</b>						
USG	CEMENT, JOINT SHEETROCK				10000-LBS	[ ]
HOLNAM	PORTLAND CEMENT				10000-LBS	[ ]
BONSAL AMERICAN, INC.	SAKRETE 5000 HIGH STR. CONCRETE MIX				10000-LBS	[ ]
SAND EXPRESS	MIRACLE BLAST				10000-LBS	[ ]
<b>Paints, Sealers</b>						
HENKEL CORPORATION	POLYSEAMSEAL ALL-PURPOSE CAULK				10000-LBS	[ ]
GE SILICONES	GEO12A CAULKING SILICONE SEALANT				10000-LBS	[ ]
PPG	PAINT, SPRAY BLACK, HI-GLOSS				10000-LBS	[ ]
PPG	PAINT, SPRY GLOSS WHITE				10000-LBS	[ ]
PPG	PAINT, SPRAY RED				10000-LBS	[ ]
<b>Insecticides, Herbicide</b>						
QUEST CHEM	BUG BAN				10000-LBS	[ ]
SPRAYON PRODUCTS	SPRAYON BLAST'EM WASP SPRAY				10000-LBS	[ ]
<b>Oil, Grease, Degreasers</b>						
COOPER POWER SYSTEMS	SPRAYON PRODUCTS				10000-LBS	[ ]
	KEARNEY RUST CUTTER				10000-LBS	[ ]
CROWN	KEROSENE, SOLVENT				10000-LBS	[ ]
LOCTITE CORP.	PERMATEX LUBRICANT, SILICONE				10000-LBS	[ ]
SMITTY SUPPLY	SUREGUARD 2 STROKE MOTOR OIL				10000-LBS	[ ]

**2013 Inventory Of Hazardous Chemicals**

Manufacturer/Supplier	Trade Name/Product	On Hand	Quantity (Lb. or Gal.)	Annual (Lb. or Gal.)	TPQ	Over
TOSCO CORPORATION	KENDALL GT-1 2 CYCLE OIL				10000-LBS	[ ]
KENDALL	OIL, MOTOR SAE 10W				10000-LBS	[ ]
KENDALL REFINING	OIL, MOTOR KENDALL SUPER D-3, SAE30				10000-LBS	[ ]
WD-40 COMPANY	WD - 40				10000-LBS	[ ]
CRC INC.	3-36 MULTI- PURPOSE LUBRICANT				10000-LBS	[ ]
SHERWIN-WILLIAMS	TRI-FLO SUPERIOR LUBRICANT				10000-LBS	[ ]
PERMATEX	SILICONE SPRAY LUBRICANT # 80070				10000-LBS	[ ]
SHERWIN-WILLIAMS	TRI-FLOW SUPERIOR LUB./TEFLON				10000-LBS	[ ]
<b>Roofing</b>						
TAMKO ASHALT PROD.	PLASTIC ROOF CEMENT				10000-LBS	[ ]
TAMKO ASHALT PROD.	FELT, ASPHALT 15 LBS				10000-LBS	[ ]
<b>Adhesive, Caulk</b>						
GE	CAULKING COMPOUND				10000-LBS	[ ]
IC PAINT	LN 903-LIQUID NAILS				10000-LBS	[ ]
AKZO NOBLE PAINT	LIQUID NAILS #903 ADHESIVE, CONSTRUCTION				10000-LBS	[ ]
DAP	CEMENT, CONTACT				10000-LBS	[ ]
<b>Hand Cleaners</b>						
GO-JO INDUS.	GO-JO HAND CLEANER				10000-LBS	[ ]
<b>Carpenter's Glue, Blue Chalk</b>						
DAP	WOOD GLUE				10000-LBS	[ ]
RED DEVIL, INC.	SILICONE SEALANT, 100%				10000-LBS	[ ]
IRWIN	STANLEY BLUE CHALK				10000-LBS	[ ]
<b>Ceiling &amp; Floor Tile Adhesives</b>						
ARMSTRONG	FLOOR TILE ADHESIVE				10000-LBS	[ ]
ROPPE	CEMENT, COVE				10000-LBS	[ ]
<b>Propane</b>						
COOPER TOOLS	CYLINDER, PROPANE 1 LB.				10000-LBS	[ ]
COOPER TOOLS	SOLDERING KIT				10000-LBS	[ ]
<b>Welding Rods, Fluxes &amp; Solder</b>						
FEDERATED FEY METALS	SOLDER, WIRE 40/60				10000-LBS	[ ]
<b>Whiting</b>						
GEMSTAR PACKING PRODUCTS	C-55 CALCIUM CARBONATE, WHITING				10000-LBS	[ ]
<b>Batteries</b>						
RAY O VAC	BATTERY, ALKALINE "9 VOLT"		Ea			
RAY O VAC	BATTERY, ALKALINE "C"		Ea			
RAY O VAC	BATTERY, ALKALINE "AAA"		Ea			
RAY O VAC	BATTERY, ALKALINE "D"		Ea			
RAY O VAC	BATTERY, SIZE "AA", PENILITE, INDUSTRIAL		Ea			
DEWALT	DRILL, CORDLESS 3/8"DEWALT,14.4VOLT		Ea			
EMPIRE SCIENTIFIC	BATTERY, KPC400, 2-WAY RADIO		Ea			
<b>Food Services</b>						
SWISHER	POT SOAP				10000-LBS	[ ]
COLGATE-PALMOLIVE	LIQUID SOAP # 1926				10000-LBS	[ ]
ADVANCED BLENDING	#1909 ADVANCED MACHINE SOAP					
DALEY INTERNATIONAL	NBC #698					
AMREP, INC.	MISTY OVEN AND GRILL CLEANER				10000-LBS	[ ]
ZENEX INTERNATIONAL	ZENEGEL					
EXPRESS IMAGE PAPER	SPECIAL SUDS					
EXPRESS IMAGE PAPER	MASTER CARE # 3190 POWER SURGE				10000-LBS	[ ]
DALEY	# 39820114 FLOOR				10000-LBS	[ ]
SWISHER	GRILL CLEANER # 0749				10000-LBS	[ ]
ECOLAB, INC.	CHLORINE TEST STRIPS				10000-LBS	[ ]
<b>NON-WAREHOUSE CHEMICALS</b>						
SANFORD CORP	EXPO DRY ERASE MARKERS		Ea			
SANFORD CORP	DRY ERASE CLEANER		Ea			
SANFORD CORP	SHARPIE MARKER EXTRA FINE POINT		Ea			
SANFORD CORP	MANGNUM 44 MARKERS		Ea			
CUTEX COMPANY	FINGER NAIL POLISH REMOVER		Ea			
RECKITT BENCKISER	PRO. LYSOL ANTIBACTERIALALL PURPOSE				10000-LBS	[ ]
RECKITT BENCKISER	PRO. LYSOL ANTIBACTERIAL/BLEACH				10000-LBS	[ ]
RECKITT BENCKISER	LYSOL BRAND II DISINFECTANT				10000-LBS	[ ]
THE CLOROX COMPANY	PINE-SOL CLEANER				10000-LBS	[ ]
SPARTAN CHEMICAL CO	WHITE SUN				10000-LBS	[ ]
SPARTAN CHEMICAL CO	ISHINE FINISH				10000-LBS	[ ]
SPARTAN CHEMICAL CO	SHINELINE STRIPPER				10000-LBS	[ ]
SPARTAN CHEMICAL CO	CLEAN ON THE GO DAMP MOP [8]				10000-LBS	[ ]
SPARTAN CHEMICAL CO	WOODFORCE OMU 50 FINISH				10000-LBS	[ ]
SPARTAN CHEMICAL CO	XTRACTION II CARPET SHAMPOO				10000-LBS	[ ]
SPARTAN CHEMICAL CO	SHINELINE BASEBD STRIPPER (AERSOL)				10000-LBS	[ ]
SPARTAN CHEMICAL CO	BOUNCEBACK BUFFING COUMPOND				10000-LBS	[ ]
SPARTAN CHEMICAL CO	CONTEMPO CARPET SPOT REMOVER				10000-LBS	[ ]
SPARTAN CHEMICAL CO	AQUASPORT 2 PART FLOOR FINISH				10000-LBS	[ ]
SPARTAN CHEMICAL CO	CLEAN ON THE GO CLEANER [4]				10000-LBS	[ ]
SPARTAN CHEMICAL CO	CLEAN ON THE GO CLEANER HDQL 10 [10]				10000-LBS	[ ]
SPARTAN CHEMICAL CO	CLEAN ON THE GO PEROXY [15]				10000-LBS	[ ]

## 2013 Inventory Of Hazardous Chemicals

[illegible]



The Houston Police Department makes available to the citizens of Houston “Surviving An Active Shooter” presentations which incorporates the run, hide, fight principles.

The Active Shooter presentation is approximately 1.5 hours in length and incorporates several videos. It is appropriate for all ages high school and older. This presentation may be arranged at no charge by contacting:

Stephen Daniel  
Senior Community Liaison  
Public Affairs  
Houston Police Department  
713-308-3246  
Stephen.Daniel@Houstonpolice.org



**Emergency 9-1-1**  
**Police Non-Emergency**  
**713-884-3131**

*For General Information, Contact  
Your Local Police Station  
(Numbers Provided Below)*

*or  
Contact Public Affairs at  
713-308-3200*

*For more information, visit  
[www.houstonpolice.org](http://www.houstonpolice.org)*

**HOUSTON POLICE STATIONS**

Airport-Bush	281-230-6800
Airport-Hobby	713-845-6800
Central	713-247-4400
Clear Lake	281-218-3800
Eastside	713-928-4600
Kingwood	281-913-4500
Midwest	832-394-1200
North	281-405-5300
Northeast	713-635-0200
Northwest	713-744-0900
South Central	832-394-0200
South Gessner	832-394-4700
Southeast	713-731-5000
Southwest	713-314-3900
Special Ops.	832-394-0000
Westside	281-584-4700

**Surviving An  
Active Shooter**

**Run, Hide, Fight**



*Keep* **Houston  
SAFE**



*In an era when senseless killing seems to be far too common, the question is, “if you are the victim of an Active Shooter, will you know what to do?”*

*How would you defend yourself against an active shooter?*

Run — Hide— Fight

## **Run**

- ♦ Have an escape route and plan in mind
- ♦ Leave your belongings behind
- ♦ Evacuate regardless of whether others agree to follow
- ♦ Help others escape, if possible
- ♦ Do not attempt to move wounded people
- ♦ Prevent others from entering an area where the active shooter may be
- ♦ Keep your hands visible
- ♦ Call 911 when you are safe

## **Hide**

- ♦ Hide in an area out of the shooter’s view
- ♦ Lock the door or block the entry to your hiding place
- ♦ Silence your cell phone (including the vibrate mode) and remain quiet

## **Fight**

- ♦ Fight as a last resort and only when your life is in imminent danger
- ♦ Attempt to incapacitate the shooter
- ♦ Commit to your actions...your life depends on it

## **When Law Enforcement Arrives:**

- ♦ Remain calm and follow instructions
- ♦ Put down any items in your hands (i.e., bags, jackets)
- ♦ Raise hands and spread fingers
- ♦ Keep hands visible at all times
- ♦ Avoid quick movements toward officers such as holding on to them for safety
- ♦ Avoid pointing, screaming or yelling
- ♦ Do not stop to ask officers for help or direction when evacuating

## **Information to provide to 911 operators:**

- ♦ Location of the active shooter
- ♦ Number of shooters
- ♦ Physical description of shooters
- ♦ Number and type of weapons in possession of shooters
- ♦ Number of potential victims at the location

## **Additional Safety Instructions:**

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove the injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

## Harrington, Sarah L

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**From:** Smith, Meredith J  
**Sent:** Monday, September 09, 2013 3:54 PM  
**To:** Harrington, Sarah L  
**Subject:** RE: Buzz-in Lock for Front Doors-HORN

Yes, I got the quote from the vendor today after a follow-up message. It will take a few weeks to get a Purchase Order and then we can schedule the work.

This description is included in the proposal:

"The system entails a door station with call button, video camera and integrated card reader, system CPU and two (2) master control/door release stations. The master stations should be located where two different persons can view the controlled door to allow ingress."

