

Employee Handbook 2020-2021



EARLY COLLEGE HIGH SCHOOL

Brownsville ISD



Veterans Memorial Early College High School

4550 U.S. Military Hwy 281
Brownsville, TX 78520

2020-2021

Administration

Dr. Linda Gallegos, Principal
Gracie Luna, Dean of Instruction
Cynthia Garza, Assistant Principal
Josie Montes-Perez, Assistant Principal
Patricia Rodriguez, Assistant Principal
Gamaliel Salazar, Assistant Principal
Hilda Soto, Assistant Principal

School Board of Education

Minerva M. Peña, President
Drue Brown, Vice President
Dr. Prisci Roca Tipton, Secretary
Philip T. Cowen, Assistant Secretary
Dr. Sylvia P. Atkinson, Board Member
Eddie Garcia, Board Member
Laura Perez-Reyes, Board Member

District Administration

Dr. René Gutiérrez, Superintendent
Dr. Nereida Cantu, Deputy Superintendent Buisness & Operations
Dr. Anysia R. Trevion, Deputy Superintendent Curriculum & Instruction
Rose Longoria, Area III Assistant Superintendent,
Dr. Dora E. Saucedo, Assistant Superintendent Curriculum
Carmelita Rodriguez- Assistant Superintendent Human Resources
Dr. Timothy Cuff, Assistant Superintendent Support Services
Alma Cardenas-Rubio, Area Assistant Superintendent
Jimmy Haynes, Area Assistant Superintendent
Sandra Lopez, Area Assistant Superintendent
David Robledo, CFO Business & Finance
Miguel Salinas, Staff Attorney

I. School Organization

Absence Procedures	6
Announcements	6
Assemblies	6
Authorization to leave campus	6
Bell Schedule	17
Campus Map	16
Certified Directory	18
Classified Directory	20
Club Procedures	6
Department Chair	
Information/Responsibilities	6
Employee Practices	8
Field Trip Procedures	9
Fire Drills	10
Fixed Assets	10
Fundraiser Procedures	10
Grievance / Complaint	11
Keys	11
Lock-down Procedures	21
Parking Permits	13
Personal Leave Requests	13
Professional Leave/Staff Development	13
Site Based Decision Making (SBDM)	14
Sign-in/Sign-out Procedures	12
Social Media/Electronic Communication	12
Textbook Accountability	14
Visitors	14

II. Personnel Organization and T-TESS

Administrative Duties	27
Educators' Code of Ethics	23
Department Chairs	28
TTESS Assignment	29
TTESS Calendar	30

III. Curriculum and Instruction

Grading Procedures	31
Syllabus Components	39
Videos and Guest Speakers	15

IV. Attendance Procedures

Attendance/Course Credit/Incomplete Grades	40
Home Visit Request	42

APPENDIX

Campus Map	Appendix A	16
Bell Schedule	Appendix B	17
Certified Employees	Appendix C	18
Classified Employees	Appendix D	20
Lockdown Procedures	Appendix E	21
Code of Ethics	Appendix F	23
Dress Code and Grooming Guidelines	Appendix G.....	26
Administrative Duties	Appendix H	27
Department Chairs	Appendix I	28
T-TESS Appraisal / Classified Assignment	Appendix J	29
T-TESS Calendar	Appendix K	30
High School Grading Procedures	Appendix L	31
BISD Electronic Communication and Data Management	Appendix M	38
Syllabus Components	Appendix N	39
Attendance for Credit	Appendix O	40
Request for Home Visit	Appendix P.....	42
Teacher Duty Map	Appendix Q.....	43
Passing Periods Responsibility Chart	Appendix R.....	44
Faculty Acknowledgement Form	45

Please note: The Veterans Memorial High School Faculty Handbook was updated on August 5, 2019. Any policy change made thereafter will not be included in this handbook but will be enforced. For additional information refer to the BISD Policy and/or BISD Employee Handbook.

ALMA MATER

Hail to you, Veterans High, you've become our home...
Veterans High, hear our song, help us to be strong...
As we see all our dreams, guide us to those dreams...
We shall strive to succeed, with our humble deeds...
You're our home, we're your own, Hail to Veterans High.

SCHOOL COLORS

Red, White and Navy Blue

SCHOOL MASCOT



ABSENCE PROCEDURES

All certified personnel requiring a substitute must call the district's Substitute Employee Management System (SEMS) phone number (956-238-4674) and follow the SEMS procedures or use the BISD website (Sub Smart Find Express). It is the employee's responsibility to report an absence in a timely manner and secure a substitute. All employees must report all absences to the employee's administrator prior to absence. Upon return to work, please see the secretary or designee to fill out and sign an ABSENCE FORM DUTY report. This form must be completed the day you return to work. Failure to adhere to established reporting rules and procedures may result in disciplinary action up to and including termination.

Professional Development: Upon notification of attendance at a professional development training, teachers are required to immediately request a substitute unless otherwise directed

ANNOUNCEMENTS

All school announcements are made during 1st period. Please fill out the online announcement form on our website. It is imperative that you fill out the form as soon as possible. Please keep all announcements brief and ensure a legible announcement request is submitted.

ASSEMBLIES

Assemblies include pep rallies, band and choir performances, speakers, etc.

All teachers are required to attend and sit with their classes and monitor their students during assemblies. After the assembly, students will be dismissed by sections. Teachers are to assist administration with monitoring and dismissing students. Students are expected to be respectful, mannerly and courteous at all times.

AUTHORIZATION OF STUDENTS TO LEAVE CAMPUS

Please be aware that when a visitor comes into the campus to pick up a student from school during the school day, the student will only be released if s/he has a Release Form on file in the front office. If the form is on file, the visitor's identification will be verified.

If the visitor is listed on the form, the student will be released. However, if the visitor is not listed on the form, the student will not be released without approval from the principal or her designee. Students are not released after 3:30 PM due to end of day procedures.

TEACHERS ARE NOT TO RELEASE STUDENTS DIRECTLY FROM THE CLASSROOM OR HALLWAY.

CLUB PROCEDURES

Teachers must obtain approval from their department administrator for any school club ideas. Once approval has been obtained, teachers must submit written request along with a completed Form O to the School Activities administrator for approval. All school clubs must have prior approval and all forms in place before holding any meeting.

DEPARTMENT CHAIR RESPONSIBILITIES

The Principal selects the Department Chair. A yearly review determines length of term for that position. The principal is accountable for maintaining a cadre of effective department chairs. Replacements are his/her responsibility as deemed necessary. Department Chairs will participate in some of the following areas:

- Qualifications
- Demonstrate knowledge of subject matter.
- Demonstrate efficiency and ability in planning and presenting instructional content.
- Rapport with departmental members, other faculty members and administrators.
- Evidence of effective leadership while facilitating professional and personal respect by associates. Leadership ability, including ability to effectively communicate with others.
- Must have a minimum of three years of successful teaching experience, and hold a permanent teaching certificate in at least one subject area within the department.
- Must have a minimum of three years of successful teaching experience, and hold a permanent teaching certificate in a least one subject area within the department.
- Assist teachers in his/her department in analyzing and improving instructional techniques, consistent with the needs and capabilities of the students.
- Assist teachers through staff development activities in employing instructional strategies, management procedures, materials and resources most appropriate for monitoring objectives stated in the district curriculum program.
- Coordinate the distribution of Teacher Editions, Curriculum Guides, supplementary materials, supplies and other curriculum resources within his/her department.
- Disseminate appropriate information to department members.
- Conduct regular meetings with department members and submit sign-in logs and copy of the agenda to the dean of instruction and department appraiser.
- Assist the Principal in coordinating the end-of-the-year checkout procedures.
- Assist the Principal in monitoring grade books and lesson plans of teachers in respective department.
- Organize and update department website
- Develop and submit calendar of events and/or activities that promote respective departments/subject area.
- Coordinate department/ district meets or fairs.
- Assume additional responsibilities, tasks, and duties as may be determined by the principal.

DEPARTMENT CHAIRS JOB DESCRIPTIONS

- Assist to ensure that instructional content for each course offered in department is consistent with the TEKS, and the curriculum for BISD
- Assist in monitoring Texas Education Agency accreditation standards as they relate to the department. Assist in reporting violation of these standards to the principal.
- Provide input in the scheduling of classes to assure compliance.
- Assist in the development, implementation, and evaluation of the long and short-range plan of the district/campus.

BULLYING

All employees are required to report student complaints of bullying to their campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and can be found in District Policies.

CELL PHONE USAGE

The use of cell phones by employees is prohibited during instructional time. Failure to abide by this rule will result in a reprimand. (Refer to BISD Policy on personal use of electronic communication)

DRESS AND GROOMING PROCEDURES

BISD employees serve as role models for the students and as representatives of BISD organization. Consistent with these roles all employees, volunteers and substitutes shall dress professionally and appropriately. Employees are expected to adhere to dress standards established. Please refer to the BISD Dress code and grooming guidelines outlined on the BISD employee handbook (see appendix G). BISD reserves the right to determine at its discretion what is and is not appropriate workplace attire and to address issues as they arise.

Males must keep hair neat, clean and well groomed. Hair coloring must look natural and complement the individual. Tattoos and body piercing may not be exposed. Males will not wear earrings.

Female hairstyles shall not be outrageously multicolored or faddish. Hair coloring must look natural and complement the individual. Tattoos and body piercing may not be exposed. Multiple earrings on each ear are prohibited.

COMMUNICATION/EMAIL

In order to maintain effective communication between administration and staff, staff is required to check their emails a minimum of two times per day: once in the morning and once in the afternoon. Staff is encouraged to check their emails with frequency. A response to all emails and messages should be done in a timely manner. Teachers are expected to keep documentation of all student/parent contact.

Parent conferences can still be held during the Covid-19 pandemic via zoom or digital communication platform.

EMERGENCY PROCEDURES

Teachers who must leave class due to an emergency must notify administration before taking action. **Students are never to be left unattended at any time.** Medical appointments or personal errands are not considered emergencies. Teachers are to plan according around work schedule or submit absence request as per policy.

EMPLOYEE ARREST AND CONVICTIONS

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;

3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit;
 - Theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felonies involving driving while intoxicated (DWI)
 - Acts constituting abuse or neglect under the Texas Family Code.

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

FIELD TRIP AND TRAVEL POLICY/PROCEDURES

UIL events are sanctioned and approved by the Board of Trustees. All coaches/sponsors must submit the UIL calendar and any revisions to the Principal as soon as the information is available. Please note that the field trip form must be submitted to the Principal at least three weeks prior to the activity.



A field trip is recognized as an extension of the experience of a group, which takes place outside the classroom.

A field trip should be viewed as a functional part of the whole teaching experience and is not designed to serve advertisers or public relation interest. Only field trips that are relevant to the Campus Improvement Plan will be approved by the Principal.

Each bus must be supervised by at least one certified person at all times. A supervising adult must be seated by the back exit of the bus at all times. Overnight trips require male/female chaperones. No student is allowed to leave a school sponsored trip.

Every student leaving the school grounds must have a Field Trip Permit Form and Authorization for Emergency Medical treatment signed by either the parent and/or guardian for each particular field trip. All trips are considered to be round trip.

Parents or guardians wishing to pick up students at the field trip site must provide advance written notice to the Principal. Campus administration must verify this request by phone or by having parents deliver the pick-up request in person to the Principal. Valid identification must be presented when parents and/or guardians pick up students at the field trip sites.

Adult chaperones (non-BISD employees) must be processed as volunteers by Human Resources-Classified Personnel and be approved by the Principal in order to ride the bus.

