

# COMET CORNER

12/11/2023-12/15/2023

THE SCHOOL WITH LIMITLESS OPPORTUNITIES FOR ALL STUDENTS

## WEEK AT A GLANCE

### DECEMBER 11

- Fidelity Scholars Program
- Secret Santa Day 1
- Winter Dress Up: Dress by the decade

### DECEMBER 12

- Yogi Squad
- Secret Santa Day 2
- Winter Dress Up: Iconic Duo

### DECEMBER 13

- Yogi Squad
- Secret Santa Day 3
- Winter Dress Up: Wear Green/Whoville Character

### DECEMBER 14

- American Airlines Trip with MSK/MBK
- HolidayGram Deliveries Begin
- Secret Santa Day 4
- Winter Dress Up: Santa/Candy Cane

### DECEMBER 15

- Last day of fall semester for students!
- Secret Santa Day 5

### Fundraisers:

- Snack Sales
- Spirit Bracelets

### FWISD Strategic Goals

- 1 - Increase Student Achievement
- 2 - Improve Operational Effectiveness and Efficiency
- 3 - Enhance Family and Community Engagement
- 4 - Develop a Workforce that is Student & Customer-Centered

### FWISD Areas of Focus

- 1 - MTSS
- 2 - Data Driven Instruction
- 3 - Curriculum and Standards Alignment

At TCC South, every educator and support staff work collaboratively to ensure...

- every student receives **high-quality instruction**.
- each classroom has **high-quality professors and staff**.
- there is a consistent **focus and personal responsibility** for **improving student outcomes**.
- a **shared vision and culture of high expectations** for all staff and students is established and implemented.
- clear **alignment of goals, targets, and strategies** to TCC South's vision to improve teacher effectiveness and student outcomes.

Our mission is to prepare students for the rigorous demands of college and work, and for a range of competitive careers in energy related fields. In partnership with Tarrant County College South Campus, we offer dual credit coursework in two associate of arts degree pathways (business and water operator fields) as well as two associate of applied science degree pathways (electronics technology and electrical line technician fields). Our industry partners, Oncor, City of Fort Worth Water Department, Microsoft, and Stemuli work closely with faculty and staff to ensure students are supported and engage in rigorous curricula and work-based learning.

We are proud to report 279 students or 72% of our graduates have earned an associate degree since 2019.

Go Comets!

## PRINCIPAL'S PACKET ATTACHMENTS

- Winter Event Attachments

- **STUDENT LAST DAY: DECEMBER 15**
- **TEACHER LAST DAY: DECEMBER 18**  
*unless you're attending flex-related professional development.*
- **NON-TEACHER LAST DAY: DECEMBER 21**

WINTER BREAK  
12/22-1/5

- **ALL STAFF FIRST DAY BACK: JANUARY 8**
- **STUDENT FIRST DAY BACK: JANUARY 9**

Wishing You a  
A WONDERFUL  
HOLIDAY BREAK



# WINTER BREAK CHECKLIST 2023



- **EXTRA DUTY KRONOS APPROVED BY MONDAY 12/18**
- **CHECK MAILBOXES**
- **PLEASE BE CONSCIENTIOUS ABOUT ANY 3RD SIX WEEKS & SEMESTER 1 GRADING TIMELINES**
  - *Mrs. Jarratt will post instructions on Focus banner.*
- **CLEAN OUT/ TAKE HOME ALL FOOD/DRINK ITEMS**
  - *Do not leave any items in the fridge/freezer, or out in rooms. This causes bug problems.*
- **SECURE TECHNICAL EQUIPMENT/PERSONAL ITEMS.**
  - *Do not leave personal items/valuables over the break unsecured.*
- **UNPLUG ANY HEATERS, FANS, DECORATION LIGHTS, ETC.**
- **ORGANIZE ROOMS**
  - *TCC requires us to DECLUTTER the building. Make rooms/building presentable. Take down old flyers.*
- **TAKE HOME PLANTS AND ANIMALS**



**HAVE A WONDERFUL WINTER BREAK!**



# SHOUT OUTS



## Carrillo, Clarke, Hufnagle, Redden

**SHOUT OUT** to Professor Veronica Redden and Mrs. Brittney Clarke for getting students registered for the upcoming Close Up field trip to Washington, DC!!

**SHOUT OUT** to Ms. Wendy Carrillo for scheduling numerous events for students to work and earn money toward the Close Up field trip in March 2024!

