

# Employee Handbook 2023-2024



**EARLY COLLEGE HIGH SCHOOL**

Brownsville ISD



## **Veterans Memorial Early College High School**

1000 Charger Lane  
Brownsville, TX 78520

2023-2024

### **Administration**

Norma Canales, Principal  
Gracie Luna, Dean of Instruction  
Cynthia Garza, Assistant Principal  
Brenda Aguilar, Assistant Principal  
Freddy Martinez, Assistant Principal  
Gamaliel Salazar, Assistant Principal  
Allison Tamayo, Assistant Principal

### **School Board of Education ,**

Jessica Gonzalez, President  
Daniella Lopez Valdez, Vice-President  
Denise Garza, Secretary  
Carlos Elizondo, Board Member  
Eddie Garcia, Board Member  
Frank Ortiz, Board Member  
Minerva M. Pena, Board Member

### **District Administration**

Dr. René Gutiérrez, Superintendent  
Dr. Nereida Cantu, Deputy Superintendent Business & Operations  
Dr. Linda Gallegos, Chief Human Resources Officer  
Beatriz Hernandez, Chief Academic Officer  
Alejandro Cespedes, Chief Financial Officer  
Alma Cardenas-Rubio, Assistant Superintendent, Elementary Schools  
Rose Longoria, Assistant Superintendent, Middle Schools  
Dr. Norma Ibarra-Cantu, Executive Director Secondary Education  
Dolores Emerson, Executive Director Elementary Education  
Oscar Garcia, Chief of Police  
Miguel Salinas, Staff Attorney

Announcements	6
Pledge of Allegiance	6
Marquee	6
Assemblies	6
Authorization of Students to Leave Campus	6
Visitors	7
Emergency Procedures	7
Safety Procedures	7
Fire Drills	7
Club Procedures	
Fundraiser Procedures	7
Field Trip Procedures	8
Fixed Assets	9
Department Chair Responsibilities	10
Department Chair Job Descriptions	10
Absence Procedures	11
Personal Leave Request	11
Cell Phone Usage	11
Communication / Email	12
Dress / Grooming Procedures	12
Employee Arrests / Convictions	12
Grievance / Complaint Policy	13
Harassment	13
Harassment of Students	13
Bullying	13
Social Media	13
Sign In / Sign Out Procedures	14
Parking Permits	14
Keys	14
Lunch Procedures	14
Transitional Time	15
Tutorial Timesheets	15
Lesson Plans	15
Professional Leave / Staff Development	16
Student Discipline	17
SBDM Committee	17
Student Teachers	17
Textbook Accountability	18
Video and Guest Speakers	18

## APPENDIX

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

**Please note:** The Veterans Memorial High School Faculty Handbook was updated on August 8, 2023. 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



## ANNOUNCEMENTS

All school announcements are made during 1<sup>st</sup> 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 include pep rallies, band and choir performances, speakers, etc.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited every day during 1<sup>st</sup> 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.

## 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.

## ASSEMBLIES

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.*

## 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.

## 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.

## SAFETY PROCEDURES

All employees are required to wear a school ID / Badge at all times. Teachers must keep classroom doors locked at all times. Substitutes will not be given classroom keys. A custodian will open / lock classroom for substitute teachers. Remember: **SEE SOMETHING, SAY SOMETHING, DO SOMETHING.**

## 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.

## 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.

## FUNDRAISER PROCEDURES

- 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.
- Do not accept post-dated checks.
- Sponsors must maintain detailed financial records and maintain a positive balance in his/her account.
- Receipts/ Invoices must be provided for all purchases.
- BISD checks and tax-exempt status may not be used for personal purchases under penalty of law.

- 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.
- Bookkeeper is not permitted to cash personal check

## 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.

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



- Student Roster
- Transportation Department requires bus requisitions at least 10 working days.
- In adhering to attendance policy, a List of participating students 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.
- Attendance clerks will assign respective codes to students on list to be marked present or absent.
- 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.
- Sponsors/Chaperones will supervise students at all times, no exceptions. Chaperones are expected to spread out and monitor students at all times.
- Sponsors/Chaperones must submit an itinerary for approval from principal for any overnight trip.
- Sponsors/Chaperones must meet with principal one week prior to trip to review approved itinerary.

## **FIXED ASSETS**

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.

## 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.

## 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.
- 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.

### **ABSENCE PROCEDURES**

All certified personnel requiring a substitute must use the district's SmartFind Express System. It is the employee's responsibility to report an absence in a timely manner, add it to the Time Clock Plus, 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.

### **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

### **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)

## **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.

## **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

## **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:

- Crimes involving school property or funds;
- 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;
- Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
- 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.

## 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 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.

## 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.

## SOCIAL MEDIA

The rise of new media, such as Twitter, Instagram, Facebook and many others, 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.

## **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. **Reminder that all employees must wear their School ID at all times.**

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.

## **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.

## **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.

## **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.

## TRANSITIONAL TIME

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

## 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.

## 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 Forethought 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.

## 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 Whether or not the employee will need a substitute
3. Attach a district memo about the event/meeting
4. 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.

