




RESOURCE GUIDE FOR FACULTY TEACHING OFF-SITE

NORTH CAMPUS

Galena Park High School
North Shore High School
Sheldon Early College High School

 SAN JACINTOSM
COLLEGE

San Jacinto College Orientation for Faculty Teaching at Galena Park High School

1000 Keene St, Galena Park, TX 77547
832-386-2800

1. Organizational Charts

- a. San Jacinto College
 - i. Anne Dickens North Campus Dual Credit Director
 - ii. Respective Department Chair
- b. High School
 - i. Kimberly Martin, Principal: kmartin@galenaparkisd.com
 - ii. Kareen Brown, Director of College Readiness: kbrown1@galenaparkisd.com
 - iii. Cynthia Tenaglio, College Advisor: ctenaglio@galenaparkisd.com or 832-386-2837

2. Background Checks

- a. San Jacinto College process
 - i. Human Resources sends an email with directions including reimbursement of cost
 - ii. Identity Go Fingerprinting process
- b. School District Process
 - i. Personnel department sends an email with on-boarding process.
 - ii. Identity Go Fingerprinting process

3. Attendance

- a. San Jacinto College Attendance: Use Quickly through Course Blackboard

4. High School Attendance

- a. Separate attendance is not required. Attendance for San Jac should be recorded; attendance issues for students should be reported to the academic advisors.

5. Class Schedules

- a. Identification of class periods timeframe
 - i. San Jacinto College classes start/end:
 - 1. 7:00-8:50 a.m. (Period 1 and 5 for High School)
 - 2. 8:42-10:35 a.m. (Period 2 and 6 for High School)
 - 3. 10:42 a.m.-12:51 p.m. (Period 3 and 7 for High School)
 - 4. 12:57 p.m.-2:35 p.m. (Period 4 and 8 for High School)
- b. Office Hours at High School
 - i. Full Time Faculty: Faculty can count in-between class time as office hours. Office Hours can take place in classroom if not being used.
 - ii. Part Time Faculty: No requirement for office hours.
 - iii. Expectations
 - 1. Full-time: Take high school attendance, sign in/out. Review Covid metric. Sign into Blackboard site through San Jacinto College website.
 - 2. Part-time: Take high school attendance, sign in/out. Review Covid metric. Sign into Blackboard site through San Jacinto College website.
- c. School district holiday schedule can be viewed at www.galenaparkisd.com/domain/726.
- d. San Jacinto College holiday schedule is posted at www.sanjac.edu/academic-calendar.

6. Parking

- a. School District Parking: Staff parking pass issued. Parking is available all around Lilly Building.

7. Employee Identification

- a. San Jacinto College: Have San Jacinto College Faculty ID on hand.
- b. High School: Employee ID with outer door scanner card issued (lost cards are \$10 to replace).

8. Bathroom Use

- a. Staff Bathrooms are next to lounge.

9. Teacher's Lounge

- a. Teacher lounge with coffee machine, fridge and microwave is available for instructors.

10. Safety Issues

- a. Daily Sign In/Sign Out in front office: Staff do not need to sign in or out with us.
- b. Fire Drills: We have monthly fire drills. There are maps posted in the classrooms. Staff will be expected to participate.
- c. Active Shooter: We do a drill once a year for active shooter. Usually, this is on a non-college day, but if it occurs on a dual credit day, the Academic Advisor will explain everything to the SJC staff member. In the event of a real active shooter, there is a door window cover to use, and students are to turn off their computers and any noisemaking devices and go to the safest corner of the room. We can provide the staff with the district slide shows that explain what to do in every emergency situation.
- d. Lockdown: Same as above. Another type of emergency we prepare for is shelter in place due to our proximity to chemical plants. For those, we just stay indoors and keep teaching. They do turn off the AC/heat, so it can get uncomfortable.

11. Textbooks/School Supplies

- a. High School provides each student with a copy of the textbook.
- b. High School provides each classroom with stapler, scotch tape, post it notes, highlighters, pens, pencils, pencil sharpener, dry-erase markers and scissors.

12. Technical Support

- a. Each classroom has a computer and projector that will be accessible with a provided guest login.