All student travel required for events, such as, field trips, UIL activities, non-UIL competitions and/or conferences is restricted to enrolled students only who are directly participating in the activity. This includes children of adult chaperones/sponsors who do not attend the school that is sponsoring the field trip and/or does attend the school but not directly participating and/or involved in the activity. All traveling members, including sponsors/chaperones must be approved by the principal.

- I. Field trip request must be submitted to the Principal at least 3 weeks in advance for approval.
- II. Sponsor must completely fill out and submit the following documentation to Dean of Instruction, 3 weeks prior to the event for review.
 - a. Campus Field Trip Form (from Principal to the Area Superintendent)
 - b. Instructional Field Trip Request Form
 - c. Student Travel Consent Form (copies of every student)
 - d.

- d. Transportation Request Form
- e. Student Roster

- III. Transportation Department requires bus requisitions at least 10 working days.
- IV. In adhering to attendance policy, a List of participating student with their full complete name, local id and grade level on approved campus form must be emailed to PEIMS Supervisor, attendance clerk and Dean of instruction.
- V. Attendance clerks will assign respective codes to students on list to be marked present or absent.
- VI. Sponsors/teacher must submit a list of students attending field trip to the campus nurse two weeks prior to trip. Students with medical alerts and/or medical treatments will need to be identified. Nurse will advise if medications and/or supplies for these students are needed while on the field trip. Medications/supplies will need to be picked up the morning of event. Training for some procedures might and must need to be scheduled with nurse before or after school prior to the trip. Please see nurse for additional information.
- VII. Sponsors/Chaperones will supervise students at all times, no exceptions. Chaperones are expected to spread out and monitor students at all times.
- VIII. Sponsors/Chaperones must submit an itinerary for approval from principal for any overnight trip.
- IX. Sponsors/Chaperones must meet with principal one week prior to trip to review approved itinerary.

FIRE DRILLS



Veterans Memorial ECHS conducts fire drills on a monthly basis. The school map showing the emergency evacuation routes you're your classroom should be posted on the bulletin board of each

classroom.

Teachers must become familiar with the route and inform their students so they will know what to do in case of an emergency.

FIXED ASSESTS

Any items with a bar code label placed by the District need to be documented by all faculty and staff. Faculty and staff need to complete the correct form before any item may be moved, discarded, or transferred to another location. The form must have the signature and approval of the campus TST responsible for fixed assets.

No computer may be removed from the original site. These computers are tracked by room number.

All new incoming fixed assets/merchandise need to be bar coded by central office personnel. This includes merchandise delivered to the departments. The merchandise will be registered and forwarded by these personnel to the appropriate teachers, program, or department for signature and receipt.

FUNDRAISER PROCEDURES

1. All funds must be deposited with the bookkeeper on a daily basis. Count and wrap all monies. Write the student's name on checks to be deposited.
2. Do not accept post-dated checks.
3. Sponsors must maintain detailed financial records and maintain a positive balance in his/her account.
4. Receipts/ Invoices must be provided for **all** purchases.
5. BISD checks and tax-exempt status may not be used for personal purchases under penalty of law.

6. Submit check request form two days prior to the date you need a check issued. Request form will not be honored if you have insufficient funds. Request form needs to be filled out completely and approved by Principal prior to submitting to bookkeeper.

7. Bookkeeper is not permitted to cash personal checks.

relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

GRIEVANCE/ COMPLAINT POLICY

Any employee filing a grievance or complaint must submit it in writing to the Principal. The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. For ease of reference, District Policy DGBA concerning the process of bringing forward concerns and complaints is reprinted in the Appendix: <http://pol.tasb.org/Home/Index/254>

HARASSMENT

Harassing others by sending annoying, abusive, profane, threatening, defamatory, or offensive messages is prohibited. Some examples include: obscene, threatening, or repeated unnecessary messages; sexually, ethnically, racially, or religiously offensive messages; continuing to send messages after a request to stop; and procedures that hinder a computer session.

HARASSMENT OF STUDENTS

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social

KEYS

Please pick up your room key with campus maintenance supervisor. With the large number of visitors and guests to our campus, it is imperative to keep your room locked when it is not in use. In the event that you lose or misplace your keys please notify the administrator in charge immediately. For security reasons, please do not duplicate your keys or give access to your school keys to anyone other than yourself. Keys are district property and should be safeguarded at all times.

MARQUEE

If you have an event or group that has received an honor and wants to be recognized on the marquee, you may email it to Ms. Lupita Sanchez, and cc Dean of Instruction.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited every day during 1st period before announcements are made. The Texas Pledge will also be recited following the Pledge of Allegiance. There will be a moment of silence for those who wish to reflect.

TUTORIAL TIMESHEETS

All teachers are required to turn in timesheets on the dates established by the dean of instruction. Failure to turn them in by deadline will result in no compensation.

SIGN-IN/ SIGN-OUT PROCEDURES

Employees are required to sign-in and sign-out each day using the BIOSCREEN. BIOSCREEN machines are located throughout the building. They are located in the administrative building, staff work rooms and the cafeteria.

Teachers should be signed in no later than 8:30 a.m. and may not clock out earlier than 4:20 p.m.

Counselors will work from 8:15 to 4:30 p.m. with one hour for lunch. Classified employees are to follow assigned schedules and are not allowed to adjust work schedule without the approval of administration.

LUNCH PROCEDURES

Employees are required to follow the assigned lunch procedures. Certified employees lunch schedule includes a 30-minute duty free lunch. All classified employees must sign in and out for lunch.

LESSON PLANS

The TEKS Standards and student expectations must be implemented in all subject areas. A discussion of teaching and learning based on standards must address three aspects of day-to-day life in a classroom: curriculum, assessment, and instruction.

- *Curriculum* – Our district has implemented a curriculum framework grounded in academic TEKS standards. Our campus

will align our day-to-day teaching with district plan.

- *Assessment* – Our students will be prepared in order to meet or exceed all state exams.
- *Instruction* – Our instruction should include rigor and relevance.

Lesson plan books are to be completed and uploaded to Office 365 a week prior to the start of the six weeks. Dean of instruction and Appraisers will check lesson plans. A copy of your lesson plans will be turned in to the Dean of Instruction at the end of the year (state mandated document).

If you are absent all necessary materials shall be kept available in the classroom. Teachers should maintain a folder that includes:

- Daily Assignment Student
- Seat Assignment

Substitute Lesson plans and necessary materials shall be kept available in the classrooms. The teachers should maintain a folder that include daily assignments (which can be completed independently by students), attendance sheets (copy of TAC attendance for each period), and seating charts. The substitute folder should be kept on the teacher's desk and will be checked by the appraiser/administrators during walk-through sessions.

TRANSITIONAL TIME

It is imperative that all teachers be outside their classroom door during transitional time to direct students to their next class period.

SOCIAL MEDIA

The rise of new media, such as Twitter, Instagram, Facebook and many other, has increased communication between people all over the world and the Internet. It has allowed people to express themselves through blogs, websites, applications, pictures, and other user-generated media. Because it is web based, use **your professional judgment on your postings being cognizant of information shared**. Employees will be held to the same professional standards in their public use of electronic

media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform job duties, the employee is subject to disciplinary action.

Employees should **NOT** use student pictures on their "personal" social media page and/or the such. A professional page, such as one of school official social media page, clubs or organizations, may be used as this would be authorized by administration. Teachers must complete the Electronic Communication Request form, a district required form, requesting approval for any type of media communication with students. Teachers must also have the parent's permission to have contact with student. At least one parent of each student must be included on the media page and/or communication applications. Please refer to district policy on Electronic communication, BISD employee handbook pg. 92.

PARKING PERMITS

Faculty and Staff must have valid Veterans Memorial Parking Permits. This will assist in eliminating students from parking in the teachers parking areas. Please be reminded not to park in the no parking areas.

In addition, all BISD facilities provide handicapped parking and accessibility in accordance to mandates of the Federal Government. All Veterans Memorial faculty and staff members are reminded not to park in any parking space designated as a handicapped parking space unless the vehicle displays current handicapped-parking permits. Parking regulations will be fully enforced.

PERSONAL LEAVE REQUEST

All personal leave requests must be submitted, in writing to the principal. Make your request as soon as you know you will need personal leave, but no less than 72 hours before the requested time. All personal leave must be pre-approved

PROFESSIONAL LEAVE/STAFF DEVELOPMENT

A professional leave application must be submitted by any professional or paraprofessional staff member in the following instances:

* Any time s/he will be attending a school-related function while on contract

* Any time s/he will be attending a pre-approved school related function during off-contract time (June-August prior to in-service week) for which his/her expenses will be reimbursed.

There are two kinds of Professional Leave Application forms:

1. Professional leave/staff development application request from within the district (In-house)

2. The BISD request for Professional leave form (Out-of-district)

* Submit professional leave application to budget clerk's office a minimum of two weeks prior to the event or registration deadline for approval and required signatures

* Once approval is received staff members must notify clerk of the day to be absent to request a substitute.

Completing the Professional Leave Application:

1. The dates s/he will be attending the event
2. The expenses s/he will incur and
3. Whether or not the employee will need a substitute
4. Attach a district memo about the event/meeting
5. If a prepayment for hotel, airfare, and/or registration fee is being requested, the requisition for those prepayments must have the date the Professional Leave was approved.

All teachers must register for any staff development, district training, or conferences through the Professional Development System (PDS). To access the Electronic Registrar you will need to know your organization number, user identification and personal identification number (PIN). To register for a session you will need to know the Workshop number.

To access the PDS type the address:
<https://apps.esc1.net/ProfessionalDevelopment/bisd>

STUDENT DISCIPLINE

Teachers will follow and implement campus discipline plan. (Discipline plan is available on website). Administration will follow the Student Code of Conduct Handbook. Administrative decisions will be made on a case by case basis. Teacher will review discipline orientation power point with students at the beginning of the school year and will complete the acknowledgement form for each student for first period.

Teachers are expected to mutually respect every student and have students address them formally, for example Mr. or Mrs. Last Name, in order to create a positive rapport with students.

SBDM COMMITTEE

The site-based decision-making committee shall be established to assist the principal. The committee shall meet for the purpose of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedures and shall be chaired by the principal. The committee shall be composed of an appropriate number of members who shall represent campus-based professional staff, parents, businesses, and the community. The campus based professional staff members shall be elected by their departments during an election at the beginning of every school year. Nominations and elections shall be conducted in accordance with policy and administrative regulations.

The Chairperson of the committee sets the agenda and schedules monthly meetings throughout the school

year. All committee meetings are held outside of the regular school day. The schedule of meetings is set at the beginning of the year as per the district calendar. The secretary documents attendance and minutes for each meeting.

The Vice-Chair and Parliamentarian oversee all meetings following Robert's Rules of Order. This position will ensure that each meeting is held to order by all members/visitors and maintains a reasonable time limit.

STUDENT TEACHERS

Any teachers with a student teacher under their mentorship must be present in their classrooms at all times. Students must never be left unattended with student teachers. Teachers must abide to all rules and guidelines, as provided by the university supervisor.

TEXTBOOK ACCOUNTABILITY

1. Student books will be issued to students/parents. Teachers will NOT be checking out books to students.
2. Teachers will have classroom sets. Teachers are accountable for their class set.
3. Teachers must use the appropriate Textbook Request/Return form to request or return books throughout the year.
4. Teachers must clear textbook account with the administrator at the end of the school year.
5. Random textbook checks may occur.
6. Textbooks will be issued to students during the first few weeks of school.

VISITORS

All visitors, including spouses and relatives of employees, must report to the office and receive a

Visitor's pass. If you see an unauthorized individual in the building, please refer him/her to the office immediately. If they refuse, please call security and/or notify the office immediately. Any visitor to the campus must have a visitor's pass. Students are not allowed to bring friends to school to visit their classrooms.

