

Action Activities

1. *ADMISSION, REVIEW AND DISMISSAL (ARD) MEETING*

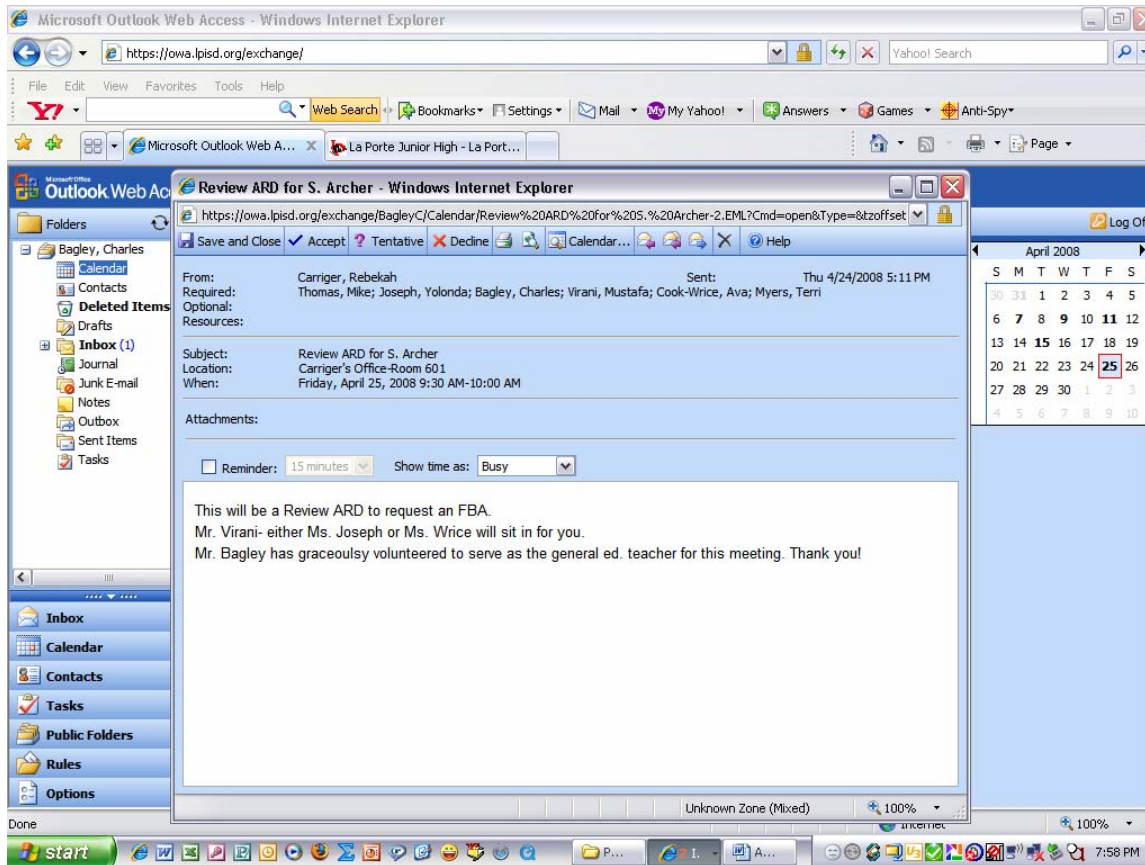
Procedures:

1. Introduction and Sign-In Sheet
2. Statement of Confidentiality
3. Purpose of ARDC meeting
4. Review Assessment Data
5. Determination on Eligibility
6. Review Previous IEP Goals and Objectives
7. Development of the IEP
8. Modifications
9. TAKS/SDAA/LDAA
10. Discussion of Services to be provided
11. Determination on Placement
12. ARDC Assurances
13. ARDC Minutes-Read and Approve
14. Signature

On April 25, 2008 I attended an ARD. The principal and I walked to the front office to pick up the parent. On the way down we conversed about our morning and led the parent to the conference room. Once we entered we introduced the parent to the members on the ARD committee. The case manager then started the ARD following the procedures stated above.