**SHOUT OUT** to AP Lori Hufnagle for planning a smooth STAAR EOC Re-tester week!



**GREAT JOB TO ALL!**

## IMPORTANT INFORMATION

- **No FOOD or DRINKS in classrooms per TCC!**
- **TCC Recycle Program** - Soon recycle and trash cans will have signage for students and staff to appropriately discard trash. Be on the look out!
- **Close Classroom Doors** - Keep classroom doors closed when not occupied or at the end of the day.
- **Secret Santa Exchange** 12/11-12/15
  - Small items suggested 12/11-12/14
  - Larger item suggested 12/15
  - Secret Santa reveal at staff breakfast on 12/18. Max \$50.
- **Yogi Squad Sessions** on Mondays/Tuesdays. See flyer below.
- **ADA Attendance:** Teachers, ensure all ADA attendance is taken **on time**. **This is a requirement**. Many teachers are falling behind on it, or forgetting to click 'submit'.
- **Absolutely no PowerHour restroom passes!** Keep students at all times in PowerHour unless there is an emergency. If an emergency, call the front office.
- **NO ECHSTAFF COMPUTER LOGIN!** Call TCC TECH 24/7 at 5-8324 to set up personal TCC email login.

## KEY MEETINGS

- **Department Chair Meeting**
  - **TBD** at 3:40 PM - Be prepared to share your department's progress with implementing effective language objectives and content objectives.
- **Grade Level Team Lead Meeting**
  - **TBD** at **3:40 PM** - Be prepared to share progress with Power Hour structure and what's been implemented by grade level as well as parent conferences for grades and behavior concerns.
- **Faculty Meeting -**
  - **January 9** at 3:45 PM in the Media Center - Attendance Committee will share Campus Attendance Plan
- **SBDM Meeting #4**
  - **January 22** at 3:40 PM via TEAMS



**Habits of Discussion  
Student Data Survey  
\*Attention All Professors\*  
Action Required**

**Action Item #1**

All Professors should sign TTESS documents in STRIVE **before December 18, 2023**. This includes walkthroughs, formal observations, pre and post conferences etc.

**Action Item #2**

Remind students to not wear pajama tops or bottoms or any attire outside of FWISD dress guidelines unless there's a special prescheduled event.

**Action Item #3**

During finals week, some TCC professors do not adhere to the final exam schedule. Let students know to report to the cafeteria when their classes have been cancelled or they took their exams early. We need to be able to account for them. *Mrs. Hufnagle will ensure the sign out QR Codes are posted in the cafeteria.*



# STAFF HOLIDAY FESTIVITIES

As we approach the festive season, it's time to embrace the joy and camaraderie that comes with the holidays. We are excited to announce our lineup of Staff Holiday Festivities and invite each of you to join in the celebrations.

## HOLIDAY THEME DAYS:

Throughout the weeks leading up to the holiday break, we'll have daily festivities to keep the holiday spirit alive. Look forward to themed days, festive decorations, and perhaps a surprise or two to lift your spirits as we countdown to the well-deserved break. We would love to see the staff participate in the daily themed days. Show us your creative side!

## CLASS OF 2026: HOLIDAY GRAMS:

Treat someone special with a Holiday Gram & support the Class of 2026 by purchasing a holiday gram.

## SECRET SANTA:

Let the spirit of giving and mystery take over as we kick off our Secret Santa exchange! If you need a reminder of you have, please see me. The Secret Santa reveal will take place on MONDAY, **December 18th** at our annual staff breakfast! Keep an eye out for a small surprise from your Secret Santa during the week leading up to the break. Please see the Secret Santa form for more information!

## BREAKFAST WITH STAFF:

Our traditional Staff Breakfast is back! Join us on Monday, **December 18th at 7:30am** in the cafe to enjoy a delicious breakfast spread and the company of your colleagues. Big Secret Santa Revel, games and fun to be had! Please see the sign-up genius for items needed!

## HOLLY JOLLY GOOD TIME:

Casa de Hufnagle annual Christmas Party will be Thursday, **December 22nd**. It's a perfect opportunity to relax, share laughs, and celebrate! More details and flyer coming soon!

We encourage everyone to participate in these events and make our holiday celebrations memorable. Let's come together as a team to create a festive and joyful atmosphere at TCC!

Wishing you all a wonderful holiday season filled with warmth, laughter, and good cheer!

# DOMAIN I STUDY:

Tools for Lesson Planning &  
Tier I Instruction Success!

“

**A PLC is...not a school  
committee.**

Marcela Falcone  
Education Week

## ***Coming in January with Habits of Discussion PD***

**P6** (8:10 in 1210) Brown, Burkett,  
Coronado, Davis, Perez

**P7** (9:40 in Media Center) Barnes, Coll,  
Eason

**P9** (12:35 in 1308) Gordon, Holcombe,  
Muller, Palladino, Tello

**P10** (2:10 in 1201) Horton, Rangel,  
Redden, Williams

[fwisd.org/southcollegiate](https://fwisd.org/southcollegiate)

## Department Chairs:

Next Meeting: TBD JAN 2024

Agenda 3:30 to 4:30

Department Chairs should be prepared to share your department's progress with implementing language and content objectives every day. Bring samples as evidence, if possible. We will discuss next steps (Lead4ward & ELPS).