Both releases could be at the front desk. They should be where each person can access the release without standing up and walking over to it.

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**From:** Harrington, Sarah L  
**Sent:** Sunday, September 08, 2013 5:16 PM  
**To:** Smith, Meredith J  
**Subject:** Buzz-in Lock for Front Doors-HORN

Hi Meredith, have you heard back from your vendor regarding the "Buzz-in" lock system we discussed for the front entrance doors at Horn?

I am discussing it with my SDMC on Wednesday this week.

Thanks,  
Sarah

# SDMC/VERTICAL TEAM/SAFETY AGENDA

October 9, 2013

## ✓ 1. APPROVAL OF MINUTES

## ✓ 2. PTO REPORT

## ✓ 3. AR INCENTIVES

Free Dress Day

Sno-cones

Reading Poster

Horn Bracelet

Book Fair-1<sup>st</sup> time

Donuts

505 funds given to grade levels  
 laminator on upstairs 2500  
 lounge furniture

Per. Meeting 6:30 Tuesday 10/15/13  
 8 AM Tardy up and magnet  
 police 10 shifts a week  
 until 12/20  
 \$7300

## ✓ 4. APPRAISAL & DEVELOPMENT

Goal Setting & Ippydippy due OCTOBER 25<sup>TH</sup>.

## ✓ 5. SAFETY

"Active Shooter" Presentation held on 09/25/13.

Intruder Drill recommendations:

Teachers need to have walkie-talkies on, low volume, next to ear

Classrooms need to be locked.

Stairwell doors need to be closed and locked at all times.

Office/hall doorway needs to be locked.

Walkie-talkies in classrooms need to be on low volume

Inform students where to go if they are not in the classroom.

All teachers should have keys and keycards at all times.

Need plan for playground. safe house

Need code word for entry to classroom if door is locked.

Prims deadline  
 "Cardinal"

## ✓ 6. OCTOBER CALENDAR

15 General PTO Meeting, 6:30 p.m. vote on hourly police for traffic control

25 Grade Cutoff

Goal Setting & Ippydippy Due

30 Early Dismissal/Technology Training Vertical Teams

31 Halloween Parade, 2:00

\* hall sweep  
 7:55

## ✓ 7. VERTICAL TEAM CONCERNS

Morning announcements are not being viewed by all teachers.

✓ Kinder hallway is very noisy in the mornings during announcements; noise disturbs

Students doing announcements.

• movers during class outside  
 • car pool C miscommunication  
 • Bell 7:45  
 • paper towels

WHO program  
 scheduled

SDMC/VERTICAL TEAM/SAFETY MEETING  
SIGN-IN SHEET  
October 09, 2013

Wang  
Sherry Burke  
Mary Ann King  
Ja C Wa  
Rose John  
Meli Kugler  
Tricia Garrison  
Vanessa Kory  
Laura Sloan  
Lisamiller  
Linda Shapiro  
Rebecca Irey  
Lynn Cincupoli  
Cathy McCleskey  
Diguana Shields

Beth Jarvis  
Ray Leckert  
Missy Bandi KSM

SDMC/Vertical Meeting  
Sept. 11, 2013  
Minutes

Members present: Sarah Harrington, Cathy McCleskey, Vanessa Flores, Laura Sloan, Kathryn Bernal, Shannon Talley, Margaret Slutz, Lisa Miller, Grace Phillips, Tiffany Thorn, Mickey Banks, Melissa Bendiksen, Carrie Wise, Elizabeth Connelly, Sherry Batke, Stacey Reichstein, Beth Faris, Linda Shapiro, Nancy Baxley, Lauren Wasson and Lupy Garcia.

1. APPROVAL OF MINUTES

Minutes approved as read.

2. PTO Report

- ~~Sunshine Fund~~ <sup>305</sup> - PTO will divide money for all teachers.
- Blood Bank and Bone Marrow Registry will be here at 2 p.m.
- City of Bellaire picnic with Bellaire Little League.
- Teachers should not park in the front.

3. "ApPARENT," by Nancy Baxley.

She is a former parent, a licensed professional counselor, and will be writing a column in Horn Notes

4. AR INCENTIVES - Teachers ask that PTO let them decide on prizes.

5. SCHOOL IMPROVEMENT PLAN (HANDOUT) - Action plan. Go over goals. Implement Neuhaus, Lippincott, Emphasis on Attendance.

6. EARLY DISMISSAL PROFESSIONAL DEVELOPMENT SCHEDULE

September 25 - School Safety.

October 30 - Technology breakout sessions on survey topics.

November 20 - IIM and G/T Expo Project Refresher

January 29 - Technology-breakout sessions on survey topics.

February 19 - Vertical Team Meetings (PK-1) and (2-5)-1 hour per content area.

## 7. SAFETY

- Surviving An Active Shooter presentation by HPD (handout).
- Nut vs Nut-Free Environment (Handout) HISD Foodservice.  
HISD Guidelines
- Traffic/Dismissal  
PTO approved part-time BPD Officer 3 days a week.  
Request for 3<sup>rd</sup> Crossing Guard
- Request for "Buzz-In" Security Lock on front doors.  
"The system entails a door station with call button, video camera, and integrated card reader, system CPU and two (2) master control/door release stations. The master stations should be located where two different persons can view the controlled door to allow ingress."
- Schedule for drills: fire, shelter-in-place, lock-down, weather, evacuation.
- Texas Hazard/Chemical Inventory (handout)  
Grade Chair compiles teachers chemical lists and submits ONE COPY PER GRADE LEVEL/ANCILLARY TEACHERS to Ms. Flores by OCTOBER 25<sup>th</sup>.

Meeting adjourned at 3:50 p.m.

AR  
 Use Libray time weekly  
 contact teacher  
 use state  
 Hall time daily  
 Home room

HORN  
 NOTES  
 NVAT  
 Testing days  
 no parent bag

SDMC/VERTICAL TEAM/SAFETY AGENDA  
 November 13, 2013

ready teacher if finished w/ assignment.  
 email teacher  
 \*spore vs. licenew

Funding  
 Magnet  
 Salame  
 Copy  
 machine  
 AR up  
 licenew

1. APPROVAL OF MINUTES
2. PTO REPORT
3. BUDGET UPDATE

505 Tom 6:30 -  
 Spaghelli SuppN 11/20  
 grade socials

4. SAFETY CONCERNS  
 Traffic  
 Safety Patrols-new schedule  
 Drills-Reschedule Evacuation Drill  
 Hazardous Chemical Inventory submitted 10/30/13  
 one teacher per grade level  
 at car pool

Wac. Drill 11/25  
 STA gr. Horn  
 Helping  
 Hand  
 help w/ PK  
 PIC teacher  
 med list

5. SUMMATIVE RATINGS
6. MID-YEAR PROGRESS CONFERENCE DEADLINE-January 24th

invite several HISP people to  
 attend meeting today - no response!

7. GRADE LEVEL CONCERNS :

12 - 1st announcements  
 parents still coming in  
 1st petition another  
 copy machine  
 lounge  
 2nd broken fence  
 gate  
 4th CT EXPO date? Early Dismissal

HORN NOTES  
 print Tardy slips  
 if you are here after 7:55  
 please go to the office

4th Copy machine up Beeping  
 Copy machine - down  
 Copy machine "free copies"  
 live across

ILM Renew  
 STA - none  
 SPD - accommodations  
 in classroom  
 Lawless follow  
 Schedule

2nd  
 laminating  
 approved  
 by PTO

Scan Tron. for Benchmarks  
 mm. work on problem  
 Teachers need to do Ed Plee



# Sign-In

11-13-13

Sherry Baxke

Kathryn Bernal

Mary Ann Shiz

W. Baxke

La Alde

Paula Bernal

Cathy McCleskey

Liz Miller

Yasna Flores

Rebecca Irey

Linda Shapiro

Niki Kruger

Rosie John

Ryan Caceres

TRIA Garrison

Pigwana Shields

Monica Mendez

Sharon Valley

# SDMC - MINUTES

11/13/13

SH, CM, VF, Slutz<sup>M</sup>, Batke<sup>L</sup>, Miller<sup>M</sup>, Gray<sup>3</sup>, Banks<sup>I</sup>, Wasson<sup>K</sup>, Shapiro<sup>2</sup>, Kruger<sup>3</sup>, Johnson<sup>K</sup>, Cinciripini<sup>4</sup>, Shields<sup>OFF</sup>, Mender<sup>2nd</sup>, Mrs. Bernal, — PTO nothing to report Veckert<sup>5th</sup>, Talley

(1) Spaghetti Supper 5-8 Nov 21  
(2) SOS Tour 6<sup>30</sup> Nov 15

(3) Use money in budget to purchase rest of magnet positions

(4) Traffic concerns —  
audit on Nov 14 —  
see # 4 on Agenda

possibly have 5th help pre-K { Nov 25 @ 8<sup>30</sup> / Evacuation Drill (pending weather)

Safety patrol people to Sarah from Riquana

1 tech per gr level bring walkie — to contact office

(5) Summative Ratings —  
send all questions to Sara — especially the final rating that changes your scores.





## ⑥ Mid Year Progress Conference

### Grade Level Concerns

Kindergarten  
1.

Morning Announcements —  
too many parents in class and  
hall before 8

1st) Several teachers would like another  
copier in the lounge  
SP ED, PK, RESOURCE, K, 1, 2nd, +  
ANCILLARY  
need a 2nd machine

2nd) Broken fence on kinder playground —  
SAFETY ISSUE  
AND  
WHEN IS GT EXPO

GT EXPO FEB 18TH / COMBINE  
5:30 PIZZA / 6:00 EXPO / 6:30 PTO  
w/ PTO  
5:30 → 6:30



3rd — NO

4th 1) COKE MACHINE IS BEEPING  
UPSTAIRS /

2) ONE DOWNSTAIRS IS GIVING  
FREE COKES w/ 4 quarters  
(downstairs)

3) copier upstairs has a line across  
it

4) can somebody else scan —  
NO — TEACHERS WILL  
DO THEIR OWN — LOOK AT  
TROUBLE SHOOTING PAGE

PTO — 2nd laminator  
purchased for upstairs

5th — none

Br "les" Spec Ed ① follow time schedules — 2 many kids  
@ wrong times — too many students in one  
small room  
Special Ed \* ② do accommodations daily in class  
\* follow " " when homework  
is sent home ③ send directions for  
wk to be completed





Ancillary - none

PARENTS  
AR

IN  
LIBRARY?

- NO AR IN LIBRARY  
IN MORNING — • <sup>STUDENTS</sup> CAN USE  
LIBRARY TIME — • CAN TAKE A  
TEST IN STUDY HALL (always) —
- DURING HOMEROOM • DURING RDG
  - AFTER FINISHING ASSIGNMENT, STUDENTS CAN TEST IN CLASSROOM. • CONTACT TCHR, THEY WILL FIND A TIME





SDMC/Vertical Meeting  
October 9, 2013  
Minutes

Members present: Sarah Harrington, Cathy McCleskey, Vanessa Flores, Laura Sloan, Margaret Slutz, Lisa Miller, Melissa Bendiksen, Carrie Wise, Tricia Garrison, Sherry Batke, Beth Faris, Linda Shapiro, Rebecca Ireby, Diquana Shields, Rosie Johnson, Liz Ueckert, Nicki Kruger, Lynn Cinciripini, Lauren Wasson and Lupy Garcia.

1. APPROVAL OF MINUTES

Correction to add present, Liz Ueckert and Lynn Cinciripini.

2. PTO Report

General Meeting, 6:30 p.m.

Voting to keep Bellaire officer.

3. AR INCENTIVES

Free Dress Day

Sno-Cones

Reading Poster

Horn Bracelet

Book Fair - 1<sup>st</sup> time

Donuts

It was suggested that each grade level keep a tab of their own points.

Turn in points to Vanessa by the 18<sup>th</sup>.

4. APPRAISAL & DEVELOPMENT

Goal Setting & Ippydippy due OCTOBER 25<sup>TH</sup>.

5. SAFETY

"Active Shooter" Presentation held on 9/25/13.

Intruder Drill recommendations:

Teachers need to have walkie-talkies on low volume, next to ear.

Classrooms need to be locked.

Stairwell doors need to be closed and locked at all times.