As an administrator in an ARD, I will oversee the decisions made in the ARD. Make sure the parent is making the right decisions for the student and add my expertise in dealing with

the student. In addition I will ensure that the student is taking the correct test and receiving the modifications. I must also monitor that my staff are following the guidelines set forth in every IEP, by law.



2. MEETING/SPECIAL ASSIGNMENTS/PARENT'S/PTA/PTO MEETING

On February 26, 2008 I attended the 8th grade Parent Academy at La Porte Junior High. The meeting began with refreshments in the cafeteria, while children were directed into the gym for their portion of fun and games. After the refreshments were served the Parent Academy had officially began.

This being the first meeting was pretty interesting. There were several things on the agenda that we needed to discuss with parents, how to use parent connect (grade monitoring

system), the student discipline contract, tutorial schedules, tutoring programs, bullying prevention program, and the career investigations program.

Mr. Harden the assistant principal at La Porte Junior High began the meeting by going over the student discipline contract. This portion of the academy took a very long time, seemingly because discipline seems to be a major part of middle school. The parents made sure that they understood everything on the contract. It was very important for the principal to be very knowledgeable of all the laws and mandates, especially when talking in front of parents, which my principal did so eloquently. The presentation touched briefly on tutorials and then led into the bullying prevention program, in which parents were introduced to the lives of middle school students. The academy taught parents how to tell if their child is being bullied or indeed a bully. It included some role playing and skits from the perfect staff of La Porte Junior High.

The academy did not finish all the stated mandates due to time, the discipline presentation as stated earlier lasted an hour and a half, which deduced the chance of the presentation of the career investigations program, which was presented in the last Parent Academy meeting.

Copy of Parent Academy Invitation



La Porte Junior High School

401 South Broadway La Porte, Texas 77571 (281) 604-6600 Fax (281) 604-6605

Dr. Mike Thomas, Principal
Wohn Harden, Assistant Principal
Esther Norton, Counselor

January 21, 2008

Dear parents/guardians,

Can you believe the first semester of 2007-2008 has gone by this fast? As a parent, this means you are really close to having an eighth grader or a ninth grader. Scary! Thus far, it has been a wonderful

opportunity and a pleasure to serve as your assistant principal at La Porte Junior High. A pivotal part of my life was spent in the La Porte community as I attended Baker Junior High and La Porte High School. During my adolescent years, I went through many changes that could have effected my life progression in a negative or positive way. The choices that I learned to make, with assistance, as a student directed me down what I feel is the positive way. *I owe much of my success to the La Porte community including my friends, their parents, and coaches and teachers.*

The responsibilities of being a parent have become more and more difficult and will continue to be unless we confront those responsibilities more effective tools than our parents may have had. So many of our children are directly affected by the new norms of today's society. Most parents will probably agree that technology or computers did not affect their daily lives as adolescents and for some parents, it was non-existent. I am thirty-three years of age, and the only means of communication during my adolescent years were face-to-face contact or the telephone. Today's adolescents are technology savvy and use multiple ways to communicate. Most do not use the telephone to communicate anymore because many have access to e-mail, instant messaging and social networking accounts (i.e. Myspace).

In addition, federal and state mandates require our children to be successful on standardized tests and the bar will continue to rise as they get older. For example, as a result of TEA's *School Success Initiative*, all 8th graders are required to pass the TAKS in order to become a ninth grader. This has not been the case in the past.

I think we all wish there was a book that told us how to be a perfect parent! I have noticed through observations, phone calls, parent meetings, and home visits that all parents are searching for ways to better their parental skills and to give their children the maximum opportunity to achieve in today's difficult society. Parents have always been the backbone of the La Porte community and were very much so when I attended school here in the late 80's. We want today's parents to be advocates for other parents! We also want very much for parents to be tied in with the schools and hold each other accountable for bettering the outlook for their child's future.