## Grade Level Team Leads:

Next Meeting: TBD JAN 2024

Agenda 3:30 to 4:30

Grade Level Team Leads should be ready to share your grade level's progress with implementing a student-centered daily schedule during Power Hour time. Each grade level team should have a daily schedule to support students and get off track students back on track. Bring your grade levels plan and reflections about implementation to Tuesday's Grade Level Team (GLT) meeting.

Also, be prepared to share how student/parent conferences are going and the support you need.



MIND AND SOUL

BY INSTRUCTORS: Brooke & Elizabeth

# YOGA

## *Mindfulness Sessions*

Beginning Monday, November 6th through  
February 6th we will follow the schedule below

### MONDAYS

11:00am-11:15am

Brooke: Brown, Coll, Perez, Rangel  
will meet in the Cafe

Elizabeth: Gordon (1308)

11:15am-11:25am

Brooke: Horton (1201)

Elizabeth: Barnes (1203)

11:25am-11:35am

Brooke: Muller (1205)

Elizabeth: Palladino (1207)

11:35am-11:45am

Brooke: Davis (1209)

Elizabeth: Williams (1208)

### TUESDAYS

11:05am-11:15am

Brooke: Coronado (1211)

Elizabeth: Holcombe (1212)

11:15am-11:25am

Brooke: Tello (1213)

Elizabeth: Redden (1214)

11:30am-11:40am

Brooke: Burkett

Elizabeth: Eason

Instructors will go to the  
portables for your sessions.

Thank you in advance for your participation and  
continued support in the mental well being of our  
students and staff.

This project is part of our campus wellness plan!



# SEMSTER II PD CLUSTER PERIODS

From time to time, professional development or training will occur in the media center. On designated dates, report 10 minutes after the period begins i.e., 8:10, 9:40, or 12:40 on designated days.

Note changes to your PD periods below. Let Mrs. Hufnagle or Dr. Collins know if you need to change to another (already existing) period.

Period 06 8:00 to 9:25	Period 07 9:30 to 10:55	Period 09 12:30 to 1:55	Period 10 2:00 to 3:25
Brown, Kellie	Barnes, Kimberly	Gordon, Paulita	Horton, Ray
Burkett, Cherie	Coll, Stephen	Holcombe, Mark	Rangel, Juan
Coronado, Carla	Eason, Courtney	Muller, Timothy	Redden, Veronica
Davis, Justin		Palladino, Gina	Williams, Tanya
Perez, Felix		Tello, Nemer	

## AVID STRATEGY PD INFORMATION (TBD FOR 2023-2024)



During PLCs, department chairs will facilitate discussions based on teaching and learning data as strategies are implemented over time. This may include studying student work, looking at assessment data etc. to determine the impact strategies have on student learning.



# REMINDERS

[www.fwisd.org/southcollegiate](http://www.fwisd.org/southcollegiate)

## SPECIAL ANNOUNCEMENTS

### **SURVEYS & POLLS:**

All surveys or polls (student, parent, staff intended audiences) of ANY KIND must be approved by Dr. Collins.

### **SHARE WITH STUDENTS!**

### **THE DISTRICT OFFERS FREE HOMEWORK ASSISTANCE ONLINE :**

Fort Worth ISD students from Pre-K to 12th grade can take advantage of the new online homework assistance service from 6-8 p.m., five nights a week. Our own certified teachers will provide support in core subjects. The teachers will also help students who are making up classwork. Visit [www.fwisd.org/teleteachers](http://www.fwisd.org/teleteachers) to learn more!

## INSTRUCTIONAL EXPECTATIONS & REMINDERS

- ALL high school courses should have grades in Focus weekly.
- Lesson plans must be submitted every week by 8:00 AM on Mondays.
- **ACTION REQUIRED:** Language objectives and student objectives should be identifiable and visible. **Post objectives and standards during instruction.**

**ALL Professors:** Content and language Objectives should be posted/visible or easily identifiable during any part of the lesson cycle. Content objectives are TEK/SE or standards based. Language objectives are based on the ELPS or English Language Proficiency Standards.

**Controversial Topics and Current Events:** If you are planning a lesson that includes controversial topics or current events, please email your lesson plan to Dr. Collins & Mrs. Hufnagle to review the materials and methods you plan to implement.

## T-TESS UPDATES

### **ACTION REQUIRED:**

**SLO:** Professors, Make you are preparing for your MOY conferences which will be here before you know it (late January/early February). You will need to upload completed rubrics and student data as evidence for the SLO process from BOY data to MOY data.

**Goals:** Continue to upload evidence for you goals.

# ADMINISTRATIVE REMINDERS

## UNPLANNED LATE ARRIVALS

For safety reasons, all staff must be accounted for during work hours to ensure students are supervised all at times. Staff who are late to work should report to the main office before going to their classroom, office, or work location. Dr. Collins has noticed some staff are not following campus procedures. Once you arrive to work, see Mrs. Clarke. If she is not available, see Dr. Collins or Mrs. Hufnagle. If you have any questions or concerns, see Dr. Collins or Mrs. Hufnagle.