Office/hall doorway needs to be locked.

Walkie-talkies in classrooms need to be on low volume.

Inform students where to go if they are not in the classroom.  
All teachers should have keys and keycards at all times.  
Need plan for playground. Go to a house.  
Need code word for entry to classroom if door is locked.

6. OCTOBER CALENDAR

- 15 General PTO Meeting, 6:30 p.m. vote on hourly police for traffic control.
- 25 Grade Cutoff  
Goal Setting & Ippydippy Due
- 30 Early Dismissal/Vertical Team
- 31 Halloween Parade, 2:00 p.m.

7. VERTICAL TEAM CONCERNS

Morning announcements are not being viewed by all teachers.  
Kinder hallway is very noisy in the mornings during announcements; noise disturbs students doing announcements.

Meeting adjourned at 3:45 p.m.

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**MEMORANDUM**

November 15, 2013

TO: Sarah Harrington, Principal  
Paul Horn Elementary School

FROM: Donald T. Broome, Field Safety Inspector  
Safety and Loss Control  
Risk Management Department

**SUBJECT PAUL HORN ELEMENTARY SCHOOL  
CAMPUS SAFETY INSPECTION**

CONTACT: Donald T. Broome, 713-556-9232

On November 14, 2013 I visited your school to conduct a campus safety inspection. The purpose of my visit was to identify for your attention, observed general campus safety hazards. In this report, I am providing my observations and applicable corrective safety recommendations.

OBSERVATIONS	RECOMMENDATIONS
<p>The Safety, Security, and Emergency Preparedness Council Minutes of Record for school years 2010-2011, 2011-2012, 2012-2013 were available for inspection.</p> <p>Pending 2013-2014</p>	<p>Schools are required to conduct monthly Campus Safety, Security, and Emergency Preparedness Council meetings, and to maintain <i>Minutes of Record</i> of these meetings.</p> <p>Maintain <i>Minutes of Record</i> in the main office for review upon request by Safety employee(s).</p>
<p>Disaster Exit Drill documentation was complete for school years 2010-2011, 2011-2012, 2012-2013.</p> <p>Documentation was available for inspection of recommended disaster exit drills for emergencies simulating severe inclement weather, hazardous chemical spill, and/or lockdown (for intruder).</p>	<p>To enhance the effectiveness of your campus safety/emergency preparedness plan, it is recommended that your school conduct regular disaster exit drills including, but not limited to; emergencies simulating severe inclement weather, hazardous chemical spill, and/or lockdown (for intruder).</p> <p>Conduct one disaster exit drill during the first/opening week of school; thereafter, at least once per semester. Regular practice of drills will enhance overall campus emergency readiness. Fire exit drills are to be conducted monthly.</p> <p>A sample form to document results of fire/disaster exit drills is available online at the Risk Management intranet website at: <a href="#">HISD Employee Portal: Risk Management</a>.</p> <p>Please maintain permanent safety records in the main office for at minimum three years. Maintain general safety records in/near the Fire Marshal's Folder (FMF). The records should be made available upon request by Risk Management, Safety and Loss Control.</p>

OBSERVATIONS	RECOMMENDATIONS
Identification badges are not being worn by some teachers:  Throughout campus	School safety policy mandates employees, students and patrons (including contractors) shall wear identification badges when visiting/working on campus/grounds.
Mulch is compacted too low to provide adequate fall protection on the playground and play areas.	Contact CFS, Customer Care Center, at 713-556-9400, to generate a work order/response action.

For more information on safety, emergency management, and loss prevention, please download available online resources from the Risk Management intranet website at; [HISD Employee Portal: Risk Management](#). *The Campus Safety Manual, Guidelines for Developing Effective Campus Safety, Security and Emergency Preparedness Councils*, and the 2011 edition of the *HISD Emergency Preparedness Plan Manual* (the Red Book).

We are pleased to provide safety assistance to help your campus maintain a safe learning and work environment for students and employees. Should you have questions regarding this report, please contact the undersigned by (preferred) e-mail at [dbroome@houstonisd.org](mailto:dbroome@houstonisd.org) or by telephone at 713-556-9232.

Donald T. Broome DB

Attachment

c: Jocelyn Mouton  
Susan Ovren  
Julie Burris-Richardson  
File: Paul Horn Elementary School CSI DB  
SB 11 File

CAMPUS SAFETY, SECURITY & EMERGENCY PREPAREDNESS COUNCIL

MONTHLY MEETING SCHEDULE

SCHOOL YEAR 2013-14

SCHOOL NAME: HORN

ZONE: \_\_\_\_\_

PRINCIPAL: S. Harrington

TELEPHONE: 713-295-5264

FAX: 713-295-5286

COUNCIL CHAIRPERSON: SARAH HARRINGTON

EMAIL: Sharrings@houstonisd.org

COUNCIL BACK-UP CHAIRPERSON: VANESSA FLORES

EMAIL: VFLORES2@houstonisd.org

SAFETY TEAM IS AVAILABLE TO ATTEND A LIMITED NUMBER OF COUNCIL MEETINGS.  
PLEASE COORDINATE REQUESTS FOR ASSISTANCE  
AS YOU COMPLETE THE CAMPUS SAFETY COUNCIL MEETING SCHEDULE

Do you need assistance with your campus SS&EP council meetings?

- ☐ YES, WE DO! \_\_\_\_\_ A. To observe and critique \_\_\_\_\_  
B. As a presenter \_\_\_\_\_
- ☐ NOT TODAY, THANKS! \_\_\_\_\_

AUGUST (If yes, A or B) AUGUST 12-16 TEACHER IN SERVICE

SEPTEMBER (If yes, A or B) 09/11/13

OCTOBER (If yes, A or B) 10/09/13

NOVEMBER (If yes, A or B) 11/13/13

DECEMBER (If yes, A or B) 12/11/13

JANUARY (If yes, A or B) 01/15/14

FEBRUARY (If yes, A or B) 02/12/14

MARCH (If yes, A or B) 03/12/14

APRIL (If yes, A or B) 04/09/14

MAY (If yes, A or B) 05/14/14

THIS SECTION TO BE COMPLETED BY SAFETY AND LOSS CONTROL

Field Safety Inspector: \_\_\_\_\_

Trainer: \_\_\_\_\_

Please FAX the completed form to Risk Management,  
Attention: Safety Assistant, Veronica Magdaleno at 713.556.9244  
Updated 07.12



~~HR~~  
 Use library time weekly  
 contact teacher  
 use study hall time daily  
 Home room  
 Ready teacher if finished w/ assignment.

HORN  
 NOTES

NVAT  
 Testing days  
 no parent days

SDMC/VERTICAL TEAM/SAFETY AGENDA

November 13, 2013

Funding  
 • Magnet  
 • Salame  
 • Copy machine  
 • AR up  
 • license

1. APPROVAL OF MINUTES 505 Tom 6:30 - Spaghetti Supper 11/20 grade socials
2. PTO REPORT

✓ 3. BUDGET UPDATE

ADD:  
 kinder  
 Broken gate  
 leaning against fence

- ✓ 4. SAFETY CONCERNS  
 Traffic  
 Safety Patrols-new schedule  
 Drills-Reschedule Evacuation Drill  
 Hazardous Chemical Inventory submitted 10/30/13  
 one teacher per grade level at car pool
- ✓ 5. SUMMATIVE RATINGS invited

Wac. Drill 11/25  
 STA gr. Horn  
 Helping Horn  
 help w/ PK  
 PIC teacher  
 med list

✓ 6. MID-YEAR PROGRESS CONFERENCE DEADLINE-January 24th

7. GRADE LEVEL CONCERNS :

12 - am announcements  
 parents still coming in  
 1st petition another copy machine in lounge

HORN NOTES

pull Tardy slips  
 do you are here after 7:55  
 please go to the the office

2nd Broken fence gate  
 Get EXPO late? Jan 18

4th Copy machine up Beeping  
 Copy machine down  
 Copy machine "free cobs"  
 line across

Early Dismissal ILM Renew

STA - none  
 sped - accommodations in classroom  
 Lawless follow schedule

2nd laminating approved by PTO

Scan Tron for Benchmarks  
 mm work on problem  
 Teachers need to do Ed Plan

# Sign-In

11-13-13

Sherry Batke

Kathryn Bernal

Maya M. Shu

W. Bauf

La Olla

Sarah Harnett

Nathy McCleskey

Lind Miller

Yanna Flores

Rebecca Irey

Linda Shapiro

Niki Kruger

Rosie John

Susan Caceres

TRIA Garrison

Pigwana Shields

Monica Mendez

Shannon Kelley

Lydia

# SDMC - MINUTES

11/13/13

SH, CM, VF, Slutz<sup>M</sup>, Batke<sup>L</sup>, Miller<sup>M</sup>, Irey<sup>3</sup>, Banks<sup>I</sup>, Wasson<sup>K</sup>, Shapiro<sup>2</sup>, Kruger<sup>3</sup>, Johnson<sup>K</sup>, Cinciripini<sup>4</sup>, Shields<sup>OFF</sup>, Mender<sup>2nd</sup>, Mrs. Bernal, — PTO nothing to report Uecker<sup>5th</sup>, Talley<sup>2nd</sup>

(1) Spaghetti Supper 5-8 Nov 21  
(2) SOS Tour 6<sup>30</sup> Nov 15

(3) Use money in budget to purchase rest of magnet positions

(4) Traffic concerns —  
audit on Nov 14 —  
see # 4 on Agenda

possibly have 5th help pre-K { Nov 25 @ 8<sup>30</sup> / Evacuation Drill (pending weather)  
Safety patrol people to Sarah from Riquana

1 tech per gr level bring walkie — to contact office

(5) Summative Ratings —  
send all questions to Sarah  
— especially the final rating that changes your scores.

## ⑥ Mid Year Progress Conference

### Grade Level Concerns

Kindergarten  
1st

Morning Announcements -

too many parents in class and  
hall before 8

1st

Several teachers would like another  
copier in the lounge

SP ED, PK, RESOURCE, K, 1, 2nd, +  
ANCILLARY

need a 2nd machine

2nd

Broken fence on kinder playground -

SAFETY ISSUE

AND

WHEN IS GT EXPO

GT EXPO

FEB 18TH

COMBINE  
w/ PTO

5:30 PIZZA / 6:00 EXPO / 6:30 PTO

5:30 → 6:30

3rd — NO

4th ) COKE MACHINE IS BEEPING  
UPSTAIRS /

2) ONE DOWNSTAIRS IS GIVING  
FREE COKE w/ 4 quarters  
(downstairs)

3) copier upstairs has a line across  
it

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NO — TEACHERS WILL  
DO THEIR OWN — LOOK AT

TROUBLE SHOOTING PAGE

2nd laminator  
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1) follow time schedules — 2 many kids  
wrong times — too many students in one  
small room

2) do accommodations daily in class  
" " follow " " when homework  
is sent home 3) send directions for  
ask to be completed

5th  
5th  
5th

Ancillary - none

PARENTS  
AR  
IN  
LIBRARY?

NO AR IN LIBRARY  
IN MORNING — • CAN <sup>STUDENTS</sup> USE  
LIBRARY TIME — • CAN TAKE A  
TEST IN STUDY HALL (always) —  
• DURING HOMEROOM • DURING RDG  
• AFTER FINISHING ASSIGNMENT, STUDENTS  
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Office/hall doorway needs to be locked.

Walkie-talkies in classrooms need to be on low volume.