Never allow a visitor to talk to a student or take the student from your classroom. The office will always contact the teacher if a student is to leave your classroom.

VIDEO AND GUEST SPEAKERS

VIDEO

Teachers are allowed to show an instructional video(s) as an integral part of their curriculum. Teachers requesting to show a video must do the following:

1. Obtain a Video Approval Form located on the Veteran's Memorial website.
Submit the request one week before showing the video.
2. Attach a copy of lesson plan indicating the video is part of the lesson on the form.
3. If lesson plan is not attached, permission will not be granted.
4. Must have the Dean of Instruction/Principal signature before showing any type of video.
5. On the day of the video you must post the signed Video Approval Form outside your classroom door.

NOTE: Substitutes are not allowed to show a video(s) when the teacher is absent.

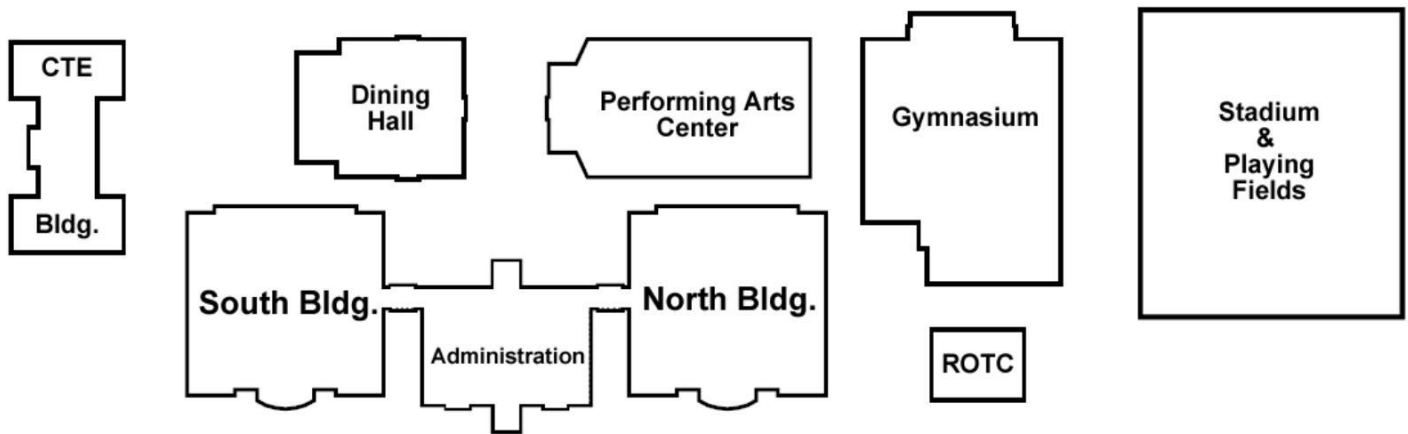
GUEST SPEAKER

Teachers are permitted to have guest speakers as an integral part of their curriculum. Teachers

requesting to have a guest speaker must do the following:

1. Obtain a Guest Speaker Approval Form located on the Veteran's Memorial website.
2. Submit request two week before guest speaker's presentation.
3. Attach a copy of lesson plan indicating the guest speaker is part of the lesson plan form.
4. If lesson plan is not attached, permission will be denied.
5. Must have the Dean of Instruction/Principal signature before allowing the guest speaker do his/her presentation.
6. On the day of the guest speaker presentation you must post the signed Guest Speaker Approval form outside your classroom door.

Appendix A





VETERANS MEMORIAL EARLY COLLEGE HS 2020 – 2021 BELL SCHEDULE

REGULAR BELL SCHEDULE

	9 th and 10 th Grade	11 th and 12 th Grade
ENTRY BELL	8:40	8:40
1 st Period	8:45 – 9:30	8:45 – 9:30
2 nd Period	9:35 – 10:20	9:35 – 10:20
3 rd Period	10:25 – 11:10	10:25 – 11:10
4 th Period	Lunch 11:10 – 11:55	11:15 – 12:00
5 th Period	12:00 – 12:45	Lunch 12:00 – 12:45
6 th Period	12:50 – 1:35	12:50 – 1:35
7 th Period	1:40 – 2:25	1:40 – 2:25
8 th Period	2:30 – 3:15	2:30 – 3:15
9 th Period	3:20 – 4:05	3:20 – 4:05

PEP RALLY BELL SCHEDULE

	9 th and 10 th Grade	11 th and 12 th Grade
ENTRY BELL	8:40	8:40
1 st Period	8:45 – 9:25	8:45 – 9:25
2 nd Period	9:30 – 10:10	9:30 – 10:10
3 rd Period	10:15 – 10:55	10:15 – 10:55
4 th Period	Lunch 10:55 – 11:35	11:10 – 11:40
5 th Period	11:40 – 12:20	Lunch 11:40 – 12:20
6 th Period	12:25 – 1:05	12:25 – 1:05
7 th Period	1:10 – 1:50	1:10 – 1:50
8 th Period	1:55 – 2:35	1:55 – 2:35
9 th Period	2:40 – 3:20	2:40 – 3:20
Pep Rally	3:25 – 4:05	3:25 – 4:05

EARLY DISMISSAL BELL SCHEDULE

	9 th and 10 th Grade	11 th and 12 th Grade
ENTRY BELL	8:40	8:40
1 st Period	8:45 – 9:25	8:45 – 9:25
2 nd Period	9:30 – 10:10	9:30 – 10:10
3 rd Period	10:15 – 10:55	10:15 – 10:55
4 th Period	Lunch 10:55 – 11:35	11:00 – 11:40
5 th Period	11:40 – 12:20	Lunch 11:40 – 12:20
6 th Period	12:25 – 1:05	12:25 – 1:05

CERTIFIED EMPLOYEES (Subject to change)

<u>Administration</u>		<u>Diagnostician</u>		<u>Foreign Language</u>	
Gallegos, Dr. Linda	A109	Cardenas, Dr. Ligia	C148	Salazar, Frank	B159
Garza, Cynthia	B227			Chapa-Gracia, Maribel	B160
Montes, Josie	A134	<u>Dyslexia</u>		Hernandez, Samuel	Floater
Rodriguez, Patricia	C144	Demory, Linda	C150	Villarreal, Jose Luis	C209
Salazar, Gamaliel	C119			Vacancy	Floater
Soto, Hilda	B135				
Luna, Gracie	A121	<u>English Language Arts</u>			
		Castellanos, Lisa	B150		
<u>Athletics</u>		Chaffin, Herlinda	C164		
Alaniz, Jesus	GYM	Clark, Anna	B121	<u>Guidance</u>	
Castaneda, Jaime	GYM	Estevez, Taylor	C158	Arteaga, Briana	A118
Martinez, Joe	C106	Gonzalez, Perla	C134	Cantu, Jessica	A115
Medina, Jorge	B208	Jimenez, Rosa	B143	Grandado-Perez, Mar	A113
Uribe, Maria N	GYM	Leal, Denise	C233	Maddox, Lucinda	A112
		Morales, Denise	C234	Mendiola, Flor	A111
<u>AVID</u>		Rosas, Kimberly	C219	Soto, Sandra	A119
Abete, Tomas	B162	Salazar, Melissa	B153	Torres, Laura	A120
		Solis, Ana Mae	C161		
		Vasquez, Jesus	C163		
<u>Career & Technology</u>		Villarreal, Barbara	B220		
Anderson, Philip	B232	Ward, Hailey	C159		
Breeden, Christopher	T126	Wassen, Cynthia	C160	<u>IDEA</u>	
Castillo, Oscar	T138	Wooderson, Alicia	B149	Arizmendi, Ileana	C111
Champion, Charles	B120	Vacancy	C157	Ayala, Elizabeth	C109
Escobedo, Gilbert	B233	Vacancy	C162	De La Fuente, Nubia	C109
Flores, Erika A	T134			Gomez, Sela	C112
Garza, Ashley	T112			Ayala, Juan	C110
Gonzalez, David	C247	<u>Fine Arts</u>		Huerta, Juan	C220
Hernandez, Hilda	C129	Baldwin, Travis	D167	Lopez, Mary Helen	B138
Hernandez, Roman	B229	Barbosa, Javier	C130	Mares, Elizabeth	C149
John, Michelle	B161	Barrera, Julio	D148	Poy, Sammy	C220
Lucio, Marc	B205	Clark, Ryan	D136	Zarate, Monica	C149
Marquez, Irasema	T110	De Anda, Aide	D130	Zarate, Jose L	C110
Mata, Connie	B236	De la Fuente, Philip	D148		
Medrano, Luis	T104	Guerrero, Iliana	D167		
Moore, Michael	C245	Guzman, Uzziel	D167	<u>ISS</u>	
Rodriguez, Leopoldo	C135	Ochoa, Jaime	D148	Medina, Jorge	B208
Rookstool, Brian	B215	Olvera, Elizabeth	D154		
Saenz, George	Library	Picco, Elizabeth	C133		
Sanchez, Francisco	B206	Stone, Elizabeth	D148	<u>Library</u>	
Varela, Marie	B231	Tamez, Celina	D136	Longoria, Leticia	Library
Viera, Nancy	C244	Topete-Lopez, Juliana	D122	Gorena, Rosie	Library
Villarreal, Luis	T127	Villarreal, Sylvia	C126		
Vacancy	T104				
Vacancy	T134				

<u>Math</u>				<u>Speech</u>	
Atkinson, Fausto	Floater			Anderson, Philip	B232
Castillo, Rudy	B157	<u>Science</u>		Baldwin, Jonathan	C106
Garcia, Adina	B128	Abete, Adriana	B237		
Garcia, Ramon	C222	Ayala, Dante	B241	<u>S.T.A.R.S</u>	
Gonzalez, Alfonso	C207	Castaneda, Bianka	B244	Vera, Adam	C134
Gonzalez, Vanessa	B154	Cardenas, Rayner	C226		
Lopez, Sylvia	B127	Chavez, Mary Helen	B239	<u>Testing Coordinator</u>	
Marmolejo, Gerardo	B156	Garcia, Jesus	B244	Villarreal, Diana	A139
Martinez, Carlos	C221	Garza, Luis	C244		
Moreno-Garcia, Griseld	B122	O'bell, Patricia	B218		
Ortiz, Frank	B156	Oddo, Michelle	C237	<u>TSI Lab</u>	
Rodriguez, Cutberto	C206	Paz, Valentin	C235	Troncoso, Luis	B162
Sierra, Armando	B124	Ramos, Cynthia	B216		
Silva, Jesus	B123	Sanchez, Sandra	C240		
Vasquez, Raul	B151	Torres, Arnold	B246	<u>TSI</u>	
Vela, Maria T Rodriguez	B152	Villarreal, Tomas	B234	Sanchez, Lupita	A133
Vital, Armando	C224	Vacancy	B213		
		Vacancy	C242		
		<u>Social Studies</u>			
<u>Nurses</u>		Barron, Bernice	C167		
Douglas, Monica		Castaneda, Patricia	B145		
Covarrubias, Rachel		Cosay, Magdalena	C165		
		Delgado, Jerry	C153		
		Fernandez, Stacy	Floater		
<u>Program Intervention</u>		Garcia, Carlos	C168		
Rocha, Maria		Garcia, Rosalio	B111		
		Gault, Andrew	B153		
<u>ROTC</u>		Gibson, Larry	SQUAD		
Ramos, Christine	H108	Gonzalez, Ana Patricia	C154		
Vacancy	H108	Guerrero, Albert	C156		
		John, Matthew	B147		
		Muller, Guillermo	C166		
		Schlatter, Mark	C223		
		Schuster, Richard	B110		
		Vasquez, Alberto	C205		
		Vacancy	B158		