## REAL TIME NOTIFICATION OF TIME OFF FROM WORK:

Do not forget to text Dr. Collins, Mrs. Hufnagle, and Mrs. Clarke when you will be absent from work. If you request time off from work in advance, please text a reminder that you are out on the day of your absence or the night before will work. A time off request is usually processed well in advance of your actual day off and we want to make sure students are supervised.





## IMPORTANT LINKS

- **Employee Quick Links:**  
<https://www.fwisd.org/Page/2605>
- **Reporting and Ending Dates 2023-2024:**  
[https://www.fwisd.org/cms/lib/TX01918778/Centricity/Domain/735/2023-2024\\_Start-End\\_Dates\\_7-27-2023.pdf](https://www.fwisd.org/cms/lib/TX01918778/Centricity/Domain/735/2023-2024_Start-End_Dates_7-27-2023.pdf)
- **ECHS 2023-2024 Calendar:**  
[https://www.fwisd.org/cms/lib/TX01918778/Centricity/Domain/735/2023-24\\_FWISD\\_Calendar\\_ECHS\\_6-14-2023.pdf](https://www.fwisd.org/cms/lib/TX01918778/Centricity/Domain/735/2023-24_FWISD_Calendar_ECHS_6-14-2023.pdf)
- **FLEX Guidance:**  
<https://www.fwisd.org/Page/28535>
- **2023-2024 Guide to Grade Reporting:**  
<https://www.fwisd.org/Page/6999>
- **Employee Assistance Program:**  
<https://www.fwisd.org/Page/8039>
- **Fort Worth ISD Standards of Dress:**  
<https://www.fwisd.org/dresscode>
- **TCC South Collegiate Website:**  
<https://www.fwisd.org/SouthCollegiate>
- **TCC South Collegiate Facebook:**  
<https://www.facebook.com/TCCSouthFWISD>
- **TCC South First Day of School Spotlight:**  
<https://youtu.be/5oYNp0n6-d0>

# NEWS YOU CAN USE

## GENERAL EXPECTATIONS &

### PROFESSIONALISM

- Read the Faculty Handbook thoroughly. If you have questions, email Dr. Collins and Mrs. Hufnagle.
- **Report to campus from 7:50 AM to 3:35 PM daily.**
- *Report to all assigned duty stations on time (not yet assigned as of 8/18/23).*
- Follow district grading procedures as outlined in the 2023-2024 Guide to Grade Reporting.
- Greet students at doors during every passing period.
- Take attendance every period in Focus. Period 3 and Period 8 attendance **MUST BE taken at 11:15 AM daily.**
- Mark students tardy in Focus when they do not report to class on time and they do not have a pass to class. Call parents after students have been tardy and/or absent 3 times to your class.
- **Lesson plans will be due on Mondays by 8:00 AM each week.** Upload your plans to Mrs. Hufnagle's Canvas. Email her if you have questions.
- Follow Absence Reporting Procedures for personal absences.
- Allow students to bring bottled water into classrooms only. TCC incurs extra costs when they must repeatedly spray for ants or other pests. If you host lunch detention or a club during lunch time in your classroom, you may supervise students' food consumption and ensure proper clean up. Staff may eat in their rooms.

## POWER HOUR

- **Student Emails:** Please make sure your Power Hour students check their email accounts for new messages each day. Recently, two students had not checked their emails and stated that this is not a routine practice in their Power Hour class.
- **Keep students in Power Hour.** Do not allow students to "go to other professor's" classes during Power Hour. Students should remain with you. Review/reinforce FWISD Standards of Dress with students daily.
- Students should be accessing and updating Stemuli, the digital platform where the Data Tracker lives.
- **All professors must assist the CCMR team** with progress monitoring and routinely verifying student information. Mrs. Hufnagle's, Ms. Kinzer's, Ms. Rubell's, and Professor Hsueh's requests are critical to the success of the early college system and student outcomes. Everyone has a vital role in school processes.
- **Do not advise students about their classes** without speaking with their counselor. The counselor will inform students of the courses they need to take. Professors, email Counselor Rubell (11th & 12th) or Counselor Kinzer (9th & 10th) if you have questions about a student's course trajectory.

# Reminders About Students

## Students Should Be

- Monitoring their progress using their Data Trackers
- Working on TSI/PSAT/SAT/ACT prep through Kahn Academy (STEMULI TSI prep coming soon!)
- Communicating with their professors via email
- Setting goals for the week
- Updating their calendars and to do lists
- Freshmen have been provided with Stephan Covey's book about highly effective practices for students to use to build skills.
- Motivational videos with discussion points

The possibilities are endless and essential to early college work. The Student Academic Manual contains most of the information students need to be successful at an early college high school. You should go over this information routinely with students.