13. Student Support Services

- a. Please direct all concerns to the Dual Credit Director.

14. Bells, Announcements, Pledge, ADA—Attendance reminder

- a. San Jacinto College Counselors: San Jac counselors do not get involved due to students being minors at the high school building that is off campus.
- b. School District Counselors are to be contacted when issues arise.

15. Accessibility Services

- a. San Jacinto College Contact Information: Contact Kimberly Lachney, Accessibility Counselor for assistance at kimberly.Lachney@sjcd.edu, you can also direct students to: www.sanjac.edu/accessibility.

16. Protocol for Reporting Behavioral Issues

- a. San Jacinto College: Send an email to Anne Dickens, North Campus Dual Credit director at anne.dickens@sjcd.edu and your respective Department Chair documenting what happened and solution for what happened.
- b. High School: Director sends email to Karen Brown, director of college readiness, at kbrown1@galenaparkisd.com explaining what happened and solution for what happened.
- c. Provide Brandi Couch progress reports of students' academic progress and/or failing so that she can create an intervention for the student.

17. Mileage Travel Reimbursement

- a. Work with Department Chair and Department Assistant on completing and submitting Mileage Travel Form located on San Jacinto College internal website for appropriate mileage reimbursement.

18. Covid-19 Protocols

- a. San Jacinto College protocol: www.sanjac.edu/coronavirus
- b. Galena Park Independent School District Covid Protocol: www.galenaparkisd.com/domain/4546

19. Benefits of Being a Student

1. Microsoft Office
2. Swank/film on demand
3. PTK/PBL Clubs/Honors/Dean's List
4. Student discounts
5. Financial Aid
6. Food Market
7. Free Wi-Fi



GALENA PARK HIGH SCHOOL

San Jacinto College Orientation for Faculty Teaching at North Shore High School

353 N Castlegory, Houston, TX 77049
832-386-4100

1. Organizational Charts

- a. San Jacinto College
 - i. Anne Dickens North Campus Dual Credit Director
 - ii. Respective Department Chair
- b. High School
 - i. Joe Coleman, Principal: jcoleman@galenaparkisd.com
 - ii. Kareen Brown, Director of College Readiness: kbrown1@galenaparkisd.com
 - iii. Heidie Hardin, College Advisor: hhegman@galenaparkisd.com or 832-386-4100
 - iv. Shelby Miller, College Advisor: smiller@galenaparkisd.com

2. Background Checks

- a. San Jacinto College process
 - i. Human Resources sends an email with directions including reimbursement of cost
 - ii. Identity Go Fingerprinting process
- b. School District Process
 - i. Personnel department sends an email with on-boarding process.
 - ii. Identity Go Fingerprinting process

3. Attendance

- a. San Jacinto College Attendance: Use Qwickly through Course Blackboard
- b. High School Attendance: Paper roster is provided daily can be submitted to the attendance office at the end of the day.

4. Class Schedules

- a. Identification of class periods timeframe
 - i. San Jacinto College classes start/end:
 - 1. 7:00-8:50 a.m. (Period 1 and 5 for High School)
 - 2. 8:42-10:14 a.m. (Period 2 and 6 for High School)
 - 3. 10:42 a.m.-12:51 p.m. (Period 3 and 7 for High School)
 - 4. 12:57 p.m.-2:35 p.m. (Period 4 and 8 for High School)
- b. Office Hours at High School
 - i. Full Time Faculty: Faculty can count in between class time as office hours. Office Hours can take place in classroom if not being used.
 - ii. Part Time Faculty: No requirement for office hours.
 - iii. Expectations
 - 1. Full-time: Take high school attendance, sign in/out. Review Covid metric. Sign into Blackboard site through San Jacinto College website.
 - 2. Part-time: Take high school attendance, sign in/out. Review Covid metric. Sign into Blackboard site through San Jacinto College website.
- c. School district holiday schedule can be viewed at www.galenaparkisd.com/domain/726.
- d. San Jacinto College holiday schedule is posted at www.sanjac.edu/academic-calendar.

5. Parking

- a. School District Parking: Staff parking lot on the North side of the building.