CLASSIFIED EMPLOYEE DIRECTORY (Subject to Change)**PRINCIPAL'S SECRETARY**

Castro, Sylvia

CATE SECRETARY

Covarubias, Pearl

ATTENDANCE

Collaso, Lourdes

BOOKKEEPER

Turrubiate, Alma

CLERICAL ASSISTANTS

Flores, Rita

Gomez, Laura

Garcia, Luis

Vasquez, Tony

CUSTODIAL STAFF

Alaniz, Nelda

Alaniz, Roberto

Araujo, Jose

Aguilar, Maria

Chavez, Irma

Garcia, Emilio

Garza, Enrique

Garza, Natalie

Gonzalez-Leon, Enrique

Marin, Elsa

Martinez, Maria

Ortiz, Nazario

Ortiz, Ramiro

Pena, Elias

Sanchez, Hector

Trevino, Georgina

Vera, Miguel

MIGRANT CLERK**Data Management**

Cantu, Laura

Martinez, Janet

DYSLEXIA AIDE

Ramirez, Dora

ESL

Garza, Diana

GUIDANCE CLERK

Ibarra, Griselda

LIBRARY AIDE

Ortiz, Tanya

Resendez, Luz

PARENT LIAISON

De La Cruz, Belia

Izo, Nohelia

RECORDS ROOM

De Leon, Judy

REGISTRAR

Belmont, Efy

SPECIAL ED AIDES

Briones, Erika

Castillo, Juanita

Diaz, Luis

Flores, Miguel

Galan, Manuel

Garcia-Pena, Sergio

Garcia, Norahima

Larrazolo, Hilda

Lopez, Mario

Lozano, Lucy

Padron, Alondra

Petrarca, Antonio

Sanchez, Alejandra

Vargas, Sandra

Villarreal, Norma

LOCKDOWN PROCEDURES

BISD has developed a district Crisis Intervention and Response Handbook to serve as a reference for school personnel to use as we prepare for and respond to emergencies or crisis situations. The following are general guidelines taken from the district plan and adapted to fit our own campus needs that will enable us to protect the students entrusted to our care should the need arise.

In case of crisis or emergency staff will be alerted of the condition and the code being used. Codes will be announced in plain English.

<p style="text-align: center;"><u>LOCKDOWN</u></p> <ol style="list-style-type: none"> 1. A campus administrator will announce lockdown. <ul style="list-style-type: none"> • If anyone hears or sees a situation* that requires lockdown, immediately begin procedures and call the front office to report emergency. • Get students out of hallways and into classrooms. • Lock classroom door and turn off lights. • Make sure all windows are locked and covered 2. If you cannot lock classroom door: <ul style="list-style-type: none"> • Take students to the neighboring classroom that can be locked. • Join that class and follow teacher's instructions. 3. Keep students quiet and out of view. If necessary, cover door window 4. Take roll to account for all students. 5. Keep students silent and calm. 6. Phones (including cell phones) are not to be used unless communicating is critical information to Front Office or Law Enforcement 7. Remain in locked classrooms until campus administrator announces lockdown is over or you are evacuated by Law Enforcement. If confronted by a suspicious person, be courteous and confident. Keep a distance between yourself and the individual and avoid confrontation. Provide law enforcement with as much detail as possible about incident. Quickly and specifically, follow law enforcement instructions. <p><u>(Note: if students are outside the building, supervising staff should move them to the nearest room within the building or to a portable and follow the instructions above. If students cannot be moved safely into a secure area, they should be evacuated a safe distance off campus and the police and/ or principal notified of their whereabouts as soon as possible.)</u></p>	<p>ARMED INTRUDER (3)</p> <p>INTRUDER (3)</p> <p>WEAPONS SITUATION (8)</p> <p>VIOLENT SITUATION (7)</p> <p>SUICIDAL PERSON (6)</p>
<p style="text-align: center;"><u>SOFT LOCKDOWN</u></p> <ol style="list-style-type: none"> 1. A campus administrator will initiate reverse evacuation procedures and instruct staff members to bring all people that are outside into the building. <ul style="list-style-type: none"> • If time and situation permits, bring portable building occupants into the main building. If not, portable building occupants should lock portable doors and initiate lockdown procedures. 2. Check hallways and bring students into classrooms. Lock classroom doors. 3. Report the location of any suspicious person to the front office. 4. Take class roll to account for all students and initiate student accountability procedures using the emergency status cards <ul style="list-style-type: none"> • If all students are accounted for post GREEN status card in door window. • Post RED status card in door window if you can not account for all students, have a medical emergency, or have noted something suspicious. • If there is no door window, slide the card under the door into hallway. 5. No student or staff member should be released until student accountability is complete. 6. Do not let any student leave without proper authorization. 7. Follow instructions given by campus administrator. 8. Phones (including cell phones) are not to be used unless communicating is critical information to Front Office or Law Enforcement 9. Remain in locked classrooms until campus administrator announces lockdown is over or you are evacuated by Law Enforcement <p><i>(Note: The campus Principal or designee will determine if classroom instruction will continue. Announcement will be made)</i></p>	<p>CLASSROOM/ HALLWAY EMERGENCY (1)</p> <p>FIGHTING (2)</p> <p>INTRUDER SITUATION (3)</p> <p>MISSING CHILD- ABDUCTED (4)</p> <p>INJURY (5)</p> <p>VIOLENT SITUATIONS (7)</p> <p>SUICIDAL PERSON (6)</p> <p>BOMB THREAT (14)</p> <p>DISASTER (10)</p>

<p style="text-align: center;">EVACUATION</p> <ol style="list-style-type: none"> When you hear the fire alarm or other emergency announcement, begin campus building evacuation and student accountability procedures. <ul style="list-style-type: none"> Instruct students to calmly leave the building in an orderly manner. Check room for any suspicious items. Take class roll, go-kit and emergency status cards with you. Make sure classroom door is closed and preferably unlocked. Teacher should be the last person to exit the room. Assemble class at assigned evacuation location. <ul style="list-style-type: none"> Take roll to account for all students. Keep students quiet and calm. Do not let any student leave without proper authorization. Follow instructions given by Principal. <ul style="list-style-type: none"> Do not reenter building until directed by the Principal. If relocation is necessary, account for all students before they get on the bus and again when they get to the new location. Same for a walking evacuation 	<p>CHEMICAL HAZ MAT SPILLS/LEAKS (12)</p> <p>FIRE (9)</p> <p>BOMB THREAT (14)</p> <p>DISASTER (10)</p>
<p style="text-align: center;">SHELTER IN PLACE</p> <ol style="list-style-type: none"> Announcement will be made to initiate Shelter in Place procedures. Close doors and shut off air intake system for classroom if possible. Find a way to seal any gaps in doors or windows that might allow air to infiltrate classroom. Take class roll to account for all students and initiate student accountability procedures using the emergency status cards. Do not let any student leave without proper authorization. Follow instructions given by campus administrator. Cell phone usage is not permitted at any time. 	
<p style="text-align: center;">SEVERE WEATHER</p> <p>TORNADO WATCH or WARNING, HAIL STORM-DROP, COVER AND HOLD</p> <ol style="list-style-type: none"> Announcement will be made to initiate campus tornado/severe weather procedures. <ul style="list-style-type: none"> Based on the severity of the storm and current weather conditions, portable building occupants will be instructed to move inside to the main building. If instructed, move class to pre-designated safe areas: Initiate accountability procedures. <ul style="list-style-type: none"> Upon reaching designated area, teachers should check class rolls. Follow instructions given by campus administrator. Seat students in one row whenever possible, facing the interior walls. If needed, seat students in multiple rows facing the same direction. Maintain control, keeping students and staff quiet and calm. Do not let any student leave without proper authorization. <p>If you are notified that a tornado has been sighted in the immediate area---do the following:</p> <ul style="list-style-type: none"> Have students and staff assume a protective posture—kneel facing the interior wall with head down and hands protecting the back of the neck and head. Be aware that electrical power and phone service may be disrupted. Follow campus administrator instructions until danger has passed. Sheltered areas should be 30 feet or more away from exterior glass doors. Avoid gyms or large areas with high walls and roofs. The best shelter is on the first floor in a multi-floor structure, away from exterior windows 	<p>WEATHER SEVERE SITUATION (13)</p>

Texas Administrative Code

TITLE 19

EDUCATION

PART 7

STATE BOARD FOR EDUCATOR CERTIFICATION

CHAPTER 247

EDUCATORS' CODE OF ETHICS

RULE §247.2

Code of Ethics and Standard Practices for Texas Educators

Enforceable Standards.

(1) Professional Ethical Conduct, Practices and Performance.

(A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

(B) Standard 1.2. The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

(C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

(E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

(F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

(G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

(H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

(J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

(K) Standard 1.11. The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

(L) Standard 1.12. The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.

(M) Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

(2) Ethical Conduct toward Professional Colleagues.

(A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

(C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

(D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

(E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

(F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

(G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

(H) Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

(3) Ethical Conduct toward Students.

(A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

(C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

(D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

(E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

(F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

(G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

(H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

(I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Source Note: The provisions of this §247.2 adopted to be effective March 1, 1998, 23 TexReg 1022; amended to be effective August 22, 2002, 27 TexReg 7530; amended to be effective December 26, 2010, 35 TexReg 11242; amended to be effective December 27, 2016, 41 TexReg 10329; amended to be effective October 21, 2018, 43 TexReg 6839

Presented 8-4-2020

Dress Code and Grooming Guidelines 2020-2021

Policy: DH

All employees' dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with the following standards of dress and hygiene. Teachers shall dress more conservatively than the students. Good personal hygiene is expected of all employees.

ATTIRE AND GROOMING FOR MEN	ATTIRE AND GROOMING FOR WOMEN
The following <u>are permissible</u> for men:	The following <u>are permissible</u> for women:
✓ Collared shirts, polo style shirts, sport shirts, and guayaberas (shirt tails tucked in)	✓ Dressy blouses and shirts
✓ Neatly-trimmed mustaches/beards and sideburns	✓ Sleeveless dresses and blouses (if undergarments are not exposed)
✓ Hair shall be neatly groomed	✓ Dressy capris
✓ Dress shoes, casual shoes, boots, canvas shoes	
✓ Dressy slacks	
✓ Undergarments are to be worn at all times.	
The following <u>are prohibited</u> for men:	The following <u>are prohibited</u> for women:
▪ Plain, collarless t-shirts of any color	▪ Clothing that is strapless, having spaghetti straps, bare midriff, cut-out backs, or having provocative/low necklines
▪ Muscle shirts or sleeveless t-shirts	▪ Dresses/skirts that are more than 2" above the knee cap
	▪ Dress/skirts with slits on side, rear or front exposing 2" above the knee cap
	▪ Leggings in lieu of pants; (including spandex)
▪ Denim jeans of any color	
▪ Warm-ups and windbreaker suits	
▪ See-through apparel	
▪ Distracting hairstyles and/or hair color	
▪ Flip flops, slippers, or Crocs style shoes	
▪ Attire shall not be tight/binding	
▪ Tattoos (body art) shall not be visible	
▪ Body piercings shall not be allowed, other than on ears in a reasonable amount	
Exceptions:	
<ul style="list-style-type: none"> ❖ Spirit Day and/or College Awareness Day will be limited to one day per week as designated by the Principal. Additional days will require approval from the Superintendent or Superintendent Designee. On those designated days, denim jeans, tennis shoes or athletic shoes may be worn only if accompanied by a spirit shirt and/or a college awareness shirt. Denim clothing shall be clean and neat, with no holes, no extreme fading, frayed hems, or worn-out look and not multi-toned. ❖ Physical Education staff may choose to wear appropriate attire, approved by Administration, during the physical education period. ❖ Teachers who have lab or shop courses may wear aprons, smocks, or overalls during the instructional period, since this attire may be deemed necessary for safety purposes. ❖ Auxiliary employees in maintenance, custodial, transportation, food service, and positions requiring uniforms are exempted from the general guidelines, but shall comply with dress and grooming guidelines specified by their supervisors in the department handbook. 	