## Student Dress Code

**Students are expected to follow the FWISD Standards of Dress!** <https://www.fwisd.org/dresscode>

**\*ACTION REQUIRED\*** Please familiarize yourselves with the FWISD standards of dress at the website listed.

Most noted violations have been holes/tears in jeans or pants, exposed midsections, athletics shorts or sweat pants, pajama pants, and wearing a hoody over a crop top does not constitute being in dress code.

Dr. Collins and Mrs. Hufnagle will do random dress code sweeps. After attendance is taken at 11:15am, Mrs. Hufnagle or Dr. Collins will do the following via the intercom system:



1. Ask Power Hour Professors to send students who are not adhering to the FWISD Standards of Dress to proceed to the cafeteria for a disciplinary conference. Professors do not need to explain, but make sure students walk toward staff members monitoring the hallway. Each external doorway will be monitored by Collegiate HS staff. Chavez (Door near 1201), Sherman (Café back door), Collins (Door near 1302), Hufnagle (main door near café).
  - a. Do not allow students to self-correct because then there is no record of an administrative conference.
2. Collins and Hufnagle will hold a conference with students and issue disciplinary referrals as a warning.
3. The process will be repeated as needed.
4. Repeat offenders will have mandatory parent/administrator conferences.

# SAFETY & SECURITY



## MAINTAIN A SAFE & SECURE BUILDING

ROUTINELY REVIEW SAFETY INFORMATION DURING POWER HOUR AND ALL CLASSES!

STUDENTS AND STAFF MUST TAKE ALL DRILLS SERIOUSLY!

DO NOT PROP OPEN UNACCOMPANIED DOORS. THIS INCLUDES AT THE END OF THE DAY. DO NOT PROP IT FOR CLEANING STAFF. THEY CAN BADGE IN. REMIND STUDENTS REPEATEDLY TO NEVER PROP OPEN ANY DOORS OR LET PEOPLE IN BECAUSE EVERYONE NEEDS TO CHECK IN WITH MAIN OFFICE STAFF.

ONCE IDS HAVE BEEN DISTRIBUTED, STUDENTS ARE REQUIRED TO WEAR IDS AT ALL TIMES. ENCOURAGE STUDENTS TO WEAR THEIR TCC OR HIGH SCHOOL IDS UNTIL NEW ONES ARE PRINTED AND DISTRIBUTED.

VERIFY STUDENTS HAVE ON THEIR IDS BEFORE THEY ENTER YOUR CLASS. WE NOW HAVE A FWISD ID PRINTER. NO FWISD IDS HAVE BEEN PRINTED YET. MRS. HUFNAGLE, MS. CARRILLO, & MRS. BERRY WILL WORK WITH DEPARTMENT CHAIRS TO ENSURE A PLAN IS IN PLACE FOR STUDENTS TO TAKE PICTURES.

## ADMINISTRATOR CONTACT INFORMATION

### Quanda Collins

quanda.collins@fwisd.org  
817-360-2155 cell

### Lori Hufnagle

lori.hufnagle@fwisd.org  
682-521-2918 cell



## Team Leads

9th - Kimberly Barnes

10th - Nemer Tello

11th - Gina Palladino

12th - Tanya Williams

## Department Chairs

Courtney Eason - English Language Arts

Stephen Coll - Science

Ray Horton - Math

Carla Coronado - Social Studies

Mark Holcombe - Electives



# EVENTS & TCC BUILDING USAGE REQUESTS



## TCC SO/FWISD COLLEGIATE HIGH SCHOOL Room Request for Events & Meetings



FACULTY/STAFF MEMBER: \_\_\_\_\_ CLUB/ORGANIZATION: \_\_\_\_\_

EVENT/MEETING TITLE: \_\_\_\_\_

EVENT/MEETING DATE(S): \_\_\_\_\_ EVENT/MEETING TIME: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

BUILDING & ROOM REQUESTED: \_\_\_\_\_ ESTIMATED # OF PEOPLE IN ATTENDANCE: \_\_\_\_\_

EVENT/MEETING DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form is solely to receive approval to have an event or meeting with the students/staff and to add events to the school calendar, website, social media, and blackboard. Approval from principal is required to hold any event. Please place event request a minimum of 1 month prior to day of event. Also note, this form does not replace any other procedures required by FWISD. If you will be fundraising, charging, selling, or collecting money, you must follow internal finance procedures. Event will be added to school calendar within 24 hours of approval. If doing PTA fundraiser, must have an IFF-122 – Fundraiser Application form attached to this document.