## 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



## VETERANS MEMORIAL EARLY COLLEGE HIGH SCHOOL 2023-2024

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

	PEP RALLY BELL SCHEDULE
ENTRY BELL	8:40
1 <sup>st</sup> Period	8:45 – 9:25
2 <sup>nd</sup> Period	9:30 – 10:10
3 <sup>rd</sup> Period	10:15 – 10:55
4 <sup>th</sup> Period	4 <sup>th</sup> Period Lunch 11:00 – 11:40
5 <sup>th</sup> Period	5 <sup>th</sup> Period Lunch 11:45 – 12:25
6 <sup>th</sup> Period	12:30 – 1:10
7 <sup>th</sup> Period	1:15 – 1:55
8 <sup>th</sup> Period	2:00 – 2:40
9 <sup>th</sup> Period	2:45 – 3:25
Pep Rally	3:25 – 4:10

	CHARGER BATTERY DAY BELL SCHEDULE
ENTRY BELL	8:40
1 <sup>st</sup> Period	8:45 – 9:25
2 <sup>nd</sup> Period	9:30 – 10:10
Advisory	10:10 – 10:55
3 <sup>rd</sup> Period	11:00 – 11:40
4 <sup>th</sup> Period	4 <sup>th</sup> Period Lunch 11:45 – 12:25
5 <sup>th</sup> Period	5 <sup>th</sup> Period Lunch 12:30 – 1:10
6 <sup>th</sup> Period	1:15 – 1:55
7 <sup>th</sup> Period	2:00 – 2:40
8 <sup>th</sup> Period	2:45 – 3:25
9 <sup>th</sup> Period	3:30 – 4:10

## CERTIFIED EMPLOYEES

<u>Administration</u>	<u>Diagnostician</u>	<u>Foreign Language</u>
Canales, Norma	Cardenas, Dr. Ligia	Rodriguez, Heriberto
Luna, Gracie		Salazar, Frank
Garza, Cynthia	<u>Dyslexia</u>	Sanchez, Juan Carlos
Martinez, Freddy	Demory, Linda	Viramontes, Maria
Aguilar, Brenda		
Salazar, Gamaliel		
Tamayo, Allison	<u>English Language Arts</u>	
	Castellano, Lisa	
<u>Athletics</u>	Crum, Andrew	
Alaniz, Jesus	Gonzalez, Perla	<u>Guidance</u>
Castaneda, Jaime	Hernandez, Michelle	Alaniz, Monica
Evans, Michael	Jimenez, Rosa	Alonso, Aide
Lozano, Pedro	Leal, Denise	Estevez, Taylor
Martinez, Joe	Puckett, Julia	Maddox, Lucinda
Ramirez, JC	Rodriguez, Michael	Martinez, Patricia
Uribe, Maria	Rosas, Kimberly	Mendiola, Flor
	Sanchez, Rosa	Torres, Laura
	Solis, Ana Mae	
	Vargas, Javier	<u>IDEA</u>
<u>Career &amp; Technology</u>	Vasquez, Jesus	Alvarez, Roberta
Anderson, Philip	Wassen, Cynthia	Arizmendi, Ileana
Breeden, Christopher	Wooderson, Alicia	Ayala, Elizabeth
Carrillo-Nunez, Jacobo		Ayala, Juan
Castillo, Cinthia		De La Fuente, Nubia
Cisneros, Luis	<u>Fine Arts</u>	Gomez, Sela
Ezekiel, Marisela	Baldwin, Travis	Hernandez, Monica
Flores, Erika A	Barbosa, Javier	Huerta, Juan
Flores, Daniel	Camargo, Valerie	Mata Monika
Hernandez, Hilda	Clark, Ryan	Zarate, Monica
Hernandez, Roman	De Anda, Aide	Zarate, Jose L
Ledezma Julio	Guerrero, Iliana	Vargas, Alejandro
Mata, Connie	Guzman, Uzziel	
Medrano, Luis	Ontiveros, Eddie	<u>AVID</u>
O'bell, Patricia	Picco, Elizabeth	Abete, Tomas
Rivera, Armando	Salinas, Julio	
Rodriguez, Leopoldo	Sierra, Edna	
Rookstool, Brian	Stone, Elizabeth	<u>Library</u>
Sanchez, Francisco	Topete-Lopez, Juliana	Longoria, Leticia
Varela, Marie	Villarreal, Sylvia	Lopez, Alexis
Vasquez, Jose		
Vera, Nancy		
Villarreal, Luis		