BISD reserves the right to determine at its discretion what is and is not appropriate workplace attire and to address issues as they arise.

Administrative Duties & Responsibilities

2020-2021



Dr. Linda Gallegos Principal	Josie Montes Asst. Principal PEIMS JUNIOR CLASS	Cynthia Garza Asst. Principal FRESHMEN CLASS	Gamaliel Salazar Asst. Principal E.C.H.S. Admin SOPHOMORE CLASS	Hilda Soto Asst. Principal SENIOR CLASS	Patricia Rodriguez IDEA Administrator	Gracie Luna Dean of Instruction	
Entire Campus All Administration Athletics Counselors Appraisals -Administration, Testing Coordinator, Counselors, Librarians, Nurses, CTE Lead Teacher Parental Involvement Boosters Administrative Duty Schedules Approval Substitute/Teacher Absence Reports Supplies Budget Workman's Comp Bookkeeper Failure Rate Reports Competition Rate Reports Advisory Council Department Chair Miss New Hires/ Resignations Student Advisor Group SBDN Meetings	1. Class of 2022 2. Appraisals /Curriculum Facilitator- CTE &PEIMS 3. Lesson Plans-set up Office 365 4. Walk-throughs schedules 5. Failure Rate 6. Discipline 7. Teacher Portfolio 8. Administrative Game Duty 9. Grade level truancy 10. Grade level counselor 11. PEIMS Reports 12. Completion/Drop out/ Graduation Rates 13. Registrar's Office 14. Records/Transcripts 15. TAC Report Cards 16. Attendance Clerks 17. Master Schedule 18. Department Strand meetings	1. Class of 2024 2. Appraisals /Curriculum Facilitator- Science, BAND, Foreign Language 3. Lesson Plans-set up Office 365 4. Walk-throughs schedules 5. Failure Rate 6. Discipline 7. Teacher Portfolio 8. Administrative Game Duty 9. Grade level truancy/ 10. Grade level counselor 11. LPAC 12. Maintenance 13. Textbooks 14. Band 15. Department strand meetings 16. Bilingual Programs	1. Class of 2023 2. Appraisals/ Curriculum Facilitator-ELA, Social Studies, PE 3. Lesson Plans-set up Office 365 4. Walk-throughs schedules 5. Failure Rate 6. Discipline 7. Teacher Portfolio 8. Administrative Game Duty 9. Grade level truancy 10. Grade level Counselor 11. Security 12. Safety-ECOP/ Workers Comp 13. Student Parking Permits 14. SQA 15. CATCH (p.E. Dept.) 16. Department Strand meetings 17. RTI	1. Class of 2021 2. Appraisals/ Curriculum Facilitator- Math & Fine Arts 3. Lesson Plans-set up Office 365 4. Walk-throughs schedules 5. Failure Rate 6. Discipline 7. Teacher Portfolio 8. Administrative Game Duty 9. Grade level truancy 10. Grade level Counselor 11. Textbook Asst. 12. Transportation 13. Teacher Duties 14. Student Activities 15. Characteristics 16. Department Strand meetings 17. Department Strand meetings	1.Appraisals/Curriculum Facilitator- IDEA, ROTC, STARS 2. Lesson Plans-set up Office 365 3. Walk-throughs schedules 4. Failure Rate 5. Discipline 6. Teacher Portfolio 7. Administrative Game Duty 8. Grade level truancy 9. ARDS (all grade level) 10. All Special Education activities 11. Grade level Counselor 12. Co-Curricular & Extracurricular Activities 13. Department Strand meetings 15. Peer Review	1. Campus Curriculum & Instruction 2. Professional Development training 3. ERO on-line System & employee transcript verification 4. Walk-throughs schedules 5. Tutorials/Saturday Academics 6. Video/Guest Speaker Approval 7. TANGO/Aware & Educipedia 8. Campus Data Team 9. Benchmarks 10. Student Assessments 11. Collaboration of testing coordinator 12. Teacher Certifications/Credentia ls 13. Final Exam Schedules/Collections 14. T-TESS trainer 15. Student Observers/ student teachers/ UTeach 16. Parent Liaisons	17. Syllabus process- review DE, AE/Collection 18. Advanced Academics- Institutes/Core/Ongoing 19. Grading procedures 20. Course Listing Guide 21. CIP/CAN 22. New Teachers/mentors 23. At-Risk programs 24. Grants/Campus Awards 25. Regaining Credits Approval 26. STARS/AE/A+ 27. Instructional Field trips 28. State Comp/Special programs budget 29. Honors and Achievement ceremony w/counselor assistance 30. Assist with Master Schedule 31. Community and student engagement binder & PowerPoint (manager for accountability/ rating) 32. Librarians 33. IGC

August 13, 2020 Revised

**VETERANS MEMORIAL HIGH SCHOOL
DEPARTMENT CHAIRS**

Career and Technical Education	Christopher Breeden
English as a Second Language	Barbara Villarreal
Fine Arts	Elizabeth Stone
Foreign Language	Francisco Salazar
English Language Arts	Ana Mae Solis/Rosa Jimenez
Math	Adina Garcia/Griselda Garcia
P.E. / Health	Jaime Castañeda
Science	Bianka Castañeda
Social Studies	Ana P. Gonzalez
Special Education	Nubia De La Fuente

Appendix J

2020-2021 T-TESS/ Classified Assignment

Cynthia Garza	Josie Montes	Patricia Rodriguez	Gamaliel Salazar	Hilda Soto
Science/ Foreign Language/ Band	CTE	IDEA/ ROTC/ STARS	ELA/ Social Studies/PE	Mathematics/ Fine Arts

Evaluations

All employees, including classified staff and support staff, are required to ensure they have an evaluation one week prior to their last day of work. Failure to do so will result in a notice of warning to be filed in his/her employee personnel file.

Classified Employee Appraisers		
Title	Name	Appraiser
Principal's Secretary	Sylvia Castro	Dr. Gallegos
CATE Secretary	Charles Flores	S. Soto
Bookkeeper	Alma Turrubiates	Dr. Gallegos
Clerical Assistant	Laura Gomez	J. Montes
Clerical Assistant	Rita Flores	Dr. Gallegos
Clerical Assistant	Tony Vasquez	Dr. Gallegos
Clerical Assistant	Luis Garcia	Dr. Gallegos
Attendance	Lourdes Collaso	J. Montes
Attendance	Vacancy	J. Montes
Data Management	Laura Cantu	J. Montes
Data Management	Janet Martinez	J. Montes
Records Room	Judy de Leon	J. Montes
Registrar	Efy Belmont	J. Montes
Parent Liaison	Belia de la Cruz	G. Luna
Parent Liaison	Nohelia Izo	G. Luna
Guidance Clerk	Griselda Ibarra	L. Torres
Library Aide	Tanya Ortiz	R. Gorena
Library Aide	Luz Resendez	R. Gorena
Dyslexia Aide	Dora Ramirez	G. Salazar
ESL Aide	Diana Garza	C. Garza
Special Ed Aide	Antonio Antinori	P. Rodriguez
Special Ed Aide	Zue Ayala	P. Rodriguez
Special Ed Aide	Erika Briones	P. Rodriguez
Special Ed Aide	Juanita Castillo	P. Rodriguez
Special Ed Aide	Lucia Constantino	P. Rodriguez
Special Ed Aide	Luis Diaz	P. Rodriguez
Special Ed Aide	Miguel Flores	P. Rodriguez
Special Ed Aide	Manuel Galan	P. Rodriguez

Special Ed Aide	Norahima Garcia	P. Rodriguez
Special Ed Aide	Yasmine Gomez	P. Rodriguez
Special Ed Aide	Hilda Larrazolo	P. Rodriguez
Special Ed Aide	Mario Lopez	P. Rodriguez
Special Ed Aide	Lucy Lozano	P. Rodriguez
Special Ed Aide	Iliana Castillo	P. Rodriguez
Special Ed Aide	Alondra Padron	P. Rodriguez
Special Ed Aide	Dora Perez	P. Rodriguez
Special Ed Aide	Alejandra Sanchez	P. Rodriguez
Special Ed Aide	Leonardo Trevino	P. Rodriguez
Special Ed Aide	Sandra Vargas	P. Rodriguez
Special Ed Aide	Alejandro Vargas	P. Rodriguez
Special Ed Aide	Norma Villarreal	P. Rodriguez
Maintenance Supervisor	Enrique Gonzalez	C. Garza
Custodial Staff	Maria Aguilar	E. Gonzalez
Custodial Staff	Nelda Alanis	E. Gonzalez
Custodial Staff	Roberto Alaniz	E. Gonzalez
Custodial Staff	Jose Araujo	E. Gonzalez
Custodial Staff	Irma Chavez	E. Gonzalez
Custodial Staff	Natalie Castillo	E. Gonzalez
Custodial Staff	Emilio Garcia	E. Gonzalez
Custodial Staff	Enrique Garza	E. Gonzalez
Custodial Staff	Maria Martinez	E. Gonzalez
Custodial Staff	Elsa Marin	E. Gonzalez
Custodial Staff	Nazario, Ortiz	E. Gonzalez
Custodial Staff	Ramiro Ortiz	E. Gonzalez
Custodial Staff	Elias Pena	E. Gonzalez
Custodial Staff	Hector Sanchez	E. Gonzalez
Custodial Staff	Georgina Trevino	E. Gonzalez
Custodial Staff	Miguel Vela	E. Gonzalez

T-TESS Calendar

Appendix K



Brownsville Independent School District Human Resources Department 2020-2021 Texas Teacher Evaluation and Support System (T-TESS) Calendar

August 25 – June 10, 2021	Walkthroughs may be conducted and cumulative data may be obtained on any day and at any time throughout the school year. Any documentation that would affect a teacher's score shall be shared with the teacher within 10 working days.
September 11 – December 17, 2020	All first-year teachers and teachers new to the district shall be evaluated during the first semester of employment.
September 11, 2020	Waiver Form - <i>Reminder any teacher on a Waiver will not qualify for the Teacher Incentive Allotment (TIA)</i>
September 22, 2020	Student Learning Objectives (SLO)
October 6, 2020	Goal-Setting and Professional Development Plan (GSPD)
January 6 – February 5, 2021	GSPD/SLO Mid-Year Conference
April 19 – May 14, 2021	GSPD/SLO End-of-Year Conference
May 14, 2021	Last day to complete the entire appraisal process (pre-conference, formal observation, and post conference)
May 17 – June 9, 2021 Excluding May 28 – June 1 (Memorial Day)	If first appraisal process was completed between April 30 - May 14 requested second appraisals ONLY <i>NOTE: A teacher may request a second observation within ten working days after the observation post conference.</i>
June 4, 2021	Projected GSPD/SLO's for next school year
June 16, 2021	Teacher Summative Annual Appraisal Reports submitted to the Human Resources Department (T-TESS Evaluation Roster, T-TESS Waiver Cover Sheet, T-TESS Waiver Checklist, T-TESS Appraisal Waivers, T-TESS Waiver End of Year Conference/Performance Reports, T-TESS Observation Rubrics, T-TESS Summatives and BISD SLO Rating Rubrics)

Based on the 2020-2021 BISD School Calendar, the following dates indicate the days that formal T-TESS observations shall **NOT** be conducted.