6. Employee Identification

- a. San Jacinto College: Have San Jacinto College Faculty ID on hand.
- b. High School: Not needed

7. Bathroom Use

- a. Staff bathrooms are next to the staff lounge.

8. Teacher's Lounge

- a. Teacher lounge with fridge and microwave is available for instructors.

9. Safety Issues

- a. Daily Sign In/Sign Out in front office: When entering building, sign in with date, name, affiliation time in; sign out with date and signature.
- b. Fire Drills: Make sure to take a copy of the roster with you and evacuate to the parking lot take attendance and return when safe.
- c. Active Shooter: Lock classroom door, close blinds, barricade and wait for the all-clear.
- d. Lockdown: Lock classroom door, close blinds, barricade and wait for the all-clear.

10. Textbooks/School Supplies

- a. High School provides each student with a copy of the textbook.
- b. High School provides each classroom with stapler, scotch tape, post it notes, highlighters, pens, pencils, pencil sharpener, dry-erase markers and scissors.

11. Technical Support

- a. Each classroom has a computer and projector that will be accessible with a provided guest login.

12. Student Support Services

- a. Please direct all concerns to the Dual Credit Director.

13. Bells, Announcements, Pledge, ADA—Attendance reminder

- a. San Jacinto College Counselors: San Jac counselors do not get involved due to students being minors at the high school building that is off campus.
- b. School District Counselors are to be contacted when issues arise.

14. Accessibility Services

- a. San Jacinto College Contact Information: contact Kimberly Lachney, Accessibility Counselor for assistance at kimberly.Lachney@sjcd.edu, you can also direct students to: www.sanjac.edu/accessibility

15. Protocol for reporting behavioral issues

- a. San Jacinto College: Send an email to Anne Dickens, North Campus Dual Credit director at anne.dickens@sjcd.edu and your respective Department Chair documenting what happened and solution for what happened.
- b. High School: Director sends email to Kareen Brown, Director at kbrown1@galenaparkisd.com explaining what happened and solution for what happened.
- c. Provide Heidie Hardin progress reports of students' academic progress and/or failing so that she can create an intervention for the student.

16. Mileage Travel Reimbursement

- a. Work with Department Chair and Department Assistant on completing and submitting Mileage Travel Form located on San Jacinto College internal website for appropriate mileage reimbursement.

17. Covid-19 Protocols

- a. San Jacinto College protocol: www.sanjac.edu/coronavirus
- b. Galena Park Independent School District Covid Protocol: www.galenaparkisd.com/domain/4546

18. Benefits of being a student

1. Microsoft office
2. Swank/film on demand
3. PTK/PBL Clubs/Honors/Dean's List
4. Student discounts
5. Financial Aid
6. Food Market
7. Free Wi-Fi



NORTH SHORE HIGH SCHOOL

San Jacinto College Orientation for Faculty Teaching at Sheldon Early College High School

11433 East Sam Houston Pkwy N, Houston, TX 77044
346-378-7000

1. Organizational Charts

- a. San Jacinto College
 - i. Anne Dickens North Campus Dual Credit Director
 - ii. Respective Department Chair
- b. High School
 - i. Annette Clark, Dean/Principal: annetteclark@sheldonisd.com or 346-378-7201
 - ii. Tia Jones-Alexander, Counselor: tiajonesalexander@sheldonisd.com
 - iii. Avid Teacher/Coordinator: Leslie Balthazar: lesliebalthazar@sheldonisd.com

2. Background checks

- a. San Jacinto College process
 - i. Human Resources sends an email with directions including reimbursement of cost
 - ii. Identity Go Fingerprinting process
- b. School District Process
 - i. Personnel department sends an email with on-boarding process.
 - ii. Identity Go Fingerprinting process

3. Attendance

- a. San Jacinto College Attendance: Use Qwickly through Course Blackboard
- b. High School Attendance: Paper roster is provided daily in a purple folder that is submitted to the attendance office at the end of the day.