SAFETY COMMITTEE AGENDA

January 7, 2013

1. REVIEW OF DISCUSSION WITH OFFICER COTTON, BELLAIRE POLICE DEPT

2. REVIEW OF SAFETY AND EVACUATION PLANS

3. DEVELOP ACTION PLAN

*notify Roger Patterson - cross pt*  
Purchase walkie talkies for all staff  
Develop emergency drill and training schedule  
Establish leadership roles  
Identify problems and modify plans  
Additional cameras

*Beth Yeskinner*  
*Stacy*

*PA system speakers - out door - can't hear*

4. ADDITIONAL ACTION STEPS

- NOTIFY*  
① PA system speaker - out door
- ② purchase Walkie talkies  
instructions
- ③ Fire drill - map  
regular drills - monthly  
\* ropes for Kinder & PK  
\* official roster for auditor
- ④ lockdown drills
- ⑤ locks working

*hard top*  
*field*  
*play grounds*

01/11 - fire drill  
02/20 - evacuation  
03/19 - fire drill 1:40  
04/30 - fire drill 12:30  
05/22 - fire drill 11:05

01/30 - lockdown 9:30  
02/20 - lockdown 1:45  
04/12 - lockdown



SAFETY COMMITTEE SIGN IN SHEET  
January 7, 2013

Shale Haningth

Grace Phillips

Paul Dancin

Cathy McCliskey

Margaret M. Slutz

W Banks

EMcConnell

Lynx Gari

Missy Bendixen

**48 Hours Left**  
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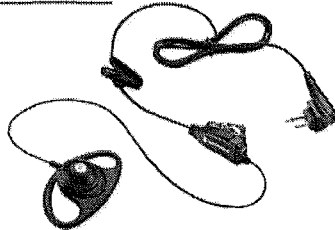
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**Top Selling Products**

**Motorola 56320**  
• Over The Ear Style Headset  
• Single Pin Audio Accessory  
• Flexible Boom Microphone  
• Voice Operated Transmission  
• Push-To-Talk Button

**Compatible With:**

<b>Cobra Series</b>		
PR245	PR3175	PR4000
PR560	PR350	MRHH100
PR240	PR4250	MRHH200
PR3100	PR3000	
<b>Garmin Series</b>		
RHINO110	RHINO120	RHINO130
<b>Motorola Series</b>		
FR50	T5400	T6210
FR60	T5410	T6220
SX700R	T5420	T6250
SX800R	T5600	T6300
SPIRITGT	T5620	T6320
SPIRITGTPLUS	T5700	T6400

**Motorola 56320**  
Headset w/ Boom Mic  
Brand New Includes One Year Warranty

**Single Pack**

**BRAND NEW**  
Ships Free **\$29.95** [Add to Cart](#)

**Motorola 56320 (2 Pack)**  
Headset w/ Boom Mic  
Brand New Includes One Year Warranty

**2 - Pack (\$22.48 per Headset)**  
You Save 25%

**BRAND NEW**  
Ships Free **\$44.95** [Add to Cart](#)

**Motorola 56320 (4 Pack)**  
Headset w/ Boom Mic  
Brand New Includes One Year Warranty

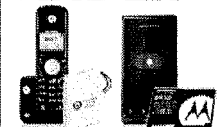
**4 - Pack (\$17.49 per Headset)**  
You Save 42%

**BRAND NEW**  
Ships Free **\$69.95** [Add to Cart](#)

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**Holiday Special**  
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60 Day Return Policy

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T5100	T5820	T8550
T5200	T5920	T9500
T5300	T5950	T9550
T5320	T6200	

All New Motorola FRS &amp; GMRS Radios

Availability: ✓ In Stock

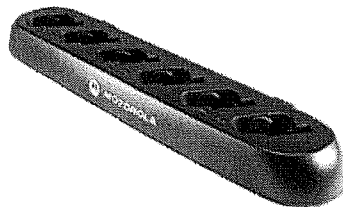
 **Ships Free**


**Motorola 56320 (6 Pack)**  
Headset w/ Boom Mic  
Brand New Includes One Year Warranty



**6 - Pack (\$15.83 per Headset)**  
You Save 47%

**BRAND NEW**
 **Ships Free**
**\$94.95**

**Motorola 56531****6 Unit Charger & Cloner**

Brand New Includes One Year Warranty

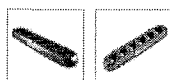
Availability: ✓ In Stock

Returnable: 60 Day Guarantee


- 6 Unit Charger & Cloner
- Charges Up to 6 Units at a Time from 1 Outlet
- Cloning Allows to Sync 6 Radios to the Same Setting
- Charges in 8 Hour Time
- Charger Base Only for CLS Series Radios

Compatible With The Following Models:

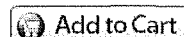
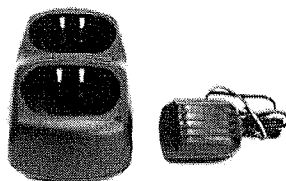
CLS1110	CLS1450CB
CLS1410	CLS1450CH

[More Details](#)

Click To View Larger

**BRAND NEW**
 **Ships Free**

~~\$178.99~~  
**\$154.95**


**Motorola 53616****Battery Upgrade Kit**

Availability: ✓ In Stock

Returnable: 60 Day Guarantee

- Battery Upgrade Kit
- Use Your AA Two-Way Radio as a NiMH Rechargeable Two-Way Radio
- Up to 2 Hours Talk Time
- Up to 12 Hours Standby Time

Compatible With:

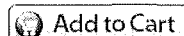
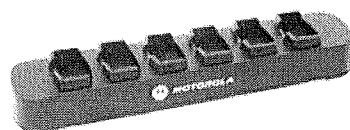
FV700R, FV750RCAMO, SX600R, SX900R, T8500R,  
T8550RCAMO, T9500XLR, T9550XLRCAMO,  
T9580RSAME or T9680RSAME

Motorola 53616 Includes:

- Dual Pocket Desktop Charger
- Power Supply
- 2 Charging Pocket Inserts

[More Details](#)

~~\$45.95~~  
**\$37.95**

**BRAND NEW**
 **Ships Free**

**Motorola RLN6309****6 Unit Charger & Cloner**

Brand New Includes One Year Warranty

Availability: ✓ In Stock

Returnable: 60 Day Guarantee


- 6 Unit Charger & Cloner
- Charges Up to 6 Units at a Time from 1 Outlet
- Uses 75% Less Electricity
- Cloning Allows to Sync 6 Radios to the Same Setting
- For Motorola RDX Series Two-Way Radios

Compatible With The Following Models:

RDU2020	RDV2020
RDU2080D	RDV2080D
RDU4100	RDV5100
RDU4160d	

[More Details](#)

~~\$206.99~~  
**\$179.95**



**Motorola Headset 1518**  
**Push-to-Talk**  
 Brand New Includes One Year Warranty  
 Availability: **In Stock**  
 Returnable: 60 Day Guarantee

- Corded Headset
- Removeable / Replaceable Foam Ear Cushion
- Push-To-Talk Button
- Clear Color Earpiece & Coiled Tubing
- Single-pronged

Compatible With:


Motorola Series		
FV200R	MS355R	T6300
FV300	MT350R	T6400
FV500	MT352R	T6500
FV600	T4800	T7100
FV700	T4900	T7200
FV750	T5000	T7400
FV800	T4300	T8500
MB140R	T5400	T8550
MD200R	T5500	T9500
MH230R	T5600	T9680RSAME
MJ270R	T5700	SX500
MR350R	T5800	SX700
MR355R	T5900	SX800
MS350R	T6200	SX900

[More Details](#)

~~\$47.95~~  
**\$39.95**

**BRAND NEW**  
 Ships Free

Add to Cart



**Motorola 53725**

- Corded Headset
- Flexible Boom Microphone
- Voice Activated
- Push-To-Talk Button

Compatible With:

Cobra Series		
PR245	PR3175	PR4000
PR560	PR350	MRHH100
PR240	PR4250	MRHH200
PR3100	PR3000	

Garmin Series		
RHINO 110	RHINO 120	RHINO 130

Motorola Series		
FR50	T5400	T6210
FR60	T5410	T6220
SX700R	T5420	T6250
SX800R	T5600	T6300
SPIRITGT	T5620	T6320
SPIRITGTPLUS	T5700	T6400
T270	T5710	T6500
T280	T5720	T7200
T289	T5800	T8500
T5100	T5820	T8550

**Motorola 53725**  
 Voice Activated Headset  
 Brand New Includes One Year Warranty

**Single Pack**

~~\$47.95~~  
**\$39.95**

**BRAND NEW**  
 Ships Free

Add to Cart

**Motorola 53725 (2 Pack)**  
 Voice Activated Headset  
 Brand New Includes One Year Warranty

**2 - Pack (\$16.48 per Headset)**  
 You Save 17%

~~\$47.95~~  
**\$32.95**

**BRAND NEW**  
 Ships Free

Add to Cart

**Motorola 53725 (4 Pack)**  
 Voice Activated Headset  
 Brand New Includes One Year Warranty

**4 - Pack (\$13.74 per Headset)**  
 You Save 31%

~~\$47.95~~  
**\$54.95**

**BRAND NEW**  
 Ships Free

Add to Cart

**Motorola 53725 (6 Pack)**  
 Voice Activated Headset  
 Brand New Includes One Year Warranty

**6 - Pack (\$13.33 per Headset)**  
 You Save 33%

~~\$47.95~~  
**\$54.95**

**BRAND NEW**  
 Ships Free

Add to Cart

T5200 T5920 T9500  
T5300 T5950 T9550  
T5320 T6200

And All New Motorola FRS & GMRS Radios

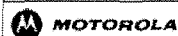
Availability: ✓ In Stock

 Ships Free

**BRAND NEW**

 Ships Free **\$79.95**

 Add to Cart



**Motorola 56517 / HCSN4000**

- Earpiece w/ Inline PTT Microphone
- Hands-Free Operation
- Push-to-Talk (PTT) Button
- Non-Invasive, Hygienic, Over-the-Ear Receiver

Compatible With The Following Models:

RDU2020	XU2100	CLS1450CH
RDU2080D	XU2600	AXU4100
RDU4100	XV1100	AXV5100
RDU4160d	XV2100	DTR410
RDV2020	XV2600	DTR550
RDV2080D	CLS1110	DTR2430
RDV5100	CLS1410	DTR2450
XU1100	CLS1450CB	

Availability: ✓ In Stock


 Ships Free




**Motorola 56517 / HCSN4000**  
Over the Ear Style Headset  
Brand New Includes One Year Warranty

Single Pack

**BRAND NEW**

 Ships Free **\$32.95**

 Add to Cart




**Motorola 56517 / HCSN4000 (2 Pack)**  
Over the Ear Style Headset  
Brand New Includes One Year Warranty

2 - Pack (\$27.48 per Headset)  
You Save 17%

**BRAND NEW**

 Ships Free **\$54.95**


 Add to Cart




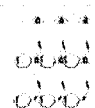
**Motorola 56517 / HCSN4000 (4 Pack)**  
Over the Ear Style Headset  
Brand New Includes One Year Warranty

4 - Pack (\$24.99 per Headset)  
You Save 24%

**BRAND NEW**

 Ships Free **\$99.95**

 Add to Cart





**Motorola 56517 / HCSN4000 (6 Pack)**  
Over the Ear Style Headset  
Brand New Includes One Year Warranty

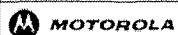
 **BEST VALUE**

6 - Pack (\$24.16 per Headset)  
You Save 27%

**BRAND NEW**

 Ships Free **\$144.95**

 Add to Cart



**Motorola 53862 / HMN9026CB**

- External Speakers & Mic
- Allows You to Talk & Listen w/o Reaching for Your Radio
- Push-to-Talk Button
- Durable Swivel Spring-Loaded Clip

Compatible With The Following Models:


RDU2020	XU2100	CLS1450CH
RDU2080D	XU2600	AXU4100
RDU4100	XV1100	AXV5100
RDU4160d	XV2100	DTR410




**Motorola 53862 / HMN9026CB**  
External Speaker & Microphone  
Brand New Includes One Year Warranty

Single Pack

**BRAND NEW**

 Ships Free **\$54.95**


 Add to Cart




**Motorola 53862 / HMN9026CB (2 Pack)**  
External Speaker & Microphone  
Brand New Includes One Year Warranty

2 - Pack (\$52.48 per Mic)  
You Save 5%

**BRAND NEW**

 Ships Free **\$104.95**

 Add to Cart



**Motorola 53862 / HMN9026CB (4 Pack)**  
External Speaker & Microphone

RDV2020 XV2600 DTR550  
 RDV2080D CLS1110 DTR2430  
 RDV5100 CLS1410 DTR2450  
 XU1100 CLS1450CB


Availability: ✓ In Stock

 Ships Free


Brand New Includes One Year Warranty

4 - Pack (\$49.24 per Mic)  
 You Save 10%

**BRAND NEW**

 Ships Free

**\$196.95**

 Add to Cart



Motorola 53862 / HMN9026CB  
 (6 Pack)