\_\_\_\_\_  
Faculty/Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

\_\_\_\_\_  
Secretary Signature \_\_\_\_\_ Date Received in Office \_\_\_\_\_

\_\_\_\_\_  
Principal Signature \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Reason for denial, if applicable: \_\_\_\_\_

Posted to Outlook School Calendar: \_\_\_\_\_ TCC (SUB) Special Use of Building Form Sent: \_\_\_\_\_  
Posted to Website Calendar: \_\_\_\_\_ TCC Room Request Template Sent: \_\_\_\_\_  
Posted to Website Campus News: \_\_\_\_\_ Media Request Sent: \_\_\_\_\_  
Posted to Social Media: \_\_\_\_\_ I-Service Request Sent: \_\_\_\_\_  
Posted to Blackboard: \_\_\_\_\_

SECRETARY: GIVE FORM TO COMMUNICATION SPECIALIST ONCE APPROVED AND POSTED TO OUTLOOK SCHOOL CALENDAR SO THEY CAN POST TO ALL REQUESTED COMMUNICATION CHANNELS.

COMMUNICATION SPECIALIST: RETURN FORM TO SECRETARY ONCE POSTED TO COMMUNICATION CHANNELS FOR RECORD-KEEPING PURPOSES.

TCC South Collegiate HS has SECH building access during normal business hours, Monday-Friday.

Building usage requests for the high school or any other TCC meeting space for weekend or evening events, testing, registration sessions, parent meetings, etc. require a room request form to be submitted by Mrs. Clarke to TCC at least **1 month in advance**.

TCC will not approve event requests with less than 1 month notice. No requests will be approved by Dr. Collins if the notification time is not adhered to. This includes requests for setting up/moving tables and furniture.

**PLEASE SEE MRS. CLARKE FOR THE EVENT FORM TO FILL OUT FOR EVENTS, BUILDING REQUESTS, ETC.**

# **STAFF ABSENCE REPORTING PROCEDURES**

All faculty & staff must follow the absence procedures to ensure a safe learning environment for all students.

## **FWISD CALL SYSTEM:**

Report all full-day or ½ day absences using the FWISD call system. You may find the call system link under the Educator Tab (Employee Quick Links/Create an Absence) @ [www.fwisd.org](http://www.fwisd.org). Do not wait until the last minute to try to access the system. Make sure you are able to log in. See Mrs. Clarke if you need help.

## **SUPERVISOR NOTIFICATION:**

Notify Dr. Collins and Mrs. Hufnagle, administrators, and Mrs. Clarke, payroll secretary, via text or email in the event of your absence by 6:00 AM on the day of your absence even if you've scheduled and have an absence request approved in advance. In the event of an emergency, text both administrators and payroll secretary at your earliest convenience.



## **REPORTING TIME:**

Even if you have a 1st/6th period planning periods, you must still report to school on-time at **7:50am**. If you are late, check in with Clarke for late arrival form.

**Remember to sign in daily** - Must sign in daily in main office using QR Code. Click link if you are unable to come to main office.

[https://forms.office.com/pages/responsepage.aspx?id=PWWlI2oQfk-zmkWUw2de-yb4bnytcEhIh\\_3BWULdI59URE0yVzNJRVAzOUQySjdGUk9ZSszBRUzk0MS4u](https://forms.office.com/pages/responsepage.aspx?id=PWWlI2oQfk-zmkWUw2de-yb4bnytcEhIh_3BWULdI59URE0yVzNJRVAzOUQySjdGUk9ZSszBRUzk0MS4u)



DAILY SIGN IN QR CODE

## **REPORT TO WORK ON TIME!**

Professors' hours are from 7:50 to 3:35 to be ready for students at 8:00. Other positions must follow their report times. If you are often late, take a different route or leave earlier. If you are persistently late to work, you will receive an administrative concern letter. See Dr. Collins or Mr. Hufnagle if you have questions or concerns. Having a Period 1/6 planning period doesn't negate expected arrival time. When late, come see Clarke for late arrival form - **\*REQUIRED\***.

# STAFF ABSENCE REPORTING PROCEDURES

## CONTINUED....

### PARTIAL DAY ABSENCES:

On occasion, you may need to leave early or arrive late which means you will miss part of the school day, but your absence does not require a substitute teacher.

- Submit a leave request form to Dr. Collins. The general rule of thumb to leave early or arrive late is the 1-hour mark. If you arrive after 8:50 AM or need to leave before 2:35 PM, you need to call in your absence and request a substitute teacher. This applies even if your missed time is during your planning period.
- If your late arrival or early dismissal imposes on the rest of the school and students, you will need to call in your absence (full-day or ½ day) and request a substitute teacher. Or, if your absence impacts staff, you will need to call in your absence and request a substitute teacher. *In the past, 2 hours was the general rule, but this year, the process changed to the 1 hour mark for all staff.*

### CLASS COVERAGE:

On occasion, professors will arrange class coverage with another professor. In the event the recruited professor is unable to cover the class, the professor/teacher of record (you) will be responsible. *\*NOTE\* Contact Mrs. Hufnagle when you arrange coverage with another professor. All requests subject to administrator approval.*

### PERSONAL DAY REQUESTS

Personal days must be requested 48 hours in advance and approved by Dr. Collins. You may get a leave request form from Mrs. Clarke in the main office. *Sick days do not require forms.*