A selected group of staff/faculty members and parents have worked diligently to create a program for parents that would re-establish the "parental backbone" at LPJH that is so important in educating today's students. The first "**LPJH PARENT ACADEMY**" will meet on Tuesday, February 26, 2008, and Thursday, February 28, 2008, in the LPJH cafeteria. The 7th grade "**LPJH PARENT ACADEMY**" will meet on Tuesday, 2/26 and the 8th grade on Thursday, 2/28. Each meeting will begin at 6:30 p.m. From there, parents will attend a variety of short break-out sessions on

selected topics. GET READY TO FEEL LIKE WHAT IT MEANS TO BE A STUDENT AGAIN! Please dress comfortably and be prepared to do ample amounts of moving around. Come prepared to give valuable input to other parents! The *focus* of the first **“LPJH PARENT ACADEMY”** meetings will give insight into LPJH’s daily operations, programs and goals. Sample topics for the first ‘academy’ include:

- Parent Connect
- Student Discipline Contract
- Tutorial Schedules
- Tutoring Programs
- Bullying Prevention Program
- Career Investigations Program

I am extremely excited about the **“LPJH PARENT ACADEMY.”** We intend on providing valuable information to all parents, and also expect to gain critical information from other ‘*academy*’ members. Many feel, **“YOU CAN’T SAVE THEM ALL!”** We can save every child if every parent is working hard to be the very best parent possible and helping others to do so as well. As your assistant principal, I will do whatever it takes to help all children excel in life! We look forward to seeing you all at the first **“LPJH PARENT ACADEMY”!**

Sincerely,

Wohn E. Harden
 LPJH Assistant Principal
 hardenw@lpisd.org
 (281) 604-6607

- ???
- FOOD/DRINK
- RSVP
- ROOMS/LOCATION
- MATERIALS
- INSTRUCTORS/FACILITATORS
- LENGTH/TIME
- KIDS OR NO KIDS
- INCENTIVES FOR STUDENTS

3. SCHOOL BOARD MEETING

During the March 11, 2008 meeting the Budget Amendments for March 2008 were approved. After the approval Jim Shul motioned to approve the Order authorizing the issuance of La Porte Independent School District Unlimited Tax Schoolhouse Bonds, Series 2008; setting certain parameters for the bonds; authorizing the Superintendent to approve the amount, the interest rate price, and term thereof and certain other procedures and provisions related thereto; and containing other matters related thereto, as amended.

During the April 28, 2008 meeting the Supt. Graham proposed the selling of bonds in order to not lose 2.1 million dollars to inflation. The board members are a little skeptical because at the last meeting he gave math and science teacher a \$5,200. The board members are concerned because selling the bond would empty out their Bond money and they would have to start over. In addition the tax would raise \$0.15 which raised a lot of eyebrows. After answering some very good questions, the meeting was adjourned and Supt. Graham said he would report more data to the Board before the bonds were actually sold.

4. STUDENT GOVERNMENT MEETING

On April 15, 2008 students convened and discussed ideas for the awards ceremony. Student Body leader started the meeting of with the pledge. They then began discussing the awards ceremony and what they would like to do for the teachers at La Porte Junior High.

5. PRINCIPAL'S MEETING

On April 24, 2008 my principal had all data collected in ANOVA and presented the results to me. We analyzed eighth grade TAKS scores over five years. In addition we discussed the correlation between the economically disadvantaged and advantaged regarding TAKS scores. We found it very astounding that the African American disadvantaged did better on the test than the advantaged.

6. TEACHER OBSERVATION AND CONFERENCE

On April 15, 2008 I attended an observation of a teacher. The principal sat in the back of the classroom and rewrote the lesson as the teacher taught. I asked him if there was a standard form. He said no, he tries to rewrite the lesson from just the teacher teaching. He also focuses on student motivation and tries to determine if they understand.

On the same day we had a teacher conference to discuss some of the recent behaviors of some of our students. We first discussed any implementations that could be put into place to help the students behaviors increase. After establishing parent conferences we adjourned the meeting.