August 25 – September 11, 2020	First Three Weeks of Instruction
October 9 – October 13, 2020	Columbus Day
November 20 – November 30, 2020	Thanksgiving
December 18 – January 7, 2021	Christmas
January 15 – January 19, 2021	Martin Luther King Jr. Day
February 24 – March 1, 2021	Early Dismissal/Charro Days
March 12 – March 22, 2021	Spring Break
April 1 – April 5, 2021	Easter
May 17 – June 9, 2021	15 working days before the last day of instruction
May 28 – June 1, 2021	Memorial Day
Dates may vary	End-of-Semester or End-of-Year Examinations
Dates may vary	STAAR, EOC, or other standardized tests

HIGH SCHOOL GRADING PROCEDURES

Refer to district policy:

https://cnibisd.weebly.com/uploads/4/3/6/0/43607767/2020-2021_secondary_grading_procedures_board_i_covid.pdf

The Brownsville Independent School District's mission is to ensure equal educational opportunity for each student and teach students in a way that ensures academic success, high standards of achievement, and achievement of the individual's potential.

In order to assess progress towards the goal of student success, an effective grading and reporting system which accurately reports each student's educational achievement is required. The Brownsville Independent School District's grading and reporting system is based on the following philosophy:

- a. The basic consideration for grading is that of assessing the student's ability to function and achieve in relation to the mastery of the Texas Essential Knowledge and Skills as prescribed by the State and local school district for the various grade levels and/or subject areas. Grades assess the student's mastery (70%) of Texas Essential Knowledge and Skills and District objectives of the particular subject area and may be indicators of the student's preparation for successful employment.
- b. Student performance will be assessed through a variety of procedures such as written tests, daily work, oral recitation, assigned projects, and classroom participation, other forms of assessment, and make-up work and tests as per guidelines contained herein.
- c. Grades reflect the student's understanding and progress towards mastery of the course content and will not be reflective of student behavior.
- d. Since grading of student performance is of major importance, school personnel will exert maximum effort to maintain effective communication between the campus and the parent/guardian.
- e. Grades will reflect mastery of the Texas Essential Knowledge and Skills (TEKS) hierarchical learning based on Bloom's Taxonomy and Erickson's Structure of Knowledge with focus on higher-order thinking skills.
- f. Administering and/or withholding physical activity as a form of punishment or behavior management is an inappropriate practice.
- g. Student behavior, absences, and/or tardiness will not be reflected in the course grade but, rather, in the appropriate section on the report card.
- h. Parents, students, teachers, and administration must abide by the B.I.S.D Grading Policy.

Lesson Plans and Grade Books:

Daily lesson plans are required to assist the teacher in planning for differentiated instruction; to document that instruction has included state, district, and campus objectives reflecting required TEKS and ELPS/ language objective and sheltered instruction must be reflected to meet the needs of EL students; to provide for continue instruction when substitute teachers are necessary.

Lesson plans should be completed on a weekly basis prior to actual use. Lesson plans should reflect RTI accommodations/modification as implemented for students with an IEP or 504 plan. Documentation in the lesson

plan books should be in accordance with FERPA requirements in which no clearly identifiable student identity is documented.

Student work must reflect standards of excellence which include but are not limited to:

- correct spelling, punctuation, grammar, and organization in a written product approximating the quality of a finished product, not first draft;
- accuracy of information, research, and investigative strategies reflective of scientific methods; and
- evidence of mastery of higher order thinking based on Bloom's Taxonomy, Erickson's Structure of Knowledge, and focused on application, analysis, synthesis, and evaluation

In order to be consistent with the philosophy of student success and equity of educational opportunity delineated on page one of this document, all teachers are required to provide teacher prepared final exam guides for all students in each course. Lesson Plans and Grade Books must reflect the extensive data collected on each student using instruments such as the following:

1. Problem-situations tests;
2. Oral presentations;
3. Projects or independent study;
4. Analysis of creative products;
5. Skills demonstrations or performance.
6. Essay examinations with definite questions;
7. Traditional essay examinations with general questions;
8. Compositions appropriate to the subject;
9. Daily recitations or papers;
10. Short-answer objective tests or quizzes;
11. Teacher observation;
12. Portfolio assessment;
13. Homework;
14. Notebooks/Journals; and/or
15. Student Performance Record.

Note: Supplemental reading materials distributed to students by teachers must be approved by Principals and/or their designees. This includes videos, books, pamphlets, etc. Materials found in school libraries and purchased through District funding sources have prior approval of the Principal by virtue of his/her signature on the Purchase Order.

Extracurricular Activities:

A student who participates in extracurricular activities shall be suspended from participation in any extracurricular contest or performance sponsored or sanctioned by the school district or UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 in any academic class or a 60 in those identified as level two or three on a scale of 100 as evidenced on page 40 of this document for eligibility [according to District Policy.] An ineligible suspended student may practice or rehearse with other students during the period of ineligibility. Identified courses in which a 60 on a scale of 100 is the lowest grade a student can receive are listed in the District's Course Listing Guide approved annually by the Board of Trustees. [Refer to 2015 High School Course Listing Guide page 47.] Additionally,

All students passing all courses for the grading period remain eligible throughout the next grading period.

1. Semester average and semester final exam grades have no bearing on UIL eligibility.
2. Grades are accumulated from first day of grading period through the end of the grading period.
3. UIL ineligible students can regain UIL eligibility seven calendar days from the three week grading period or the end of the grading period.
4. Students who become ineligible will not lose eligibility until seven calendar days after the end of the grading period.
5. The three-week grading period reflects only school weeks and does not include holidays and semester breaks.
6. A student shall be ineligible for participation in a contest or performance sponsored or sanctioned by the District or UIL after a six week evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class.

7. The grade evaluation period is defined as the first six weeks or marking period of a semester and each six week grade reporting period thereafter. [FM Legal]
8. Ineligible students regain eligibility seven calendar days from the three – week evaluation period or end of the grading period. Once a student becomes “ineligible,” his/her grades are checked at the end of the 3rd week of the next grading period. At that point if the student is passing all of his/her classes with a grade of 70 or above, his/her will regain eligibility 7 calendar days after the three week grading period. However, if the student has one class with a grade below 70, his/her will remain ineligible until the end of the six weeks when his/her grades will be evaluated again.
9. Ineligible students may participate in extracurricular practices, but not in contests or performances.
10. For Special Education purposes, special consideration should be given to the following:
 - a. If a student’s grade is derived without following the required accommodations/modifications outlined in his/her IEP, the grade is invalid and a new grade must be determined after modifications are in place.
 - b. Students with special needs and/or identified in the §504 program, who may have experienced extenuating circumstances that impacted school attendance, (medical or psychological treatment) may have their credit restored by their Admission, Review, and Dismissal Committee (ARDC) or §504 Committee beyond the 15 day timelines for appeal purposes, with presentation of appropriate documentation for consideration.
12. For section 504 purposes, special considerations should be given to the following:
 - a. If a student’s grade is derived without following the required accommodations outlined in his/her Student Services Plan, the grade is invalid and a new grade must be determined after accommodations are implemented.
13. All high school courses taken in middle school, with the exception of instructional modules shall be considered as advanced level for UIL eligibility.

Changes in UIL rules and regulations will be strictly adhered to immediately upon receipt of the same. For more information refer to TEA/UIL No Pass/No Play Rule and SB 33.081

Academic dishonesty/Cheating:

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes but is not limited to cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The penalty for cheating will be a zero for work involved and the student will be subject to appropriate disciplinary action in cheating offenses. All students involved will be subject to disciplinary action. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation or information from students.

1. Cheating is interpreted as a procedure which involves the unauthorized giving or receiving help, offering or seeking aid, or the use of material prepared in advance for use on an assignment/assessment. Cheating also involves the use of electronic devices, books, or notes in any form being used during an examination without the permission of the teacher. Retesting will not be allowed in this situation.
2. Plagiarism consists of representing another person’s ideas or writings as one’s own, including but not limited to cutting and pasting from Internet sources. Plagiarism will be considered cheating, and is subject to EIA [Local].
3. If a student cheats on any part of a test and/or assignment given in parts that is administered on separate days, he will receive a zero(s) only in the part where the cheating occurred.
4. All students involved in academic dishonesty may be subject to disciplinary action stipulated in the EIA [Local] and BISD Student Code of Conduct. A teacher that determines the student has

violated the academic dishonesty policy is required to file a discipline referral and must notify the child's parents or legal guardians of the academic dishonesty.

NOTE: Involvement in academic dishonesty may affect a student's eligibility for student honors, student leadership positions, and membership in some student organizations. A discipline consequence may be assigned to a student found guilty of cheating.

Re-teaching:

1. Re-teaching is defined as a differentiated presentation of content, usually to provide an additional opportunity for a student to learn. Re-teaching may vary from subject to subject or from class to class, even from student to student. It may be as simple as repeating the concept. If the student still does not understand the concept, the teacher will use different materials or modalities to present the concept again. For example, if the initial instruction was primarily visual, the re-teach activity might be manipulative or if the teacher used the deductive approach initially, the re-teach activity might use an inductive approach. In this way, the student will gain a new perspective on the task.
2. Re-teaching is an integral part of the lesson cycle and may occur in many different situations. Some examples include:
 - a. During direct teaching as a teacher checks for understanding;
 - b. During guided practice as a teacher monitors;
 - c. During independent practice as students work individually or in cooperative learning groups; and
 - d. During morning and/or after school tutorials
3. Teachers should plan re-teaching strategies at the same time they are planning initial instruction. When this is done, alternative instructional strategies should be used and documented in lesson plans and/or syllabus.
4. If initial re-teaching efforts are unsuccessful, the more complex process of remediation may be necessary. Remediation implies analysis of the learning task and further diagnosis of a student's needs, including the identification of deficient prerequisite skills. Remediation may occur in many different situations. Some examples include:
 - a. As a teacher works with small groups during class time, other students work independently;
 - b. In a tutorial class;
 - c. During morning and/or after school;
 - d. In a remedial class; and/or
 - e. Migrant Lab (serves Migrant students)
5. In applying re-teaching procedures or remediation, school administrators and teachers need to ensure fairness and promote success for all students.
6. Re-teaching is important and school administrators and teachers are responsible for seeing that it happens. Collegial sharing of ideas is encouraged.

Make-up Work:

1. Students, who have an excused or unexcused absence, will not be refused an opportunity to make up work if he/she is absent. The student will be given the same number of days to make up the work and turn in their work as the number of days he/she was absent.
2. Students who are absent on an announced test day will be expected to take a test upon return. If any student has been absent the day prior to an announced test and if nothing new has been covered, the student will be expected to take the test at the regularly scheduled time. If the student has been absent two or more days, the student will immediately make arrangements with the teacher for the makeup test.
3. Any student who does not appear for a prearranged make up test or does not meet his prearranged due date for

other work may receive a zero (0) on that test, work, or retesting.

4. Any student missing work due to participation in extracurricular activities must make prior arrangements with the teacher for work that will be missed prior to the absence.
5. If a student has been sent to “in school suspension,” (ISS), he /she is to receive grades for assigned work completed while there. Teacher of record is responsible for providing assignments to students in ISS. Work not completed in ISS may be recorded as a zero.
6. If a student has been sent to the Brownsville Academic Center (BAC) he/she is to receive grades for assigned work completed while there. If a student does not complete the assigned work, he/she will not receive credit. Campuses are encouraged to outline procedures within campus faculty and student handbooks.
7. A student should not expect make up work and tests to be identical to that done in class during his/her absence.
8. Truant students (students who are absent without permission) will be provided the opportunity to make up work and major assessments.