# Employee Assistance Program

[HTTPS://WWW.FWISD.ORG/PAGE/8039](https://www.fwisd.org/page/8039)



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## Employee Services

### × EMPLOYEE SERVICES

[EMPLOYEE ASSISTANCE PROGRAM \(EAP\)](#)

[EMPLOYEE HANDBOOK](#)

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

Fort Worth ISD registration code: AWP-FWISD-1183

Please make note of the email address and password you created for the next time you log in to the EAP website

The Employee Assistance Program (EAP) is offered to all district employees. The program provides free, confidential assistance with personal life problems, including but not limited to:

## STEPS TO ACCESS EAP ONLINE:

The toll-free phone numbers are:

- 1-800-343-3822
  - 1-800-448-1823
- TDD

**The Employee Assistance Program (EAP) is offered to all district employees. The program provides free, confidential assistance with personal life problems, including but not limited to:**

- Marital/Relationship issues
- Psychological/Emotional issues
- Family problems
- Legal or financial concerns
- Stress from any source
- Job-performance issues
- Drug/Alcohol- related problems
- Consultation regarding EAP options

## STEPS TO ACCESS EAP ONLINE:

The toll-free phone numbers are:

- 1-800-343-3822
  - 1-800-448-1823
- TDD
- 1-800-334-TEEN

(8336) for dependent or other teens living in your family

## UPDATE:

The Employee Assistance Program (EAP) updated its benefits available to FWISD employees. You may access the website at Employee Services / Employee Assistance Program (EAP) ([fwisd.org](https://www.fwisd.org)).

Register your account using the Fort Worth ISD registration code above.

# FORT WORTH INDEPENDENT SCHOOL DISTRICT 2023-2024 EARLY COLLEGE HIGH SCHOOL CALENDAR

REVISED 6/14/2023

AUGUST 2023						
SU	M	TU	W	TH	F	SA
	July 31	1	2	3	4	5
	NEW HIRE FWISD TEACHERS BEGIN 7/31/2023					
6	7	8	9	10	11	12
	PROF TCHR PROF TCHR LRN LRN PREP* LRN PREP*					
13	14	15	16	17	18	19
	START FIRST DAY					
20	21	22	23	24	25	26
	TCC Classes Begin					
27	28	29	30	31		
14 STUDENT DAYS 19 TEACHER DAYS						

SEPTEMBER 2023						
SU	M	TU	W	TH	F	SA
		Hispanic Heritage Month September 15 - October 15			1	2
3	4 Labor Day	5	6	7	8	9 Saturday Learning Quest
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	END 1ST SIX WEEKS					Saturday Learning Quest
24	25 START 2ND SIX WEEKS	26	27	28	29 Report Cards	30
20 STUDENT DAYS    20 TEACHER DAYS						

OCTOBER 2023						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	American Indian Heritage Day					Saturday Learning Quest
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						Saturday Learning Quest
29	30	31				
22 STUDENT DAYS 22 TEACHER DAYS						

NOVEMBER 2023						
SU	M	TU	W	TH	F	SA
			1	2	3	4
	Native American Heritage Month					
5	6	7	8	9	10	11
	START 3RD SIX WEEKS					Saturday Learning Quest
12	13	14	15	16	17	18
						Veteran's Day Report Cards
19	20	21	22	23	24	25
	THANKSGIVING BREAK					
26	27	28	29	30		
17 STUDENT DAYS 17 TEACHER DAYS						

DECEMBER 2023						
SU	M	TU	W	TH	F	SA
					1	2 Saturday Learning Quest
3	4	5	6	7	8	9
STAR Testing English I and II • Algebra • Biology • U.S. History						
10	11 TCC Classes End	12	13	14	15	16 END FALL SEMESTER
17	18 TCHR PREP*	19 FLEX	20 FLEX	21 FLEX	22 FLEX	23 WINTER BREAK
24 Christmas Eve	25	26	27	28	29	30
31 New Year's Eve	WINTER BREAK					WINTER
14 STUDENT DAYS 12 TEACHER DAYS						

JANUARY 2024						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
	WINTER BREAK					
7	8	9	10	11	12	13
	TCHR PREP* Students Return					
14	15	16	17	18	19	20
	Martin Luther King Jr. Day					Saturday Learning Quest
21	22	23	24	25	26	27
	TCC Classes Begin					
28	29	30	31			
16 STUDENT DAYS 17 TEACHER DAYS						

FEBRUARY 2024						
SU	M	TU	W	TH	F	SA
African American History Month				1	2	3
4	5	6	7	8	9	10
						Saturday Learning Quest
11	12	13	14	15	16	17
					END 4TH SIX WEEKS	
18	19	20	21	22	23	24
HELPAS START SIXTH SIX WEEKS					Report Cards	Saturday Learning Quest
25	26	27	28	29		
21 STUDENT DAYS 21 TEACHER DAYS						