7. FOOTBALL/BASEBALL/BASKETBALL GAME

On April 4, 2008 I attended a track meet. I noticed when I walked to the field there was a table situated where they were taking tickets for admission into the meet. The snack bar was in full affect. I noticed some of my students behind the counter sharpening their math skills. The principal was leaning on the gate

talking to some of the students on the bench on how to perfect their game. Once done he walked the bleachers, giving students high fives and talking to parents. Once that was accomplished he went and talked to the janitor that just finished the boy's locker room. The principal basically was the facilitator making sure everything at the meet ran smoothly.

8. *BUS RIDE*

On January 12, 2008 I rode on a school bus with ten other students to Pearland South Middle School for a UIL meet. On the way there the students were quiet and listening to their iPods. The bus driver greeted each student as they entered the bus and we were on our way.

On the way back the students were a little restless. Some were sleep in the back of the bus while others were talking to me. They asked me questions like, "Where did I go to college? Are we there yet? How old are you?"

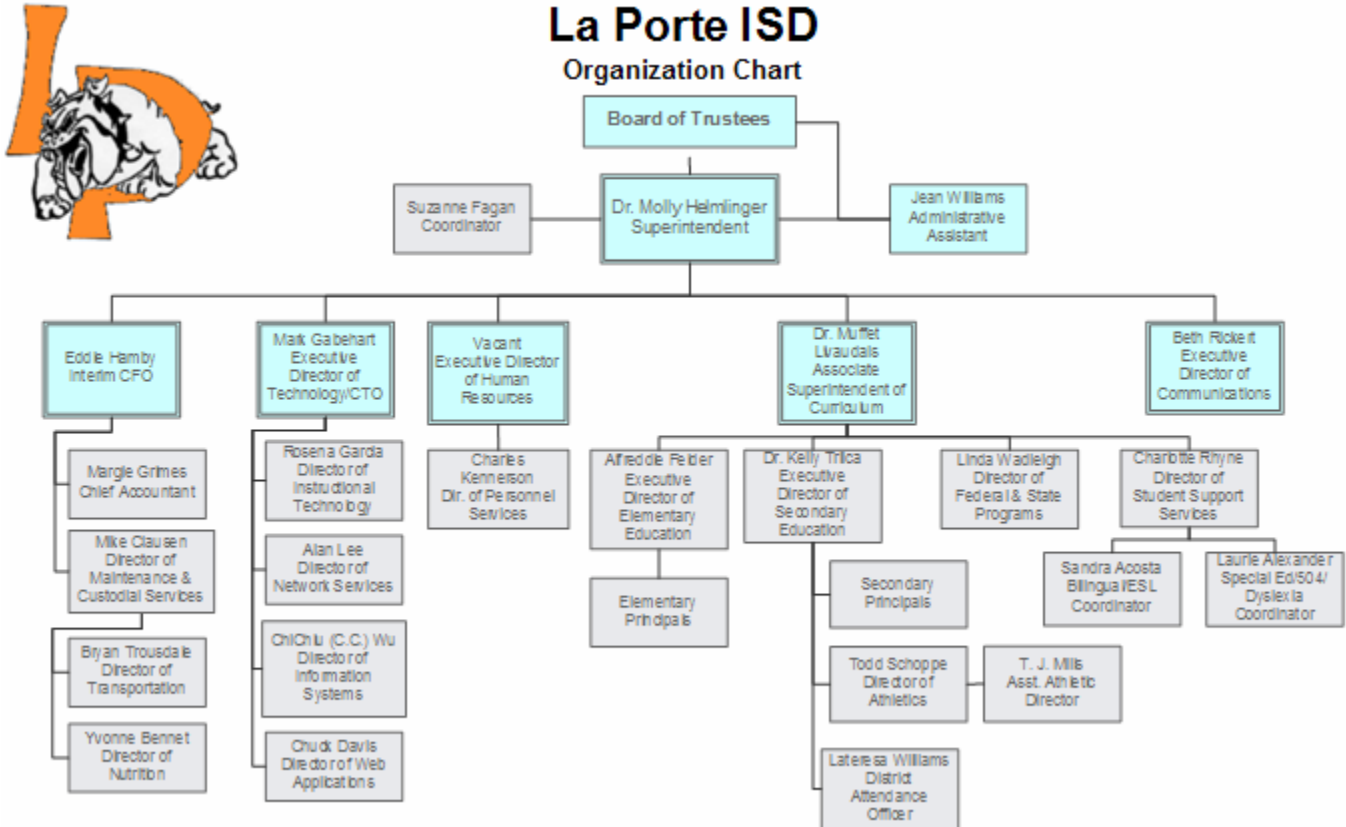
This gave me the opportunity to open up a little more with the students and get a real feel for where they may be headed in life.