External Speaker & Microphone

Brand New Includes One Year Warranty

 **BEST VALUE**


6 - Pack (\$48.33 per Mic)  
 You Save 12%

**BRAND NEW**

 Ships Free

**\$289.95**

 Add to Cart

 **MOTOROLA**



**Motorola RLN6302**

- Leather Case w/ 3" Swivel
- Works w/ all RDX Series 2-Way Radios
- 3" Swivel Belt Clip w/ Strap Snaps Firmly in Place

Compatible With The Following Models:

RDU2020 RDV2020  
 RDU2080D RDV2080D  
 RDU4100 RDV5100  
 RDU4160d

Availability: ✓ In Stock

 Ships Free




**Motorola RLN6302**

Leather Case


Brand New Includes One Year Warranty

Single Pack

**BRAND NEW**

 Ships Free

**\$44.95**

 Add to Cart




**Motorola RLN6302 (2 Pack)**

Leather Case


Brand New Includes One Year Warranty

2 - Pack (\$42.48 per Case)  
 You Save 6%

**BRAND NEW**

 Ships Free

**\$84.95**

 Add to Cart




**Motorola RLN6302 (4 Pack)**

Leather Case


Brand New Includes One Year Warranty

4 - Pack (\$39.99 per Case)  
 You Save 11%

**BRAND NEW**

 Ships Free

**\$159.95**

 Add to Cart



**Motorola RLN6302 (6 Pack)**


Leather Case

Brand New Includes One Year Warranty


 **BEST VALUE**


6 - Pack (\$39.83 per Case)  
 You Save 11%

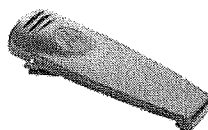
**BRAND NEW**

 Ships Free

**\$238.95**

 Add to Cart

 **MOTOROLA**



**Motorola RLN6307**

- Spring Action Belt Clip
- Compatible w/ Batteries of All RDX Series Radios
- Fits Belts Up to 2-1/2" Wide




**Motorola RLN6307**


Spring Action Belt Clip

Single Pack

**BRAND NEW**

 Ships Free

**\$19.95**

 Add to Cart



**Motorola RLN6307 (2 Pack)**


Spring Action Belt Clip

2 - Pack (\$16.48 per Clip)  
 You Save 17%

## Compatible With The Following Models:



RDU2020 RDV2020  
RDU2080D RDV2080D  
RDU4100 RDV5100  
RDU4160d

Availability: ✓ In Stock

 **Ships Free**
**BRAND NEW**
 **Ships Free** **\$32.95**
 **Add to Cart**


**Motorola RLN6307 (4 Pack)**  
Spring Action Belt Clip



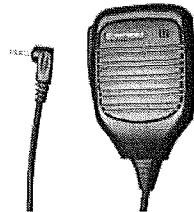
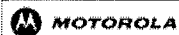
**4 - Pack (\$13.74 per Clip)**  
You Save 31%

**BRAND NEW**
 **Ships Free** **\$54.95**
 **Add to Cart**


**Motorola RLN6307 (6 Pack)**  
Spring Action Belt Clip



**6 - Pack (\$13.33 per Clip)**  
You Save 33%

**BRAND NEW**
 **Ships Free** **\$79.95**
 **Add to Cart**
**Motorola 53724**

- Push-To-Talk Button
- Volume Dial On Radio Controls Microphone Volume
- Additional Battery Required



**Compatible With:**

270, 280, T289, T5100, T5200, T5300, T5320, T5400, T5420, T5800, T5820, T6200, T6220, T6250, T6300, T6310, T6320, T6400, T7200, FR50 or FR60

Availability: ✓ In Stock



 **Ships Free**


**Motorola 53724**  
External Speaker & Microphone  
Brand New Includes One Year Warranty

**Single Pack****BRAND NEW**
 **Ships Free** **\$29.95**
 **Add to Cart**


**Motorola 53724 (2 Pack)**  
External Speaker & Microphone  
Brand New Includes One Year Warranty



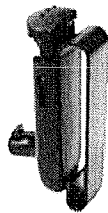
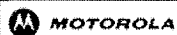
**2 - Pack (\$24.97 per Mic)**  
You Save 17%

**BRAND NEW**
 **Ships Free** **\$49.95**
 **Add to Cart**


**Motorola 53724 (6 Pack)**  
External Speaker & Microphone  
Brand New Includes One Year Warranty



**6 - Pack (\$21.65 per Mic)**  
You Save 28%

**BRAND NEW**
 **Ships Free** **\$129.95**
 **Add to Cart**
**Motorola NTN9392**



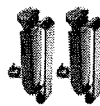
- Replacement Swivel Belt Clip

**Compatible With:**

Talkabout T5100, T5200, T5300, T5310, T5320, T5400, T5410, T5420, T5600, T5620, T5700, T5720, T5800, T5820, T6200, T6210, T6220,





**Motorola NTN9392**  
Swivel Belt Clip

**Single Pack****BRAND NEW**
 **Ships Free** **\$17.95**
 **Add to Cart**


**Motorola NTN9392 (2 Pack)**  
Swivel Belt Clip

**2 - Pack (\$14.98 per Clip)**  
You Save 17%

**BRAND NEW**
 **Ships Free** **\$29.95**
 **Add to Cart**

<p>T6250, T6300, T6310, T6320, or T6400 Two-Way Radios</p> <p>Availability: ✓ In Stock</p> <p> <b>Ships Free</b></p>	<p> <b>Motorola NTN9392 (4 Pack)</b> Swivel Belt Clip</p> <p>4 - Pack (\$12.49 per Clip) You Save 30%</p> <p><b>BRAND NEW</b>  <b>Ships Free</b>    <b>\$49.95</b>    </p>
	<p> <b>Motorola NTN9392 (6 Pack)</b> Swivel Belt Clip</p> <p> <b>BEST VALUE</b></p> <p>6 - Pack (\$11.66 per Clip) You Save 35%</p> <p><b>BRAND NEW</b>  <b>Ships Free</b>    <b>\$69.95</b>    </p>

1 - 12 of 62 Total

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Pradny - sp2/gen ed  
 Pradny - level  
 Report Card - gen ed  
 IEP program - sp2

HORN AGENDA  
 FACULTY/SDMC/SAFETY MEETING  
 February 26, 2014

phil  
 Apps gone for

RTI - need data input  
 I STATION - Tier III

modifications  
 accommodations

1. SPECIAL ED PRESENTATION-Phil Hill

acc: highlighter small group  
 manipulatives reading same  
 graphic organizer brail tiles  
 2. 504 PRESENTATION- Ruby James  
 placeholder

mod -  
 reduce # questions

SPED Referrals - medical  
 behavior  
 Start IAT  
 Tier III  
 intensity  
 data entry

3. SDMC MINUTES

approved

supp aids  
 slightly external  
 disability  
 - mem. periodical  
 - focus  
 - organization

4. SAFETY CONCERNS

1. blinds on all doors
2. teachers need walkie talkies at dismissal

GRADE LEVEL CONCERNS:

parents need to wait downstairs

✓ K Tables not cleaned  
 need schedules

Tues 3/4 - 4th gr. will have 2:00 assembly

morning Bell

Copier machine - new

mulch - kinder  
 sand?

Blank graphic organizer  
 # lines - no #s or decimals

salmon man  
 no labels  
 add. chart 5  
 no highlights  
 multi chart 5  
 place value chart  
 fract tiles  
 shapes - no ID  
 grammar rules  
 no examples  
 water cycle  
 no pict / no label

NEW TESTING  
 C. terna

7 processing areas  
 2 subtests

3rd tests if 2 disagree  
 academic deficit below 85  
 2 areas of linkage to deficit

\* must qualify in area referred

Mayer Leibowitz 2 Landus Shapiro Piguana Shields  
Nancy McDonald  
Monica Mendez

HORN SIGN IN SHEET  
FACULTY/SDMC/VERTICAL TEAM/SAFETY MEETING  
February 24, 2014

McMennelly

Denise Howell  
Rosie Johnson

Sharon L. Taylor

Stacy Reichstein

Sharon Lawless

Lauren Wasson

Margaret M. Slutz

M. Bantz

Tricia Garrison

Cathy McCleskey  
Bonnie Bonem

Candlyn Blass

Vanessa Flores

Carrie Wise

Brittany Kemp  
Madelyn Webster

ANIDACE NEWHOUSE

Brenda Maddox

Cathy Stevenson

Sandra Sanchez

Lybeth Ukert

McM Wagner

Rebecca Trey

Ann Dillip

Judy Jackson

Shannon Talley

K. Catting

Z. Clay

Sandra Jours

Megum Mitchell

Kathy Drongoske

Lisa Miller

Hayden

Alynn Cinciripeni

Ali Shetsky

Evelyn Gates

Beth Jans

Brenda Maddox

C. S.

Karana Bowe

**RTI establishes a comprehensive assessment and intervention process to support students in need of academic and behavioral support.**

### **Tier 1**

All students (core instruction)  
Whole group and small group with interventions  
Periodic assessments  
80% of students in tier 1 should be successful

### **Tier 2**

In addition to Tier 1-30+ inside/outside the classroom  
Small Groups 3-5 students  
Ensure that progress monitoring is taking place. (I-Station, other assessments)

### **Tier 3**

Intensive Intervention  
Small Group, 1-1, 1-3 students  
Ensure that progress monitoring is taking place. (I-Station, other assessments)  
Approximately 5-10% of students  
Use an interventionist/tutor for these students.  
\*Best candidates for SPED  
\*If we are headed towards a referral; we do have to have documentation in Chancery.

Please make sure that all Tier documentation is being entered into Chancery. If you need assistance, please see Vanessa! ☺

### **I-STATION**

Tier 3-90 minutes a week  
Tier 2-60 minutes a week  
Tier 1-30 minutes a week



SDMC/Vertical Meeting  
January 22, 2014  
Minutes

Members present: Sarah Harrington, Cathy McCleskey, Vanessa Flores, Laura Sloan, Margaret Slutz, Lisa Miller, Melissa Bendiksen, Carrie Wise, Tricia Garrison, Sherry Batke, Beth Faris, Linda Shapiro, Rebecca Irely, Diquana Shields, Rosie Johnson, Liz Ueckert, Nicki Kruger, Lynn Cinciripini, Lauren Wasson.

1. APPROVAL OF MINUTES

Minutes approved as read.

2. PTO REPORT

- Gala - Teacher tickets email Demi Jessett.  
Teacher social

3. BUDGET

New funds purchased two Magnet positions and additional copier for 1<sup>st</sup> floor lounge and laminator for second floor.

4. ATTENDANCE

97.3 on School Leader Appraisal 2013 Score Card=2.

Current Attendance Rate for December =97.61

(Students going out of the country for more than 5 days will be checked out of school and re-enrolled when they return. If they are Magnet, they will lose their Magnet status.

5. PTO TEACHER SOCIALS AS A FUNDRAISER FOR GALA.

Deadline is FRIDAY, 1/24/14.

6. PARENT CONCERN

Using snacks as reward or consequences.

7. SAFETY

Security Survey conducted by HISD on January 16<sup>th</sup>;  
recommendations included additional security cameras and lighting.

Faculty/SDMC/Safety Meeting  
Feb. 26, 2014  
Minutes

1. SPECIAL ED. PRESENTATION - Phill Hill explained the difference between Modifications and Accommodations.
2. 504 Presentation - Ruby James explained the process. Handout attached.
3. SDMC MINUTES - Approved as read.  
Members present: Sarah Harrington, Cathy McCleskey, Vanessa Flores, Laura Sloan, Margaret Slutz, Lisa Miller, Melissa Bendiksen, Carrie Wise, Tricia Garrison, Sherry Batke, Beth Faris, Linda Shapiro, Rebecca Irely, Diquana Shields, Rosie Johnson, Liz Ueckert, Nicki Kruger, Lynn Cinciripini, Lauren Wasson.
4. SAFETY CONCERNS
  - Teachers would like blinds on all doors.
  - Teachers need to carry their walkie talkies at dismissal.
5. GRADE LEVEL CONCERNS:
  - Parents need to wait downstairs after school.
  - KN tables not cleaned. Teachers would like custodial schedule.
  - Morning bell needs to be fixed.
  - Copy machine for downstairs has been ordered.
  - Mulch - Should be receiving soon.