<b><u>Math</u></b>	<b><u>Science</u></b>	<b><u>Speech</u></b>
Garcia, Adina	Abete, Adriana	Anderson, Philip
Garcia, Ramon	Alejandro, Evelyn	
Gonzalez, Alfonso	Ayala, Dante	
Hernandez, Bryan	Castaneda, Bianka	
Lopez, Sylvia	Cardenas, Rayner	<b><u>S.T.A.R.S</u></b>
Marmolejo, Gerardo	Chavez, Maria	Briones, Briones
Martinez, Carlos	Escobedo Guerra, Beatriz	
Melendez, Carlos	Garcia, Cynthia	<b><u>Testing Coordinator</u></b>
Moreno-Garcia, Griselda	Garza, Luis	Morales, Anna D.
Ortiz, Frank	Moreno, Arielle	
Rodriguez, Cutberto	Oddo, Michelle	
Sierra, Armando	Paz, Valentin	<b><u>TSI Lab</u></b>
Silva, Jesus	Sanchez, Sandra	Marks, Zorina
Vasquez, Raul	Torres, Arnold	
Vela, Maria T Rodriguez	Velasquez, Yesenia	
Vital, Armando		<b><u>TST</u></b>
		Sanchez, Lupita
		<b><u>ISS</u></b>
<b><u>Nurses</u></b>	<b><u>Social Studies</u></b>	Medina, Jorge
Campirano, Mirenda	Barron, Bernice	
Saenz, Abbie	Cosay, Magdalena	
	Delgado, Jerry	
	Fernandez, Stacy	
<b><u>Program Intervention</u></b>	Garcia, Carlos	
Rocha, Maria	Garcia, Robert	
	Garcia, Rosalio	
<b><u>ROTC</u></b>	Gault, Andrew	
Ramos, Christine	Gonzalez, Ana Patricia	
Lewis, Sam	Guerrero, Albert	
	Hoskins, Sherry	
	John, Matthew	
	Muller, Guillermo	
	Schlatter, Mark	
	Schuster, Richard	
	Vasquez, Alberto	

CLASSIFIED EMPLOYEE DIRECTORY				
<b><u>Principal's Secretary</u></b>		<b><u>CATE Clerk</u></b>		<b><u>IDEA Aides</u></b>
Leal, Noemi		Gonzalez, Javier		Antinori, Antonio
				Ayala, Zue
				Aguilera, Zeniff
<b><u>Bookkeeper</u></b>		<b><u>IDEA Clerk</u></b>		Briones, Erika
Robledo, Monica		Salazar, Alicia		Castillo, Iliana
				Constantino, Lucia
				Diaz, Luis
<b><u>Registrar</u></b>		<b><u>Guidance Clerk</u></b>		Flores, Miguel
Belmont, Efy		Ibarra, Griselda		Galan, Manuel
				Gomez, Yasmine
				Larrazolo, Hilda
<b><u>Clerical Assistants</u></b>		<b><u>ESL Clerk</u></b>		Longoria, Diana
De Leon, Falisha		Garza, Diana		Lozano, Lucy
Garcia, Luis				Padron, Alondra
Gomez, Laura				Perez, Dora
Vasquez, Tony		<b><u>Dyslexia Clerk</u></b>		Perez, Stephanie
		Ramirez, Dora		Sanchez, Alejandra
				Torres, Jessica
<b><u>Attendance</u></b>				Vargas, Sandra
Escalera, Maribel		<b><u>Library Aide</u></b>		Villarreal, Norma
Urquiza, Nieves		Gonzalez, Aide		
		Resendez, Luz		
<b><u>Data Management</u></b>				<b><u>Custodial Staff</u></b>
Cantu, Laura				Alaniz, Nelda
Martinez, Janet				Alaniz, Roberto
				Barron, Blanca
				Chavez, Irma
				Cuellar, Arthur
<b><u>Records Room</u></b>				Garcia, Emilio
De Leon, Judy				Garza, Enrique
				Gonzalez, Enrique
				Marin, Elsa
<b><u>Parent Liaison</u></b>				Martinez, Maria
De la Cruz, Belia				Ortiz, Nazario
Izo, Nohelia				Ortiz, Ramiro
				Ruiz, Julian
				Sanchez, Hector
				Tapia, Adalberto
				Trevino, Georgina
				Vasquez, Jason

