

BENAVIDES INDEPENDENT SCHOOL
DISTRICT

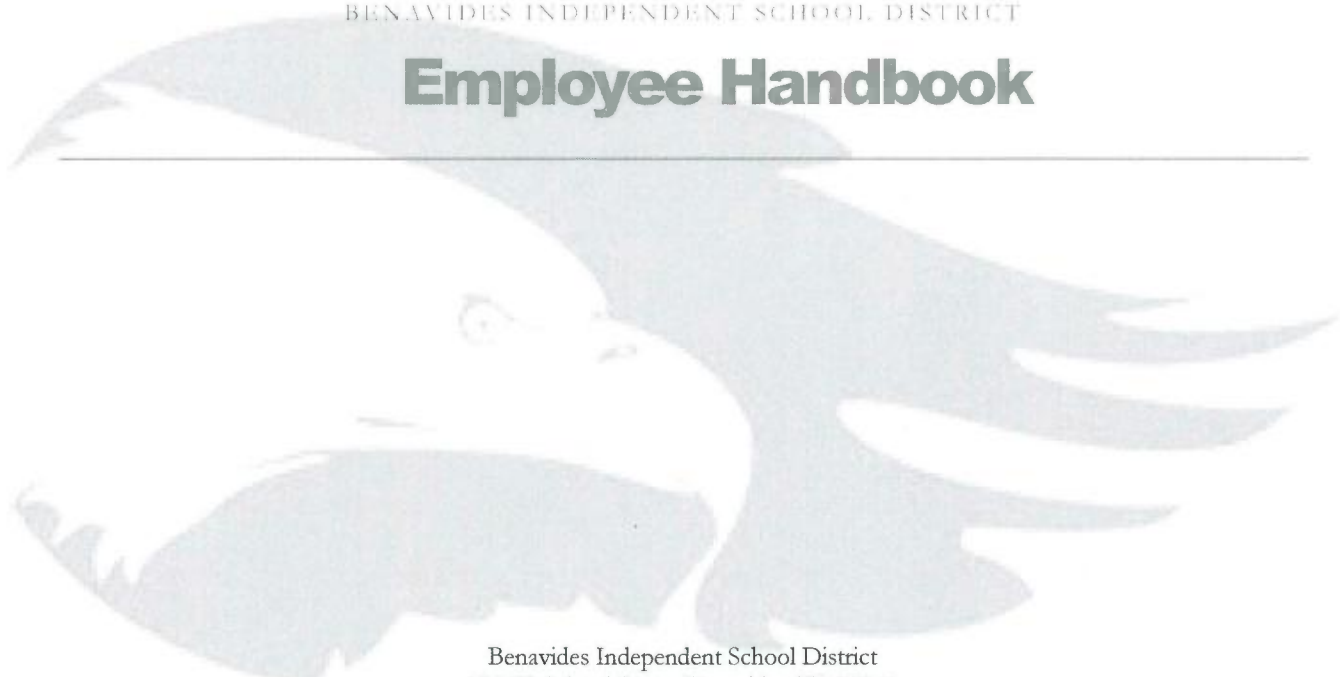
Employee Handbook 2021-2022

We are the EAGLES!



BENAVIDES INDEPENDENT SCHOOL DISTRICT

Employee Handbook



Benavides Independent School District
106 W. School Street, Benavides, TX 78341
Phone 361.256.3003

We are the Eagles!



OUR MOTTO

"Once an Eagle, Always an Eagle"

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Employee Handbook Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Benavides ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the superintendent's office if I have questions or concerns or need further explanation.

Signature

Date

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to campus principal or supervisor.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Superintendent.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed on line at www.benavidesisd.net or a hard copy is available at the superintendent's office, Campus principal's office or the campus library.

District Information

Description of the District

The community of Benavides is located in the brush country of South Texas in a region that was once called Wild Horse valley. In historic Duval County, Benavides lies between the cities of Corpus Christi on the coast of the Gulf of Mexico and Laredo on the banks of the Old Rio Grande. As a result, Benavides ISD sits at the center of a culturally rich are of Texas—providing premiere educational services to 366 students on two campuses.

Mission Statement, Goals, and Objectives

Policy AE

Benavides Independent School District will assure that **every** student develops their maximum capabilities and acquire a knowledge based on which to build life-long learning, thus, enabling the student to become responsible contributors to society.

Vision Statement

Each **Benavides Independent School District's** campus, faculty, staff, parents, and community work together to build a trusting environment in which **each** student is challenged to meet his/her fullest potential. A safe and orderly environment enhanced by innovative programs provides the opportunity for every student to become the achiever that we believe he/she can be.

District Goals

GOAL 1: As a Professional Learning Community, Benavides Independent School District will collaborate to ensure the **EVERY** student will perform at or above the State Performance Standards.

GOAL 2: As a Professional Learning Community, Benavides Independent School District will collaborate to ensure the **EVERY** student will benefit from a financial accountability system that maximizes the effective management of district resources, aligns with instructional program goals, and complies with State Accountability Standards.

GOAL 3: As a Professional Learning Community, Benavides Independent School District will collaborate to ensure the **EVERY** student a safe and orderly environment.

Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected by position and serve 4-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

Enrique Escontrias – Board President
Eduardo Hernandez – Board Vice President
Ninfa Garcia – Board Secretary
Jesse Abitua – Board Member
Marla Garza – Board Member
Rosalinda Flores – Board Member
Jose Rolando Salinas - Board Member

The board usually meets on the third Tuesday of the month at the Benavides Elementary Boardroom at 6:00 P.M. In the event that large attendance is anticipated, the board may meet at Benavides Elementary Cafetorium. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the Benavides ISD Administrative Office, Benavides Elementary and Benavides Post Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Board Meeting Schedule for 2021-2022

August 21, 2021
September 21, 2021
October 19, 2021
November 16, 2021
December 21, 2021
January 18, 2022
February 15, 2022
March 15, 2022
April 19, 2022
May 17, 2022
June 21, 2022
July 19, 2022

Administration

Central Office

Dr. Marisa Chapa, Superintendent
Mrs. Christina Perez, Chief Financial Officer
Mr. Greg Perez, Technology Coordinator

Instructional Leadership Team

Mr. Marcos Zubia – Athletic Director
Mr. John Vela – Band Director
Mrs. Clarisa Pena - Food Service Director
Mrs. Rosario Solis – Duval County Co-Op Director of Special Education

Campus Principals

Mr. Raynaldo Perez – Secondary School Leader
Dr. Anacita Sugalan– Elementary School Leader

School Calendar- See Appendix A

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

School Directory

Dr. Marisa Chapa, Superintendent	361-256-3057
Mrs. Melinda Arevalo, Director of Federal Programs	361-256-3016
Mrs. Emma Lou Salinas, Superintendent Administrative Assistant	361-256-3003
Mr. Greg Perez, Technology Coordinator	361-256-3029
Mrs. Christina Perez, Business Manager	361-256-3062
Mrs. Sylvia Gallardo, Accounts Payable	361-256-3006
Dr. Anacita Sugalan, Elementary School Leader	361-256-3045
Mrs. Rozanne Garza, PEIMS/Attendance Clerk	361-256-3030
Mrs. Elliana Lopez, Elementary Counselor	361-256-3020
Mr. Raynaldo Perez, Secondary School Leader	361-256-3045
Ms. Selina Rendon, Secondary Secretary	361-256-3040
Ms. Melissa Rodriguez, Secondary P-Tech Coordinator/Counselor	361-256-3055
Mrs. Clarisa Pena, Food Service Director	361-256-3035