Retesting:

1. The teacher must notify the student of a failing major assessment within 5 days of the test date with the exception of research papers, projects, benchmarks, six weeks test(s) and semester exams.
2. Retesting will take place upon student failure and **student request** except for research papers, major projects, benchmarks, six weeks test(s) and semester exams. ***It is the student's responsibility to make arrangements for the retest.*** No retests are available for student who received a “0” for cheating. The student must schedule the retest **within five (5) days** after earning the failing grade, except under extenuating circumstance determined by the principal.
3. The student may raise his/her score to a maximum of 70 on the test by taking the retest.
4. A student may not be retested more than one time for any given original major assessment.
5. Retesting Procedures apply to all students. Dual Enrollment must follow University grading procedures.

Homework Guidelines: (refer to district policy)

1. Homework should be reasonable, relevant, and challenging.
2. Homework should connect school work to real world situations insofar as possible.
3. Carefully Monitor the Amount of Homework Assigned
4. Feedback, Grading, and Support: Timely and specific feedback on homework can improve student achievement.
5. Consider recommended homework minute breakdown

GRADING

Grade Reporting: In order to maintain current information for parents/guardians, teachers are to grade and post daily grade assignments within **three school days** after student submission and major projects must be graded within **five school days** after student submission.

A. Grading Scale: All grades should reflect the academic progress of a student. The following grading scale applies in defining **progress of mastery** of the Texas Essential Knowledge and Skills (TEKS):

90-100	Excellent progress
80-89	Good progress
75-79	Satisfactory progress
70-74	Danger of failing
69-below	Failing

B. Six Week Grades

Grades should reflect the academic progress of a student.

1. Major assessments are sixty percent (60%) of the grade. This must include a minimum of four major assessments per six weeks/marking period.
2. Minor Assessments are forty percent (40%) of the grade. This must include a minimum of four minor assessments per six weeks/marking period.

For each six week grading period, the average of the major assessments (minimum of four) will count twice as much as the average of the minor assessments (minimum of four). Teachers are encouraged to collect more than four major and four minor assessments per six weeks or marking period as appropriate to the needs of the students and the subject matter being assessed. By the end of the third week of the six weeks/marking period, a minimum of 2 major assessments and 2 minor assessments will be documented for each student who has been in attendance for at least 15 days of the six weeks/marking period.

Mathematical Formula: $[2 (\text{average major assessments}) + (\text{average minor assessments})] / 3 = \text{Grading Period Average}$

Examples of minor assessments include, but are not restricted to: oral reports, quizzes, and class participation.

Examples of major assessments include, but are not restricted to: projects, reports, research papers, and tests.

C. Semester Grades

1. The Semester Grade is the average of the three (3) six week grading periods
2. The three (3) six week grading periods are added to final exam (FXM) grade and divided by four (4) to arrive at the semester grade. When the semester grade coincides with a UIL reporting date, the final exam will not be included in the equation described above to determine UIL eligibility.
3. Formula for calculating Semester Grade:

$(1\text{st week average} + 2\text{nd six average} + 3\text{rd six week average} + \text{Semester Exam}) / 4 = \text{Semester Grade.}$

4. Semester Final Exam Exemptions are not part of the formula for calculating Semester Grades; therefore, they are not allowed for any BISD course offering.

D. Yearly Grades

1. For continuing courses (English IA and IB), the yearly grade is the average of the two semester grades.
2. For a continuing course, if a student's semester grade is below 70%, but the average of the two semester grades is 70% or above, the student is awarded credit for both semesters.
3. To receive credit in a one-half (1/2) unit course the HALF UNIT GRADE MUST BE 70% or ABOVE.
4. Dual Enrollment Courses
 - a. Grade reporting for dual courses will follow the Institute of Higher Education (IHE).
 - b. Grade reporting for B.I.S.D. dual courses grades will follow the B.I.S.D grading procedures.



AN EARLY COLLEGE DISTRICT

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

2020-2021 Instructional Calendar

JULY 2020							AUGUST 2020							SEPTEMBER 2020							OCTOBER 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1			1	2	3	4	5				1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

NOVEMBER 2020							DECEMBER 2020							JANUARY 2021							FEBRUARY 2021							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7			1	2	3	4	5						1	2			1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28							
														31														

MARCH 2021							APRIL 2021							MAY 2021							JUNE 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	6					1	2							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

Teacher Preparation Days (no classes) August 24 • January 5 • June 11														Campus Staff Development Days August 19, 20													
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Teacher Preparation Days (no classes)
August 24 • January 5 • June 11

Campus Staff Development Days
August 19, 20

Holidays and Vacations		New Employee Orientation		Six Weeks Grading Periods	
Labor Day	September 7	August 13, 14	January 9, 23	Period	Total Days Last Day
Columbus Day	October 12	District Staff		1st 6 Wks.	23 Days September 25
Thanksgiving	November 23-27	Development Day	August 21 • January 4	2nd 6 Wks.	24 Days October 30
Christmas (Employees)	Dec. 21-Jan. 1	Early Dismissal Day	February 25	3rd 6 Wks.	30 Days December 18
Christmas (Students)	Dec. 21-Jan. 5	Make-Up Days	October 12 • January 18	1st Semester	77 Days December 18
Martin Luther King, Jr.	January 18	Additional Days		4th 6 Wks.	32 Days February 19
Charro Days	February 26	Oct. 10, 24 Jan. 30 Apr. 17		5th 6 Wks.	33 Days April 16
Spring Break	March 15-19	Nov. 14 Feb. 20 May 8, 22		6th 6 Wks.	38 Days June 10
Easter	April 2	Dec. 12 Mar. 6 June 14-30		2nd Semester	103 Days June 10
Memorial Day	May 31	23 ADST funded days for PK-5th		TOTAL:	180 Instructional Days

BISD Electronic Communication and Data Management CQ (Regulation)

This regulation addresses the use of computers, networks, and related services on the District campuses and administrative areas. Users of these resources are responsible for reading and understanding this regulation and the accompanying policy. Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of the computers, networks, and related services, and observe all relevant laws, regulations, contractual obligations, and District policies and procedures.

DISTRICT INTERNET USAGE POLICY

It is the responsibility of every employee to review the latest Acceptable Use Policy for compliance. The English and Spanish versions can be found at:

http <https://ts.bisd.us/>

COMPUTER ACCOUNTS

Computer accounts are issued to District faculty, staff, and students, and other individuals at the discretion of the Office of Instructional Technology, for District purposes. These accounts must not be used for commercial purposes.

Every computer account issued by the District is the responsibility of the person in whose name it is issued. That individual must keep the account secure from unauthorized access by keeping the password secret, by changing the password often, and by reporting to when anyone else is using the account without permission. Passwords are intended to help prevent unauthorized access and may not be shared. The contents of all accounts are subject to access and disclosure by the District as set forth in this policy.

IMPROPER USE

No commercial advertising will be permitted on a Web site controlled by the District.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending or receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

PROHIBITED BEHAVIOR

Storing, transmitting, or printing any of the following types of electronic communications on the computer system is prohibited: material that infringes upon the rights of another person; is obscene; consists of any advertisements for commercial enterprises; material or behaviors that violate the District's Student Code of Conduct or other District policies; or material that may injure someone else or lead to a lawsuit or criminal charges.

SYLLABUS COMPONENTS

All teachers are required to provide a syllabus for each respective course to their students the first week of school. The purpose of the syllabus is to assist students and parents in understanding the course objectives and student expectations. The syllabus is a preview of the course and should provide enough information to set a purpose and tone of the course. Teachers are to submit a copy of the syllabus to the Dean of Instruction and Department Appraiser no later than the second week of school. Syllabus should include:

Basic Syllabus Components Distant Learning/ Face to Face Instruction

I. Introductory Information

- a. Course Title
- b. Teacher Name/ Room Number
- c. Teacher contact information
- d. Conference time
- e. Learning management system (LMS) - Google platform information

II. Major Sections

- a. Course Description
 - i. Course Overview
 - ii. Course Objectives
 - iii. Required text and supplies
 - iv. Optional text and items
- b. Course Policies |
 - i. Attendance (BISD policy)
 - 1. Distant learning attendance policy
 - ii. Class Expectations
 - 1. Rules stated with consequences
 - 2. Leaving early or arriving tardy (Campus Policy)
 - 3. Food and Drinks
 - 4. Electronic Devices (BISD/Campus policy)
- c. Student Responsibilities
 - i. Homework
 - ii. Hall pass policy
 - iii. Academic Dishonesty (BISD policy)
- d. Evaluation
 - i. Grading Policy
 - ii. Late work policy
 - iii. Make-up work policy (BISD policy)
 - iv. Re-testing (BISD policy)
- e. Other information
 - i. Instructional and Digital Resources
 - ii. Other resources
 - iii. Syllabus Acknowledgment (signed by both student and parent)

Note: Your syllabus should be created to fit your course. All syllabi will not be alike. This includes the basic information that should be included in your syllabus. You are not limited to the items on this list.

ATTENDANCE/COURSE CREDIT/INCOMPLETE GRADES

- A. If UIL extracurricular activities are scheduled during the school day and students miss class to participate, teachers will then be informed by the student and sponsor in writing prior to the event.
- B. Students shall be permitted to make up assignments or tests they miss due to an absence. Teachers Shall inform their students of the time allotted for completing make-up work after an absence; however, the students shall be responsible for completing the assignment within the allotted time. A student may not expect make- up work and tests to be identical to work/tests done by the class during his/her absence.
- C. Any student with less than 90% attendance of the required number of days that a class is offered in a marking period shall be subject to loss of credit in the course(s) where excessive absences have been recorded. A grade/or credit may be reinstated if the student is approved for such by an attendance committee composed of a teacher, a counselor, and an administrator. The student may appeal the decision of the attendance committee to the District Attendance Committee.
- D. Students with special needs and/or identified in the §504 program, who may have experienced extenuating circumstances that impacted school attendance, (with appropriate documentation of medical or psychological treatment) may have their credit restored by their Admission, Review, and Dismissal Committee (ARDC) or §504 Committee beyond the 15th day timeline for appeal purposes.
- E. Upon the third consecutive day of student's absence from the classroom, contact should be made by the teacher with the parents of the student to discuss reasons for the absence. Procedures to implement this will be developed at each campus.
- F. If a student transfers into the school from another school in the District or from another accredited school, the grades – in – progress from the sending school will be used to calculate the student's grade as appropriate.
- G. An "incomplete" grade recorded for any grading period, except in the case of migrant students, must be made up within ten academic calendar days of the beginning of the next grading period. EL students whose classification is Beginner or Intermediate*,based on the District's assessment and LPAC recommendation, and in extenuating circumstances, with permission of the campus principal, may also be granted additional time. Work not completed within the specified time will be given a zero (0) credit and averaged with the other work. *Beginner and Intermediate students entering school between the 7th and 12th week of the first semester must be afforded the opportunity to complete course work for the 1st and 2nd six weeks or marking periods. Beginner and Intermediate students who fall into this category must complete all first semester course work and take the mid – term exam by the end of the 5th six weeks or marking period. An "incomplete" six weeks or marking period grade due to absences must be made up within the next six weeks reporting period.
- H. Grade level advancement for at –risk students in grades 9 – 12 shall be earned by course credits and other proficiency criteria where applicable. Changes in grade level classification shall be made two times per year prior to the beginning of the fall and spring semester. [EIE LOCAL]
- I. Course/Credit completed Out of Country: BISD has implemented the Course/Credit Validation Analysis (CVA) procedure, which will allow the district to ensure and expedite the process to evaluate academic records or transcripts for out-of-country students.
Such procedure entails the following:
 - a. Each BISD high school Counseling Department in collaboration with the Bilingual Department/Central Office/Curriculum & Instruction Department will generate an individual electronic Course/Credit Validation Analysis (CVA) for students coming from out-of-country, who completed grades in their home country.
 - b. For students coming from Mexico, Parent/Guardian must provide Campus Counselor with an official report card and/or Academic Transcript; including 7th grade transcripts or its equivalent, and above. "Secundaria (7th-9th) and Preparatoria (10th-12th)". Parent/Guardian must sign the "CVA_Parent's Authorization Letter."