MARCH 2024						
SU	M	TU	W	TH	F	SA
Women's History Month					1	2 Saturday Learning Quest
3	4	5	6	7	8	9
10	11	12	13	14	15	16
SPRING BREAK						
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Other Children and Business Hours		SUMMERTIME START		HELPAS END		Good Friday
31	Easter Day					
16 STUDENT DAYS    16 TEACHER DAYS						

APRIL 2024						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
						Saturday Learning Quest
7	8	9	10	11	12	13
	STAAAR Testing - English I and II Grades 3-8 Reading Language Arts					END 5TH SIX WEEKS
14	15	16	17	18	19	20
	STAAAR Testing - Biology and U.S. History Grades 5 and 8 Science and Social					
21	22	23	24	25	26	27
	STAAAR Testing - Algebra I Grades 3-8 Mathematics					STAAAR ALT2 END
28	29	30				
22 STUDENT DAYS 22 TEACHER DAYS						

MAY 2024						
SU	M	TU	W	TH	F	SA
Asian/Pacific American Heritage Month			1	2	3	4 Saturday Learning Quest
5	6	7	8 TCC End	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 24 25 END TCHR PRED <sup>pk</sup>		
26	27 Memorial Day	28		30 31		
17 STUDENT DAYS 18 TEACHER DAYS						

JUNE 2024						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	Report Cards					
16	17	18	19	20	21	22
	STAAAR Testing - English I and II Algebra • Biology • U.S. History					
23	24	25	26	27	28	29
30						
17 STUDENT DAYS 17 TEACHER DAYS						

JULY 2024						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
						Independence Day
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
17 STUDENT DAYS 17 TEACHER DAYS						

DISTRICT HOLIDAY (SCHOOLS CLOSED)

NO STUDENTS

CLASSROOM TEACHER FLEX OPPORTUNITY

STAFF DAY (NO STUDENTS)

SEMESTER MILESTONE

STATE TESTING

SCHOOL HOURS:

8:00 am – 3:30 pm Early College High School

176 STUDENT DAYS

184 + 3 (FLEX DAYS) = 187 TEACHER DAYS

TEACHER FLEX DAYS:

- Dec 19, 20, 21

STAFF DAYS (NO STUDENTS):

- Aug 7, 8, 10 (Professional Learning)

- Aug 9, 11 (Teacher Prep)

- Dec 18 (Teacher Prep)

- Jan 8 (Teacher Prep)

- May 24 (Teacher Prep)



**Fort Worth**  
INDEPENDENT SCHOOL DISTRICT

100 N. UNIVERSITY DRIVE, FORT WORTH, TX 76107  
(817) 814-2000 □ [www.fwisd.org](http://www.fwisd.org)

**DATES SUBJECT TO CHANGE**  
Fort Worth ISD Board Approved 2/14/2023

STAAAR Testing [Texas Education Agency](http://www.texas.gov)  
Student Assessment Testing Calendar posted April 27, 2023.

## **SCHOOL MISSION**

Our mission is to prepare students for the rigorous demands of college and work, and for a range of competitive careers in energy related fields. In collaboration with Tarrant County College and our industry partners, we seek to close achievement gaps, to improve access to in-demand career pathways and competitive postsecondary programs, and to build a strong pipeline of student talent for a thriving local workforce and economy. Ultimately, our students leave us as skilled candidates for jobs on a ladder of career growth in energy fields, or as competitive applicants for four-year colleges and postsecondary programs.

## **SCHOOL VISION**

TCC-South/FWISD Collegiate High School offers students a rigorous, relevant P-TECH curriculum that leads to a strong post-secondary education and/or equips students to be competitive applicants for postsecondary programs.

The Collegiate High School faculty, staff, and families share a vision for a school where:

- students pursue a college level curriculum and produce college quality work;
- cooperative and collaborative relationships exist among all stakeholders;
- students are self-motivated, independent learners who take personal responsibility for their education; and
- students are motivated to transfer to a baccalaureate program and pursue a post- graduate education or as competitive applicants for postsecondary programs.

## **SCHOOL PROMISE**

The entire school staff will share the responsibility for improved student achievement; therefore, we will do the following:

- Hold conferences with parents or legal guardians and students.
- Send frequent reports to families on their child's progress.
- Provide opportunities for families to participate in their child's class and observe classroom activities.
- Provide an environment conducive to learning.
- Respect the student, their families and the diverse culture of the school.

## **CORE VALUES**

TCC South Collegiate Staff ensure students and others feel:

- Safe (Physically & Mentally)
- Known and Valued
- Challenged and Supported
- Accountable (to self & the school community as a whole)
- Empowered



## **AA OR AAS DEGREE PATHWAYS OFFERED AT SOUTH COLLEGIATE**

- Associate of Arts in Business
- Associate of Applied Science in Electronics Technology
- Associate of Applied Science in Electrical Line Technician
- Associate of Arts with Water and Wastewater Treatment Operator Technician