9. *PERSONNEL PACKET*

The packet included the New Hire Checklist, W-4, Form I-9 Employment Eligibility Verification, Direct Deposit Agreement, Emergency Information, Network/Internet Acceptable Use Guidelines, Public Access Information Option Form, Statement Concerning Your Employment in a Job Not Covered by Social

Security, Acknowledgement for Receipt of La Porte ISD-Employee Benefits Packet, Safety Rules, Safety Policy Statement, and the General Safety Rules.

10. ORGANIZATIONAL CHARTS



11. CURRICULUM

At La Porte Junior High we take the 2006 Released TAKS Test six weeks in to the year to make adjustments to our current curriculum. Mid semester exams are given to evaluate the first semester curriculum. A month before the TAKS test another released TAKS is given in order to get an accurate reading of the projected scores. The students then take the TAKS test and then the Stanford 10. Once all the scores have been entered into ANOVA and the trouble spots are

closely examined. The curriculum is now evaluated before the end of the school year by the curriculum mappers, to make necessary changes.

Every eight years we adopt new textbooks. Different companies send their products to our school, as a department we vote and determine which textbook is ideal for our school. While the evaluation is taking place we also take great consideration into how the textbook is aligned with our curriculum.

The districts process for developing curriculum at the elementary and secondary level is done through the administration. They hire private companies to develop the curriculum for the district.

The curriculum is updated and mandated by the curriculum mappers, which consist of representatives from all schools, every subject and grade level which meet to make the necessary changes.

In-service program planning is on a need basis. If the state mandates a new requirement for the staff then the school will convene. All other in-service program will be convened on a as-needed basis i.e. TAKS Nuts and Bolts meeting, Bridge Training

12. PLANNING

I. At La Porte Junior High to develop a plan for the collection of funds and/or fees will be determined through CPOC. In this meeting any statutes that will be mandated will be put forth before the committee. Once the mandates get approval, they will be the new statutes.

II. Conducting a schedule for a Junior High is like putting a puzzle together. You first begin with the students request for classes. You then place teachers in the classes and make adjustments if need be. Some use a magnet board to make this happen, while some are old school and use paper and pencil to map out the new schedule. Once everything is into place, its only a matter of implementing the students into the computer and sending the schedules out.

III. Faculty meetings at La Porte Junior High are called on a needs basis. If there is no need for a meeting then there will be no meeting called. Most meetings are called around TAKS preparation time, to sign oaths and then when the results come in. In addition meetings are called during the beginning and ending of school as a welcome and a benediction for a wonderful summer.

IV. *Objective 1: Improving staff morale*

I would first perform a survey to find out the climate of the school. I feel that past administrators have ruined the reputation of a principal on the campus. Once I perform the survey, I would do everything it takes to build up the staff morale in order to make the campus's vision as one.

V. *Objective 2: Improve Economically Disadvantaged TAKS Scores*

To improve the economically disadvantaged students, I would first provide my staff with the necessary methods they need to teach these students. Once the staff developments are done, I would then assess the students to see what works for them best. Most of the students in the group are not exposed to a

lot of the information which makes the TAKS test very difficult for them. I feel that if these students are given a fair chance then they will be successful.

VI. *Objective 3: Improve Math TAKS Scores for African American Students*

This seems to be a problem across the board. Our African American students are not meeting expectations. To figure out why would not take a lot. You could simply ask and they would tell you all the reasons in the world why they don't learn. Knowing the reason, in the past nothing is done, but I would make every possible combination to those students as possible to ensure that those students are successful.