## 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;"><b><u>LOCKDOWN</u></b></p> <ol style="list-style-type: none"> <li>1. A campus administrator will announce <b>lockdown</b>. <ul style="list-style-type: none"> <li>• If anyone hears or sees a situation* that requires lockdown, <b>immediately</b> begin procedures and call the front office to report emergency.</li> <li>• Get students out of hallways and into classrooms.</li> <li>• Lock classroom door and turn off lights.</li> <li>• Make sure all windows are locked and covered</li> </ul> </li> <li>2. If you cannot lock classroom door: <ul style="list-style-type: none"> <li>• Take students to the neighboring classroom that can be locked.</li> <li>• Join that class and follow teacher's instructions.</li> </ul> </li> <li>3. Keep students quiet and out of view. If necessary, cover door window</li> <li>4. Take roll to account for all students.</li> <li>5. Keep students silent and calm. <ul style="list-style-type: none"> <li>• Do not let any student leave without proper authorization</li> </ul> </li> <li>6. Phones (including cell phones) are not to be used unless communicating is critical information to Front Office or Law Enforcement</li> <li>7. Remain in locked classrooms until campus administrator announces lockdown is over or you are evacuated by Law Enforcement</li> </ol> <p>If confronted by a suspicious person, be courteous and confident. <b>Keep a distance</b> 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> <p><i>(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.)</i></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;"><b><u>SOFT LOCKDOWN</u></b></p> <ol style="list-style-type: none"> <li>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"> <li>• If time and situation <u>permits</u>, bring portable building occupants into the main building. If not, portable building occupants should lock portable doors and initiate lockdown procedures.</li> </ul> </li> <li>2. Check hallways and bring students into classrooms. Lock classroom doors.</li> <li>3. Report the location of any suspicious person to the front office.</li> <li>4. Take class roll to account for all students and initiate student accountability procedures using the emergency status cards</li> <li>5. No student or staff member should be released until student accountability is complete.</li> <li>6. Do not let any student leave without proper authorization.</li> <li>7. Follow instructions given by campus administrator.</li> <li>8. Phones (including cell phones) are not to be used unless communicating is critical information to Front Office or Law Enforcement</li> <li>9. Remain in locked classrooms until campus administrator announces lockdown is over or you are evacuated by Law Enforcement</li> </ol> <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;"><b><u>EVACUATION</u></b></p> <ol style="list-style-type: none"> <li>When you hear the fire alarm or other emergency announcement, begin campus building evacuation and student accountability procedures. <ul style="list-style-type: none"> <li>Instruct students to calmly leave the building in an orderly manner. Check room for any suspicious items.</li> <li>Take class roll, go-kit and emergency status cards with you.</li> <li>Make sure classroom door is closed and preferably unlocked. Teacher should be the last person to exit the room.</li> </ul> </li> <li>Assemble class at assigned evacuation location. <ul style="list-style-type: none"> <li>Take roll to account for all students.</li> <li>Keep students quiet and calm.</li> <li>Do not let any student leave without proper authorization.</li> </ul> </li> <li>Follow instructions given by Principal. <ul style="list-style-type: none"> <li>Do not reenter building until directed by the Principal.</li> </ul> </li> <li>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.</li> </ol>	<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;"><b><u>SHELTER IN PLACE</u></b></p> <ol style="list-style-type: none"> <li>Announcement will be made to initiate Shelter in Place procedures.</li> <li><u>Close</u> doors and shut off air intake system for classroom if possible.</li> <li>Find a way to seal any gaps in doors or windows that might allow air to infiltrate classroom.</li> <li>Take class roll to account for all students and initiate student accountability procedures using the emergency status cards.</li> <li>Do not let any student leave without proper authorization.</li> <li>Follow instructions given by campus administrator.</li> <li>Cell phone usage is not permitted at any time.</li> </ol>	
<p style="text-align: center;"><b><u>SEVERE WEATHER</u></b></p> <p><b>TORNADO WATCH or WARNING, HAIL STORM-DROP, COVER AND HOLD</b></p> <ol style="list-style-type: none"> <li>Announcement will be made to initiate campus tornado/severe weather procedures. <ul style="list-style-type: none"> <li>Based on the severity of the storm and current weather conditions, portable building occupants will be instructed to move inside to the main building.</li> <li>If instructed, move class to pre-designated safe areas:</li> </ul> </li> <li>Initiate accountability procedures. <ul style="list-style-type: none"> <li>Upon reaching designated area, teachers should check class rolls.</li> </ul> </li> <li>Follow instructions given by campus administrator.</li> <li>Seat students in one row whenever possible, facing the interior walls. If needed, seat students in multiple rows facing the same direction.</li> <li>Maintain control, keeping students and staff quiet and calm.</li> <li>Do not let any student leave without proper authorization.</li> </ol> <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"> <li>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.</li> <li>Be aware that electrical power and phone service maybe disrupted.</li> <li>Follow campus administrator instructions until danger has passed.</li> <li>Sheltered areas should be 30 feet or more away from exterior glass doors.</li> <li>Avoid gyms or large areas with high walls and roofs.</li> <li>The best shelter is on the first floor in a multi-floor structure, away from exterior windows</li> </ul>	<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

## Dress Code and Grooming Guidelines 2023 – 2024

**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 <b>are permissible</b> for men:	The following <b>are permissible</b> 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 <b>are prohibited</b> for men:	The following <b>are prohibited</b> 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	
<b>Exceptions:</b>	
<ul style="list-style-type: none"> <li>❖ 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.</li> <li>❖ Physical Education staff may choose to wear appropriate attire, approved by Administration, during the physical education period.</li> <li>❖ 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.</li> <li>❖ 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.</li> </ul>	

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 2023-2024



BROWNSVILLE  
**VETERANS MEMORIAL**  
EARLY COLLEGE HIGH SCHOOL  
4550 US MILITARY HWY. 281 BROWNSVILLE, TX 77520 / 956-574-5600