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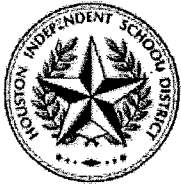
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Tier 3-90 minutes a week  
Tier 2-60 minutes a week  
Tier 1-30 minutes a week



# HOUSTON INDEPENDENT SCHOOL DISTRICT

## Human Resources Department

### SDMC Member Handout

As a follow-up to the January Principals' Ad-Hoc, we are asking all SDMCs to provide input on the suggested improvements to the Teacher Appraisal and Development System by March 14, 2014, at 5:00 p.m., in order to prepare your input for review by the District Advisory Committee.

Thank you for your work in coordinating and facilitating your campus' SDMC meeting on potential improvements to the Teacher Appraisal and Development System. Your assistance will be instrumental in helping to provide feedback for this important initiative. Please contact Human Capital Accountability at 713-556-6903 or your Performance and Continuous Improvement Manager (PCIM) directly via their individual HISD email address if you have any questions.

### Survey Questions

**Suggested Improvement 1: Establish centralized goals for Student Progress measures on pre-approved assessments.**

**Background:** The three types of assessments used as Student Progress measures are:

- District-wide: Teachers set starting point categories for all students and goals are centralized and populate automatically in the Student Performance online tool. Assessments are standardized assessments taken by all students eligible across the district.
- Pre-approved: Teachers set starting point categories for all students **and** teachers set goals for each student starting point category. Assessments are created by HISD.
- Appraiser-approved: Teachers set starting point categories for all students **and** teachers set goals for each student starting point category. Assessments are created by teachers and approved by their appraisers.

#### Description of Current System

Once teachers select student starting points, goals on those assessments must be established.

For teachers with Student Progress measures on district-wide assessments, centralized goals are pre-populated for them in the Student Performance tool once starting points are selected.

#### 1. DISTRICT-WIDE ASSESSMENTS

Example: Grade 1 Apenda Math

Starting Point Category	End Goal (Target NCE)
4	96
3	79
2	62
1	42

The online tool pre-populates these goals once the teacher selects starting points.

However, for teachers with Student Progress measures on pre-approved assessments and appraiser-approved assessment centralized goals do not currently exist and they must use their professional judgment to determine end goals.

#### 2. PRE-APPROVED ASSESSMENTS

Example: Grade 6 Social Studies

Starting Point Category	End Goal Score on Pre-Approved Assessment (total of 100 points on assessment)
4	90
3	80
2	75
1	70

Teachers manually enter these goals into the online tool.

**Proposed Change:** One way to increase consistency for Student Progress measures is to use centralized goals. In order to promote a common process across the Student Progress measure where pre-approved assessments are used, HISD proposes providing centralized goals that pre-populate in the Student Performance tool. This happens once starting points have been selected by the teacher. This is already the process for Student Progress measures using district-wide assessments.

**Impact of Change:** Prepopulating pre-approved assessments' end goals would provide the following:

- **Promote a common process** for increasing the consistency of Student Progress measures on pre-approved assessments.
- **Ease the burden on teachers** by reducing the level of work and time spent inputting information in the Student Performance tool.

**SDMC Input:**

1. Please select the answer choice that most accurately reflects your SDMCs recommendation on Suggested Improvement 1.
  - a. **Keep the Student Progress process for setting goals on pre-approved assessments as is:** Teachers input goals for each student starting point category per course/subject.
  - b. **OR Establish centralized goals for Student Progress measures on pre-approved assessments:** Goals prepopulate automatically once teachers enter a student starting point category as they already do for the Student Progress process on district-wide assessments.
  - c. **OR What is your suggested recommendation specifically for Improvement 1?** [Open-Ended Response]
2. Other comments or feedback: [Open-Ended Response]

## Suggested Improvement 2: Develop one look-up table to determine a teacher's summative appraisal rating.

**Background:** There are two separate look-up tables used to determine teachers' summative appraisal ratings. One table applies to teachers who teach courses with Value-Added measures. The second table applies to teachers who teach courses with non-Value-Added measures (e.g., Comparative Growth and Student Progress). The table that applies to teachers who teach courses with Value-Added measures weights the Student Performance component differently than the table that applies to teachers who teach courses with non-Value-Added measures.

### Description of Current System

There are three components in the appraisal and development system:

- Instructional Practice
- Professional Expectations
- Student Performance

**The first step** combines a teacher's final Instructional Practice and final Professional Expectations rating to result in a final Instructional Practice/Professional Expectation rating.

**The second step** combines a teacher's performance level for Non-Value-Added courses (if applicable to the teacher) with an overall performance level for Value-Added courses (if applicable to the teacher) to result in a final Student Performance rating.

Step 1					Step 2						
Instructional Practice					Overall Non-Value-Added Performance Level						
		1	2	3	4			1	2	3	4
Professional Expectation	1		2	2	3	Overall Non-Value-Added Performance Level	None		2	3	4
	2		2	3	3		1				2
	3		2	3	4		2	2	2	2	3
	4	2	2	3	4		3	2	2	3	3
		1	2	3	4	4	2	3	4	4	4
		1	2	3	4	5	3	3	4	4	5

The **third step** combines a teacher's final Instructional Practice/Professional Expectation rating with their final Student Performance rating to determine the teacher's summative appraisal rating. The table on the left (pictured below) applies to teachers who teach courses with Value-Added. The table on the right (pictured below) applies to teachers who teach courses with non-Value-Added measures (e.g., Comparative Growth and Student Progress).

Summative Look-Up Table for Teachers with Value-Added Data					Summative Look-Up Table for Teachers without Value-Added Data							
Student Performance					Student Performance							
IP x PE		1	2	3	4	IP x PE		1	2	3	4	
	1			2	2		2	1			2	2
	2			2	3		3	2	2	2	2	3
	3	2	2	3	4		3	2	3	3	3	
	4	2	3	3	4		4	2	3	4	4	

**Proposed Change:** HISD proposes developing one look-up table to determine summative appraisal ratings.

**Impact of Change:** Using one look-up table would result in:

- ***Consistency in calculating teachers' summative appraisal ratings*** by calculating all teachers' summative appraisal ratings in the same way.

**SDMC Input:**

1. Please select the answer choice that most accurately reflects your SDMCs recommendation on Suggested Improvement 2.

- a. ***Keep the current summative appraisal calculation with two look-up tables as is:*** For a teacher's summative rating-  
***Value Added: Weighted approximately 50%***  
***Non-Value-Added: Weighted approximately 33%*** (Non-value-added only: for teachers who teach no courses with Value-Added)
- b. ***OR Develop one look-up table to determine a teacher's summative appraisal rating:***  
Develop one look-up table with Student Performance weighing the same amount for Value-Added and non-Value-Added.
- c. ***OR What is your suggested recommendation specifically for Improvement 2?*** [Open-Ended Response]

2. Other comments or feedback: [Open-Ended Response]

**Suggested Improvement 3: Weigh each Student Performance measure differently within the final Student Performance rating.**

**Background:** Presently, within the calculation of the final Student Performance rating, EVAAS is always weighted most heavily, and Comparative Growth and Student Progress carry the same weight as one another.

**Description of Current System**

Presently, within the calculation of the final Student Performance rating, EVAAS is always weighted most heavily, and Comparative Growth and Student Progress carry the same weight as one another.

**Calculating a Final Student Performance Rating**  
**Ms. South Example**

**Ms. South's Value-Added Performance Level**

Value-Added Performance Level	4
-------------------------------	---

**Ms. South's Non-Value-Added Performance Level**

Course	Measure	Performance Level
MATH 3	Comparative Growth	2
SST 3	Students' Progress	2
Total		4
Average: 4/2 =		2
Round to nearest #		2

Combining Ms. South's Value-Added and Non-Value-Added performance levels results in Ms. South receiving a final Student Performance rating of "3."

**Overall Non-Value-Added Performance Level**

	1	2	3	4
None		2	3	4
1	1			2
2	2	2	2	3
3	2	2	3	3
4	2	3	4	4
5	3	3	4	4

For Non-Value-Added Comparative Growth and Student Progress are added together and averaged as a straight average. This weights these measures as equal.

**Proposed Change:** HISD proposes weighing each Student Performance measure (e.g., EVAAS, Comparative Growth, Student Progress) independently.

**Impact of Change:** Changing the weights of each measure would result in the following:

- ***Each type of measure will be weighed differently*** within the final Student Performance rating calculation. Comparative Growth and Student Progress will no longer be weighed equally.

**SDMC Input:**

1. Please select the answer choice that most accurately reflects your SDMCs recommendation on Suggested Improvement 3.

- Keep the current final Student Performance rating calculation as is:*** Comparative Growth and Student Progress are equally weighted and EVAAS is weighted more heavily.
- OR Weigh each Student Performance measure differently within the final Student Performance rating:*** EVAAS, Comparative Growth and Student Progress will each have independent weights within a teacher's final Student Performance rating.
- OR What is your suggested recommendation specifically for Improvement 3?*** [Open-Ended Response]

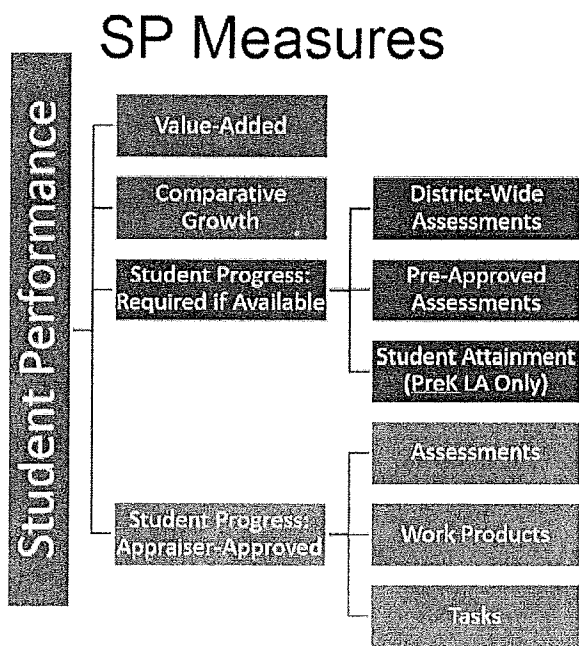
2. Other comments or feedback: [Open-Ended Response]

**Suggested Improvement 4: Develop alternative ways to calculate Student Performance.**

**Background:** Presently, individual teachers are assessed on how well students in their classrooms learn and progress using a combination of any of the student performance measures (EVAAS, Comparative Growth, and Student Progress), depending on the subjects or courses they teach. Teachers' student performance ratings measure teachers' impact on only the students they are assigned. The current system does not reflect recognition of campus-wide efforts to improve student achievement and progress.

**Description of Current System**

Presently, individual teachers are assessed on how well students in their classrooms learn and progress using a combination of any of the student performance measures (EVAAS, Comparative Growth, and Student Progress), depending on the subjects or courses they teach. Student performance measures reflect a teacher's impact on student performance in their *individual classrooms*. The measures of student learning are as follows:



If changed Student Performance could be calculated in alternative ways.



**Proposed Change:** HISD proposes developing alternative ways to calculate Student Performance.

**Impact of Change:** Some teachers and appraisers have expressed that the current system does not reflect all teachers' impact on campus-wide student achievement and growth. The use of alternative methods in calculating Student Performance for all teachers, would result in the following:

- **Core content and non-core content teachers** discussing and integrating lesson plans more frequently in order to continuously expose and reinforce content/subject matter to all students.

**SDMC Input:**

1. Please select the answer choice that most accurately reflects your SDMCs recommendation on Suggested Improvement 4.

- Keep the current Student Performance component as is:** Each teacher is assigned different measures according to the individual courses they teach.
- OR: Develop alternative ways to calculate Student Performance:** Research and develop alternative ways for teachers to have data included in their Student Performance component.
- OR What is your suggested recommendation specifically for Improvement 4?** [Open-Ended Response]

2. Other comments or feedback: [Open-Ended Response]

**ADDITIONAL FEEDBACK**

Are there additional suggestions for improvement that your SDMC would like to share? [Open-Ended Response]

Please be sure to click the "Done" button below to submit your input. Your thoughtful responses are greatly appreciated.