13. ADMINISTRATION OF AUXILIARY SERVICES

I. All work orders are handled by the school secretary. Once a work order form is completed the secretary enters the work order into the computer. The maintenance department then schedules a worker to complete the work order.

II. Regulations for Community use of the Building

FACILITY RENTAL

RULES AND REGULATIONS

The stated fee for each facility is for the cost of the facility as it is normally used. Should any equipment need to be moved or any special lighting desired a request should be made when the application for the facility is filed. An additional cost may be added to the stated fee. (The current fee schedule is included with this guideline.) Charges begin when the building is opened at the requested time and ends when the custodian closes the building. An hourly fee for

custodial services is required when it is necessary to clean the facility for regular student use after applicant vacates the building. The rental fee does not include services of the custodian and shall also apply to rehearsal nights. The concession rights at the stadium and gymnasiums of the district will be retained by the school district.

The following rules and regulations will apply to building rentals:

1. The Executive Director of Operations shall be responsible for the renting of school facilities.

2. The following organization types will be allowed to use the district's facilities with or without charge but having no requirement of producing a Certificate of Insurance, since they have protection under "Governmental Immunity".
 - A. PTA's, PTO's and other such equivalent parent organizations
 - B. Booster clubs
 - C. District in-service meetings
 - D. Other educational entities providing services to our students and/or community (HCDE, Region IV, Community College)
 - E. University Interscholastic League contests, excluding play-off games (play-off game charges to be determined)

3. The following organization type will be allowed to use the district's facilities without

charge and will be required to furnish evidence of a Certificate of Insurance with at least \$1,000,000 (one million dollars) general liability coverage that names the district as the coinsured party and containing an endorsement policy that the insurance company will not terminate the policy or change any coverage prior to the policy expiration date without notifying the district by registered mail at least 30 days prior to such termination:

Non-profit organizations having a direct benefit to the district and its students

4. The following organization types will be charged according to the attached District Facility Rental Schedule of Charges and Fees as calculated by the Administration, for the use of the district's facilities and will be required to furnish evidence of a Certificate of Insurance with at least \$1,000,000 (one million dollars) general liability coverage that names the district as the coinsured party and containing an endorsement policy that the insurance company will not terminate the policy or change any coverage prior to the policy expiration date without notifying the district by registered mail at least 30 days prior to such termination:

A. Other non-profit organizations

B. Organizations whose purpose is to make a profit and the district's students receive a direct benefit from the organization's use of the district's facilities.

5. Facilities that are used for Summer Camps and/or Clinics with instructors that are

employees and/or students of our district must follow the guidelines set forth in the La Porte ISD Administrator Regulations.

6. Facilities will not be available to groups outside the district boundaries, except when such activity is for the exclusive benefit of students to the district. Also, facilities will not be available to groups whose purpose is to make a profit, if there is no direct benefit to the district or its children.

Other Rules in Effect for All Outside Users of District Facilities

1. Under no circumstances will school laboratories or other specialized facilities be available for public use.

2. All groups shall comply with the regulations as established by the district for the facility being used; any group that does not comply with the regulations will be denied any further use of any of the district's facilities.

3. Damages to the district's property shall be paid by the using group.

4. Fees for special requested services or additional security will be paid by the using group.

5. The district's kitchens cannot be rented or used by outside groups without hiring school cafeteria staff to work the equipment. The applicable hourly charge will be in

the Schedule of Fees for School Nutrition.

6. Only authorized employees of the district will be permitted to have keys to district-owned buildings.

7. District authorized personnel must be present at all times during any group's use of the district's facilities. Custodians of the district, during their normal work schedule, can not be considered "authorized personnel". Any permanent employee may be permitted to be designated as authorized district personnel provided the building usage is not during their normal work schedule.

8. If, after the group's use, the district's facilities are not clean, the group will be charged a custodial fee at \$20.00 (twenty dollars) per hour per custodian required to perform the cleaning.