Norma J. Canales Principal	Brenda Aguilar Asst. Principal 504/RTI SENIOR CLASS	Allison Tamayo Asst. Principal PEIMS/Bilingual JUNIOR CLASS	Freddy Martinez Asst. Principal Student Activities SOPHOMORE CLASS	Gamaliel Salazar Asst. Principal E.C.H.S. Admin FRESHMAN CLASS	Cynthia Garza IDEA Administrator	Gracie Luna Dean Curriculum & Instruction
<b>Entire Campus</b> <b>All Administration</b> <b>Athletics</b> <b>Counselors</b> <b>Testing Coordinator</b> <b>TSTs</b> <b>Nurses</b> <b>Head Coach</b> <b>PD Officers</b> <b>Department Chairs</b> <b>Maintenance Supervisor</b> <b>Parental Involvement</b> <b>Boosters</b> <b>Fundraisers</b> <b>Administrative Duty</b> <b>Schedules</b> <b>Approval</b> <b>Substitutes</b> <b>Teacher Absence</b> <b>Reports</b> <b>Supplies</b> <b>Budget</b> <b>Bookkeeper</b> <b>Failure Rate Reports</b> <b>Completion Rate Reports</b> <b>Advisory Councils</b> <b>New Hires/ Resignations</b> <b>Student Advisor Group</b> <b>SBDM Meetings</b>	1. Class of 2024 2. Appraisals /Curriculum Facilitator- <b>27</b> Science – 15 Foreign Language – 5 Band – 5 Theater - 1 Dyslexia – 1 3. Lesson Plans-set up Forethought 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. Department Strand Mtg 12. Student Activities Assistant 13. Textbooks 14. Threat Assessment Team 15. 504 / Dyslexia 16. RTI	1. Class of 2025 2. Appraisals /Curriculum Facilitator- <b>27</b> English – 19 TST – 2 Art – 3 Choir – 3 3. Lesson Plans-set up Forethought 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. Department Strand Mtg 12. Bilingual Programs / LPAC 13. OFSO 14. PEIMS Reports 15. Registrar's Office 16. Records/Transcripts 17. TAC Report Cards 18. Completion/Drop out/ Graduation Rates 19. Attendance Clerks 20. Master Schedule	1. Class of 2026 2. Appraisals/ Curriculum Facilitator- <b>31</b> Math – 16 Dance – 1 Estudiantina – 1 CTE – 13 (Eng., Arch, Speech, Welding, Business, Computer Science) 3. Lesson Plans-set up Forethought 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. Department Strand Mtg 12. Teacher Duties 13. Student Activities 14. Chargerettes 15. Cheerleaders 16. Transportation 17. PTECH	1. Class of 2027 2. Appraisals/ Curriculum Facilitator- <b>31</b> Social Studies – 17 CTE -13 (Health Science, Law Enforcement) AVID -1 3. Lesson Plans-set up Forethought 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. Department Strand Mtg 12. Security 13. Safety-EOP 14. Workers Comp 15. Maintenance 16. Student Parking Permits 17. ECHS 18. Threat Assessment Team	1. Appraisals/Curriculum Facilitator- <b>21</b> IDEA – 12 PE – 2 Health – 3 ROTC – 2 STARS – 2 2. Lesson Plans-set up Forethought 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. Department Strand Mtg 13. AP Testing 14. Special Olympics 15. Unified Sports 16. HB4545 Meetings 17. Peer Review 18. Social Media POC	1. Campus Curriculum & Instruction 2. Professional Development training 3. ERO on-line System & employee transcript verification 4. Walk-throughs 5. Tutorials/Saturday Academies 6. Video/Guest Speaker Approval 7. TANGO/Aware & Eduphoria 8. Campus Data Team 9. Benchmarks 10. Student Assessments w/collaboration of 11. Teacher Certifications/Credentials 12. Department meetings 13. Final Exam Schedules/Collections 14. T-TESS trainer 15. Student Observers/ student teachers/UTeach 16. Parent Liaisons 17. Syllabus process-review DE, AP/Collection 18. Advanced Academics-institutes/Core/Ongoing 19. Grading Procedures 20. Course Listing Guide 21. CIP/CNA 22. New Teachers/mentors 23. At-Risk programs 24. Grants 25. Regaining Credits Approval 26. STARS/API/A+ 27. Instructional Field trips 28. State & Local Comp/Special programs budget / ESSER 29. Honors and Achievement ceremony w/counselors' assistance 30. Assist with Master Schedule 31. Community and student engagement binder & PowerPoint (manager for accountability rating) 32. IGC 33. Cognia 34. Supplemental Duty Composites 35. Time Sheets 36. HB4545 Meetings 37. AP Curriculum, Deposit & Planning 38. Librarians

6/23/2023 Reviewed by Admin Team

**VETERANS MEMORIAL HIGH SCHOOL  
DEPARTMENT CHAIRS**

Career and Technical Education	.....	Christopher Breeden
Special Education	.....	Nubia De La Fuente
Fine Arts	.....	Sylvia Villarreal
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 Gonzalez/Guillermo Muller



## 2022-2023 T-TESS/ Classified Assignment

Brenda Aguilar	Cynthia Garza	Freddy Martinez	Gamaliel Salazar	Allison Tamayo
Science/ Band / Theater / Foreign Language	IDEA / PE / Health/ ROTC / STARS	Math / CTE / Dance/ Estudiantina /	Social Studies / CTE / AVID	English / Art / Choir / TST