## Glossary of Terms

**Appraiser-Approved Assessments:** Traditional selected and constructed response tests, performance tasks, or work products identified or developed by teachers and approved by appraisers.

**Comparative Growth:** A measure of student growth on the Stanford/Aprena or TELPAS assessments relative to all other students within the same school district who started at the same test-score level. HISD's Department of Research and Accountability calculates Comparative Growth.

**District-Wide Assessments:** Standardized assessments such as Stanford, Aprenda, TELPAS, Advanced Placement (AP), and International Baccalaureate (IB) where Value-Added or Comparative Growth cannot be calculated because at least two years of student data on the assessments are needed. Wherever district-wide assessments are used as a Student Progress measure, the district sets centralized goals for student growth on assessments.

**EVAAS (see Value-Added Growth)**

**Final Ratings:** Ratings that are given at the end of the year for each of the three major criteria categories—Instructional Practice, Professional Expectations, and Student Performance. Final ratings are combined to determine a Summative Appraisal Rating using a look-up table.

**Instructional Practice (IP):** Along with Student Performance and Professional Expectations, this is one of the three major criteria categories in the teacher appraisal and development system. Appraisers use the IP rubric to assess a teacher's skills and ability to promote student learning through classroom observations and walkthroughs.

**Look-Up Table:** A table that is used to combine performance levels or ratings and determine a final rating on each of the three major criteria categories—Instructional Practice, Professional Expectations and Student Performance, or to determine a Summative Appraisal Rating.

**Pre-Approved Assessments:** Rigorously reviewed assessments created by the district for use with the Student Progress measure. Wherever pre-approved assessments are used as a Student Progress measure, the teacher sets centralized goals for student growth on assessments.

**Professional Expectations:** Along with Student Performance and Instructional Practice, this is one of the three major criteria categories in the teacher appraisal and development system. Appraisers use the Professional Expectations rubric to assess a teacher's efforts to meet objective, measureable standards of performance.

**Student Attainment:** A student learning measure that uses district-wide or appraiser-approved assessments to measure how many students performance at a target level, regardless of their starting points.

**Student Performance:** Along with Instructional Practice and Professional Expectations, this is one of the three major criteria in the teacher appraisal and development system. Appraisers use at least two of five measures to assess a teacher's impact on student learning.

**Student Progress:** A student learning measure that uses assessments, performance tasks or work products to measure how much content and skill students learned based on where they started a subject or course.

**Summative Appraisal Rating:** Comprehensive rating that is based on a teacher's final ratings in Instructional Practice, Professional Expectations and Student Performance.

**Value-Added Growth (and EVAAS):** Value-Added analysis is a statistical methodology that assesses student growth. It identifies the difference between the expected levels of growth of groups of students, based on past performance and their actual levels of growth, thus taking into account students' differing starting points.

SDMC/VERTICAL TEAM/SAFETY MEETING  
March 12, 2014

✓ 1. APPROVAL OF MINUTES - approved as read

✓ 2. PTO REPORT - no PTO report

✓ 3. SAFETY CONCERNS

Dogs on leashes at school

(After the "Pit Bull Incident" the Bellaire policeman recommended a No Dog Rule.)

Hom notes) - ask parents not to  
bring dogs to school for the safety  
of drop  
of drop  
+ children

2:45

security - family w/o children walking K. hallway  
went into Wasson's room.

✓ 4. TEACHER APPRAISAL & DEVELOPMENT SYSTEM INPUT

B - 1) Pre-populate pre-approved assessment's end goals.

C - 2) Develop one look-up table to determine teachers' Summative Appraisal Rating.

3) Weigh each Student Performance measurement differently within the final SP Rating.

4) Develop alternative ways to calculate Student Performance.

not clear  
but A+B

3

CONSENSUS ON CHANGES AND COMMENTS

don't see starting pts

5. GRADE LEVEL CONCERNS

upper grade students banging on windows  
3rd grade  
4th grade

11:15 recess for 3rd gr.

Hom notes - april 1-2  
no parents april 22-23

Laminator - up stairs

next year - testing 3, 4, 5

Canary Walkie Talkies

Turn on Smart Board  
for Announcements

Teachers - be on time  
for morning

Be selective in recommending clients for counselor  
has a case load of 38  
clarification on reporting C.O.S.

SDMC SIGN-IN SHEET  
Teacher Appraisal & Development Survey  
March 12, 2014

Beth Davis  
Lauren Wasson  
Rebecca Irey  
Tricia Garrison  
Angela M. Davis  
Danae Hamrick  
Vanessa Flores  
Lundia Maguire  
Aguana Shieles  
Lyndal Hecker  
Lynne Caviglia  
Monica Mendez  
Cathy McCleskey

## SDMC-Recording Sheet

### Suggested Improvement #3

- not clear*
- a. Keep the current final Student Performance rating calculation as is: Comparative Growth and Student Progress are equally weighted and EVAAS is weighted more heavily.
  - b. OR Weigh each Student Performance measure differently within the final Student Performance rating: EVAAS, Comparative Growth and Student Progress will each have independent weights within a teacher's final Student Performance rating.
  - c. OR What is your suggested recommendation specifically for Improvement 3? (Open-Ended Response)

Other Comments or Feedback: (Open-Ended Response)

### Suggested Improvement #4

- a. Keep the current Student Performance component as is: Each teacher is assigned different measures according to the individual courses they teach.
- b. OR Develop alternative ways to calculate Student Performance: Research and develop alternative ways for teachers to have data included in their Student Performance component.
- c. OR What is your suggested recommendation specifically for Improvement 4? (Open-Ended Response)

Other Comments or Feedback: (Open-Ended Response)

**Do you have any additional suggestions for improvement? (Open-Ended Response)**

## SDMC-Recording Sheet

### Suggested Improvement #1

- a. Keep the student Progress process for setting goals on pre-approved assessments as is: Teachers input goals for each student starting point category per course/subject.
- b. OR Establish centralized goals for Student Progress measures on pre-approved assessments: Goals prepopulate automatically once teachers enter a student starting point category as they already do for the Student Progress process on district-wide assessments.
- c. OR What is your suggested recommendation specifically for Improvement 1? (Open-Ended Response)

Other Comments or Feedback: (Open-Ended Response)

### Suggested Improvement #2

- a. Keep the current summative appraisal calculation with two look-up tables as is: For a teacher's summative rating-  
Value Added: Weighted approximately 50%  
Non-Value Added: Weighted approximately 33% (Non-value-added only; for teacher who teach no courses with Value-Added.)
- b. OR Develop one look-up table to determine a teacher's summative appraisal rating: Develop one look-up table with Student Performance weighing the same amount for Value-Added and non-Value Added
- c. OR What is your suggested recommendation specifically for Improvement 2? (Open-ended response)

*decrease weight of SP*

Other Comments or Feedback: (Open-Ended Response)

SDMC/VERTICAL TEAM/SAFETY MEETING  
April 9, 2014

✓ 1. APPROVAL OF MINUTES

✓ 2. PTO REPORT new Budget - June  
Deadline for submitting receipts

✓ 3. SAFETY CONCERNS Daycare buses  
had sweep of parents  
unidentified people on field

✓ 4. HOUSE BILL 5 DISCUSSION  
Committee was in agreement regarding  
replay rating

5. ACCELERATED READER INCENTIVES  
need catalogs ASAP to choose books  
add classrooms to library

6. GRADE LEVEL CONCERNS  
5TH mid-side lunch PTO looking into additional  
schedule / 5 min bet lunch & 5TH  
2nd grade eat lunch together  
Walsh

HHH pick up recycling bins  
1st hallway

H73D update:  
Windows Migration  
Changing computer system  
back up documents  
programs you use.  
end of May

SDMC/Safety Meeting  
March 12, 2014  
Minutes

1. Approval of Minutes - Approved as read.
2. PTO Report - No report
3. SAFETY CONCERNS

Dogs on leashes at school. (After the "Pit Bull Incident" the Bellaire policeman recommend a No Dog Rule.)  
We need to ask parents in the Horn Notes not to bring dogs to school for the safety of dogs and children.  
Security Concern - A family that did not have children here at Horn came in walking went to Wasson's room.
4. TEACHER APPRAISAL & DEVELOPMENT SYSTEM INPUT - Handout
  - 1) Pre-populate pre-approved assessment's end goals.
  - 2) Develop one look-up table to determine teachers' Summative Appraisal Rating.
  - 3) Weigh each Student Performance measurement differently within the final SP Rating.
  - 4) Develop alternative ways to calculate Student Performance.

CONSENSUS ON CHANGES AND COMMENTS - Don't see starting pts.



AR Incentives Order Form-1<sup>st</sup> Grade

**Due: April 25, 2014**

Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

**Points as of: April 18, 2014**

<u>QTY</u>		<u>POINTS</u>
_____	2 points: Horn Silicone Bracelet (limit 2)	_____
_____	8 points: Free Dress Pass (limit 3)	_____
_____	8 points: Free Snow Cone Pass (limit 1) for May 16	_____
_____	8 points: Donuts-May 16, 2014 (limit 1)	_____
_____	10 points: Cupcake at Lunch-May 23, 2014 (limit 1)	_____
_____	25 points: \$5 book coupon to Usborne Books (limit 3)	_____
_____	25 points: Donate to the "Points for Books" Program - Mrs. Batke gets \$5 for library books for each set of 25 points donate (no limit)	_____
_____	200 points: 11x17 Custom made Read Poster with YOUR PHOTO (limit 1) *One for you and one to be hung in the Horn Library	_____
_____	Total number of items ordered	
	Total points used	_____

**Points expire at the end of the 2013-2014 school year.**

AR Incentives Order Form-2<sup>nd</sup> Grade

**Due: April 25, 2014**

Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

**Points as of: April 18, 2014**

<u>QTY</u>		<u>POINTS</u>
_____	8 points: Horn Silicone Bracelet (limit 2)	_____
_____	12 points: Free Dress Pass (limit 3)	_____
_____	14 points: Free Snow Cone Pass (limit 1) for May 16	_____
_____	16 points: Donuts-May 16, 2014 (limit 1)	_____
_____	20 points: Cupcake at Lunch-May 23, 2014 (limit 1)	_____
_____	25 points: \$5 book coupon to Usborne Books (limit 3)	_____
_____	25 points: Donate to the "Points for Books" Program - Mrs. Batke gets \$5 for library books for each set of 25 points donate (no limit)	_____
_____	200 points: 11x17 Custom made Read Poster with YOUR PHOTO (limit 1)	_____
	*One for you and one to be hung in the Horn Library	
_____	Total number of items ordered	

Total points used \_\_\_\_\_

**Points expire at the end of the 2013-2014 school year.**

AR Incentives Order Form-3<sup>rd</sup> Grade

**Due: April 25, 2014**

Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

**Points as of: April 18, 2014**

<u>QTY</u>		<u>POINTS</u>
_____	12 points: Horn Silicone Bracelet (limit 2)	_____
_____	16 points: Free Dress Pass (limit 3)	_____
_____	18 points: Free Snow Cone Pass (limit 1) for May 16	_____
_____	20 points: Donuts-May 16, 2014 (limit 1)	_____
_____	35 points: Cupcake at Lunch-May 23, 2014 (limit 1)	_____
_____	25 points: \$5 book coupon to Usborne Books (limit 3)	_____
_____	25 points: Donate to the "Points for Books" Program - Mrs. Batke gets \$5 for library books for each set of 25 points donate (no limit)	_____
_____	200 points: 11x17 Custom made Read Poster with YOUR PHOTO (limit 1) *One for you and one to be hung in the Horn Library	_____
_____	Total number of items ordered	
	Total points used	_____