4. Class schedules

- a. Identification of class periods timeframe
 - i. San Jacinto College classes start/end:
 1. 7:25-8:36 a.m. (Period 1 and 2 for High School)
 2. 8:42-10:14 a.m. (Period 3 and 4 for High School)
 3. 10:20 a.m.-11:32 a.m. (Period 5, 6 and 7 for High School)
- b. Office Hours at High School
 - i. Full Time Faculty: Faculty can count in between class time as office hours. Office Hours can take place in classroom if not being used, or an assigned cubicle can be requested in the Teacher Design Lab.
 - ii. Part Time Faculty: No requirement for office hours.
 - iii. Expectations
 1. Full-time: Take high school attendance, sign in/out in ECHS office with Ms. Arreola. Review COVID-19 metric. Sign into Blackboard site through San Jacinto College website.
 2. Part-time: Take high school attendance, sign in/out in ECHS office with Ms. Arreola. Review COVID-19 metric. Sign into Blackboard site through San Jacinto College website.
- c. School district holiday schedule can be viewed at https://www.sheldonisd.com/apps/pages/index.jsp?uREC_ID=1545523&type=d&pREC_ID=1846533.
- d. San Jacinto College Holiday Schedule: www.sanjac.edu/academic-calendar

5. Parking

- a. School District Parking Permit: Staff parking is in the front of the building, a temporary parking tag will be provided for you. Place on car dashboard to avoid being ticketed.

6. Employee Identification

- a. San Jacinto College: Have San Jacinto College Faculty ID on hand if necessary.
- b. High School: Badge issued during on-boarding; must be worn in building at all times.

7. Bathroom use

- a. Staff Bathroom requires a gold key that will be issued by Ms. Clark upon arrival.

8. Teacher's Lounge

- a. Teacher Design Lab with fridge, microwave, coffee, and cubicle space is available for instructors.

9. Safety Issues

- a. Daily Sign In/Sign Out in ECHS office: When entering building, sign in date, name, affiliation time in; sign out with date and signature.
- b. Fire Drills: Make sure to take a copy of the roster with you and evacuate to the parking lot take attendance and return when safe. Routes and flip chart with directions are posted in classroom.
- c. Active Shooter: Lock classroom door, close blinds, barricade and wait for the all-clear.
- d. Lockdown: Lock classroom door, close blinds, barricade and wait for the all-clear.
- e. Standard Response protocol is used. K-12 poster is posted in classrooms.
<https://iloveguys.org/The-Standard-Response-Protocol.html#Pre-K-12>

10. Textbooks/School Supplies

- a. High School provides each student with a copy of the textbook.
- b. High School provides each classroom with stapler, scotch tape, post it notes, highlighters, pens, pencils, pencil sharpener, dry-erase markers and scissors. If you need something send a request to Ms. Trevino at gertrudisnavarette@sheldonisd.com

11. Technical Support

- a. Laptop is provided for each classroom
- b. Username/Password: Will be provided for you. Once you log in the first time, you can personalize your password.
- c. Projector: Each classroom has a remote for the projector. Can be muted and turned off to your liking.

12. Student Support Services

- a. Please direct all concerns to the Dual Credit Director.

13. Bells, Announcements, Pledge, ADA—Attendance reminder

- a. San Jacinto College Counselors: San Jac counselors do not get involved due to students being minors at the Early College building that is off campus.
- b. School District Counselors: Ms. Crystal Grabill is the school counselor and is to be contacted when issues arise.

14. Accessibility Services

- a. San Jacinto College Contact Information: contact Kimberly Lachney, Accessibility Counselor for assistance at kimberly.lachney@sjcd.edu, you can also direct students to www.sanjac.edu/accessibility.

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17. Covid-19 Protocols

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- b. Sheldon Independent School District Covid Protocol:
www.sheldonisd.com/apps/pages/index.jsp?uREC_ID=1817090&type=d&pREC_ID=1978703

18. Benefits of Being a Student

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SHELDON EARLY COLLEGE HIGH SCHOOL

The logo for San Jacinto College, featuring a stylized 'S' and 'J' intertwined to form a monogram, followed by the text 'SAN JACINTO' and 'COLLEGE' in a serif font. A small 'SM' trademark symbol is located to the right of 'SAN JACINTO'.

SAN JACINTOSM
COLLEGE

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Vice Chancellor of Human Resources, 4624 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; Sandra.Ramirez@sjcd.edu.