### 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	Noemi Leal	N. Canales
CATE Secretary	Javier Gonzalez	L. Maddox
Bookkeeper	Monica Robledo	N. Canales
Clerical Assistant	Laura Gomez	A. Tamayo
Clerical Assistant	Falisha De Leon	N. Canales
Clerical Assistant	Tony Vasquez	N. Canales
Clerical Assistant	Luis Garcia	N. Canales
Attendance	Maribel Escalera	A. Tamayo
Attendance	Nieves Urquiza	A. Tamayo
Data Management	Laura Cantu	A. Tamayo
Data Management	Janet Martinez	A. Tamayo
Records Room	Judy de Leon	A. Tamayo
Registrar	Efy Belmont	A. Tamayo
Parent Liaison	Belia de la Cruz	G. Luna
Parent Liaison	Nohelia Izo	G. Luna
Guidance Clerk	Griselda Ibarra	L. Torres
Library Aide	Aide Gonzalez	L. Longoria
Library Aide	Luz Resendez	L. Longoria
Dyslexia Aide	Dora Ramirez	B. Aguilar
ESL Aide	Diana Garza	B. Aguilar
IDEA Secretary	Alicia Salazar	C. Garza
IDEA Aide	Antonio Antinori	C. Garza
IDEA Aide	Zue Ayala	C. Garza
IDEA Aide	Zeniff Aguilera	C. Garza
IDEA Aide	Erika Briones	C. Garza
IDEA Aide	Iliana Castillo	C. Garza
IDEA Aide	Lucia Constantino	C. Garza

IDEA Aide	Diana Longoria	C. Garza
IDEA Aide	Lucy Lozano	C. Garza
IDEA Aide	Alondra Padron	C. Garza
IDEA Aide	Dora Perez	C. Garza
IDEA Aide	Stephanie Perez	C. Garza
IDEA Aide	Alejandra Sanchez	C. Garza
IDEA Aide	Jennifer Sosa	C. Garza
IDEA Aide	Jessica Torres	C. Garza
IDEA Aide	Sandra Vargas	C. Garza
IDEA Aide	Norma Villarreal	C. Garza
Maintenance Supervisor	Enrique Gonzalez	G. Salazar
Custodial Staff	Nelda Alaniz	E. Gonzalez
Custodial Staff	Roberto Alaniz	E. Gonzalez
Custodial Staff	Blanca Barron	E. Gonzalez
Custodial Staff	Irma Chavez	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	Julian Ruiz	E. Gonzalez
Custodial Staff	Hector Sanchez	E. Gonzalez
Custodial Staff	Adalberto Tapia	E. Gonzalez
Custodial Staff	Georgina Trevino	E. Gonzalez
Custodial Staff	Jason Vasquez	E. Gonzalez
Custodial Staff	Arthur Cuellar	E. Gonzalez

IDEA Aide	Luis Diaz	C. Garza
IDEA Aide	Miguel Flores	C. Garza
IDEA Aide	Manuel Galan	C. Garza
IDEA Aide	Yasmine Gomez	C. Garza
IDEA Aide	Hilda Larrazolo	C. Garza



**Brownsville Independent School District  
Human Resources Department  
2023-2024 Texas Teacher Evaluation and Support System (T-TESS)  
Calendar**

August 14, 2023 – May 30, 2024	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 3, 2023	Goal-Setting and Professional Development Plan (GSPD) Beginning-of-Year Conference
September 6, 2023	Formal Evaluations begin for all teachers. <b><i>All teachers shall be evaluated during the first semester. Teachers hired during the second semester will be evaluated as soon as possible before the end of the appraisal period.</i></b>
September 8, 2023	Student Learning Objective (SLO) due to appraiser on Strive/Eduphoria
October 13, 2023	SLO Approved in Strive/Eduphoria by Appraiser
January 9 – January 31, 2024	GSPD/SLO Mid-Year Conference
April 8 – May 3, 2024	GSPD/SLO End-of-Year Conference
April 18, 2024	Last day to present written <b>Observation Summary</b>
May 3, 2024	Last day to present written <b>Summative Annual Appraisal Report</b>
<b>NOTE: A teacher may request a second observation within ten working days after the observation post conference.</b>	
May 29, 2024	Teacher Summative Annual Appraisal Reports submitted to the Human Resources Department (T-TESS Evaluation Roster, T-TESS Observation Rubrics, T-TESS Summative and BISD SLO Rating Rubrics) via TalentEd
May 31, 2024	Projected GSPD/SLO's for next school year

Based on the 2023-2024 BISD School Calendar, the following dates indicate the days that formal T-TESS observations shall **NOT** be conducted.

August 14 – September 1, 2023	First Three Weeks of Instruction
September 1 - September 5, 2023	Labor Day
October 6 – October 10, 2023	Columbus Day
November 17 – November 27, 2023	Thanksgiving
December 21, 2023 – January 9, 2024	Christmas
February 28 – March 4, 2024	Early Dismissal/Charro Days
March 4 – March 6, 2024	Primary Elections
March 8 – March 18, 2024	Spring Break
March 28 – April 2, 2024	Easter
May 24 – May 28, 2024	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://www.bisd.us/departments/curriculum-instruction-human-resources/curriculum-instruction/district-alignment>

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 three major assessments per six weeks/marketing period.
2. Minor Assessments are forty percent (40%) of the grade. This must include a minimum of five minor assessments per six weeks/marketing 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/marketing 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/marketing 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