**Points expire at the end of the 2013-2014 school year.**

AR Incentives Order Form-4<sup>th</sup> Grade

**Due: April 25, 2014**

Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

**Points as of: April 18, 2014**

<u>QTY</u>		<u>POINTS</u>
_____	16 points: Horn Silicone Bracelet (limit 2)	_____
_____	20 points: Free Dress Pass (limit 3)	_____
_____	22 points: Free Snow Cone Pass (limit 1) for May 16	_____
_____	25 points: Donuts-May 16, 2014 (limit 1)	_____
_____	40 points: Cupcake at Lunch-May 23, 2014 (limit 1)	_____
_____	25 points: \$5 book coupon to Usborne Books (limit 3)	_____
_____	25 points: Donate to the "Points for Books" Program - Mrs. Batke gets \$5 for library books for each set of 25 points donate (no limit)	_____
_____	200 points: 11x17 Custom made Read Poster with YOUR PHOTO (limit 1) *One for you and one to be hung in the Horn Library	_____
_____	Total number of items ordered	
	Total points used	_____

**Points expire at the end of the 2013-2014 school year.**

AR Incentives Order Form-5<sup>th</sup> Grade

**Due: April 25, 2014**

Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

**Points as of: April 18, 2014**

<u>QTY</u>		<u>POINTS</u>
_____	25 points: Free Dress Pass (limit 3)	_____
_____	30 points: Free Snow Cone Pass (limit 1) for May 16	_____
_____	35 points: Donuts-May 16, 2014 (limit 1)	_____
_____	45 points: Cupcake at Lunch-May 23, 2014 (limit 1)	_____
_____	25 points: \$5 book coupon to Usborne Books (limit 3)	_____
_____	25 points: Donate to the "Points for Books" Program - Mrs. Batke gets \$5 for library books for each set of 25 points donate (no limit)	_____
_____	200 points: 11x17 Custom made Read Poster with YOUR PHOTO (limit 1)	_____
	*One for you and one to be hung in the Horn Library	
_____	Total number of items ordered	
	Total points used	_____

**Points expire at the end of the 2013-2014 school year.**

## HB5: Community and Student Engagement-CAMPUS Summary Self Assessment Tool

**Instructions:** 1. Form a campus based committee 2. Review the Performance Category descriptors 3. As a team, evaluate the performance of your campus in 'community and student engagement' within the following program areas. 4. When complete, enter data into Chancery

Performance Category	Rating
<b>1 FINE ARTS -</b> Within the context of Community/Student Engagement, the program focuses on implementation of fine arts programs in the areas such as: art, dance, music, theatre; taught by certified fine arts teachers in the assigned teaching discipline. Students attend the fine arts classes as assigned in the master schedule, without being pulled for various other tutorials or remediation. Campus/ Grade level appropriate performances may include: concerts, competitions, recitals, clubs, organizations, etc. Enrichment opportunities (field trips/in-school programs) are promoted and supported.	<input type="checkbox"/> 00 Not Applicable <input checked="" type="checkbox"/> 01 Exemplary <input type="checkbox"/> 02 Recognized <input type="checkbox"/> 03 Acceptable <input type="checkbox"/> 04 Unacceptable
<b>2 WELLNESS-AND-PHYSICAL-EDUCATION-</b> Within the context of Community/Student Engagement, the program focuses on quality instruction, access to equitable health care and services that support and encourage student centered activities within and beyond the instructional day. Wellness and Physical Education-type experiences includes programs, activities and events such as fitness assessment, brain breaks, SDMC participation, staff wellness, health fairs, Wellness Wednesdays, and Family Fun Fitness. Health activities may also include health literacy such as information about children's health insurance and the importance of a medical home/provider.	<input type="checkbox"/> 00 Not Applicable <input checked="" type="checkbox"/> 01 Exemplary <input type="checkbox"/> 02 Recognized <input type="checkbox"/> 03 Acceptable <input type="checkbox"/> 04 Unacceptable
<b>3 COMMUNITY -AND-PARENTAL-INVOLVEMENT-</b> Within the context of Community/Student Engagement, the campus focuses on the inclusion of families and the community. Parents and community members have the opportunity to participate in campus events, such as Literacy Night, Family Math Night, Career Day, etc. and participate on campus level committees such as SDMC, PTO, PAC etc. Students and families are engaged in the development of campus level policies and procedures such as the Parent/Student Compact and participate in satisfaction surveys.	<input type="checkbox"/> 00 Not Applicable <input checked="" type="checkbox"/> 01 Exemplary <input type="checkbox"/> 02 Recognized <input type="checkbox"/> 03 Acceptable <input type="checkbox"/> 04 Unacceptable
<b>4 21ST-CENTURY-WORKFORCE-DEVEL-PGM-</b> Within the context of Community/Student engagement, 21st century workforce development is focused on providing all students with a strong foundation of academics, with employability and technical knowledge skills developed through activities involving career awareness, exploration, and work-based learning with local area business partners. Beginning in elementary, students will be exposed to career awareness, transitioning into career exploration in preparation of career readiness applying academic and technical knowledge within high demand, high wage career fields in our regional area.	<input type="checkbox"/> 00 Not Applicable <input checked="" type="checkbox"/> 01 Exemplary <input type="checkbox"/> 02 Recognized <input type="checkbox"/> 03 Acceptable <input type="checkbox"/> 04 Unacceptable
<b>5 SECOND-LANG-ACQUISITION-PGM-</b> Within the context of Community/Student Engagement, the program focuses on quality instruction that results in annual academic and linguistic student progress as a result of transparent communication with all stakeholders, emphasizing successful program completion and identification of supplemental support to close the achievement gap that exists between English Language Learners and other student groups. Second Language programs may also include World Languages program experiences such as language contests, national exams, and cultural performances.	<input type="checkbox"/> 00 Not Applicable <input checked="" type="checkbox"/> 01 Exemplary <input type="checkbox"/> 02 Recognized <input type="checkbox"/> 03 Acceptable <input type="checkbox"/> 04 Unacceptable
<b>6 DIGITAL-LEARNING-ENVIRONMENT-</b> Within the context of Community/Student Engagement, the program focuses on quality digital literacy and citizenship, integrated use of instructional technology and strengthening the home-school connection. Digital Learning Environment support include student-to-device ratio, varied digital home-school communication methods and satisfaction surveys results.	<input type="checkbox"/> 00 Not Applicable <input checked="" type="checkbox"/> 01 Exemplary <input type="checkbox"/> 02 Recognized <input type="checkbox"/> 03 Acceptable <input type="checkbox"/> 04 Unacceptable
<b>7 DROPOUT-PREVENTION-STRATEGIES-</b> Within the context of Community/Student Engagement initiatives focus on a variety of student centered strategies to encourage 100% student attendance such as incentives; free uniform pass, lunch with principal, etc. The campus communicates attendance expectations through the creation of an attendance committee and the development of an attendance policy. Attendance expectations are communicated through parent teacher conferences, home visits, open house and other campus presentations.	<input type="checkbox"/> 00 Not Applicable <input checked="" type="checkbox"/> 01 Exemplary <input type="checkbox"/> 02 Recognized <input type="checkbox"/> 03 Acceptable <input type="checkbox"/> 04 Unacceptable
<b>8 EDUCATIONAL-PGM-FOR-GT-STUDENTS-</b> Within the context of Community and Student Engagement, the program focuses on ensuring greater than three G/T students per grade level, including under-represented groups, through assessment and identification; application process support to families/communities; G/T trained teachers/administrators; and a rigorous instructional program delivery model.	<input type="checkbox"/> 00 Not Applicable <input checked="" type="checkbox"/> 01 Exemplary <input type="checkbox"/> 02 Recognized <input type="checkbox"/> 03 Acceptable <input type="checkbox"/> 04 Unacceptable
<b>9 OVERALL PERFORMANCE -</b> <input type="checkbox"/> 00 Not Applicable <input type="checkbox"/> 01 Exemplary <input type="checkbox"/> 02 Recognized <input type="checkbox"/> 03 Acceptable <input type="checkbox"/> 04 Unacceptable	
<b>10 STATUTORY-REPORTING-AND-POLICY-COMPLIANCE</b> The campus is in compliance with statutory reporting and policy requirements. The campus ensures that accurate data is entered into Chancery and that the reports are monitored and updated. The campus adheres to district and campus policy requirements such as attendance, class size ratio, etc. Reports are submitted to the district in a timely manner such as membership and 'no shows'. The campus provides academic information and reports to students and the community.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Legend	00 Not Applicable	01 Exemplary (All/Almost All) 90-100%	02 Recognized (Most) 80-89%	03 Acceptable (Some) 70-79%	04 Unacceptable (Few) <70%
	• Program does not exist • Program is developing - less than 1 year in existence.	Consistently: • uniformly • seen from beginning to end • highly predictable • seamless routines	Generally: • common practice • predictable • typical • prevalent	Occasionally: • sporadic • random • moderately • seldom	Rarely: • infrequent • nonexistent • not attempted • hardly ever

Overall Total with 8 Indicators      8-11 with no UA      12-19 with no UA      20-27      28-32

**DOCUMENTATION:** The local school committee is required to keep all documentation that supports and verifies chosen performance levels, such as: sign in sheets, agendas, reports, minutes, videos, pictures, websites, grants, initiatives, anecdotal records, phone call outs, fliers, chancery reports, surveys, interviews etc. Please maintain this documentation on your campus for auditing purposes.

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HB 5 Overview

### B. Community & Student Engagement



ENGAGED  
STAKEHOLDERS

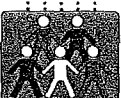
#### **House Bill 5-Section 39.0545**

Sec. 39.0545. SCHOOL DISTRICT EVALUATION OF PERFORMANCE IN COMMUNITY AND STUDENT ENGAGEMENT; COMPLIANCE. (a) Each school district shall evaluate the district's performance and the performance of each campus in the district in community and student engagement and in compliance as provided by this section and assign the district and each campus a performance rating of exemplary, recognized, acceptable, or unacceptable for both overall performance and each individual evaluation factor listed under Subsection (b)

H+SD Becoming #GreatAllOver 11

## HB 5 Overview

### B. Community & Student Engagement



ENGAGED  
STAKEHOLDERS

For purposes of assigning the performance ratings under Subsection (a), a school district must evaluate:

(1) the following programs or specific categories of performance at each campus:

1. Fine Arts
2. Wellness & Physical Education
3. 21<sup>st</sup> Century Workforce Development
4. Second Language Acquisition
5. Digital Learning Environment
6. Dropout Prevention Strategies
7. Gifted & Talented Programs
8. Community & Parent Involvement
9. District & Campus Compliance

H+SD Becoming #GreatAllOver 12

**SDMC/Vertical Teams/Safety Meeting**

**Sign In Sheet**

**April 9, 2014**

Beth Faris	Jane Doe	
Mickey Banks	Yanna Horv	
Mick Kruger		
Margaret Sloby		
Roxi Johnson		
Janella		
Cathy McCleskey		
Higuera Smith		
Lupya Garcia		
Reta Daugherty		
Lunden Shapiro		
Lynn Oleg		
Lisa Hull		
Daral Wainwright		



For per

# FIRE SAFETY PRACTICES

## LOCATION OF FIRE EXTINGUISHERS

1079, 1068, 1059, 1014, 1044, 1034  
2015, 2021

## RELOCATION SITE FOR CHILDREN AND STAFF AFTER EVACUATING OPERATION:

BELLAIRE METHODIST,  
FOR PK STUDENTS - EVERGREEN PARK

## SEVERE WEATHER DRILLS (Every 3 Mos.)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Time: \_\_\_\_\_

Exit Time: \_\_\_\_\_ Exit Time: \_\_\_\_\_

Staff Initial: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Time: \_\_\_\_\_

Exit Time: \_\_\_\_\_ Exit Time: \_\_\_\_\_

Staff Initial: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

MONTHLY FIRE EXTINGUISHER CHECKS				FIRE DRILLS			Smoke/CO Alarm Detector Test	Detector Test
Month	Date	Staff Initial	Person In Charge	Date & Time	Exit Time	Staff Initial	Date	Date
January								
February								
March								
April								
May								
June								
July								
August			HISD	8/26/13	2pm	JS		
September			HISD	9/30/13	1:45pm	JS		
October			HISD	10/16/13	2pm	JS		
November								
December								

FIRST AID KIT LOCATION(S) ALL CLASSROOMS AND CLINIC

BATTERY POWERED LIGHTING IS LOCATED IN EACH CHILD CARE ROOM - CHECK BATTERIES

OPERATION

INSPECTIONS: FIRE: \_\_\_\_\_ HEALTH: \_\_\_\_\_ GAS: \_\_\_\_\_