9. All organizations using the district's facilities shall, prior to the use of such property, sign a facility use agreement form – to be provided by the district (copy attached to these guidelines) – that will encompass the above policies and state that the organization shall agree to indemnify and hold the district, its Trustees, officers, agents, employees, and contractors harmless from any and all liability and damages incurred as a result of use of the district's facilities.

10. Any school facility not listed on the schedule of fees may be made available on an

individual or special basis. The fee charged shall be the amount necessary to cover the cost of operations. The Associate Superintendent of Business/CFO and the Executive Director of Operations will set the fee.

11. When in the interest of public education, the Executive Director of Operations shall have the authority to waive rental fees for certain nonprofit activities. The usual custodial fee may, however, be assessed.

12. All persons conducting private classes on school premises shall serve under the supervision of the coordinator of the appropriate program.

13. All organizations and individuals are denied the use of school property for private construction without specific approval of the Board.

14. Organizations using school facilities shall:

- Conduct their business in an orderly fashion.
- Abide by all laws and policies, including, but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms and the use of tobacco products on school property.
- Make no alterations, temporary or permanent, to school property without written consent from the Superintendent or designee.

III. Bus Discipline

Bus transportation is provided by the District as a courtesy service for eligible students who reside in the District. In order to promote a safe and enjoyable experience in the transportation of students, standard regulations and safety procedures are required. In addition to these printed regulations and procedures, all other District rules and guidelines for student conduct are applicable during bus transportation. Video cameras may be used to assist the District in assuring safe transportation for all students. The following actions are prohibited by students during the transportation procedure:

1. Failing to cooperate with or obey the instructions of the bus driver.
2. Addressing the bus driver in a disobedient or disrespectful manner.
3. Boarding or unloading the bus at non-designated stops.
4. Failing to follow identified procedures for waiting, boarding, and exiting the bus.
5. Moving/not sitting properly while the bus is in motion.
6. Throwing objects inside or outside the bus.
7. Scuffling and fighting.
8. Vandalizing the bus.
9. Tampering with bus equipment, including the emergency door exit controls, or driver controls.
10. Using unacceptable language or gestures that are obscene, vulgar or profane.
11. Eating or drinking on the bus.
12. Bringing glass containers, live animals or insects, or radios and tape players on the bus.
13. Possessing or using other District prohibited items such as alcohol or other drugs,

tobacco, weapons, or paraphernalia associated with those items on the bus.

Discipline for Violations

The school bus is an extension of the classroom, and discipline will be administered by the principal with assistance from the bus driver. All policies that apply to student conduct and other student related activities apply to the school bus.

Steps and consequences for improper conduct on the school bus include the following:

Step 1 A bus conduct report is written and forwarded to the building administrator. Step 2 is explained to the student. The report is sent home for parent signature and returned to the principal.

Step 2 A conduct report is written and forwarded to the building administrator. The student is moved to the front of the bus. Step 3 is explained. The report is sent home for parent signature and returned to the principal.

Step 3 A conduct report is written and forwarded to the building administrator. The student is denied bus privilege for **3 days**. Step 4 is explained. The report is sent home for parent signature and returned to the principal.

Step 4 A conduct report is written and forwarded to the building administrator. The student is denied bus privilege for **10 days**. The parent is telephoned and the conduct report is sent home. A conference with building administrator, parent and student will be held before bus privilege may be resumed.

Step 5 A conduct report is written and forwarded to the building administrator. The student is denied bus privilege for **20 days**. The parents are telephoned and the conduct report is sent home. A conference with transportation supervisor, building administrator, bus driver, parent and student must be held before the student may resume riding.

Step 6 A conduct report is written and forwarded to the building administrator. The student is denied bus privilege for the **remainder of the year**. The parent is telephoned and the report is sent home.

Supervisor, or bus driver should serious misconduct occur. The building administrator has the authority to skip steps for serious violations, or to repeat them if the misconduct is not a serious safety violation.