## 2023-2024 Instructional Calendar

JULY 2023							AUGUST 2023							SEPTEMBER 2023							OCTOBER 2023						
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			1	2	3	4	5						1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
30	31																										

NOVEMBER 2023							DECEMBER 2023							JANUARY 2024							FEBRUARY 2024						
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	2		1	2	3	4	5	6				1	2	3	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
							31																				

MARCH 2024							APRIL 2024							MAY 2024							JUNE 2024						
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		1	2	3	4	5	6					1	2	3						1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

### School Schedule:

Middle Schools – 7:40 AM - 2:50 PM  
Elementary Schools – 8:00 AM - 3:15 PM  
High Schools – 8:45 AM - 4:10 PM

### Early Dismissal Schedule

Middle Schools – 11:45 AM  
Elementary Schools – 12:15 PM  
High Schools – 1:00 PM

### Meet the Teacher

August 9 – High Schools  
August 10 – Middle Schools  
August 11 – Elementary

### District Rally

August 8

First Class Day: August 14

Last Class Day: May 30

PEIMS Snapshot: October 27

Revised and Board Approved: June 13, 2023

### Six Weeks Grading Periods

Period	Total Days	Last Day
1st 6 Wks.	29 Days	September 22
2nd 6 Wks.	29 Days	November 3
3rd 6 Wks.	29 Days	December 21
<b>1st Semester</b>	<b>87 Days</b>	<b>December 21</b>
4th 6 Wks.	34 Days	February 23
5th 6 Wks.	31 Days	April 19
6th 6 Wks.	28 Days	May 30
<b>2nd Semester</b>	<b>93 Days</b>	<b>May 30</b>
<b>TOTAL: 180 Instructional Days</b>		

### Holidays and Vacations

Independence Day	July 4
Labor Day	September 4
Columbus Day	October 9
Thanksgiving	November 20-24
Christmas (Employees)	Dec. 25-Jan. 5
Christmas (Students)	Dec. 22-Jan. 8
Charro Days	March 1
Primary Elections	March 5
Spring Break	March 11-15
Easter Break	March 29, April 1
Memorial Day	May 27

### Make-Up Days

October 9 • March 1

### Additional Days (subject to change)

Oct. 14, 21 • Jan. 13, 20, 27  
Feb. 3, 10, 17, 24 • Mar. 23  
Apr. 6, 13, 20 • June 4-26

### New Employee Orientation

August 4 • January 13  
T-TESS Day (New Teachers)  
August 3 • January 20

### District Staff Dev. Days

August 8 • January 8

### Teacher Preparation Days

August 11 • December 22

### Campus Staff Development Days

August 9, 10 • May 31

### Early Dismissal Day

February 29

## **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- upwork 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:**