- c. Once the student BISD_CVA has been reviewed and approved at the Central Office; student will be placed promptly in the appropriate grade level and/or subjects; reclassification or grade level changes must be done as appropriate.
- d. Under special circumstance, high school equivalent courses earned in Preparatoria (Grades 10th-12th) may be analyzed and evaluated by the University of Texas at Austin through the LUCHA Program (Language Learners at the University of Texas at Austin's Center for Hispanic Achievement) to ensure proper class placement and to award credits for graduation plan. Credit Validation services from UT Austin must be authorized by the Bilingual Department Administrator.

State Board of Education rule requires that student transcripts be evaluated and students be placed "promptly in the appropriate grade and/or subjects." (19 Tex. Admin. Code §74.26(a) (2)). All districts and charters should be able to evaluate a transcript and appropriately place a student within 30 days of enrollment. A school district must ensure that the records or transcripts of an out-of-state or out-of-country transfer student (including foreign exchange students) or a transfer student from a Texas nonpublic school are evaluated and that the student is placed in appropriate classes promptly. The district may use a variety of methods to verify the content of courses for which a transfer student has earned credit. §74.26. Award of Credit.

J. With the exception of migrant students, an "incomplete" grade recorded for the sixth six weeks (marking period) of the second semester must be made up by September 1 or within five days of the first day of attendance of the fall semester. Work not completed within the specified time will be given zero (0) credit and averaged with the other work. For Migrant students, the incomplete may be carried six months from the date of next enrollment. TEC Section 28.0214: Finality of Grade

- a. An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the school district grading policy applicable to the grade, as determined by the board of trustees of the school district in which the teacher is employed.
- b. A determination by the school district board of trustees under subsection (a) is not subject to appeal. This subsection does not prohibit an appeal related to a student's eligibility to participate in extracurricular activities under Section 33.081. Added by Acts 2003, 78th Leg., Ch. 194, Sec. 1, and effective June 2, 2003. Renumbered from Education Code, Section 28.0212 by Acts 2005, 79th Leg., Ch. 728, Sec. 23.001(14), eff. September 1, 2005.

**Veterans Memorial High School
Brownsville Independent School District
REQUEST FOR A HOME VISIT**

Student Name: _____ Date: _____
 SS# / ID # : _____ D.O.B. _____ Grade: _____
 Parent Name: _____ Phone#: _____
 Address: _____

PURPOSE FOR VISIT:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Title I Regular | <input type="checkbox"/> Discipline | <input type="checkbox"/> Attendance |
| <input type="checkbox"/> Title I Migrant | <input type="checkbox"/> Parent Conference | <input type="checkbox"/> ARD Meeting |
| <input type="checkbox"/> Title VI | <input type="checkbox"/> Withdrawal | <input type="checkbox"/> Health Issue |

Explanation:

Principal Signature

Teacher Signature

TO BE COMPLETED BY PARENT LIASION/ NURSE

Print Teachers Name: _____ Date: _____

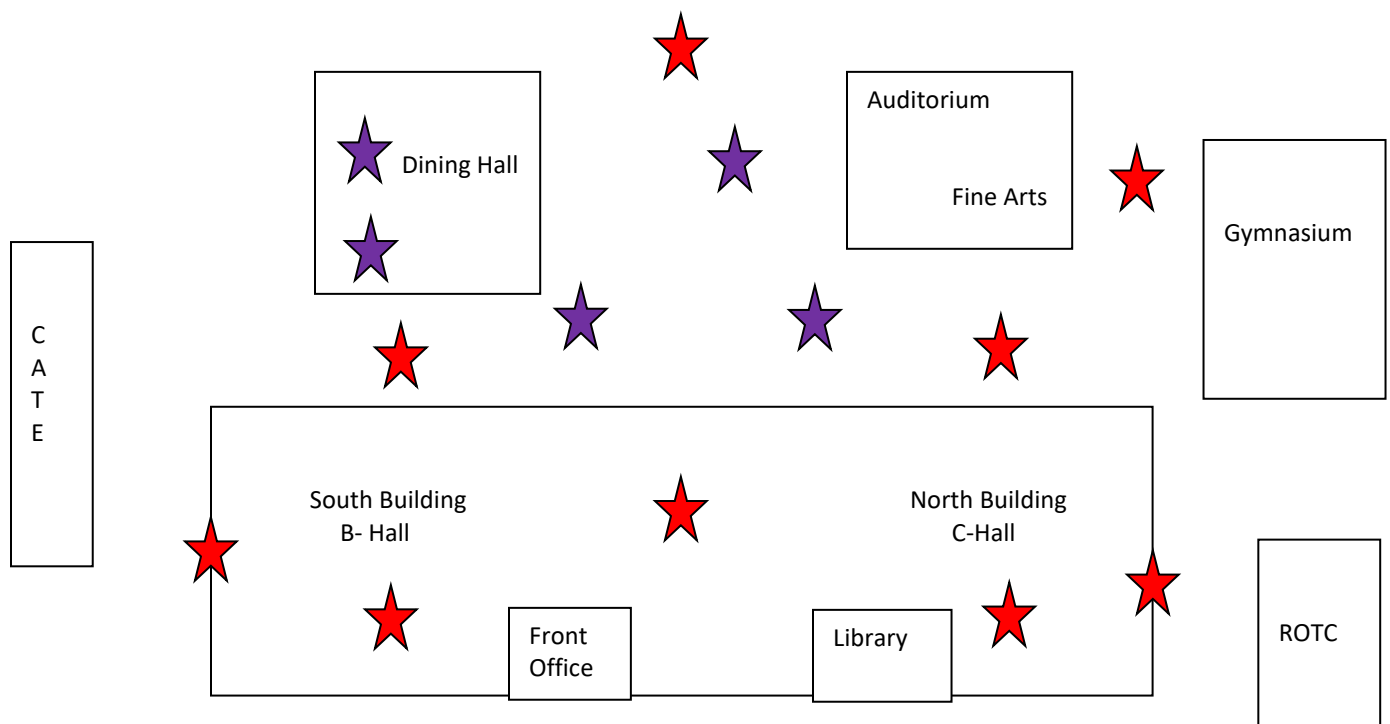
OUT COME OF VISIT:

Parent Signature

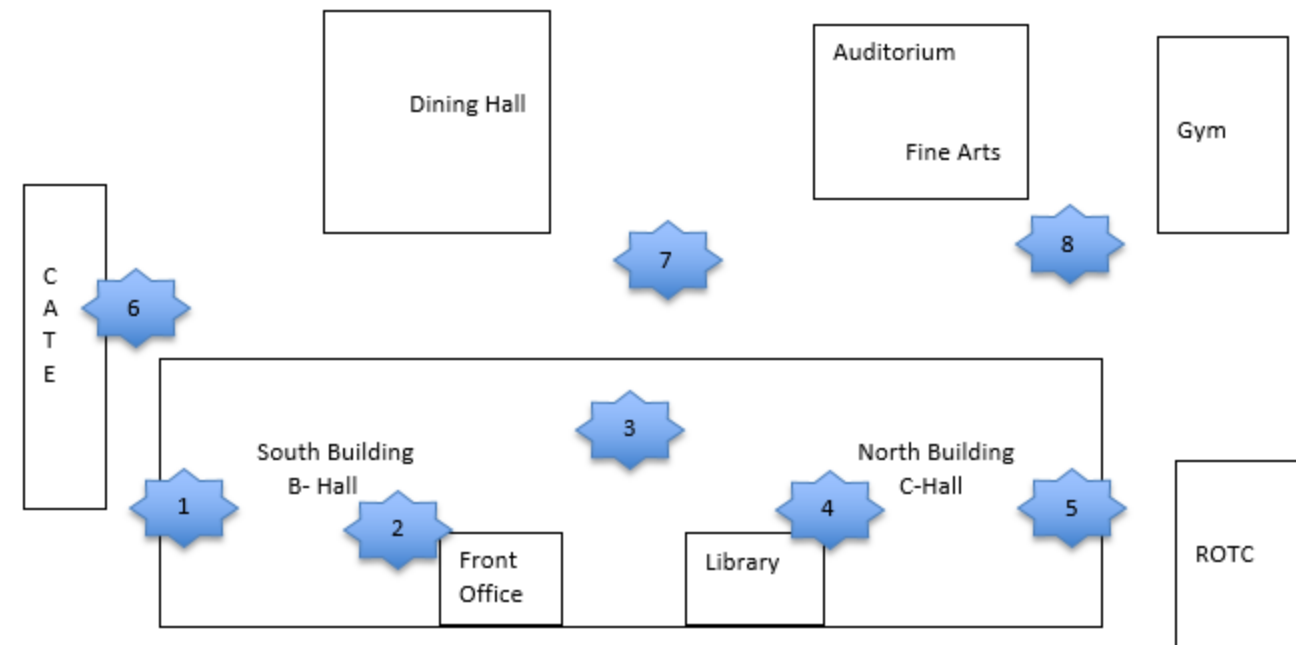
Signature of person making visit

Teacher Duty:**Morning duty: 8:25 to 8:40****Lunch duty: First 15 minutes of lunch period****Last 15 minutes of lunch period**

Teachers need to be vigilant and address/report any behavior of concern. Please refer to district/campus policy. Duty maps and assignments will be distributed to department heads and teachers will be notified of duty assignments. Please review duty map and assignment prior to start of duty period. Important for teachers to report to duty promptly.

**Front of School****Subject to change**

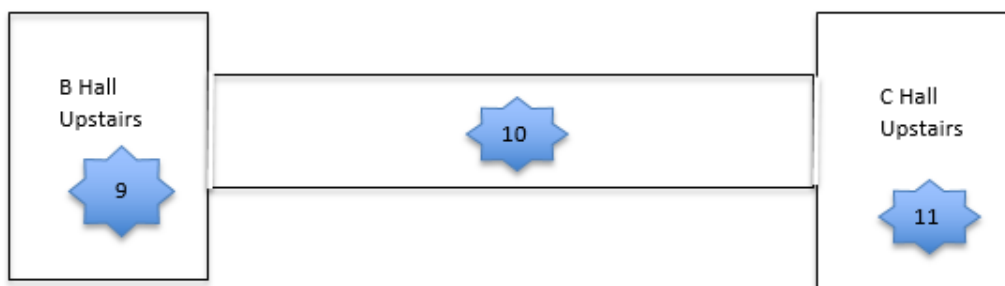
Passing Periods Areas of Responsibility



Front of School

Area	Personnel
1	Security Officer
2	H. Soto
3	J. Montes
4	Security Officer
5	P. Rodriguez
6	Security Officer
7	Security Officer
8	Security Officer
9	C. Garza
10	Security Officer
11	G. Salazar

Upstairs



BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities

**2020-2021
Faculty Handbook
Acknowledgment Form**

Last Name

First Name

Middle

Employee No.

The information outlined in this handbook is a guide to and a brief explanation of faculty policies and procedures and ***is subject to change at any time***. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in these guidelines.

I accept responsibility for reading and abiding by the campus, district, and state policies and procedures and any changes, contacting my supervisor or the appropriate department if I have questions or concerns or need further explanation.

I acknowledge that a copy of the Faculty Handbook is available on-line via the Veterans Memorial Early College High School Website <http://www.bisd.us/VeteransMemorial/> or a hard copy is available upon request.

The latest edition of the BISD Employee Handbook can be accessed on the district's website at http://bisd.us/PDF/05_Employment/2020-2021/2020-2021_EmployeeHandbook.pdf.

CHARGERS

Signature

Date

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.