Cooperation With Law Enforcement and Other Governmental Agencies (Policy GRA)

The District and district personnel will cooperate with law enforcement agencies and other legal authorities. Administrators shall have the responsibility and authority to determine when law enforcement officers' assistance is needed within their respective jurisdiction. Law enforcement officials may be summoned to keep or restore order at school or school-related activities. They may also be summoned to conduct an investigation of alleged criminal conduct on school premises or at school-sponsored activities. District administrators shall at all times act in a manner that protects and guarantees the rights of students, parents, and District employees.

IV. Custodians, cafeteria workers, maintenance personnel do not report to their principal. The maintenance and cafeteria workers are monitored by the same advisory committee, which is not the principal.

V. While touring the school with my principal, we noted that there were two back doors, which needed to be replaced because they do not close, shut. The doors have to be pushed closed, which causes a safety hazard for those that may come in after hours.

14. PUPIL PERSONNEL

I. The role of the school nurse is to be the primary medical resource for a growing number of children in our district without health insurance. She should give medications, perform daily procedures such as catheterization and blood glucose monitoring and health care education. The school nurse performs annual screenings such as hearing, vision, acanthosis and scoliosis along with making referrals and finding health care providers for the students that don't pass the screenings. She also keeps up with student immunizations. School nurses are the first defense for student's health.

II. The role of the guidance counselor consists of many responsibilities. Listed below are some of the responsibilities of the counselor.

- Building the Master Schedule
- Registration of students regarding course selection
- Making changes to students schedules
- Awards Assembly
- Campus 504 Coordinator

- EIT (Early Intervention Team) Coordinator
- Attend 95% of ARDS as Administrator Designee
- Attend Staffings
- Help set up Parent/Teacher Conferences
- Participate in Parent/Teacher Conferences as possible
- Failure Letters (Semester 1 and 6 weeks – during second Semester)
- Coordinate with outside agencies such as BACODA and The Bridge
- CPOC representative
- Retention List for school year failures
- Register students for Summer School
- Red Ribbon Week
- Start Trek Field Trip Organizer
- High School Musical Trip Organizer
- Support with Testing as needed
- Crisis intervention
- Responsive counseling
- Group counseling with campus LSSP
- Work with Administration regarding student conflicts
- Attend certain after school activities
- PEIMS
- At Risk
- 90 Records

III. When a new student enters into La Porte Junior High he first must make sure he/she has all the proper documentation to enter into a public school. The student is then given a copy of the Student Code of Conduct. The student will then choose what classes he wants to be enrolled in. Once his classes are chosen the counselor, takes the student on a tour of the school, to ensure that he knows where all his classes are for his first day. The student will also participate in Bullpup Camp, where they learn the history of La Porte Junior High and the rules and regulations of the campus.

IV. When a student is referred to the office, he or she will get the chance to tell their side of the story. The principal then decides if the referral given is legitimate or just a misunderstanding. If the referral is not taken by the principal a warning is issued to the student. In the event that referral is indeed a mishap on behalf of the student, the behavioral contract is put into place. Based on the violation depends on where you will be located on the contract. The contract limits your number of times to be referred to the office. After all opportunities are exhausted on the contract then an alternative setting is taken into consideration. For any physical offense, the student is automatically expelled, with the exception of those that receive special education services.

V. At La Porte Junior High we have began Parent Academy which is a good way of getting parent involved in their child's education. This is also the way we motivate our students to participate in co-curricular activities. Such as Duke, UIL, and district meets. The parents really back the staff when we are promoting to all students to get involved in some co-curricular activity. So far the parent support has created a very large turnout with student success and cooperation.

15. OFFICE MANAGEMENT

I. The role of the school secretary at my school seems to be the role of today's principal. Her responsibilities include assisting parents, students, and staff with information and help. She also assigns job duties, handles payroll, substitutes, purchasing, receiving, maintenance, budget, deposits, and all forms (teacher information) contact information.

II. When conducting the inventory of supplies and equipment she uses an individualized created form and hand counts the supplies. The technology department handles all technology aspects of the campus. The assistant principal is assigned to textbooks and CD's.

After participating in the book, we created a individualized book count sheet, which included the book number and the type of book. We hand counted the books and verified with staff of there current selection until all books were accounted for.