---

---

---

---

---

---

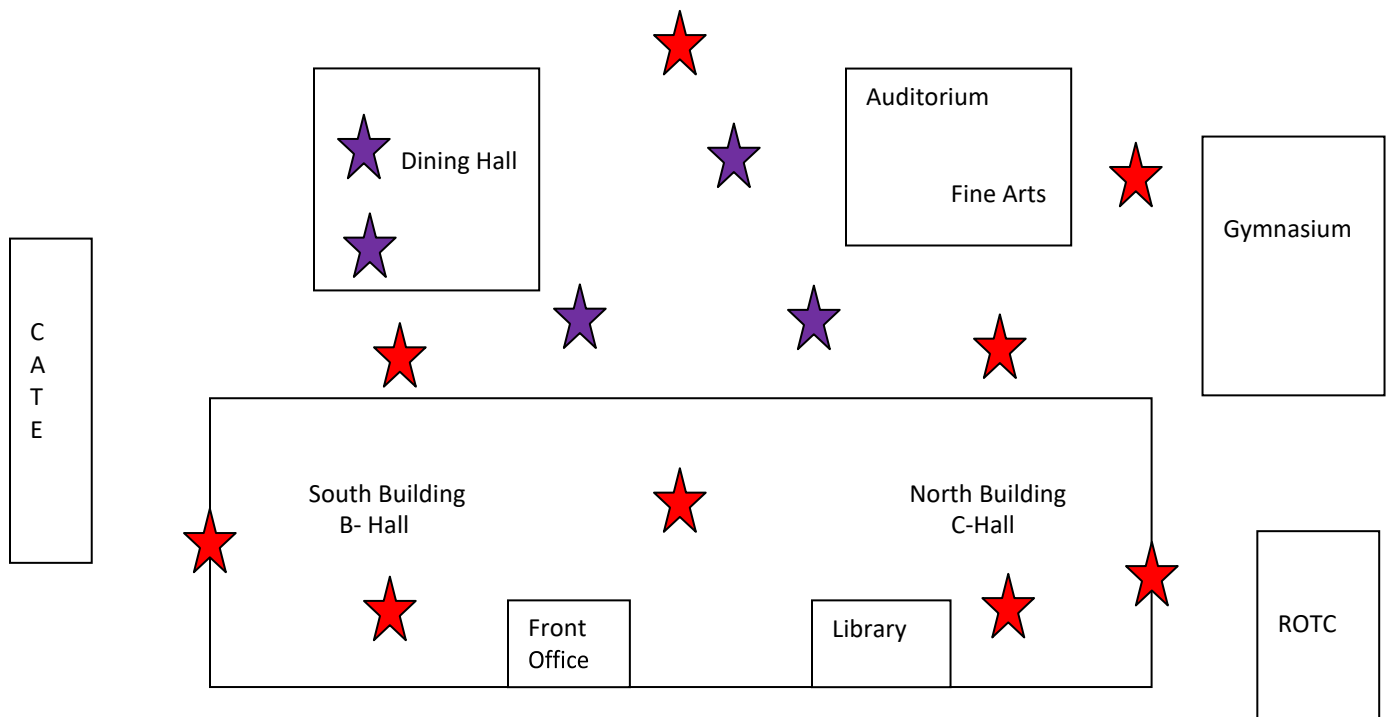
---

\_\_\_\_\_  
Parent Signature

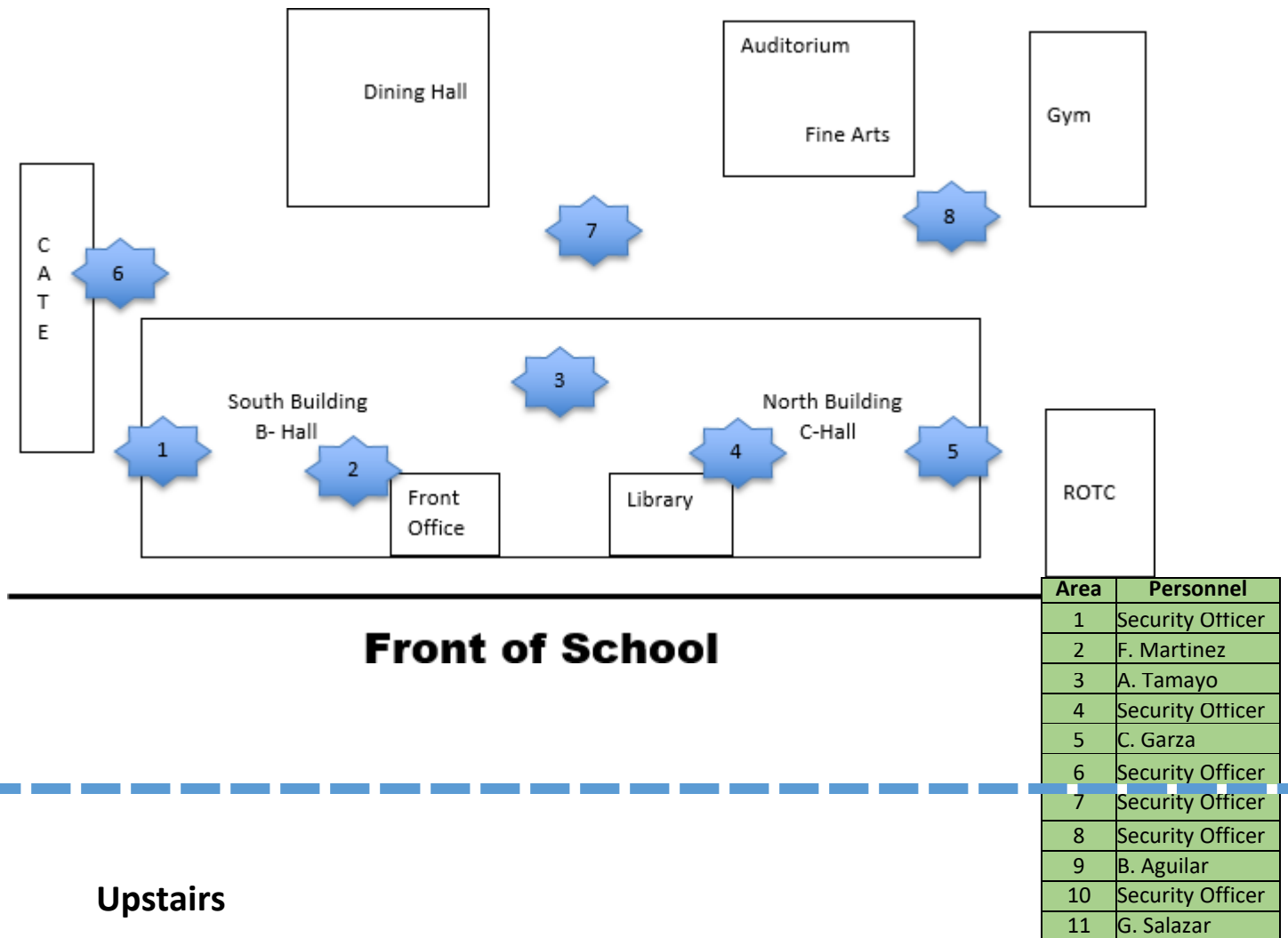
\_\_\_\_\_  
Signature of person making visit

**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



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

**2023-2024  
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 <https://resources.finalsite.net/images/v1690914744/bisdus/nmucrsab5rrnqp0uul69/EmployeeHandbook2023-2024asof8-1-2023.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.