



# **2022-2023**

## **FACULTY HANDBOOK**

**Principal Claudia Guerrero**

**Jaime Alvarez – Asst. Principal**

**Mario Hernandez – Asst. Principal**

**Katherine Mendoza – Asst. Principal**

**Crystal Garza – Dean of Instruction**

**Maria R. Moreno – Dean of Instruction**

Revised [8/11/2022]

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# DONNA INDEPENDENT SCHOOL DISTRICT

## Board of Education

### 2022-2023



David De Los Rios  
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DDelosRios@donnaisd.net



Jose L. Valdez  
Vice-President  
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Fernando Castillo  
Secretary  
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LtCol Roberto Perez  
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Jose R. Reyna  
Board Member  
Jose.Reyna@donnaisd.net



Dr. Maricela Valdez  
Board Member  
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Eva C. Watts  
Board Member  
EWatts@donnaisd.net

Trustees usually meet on the second Tuesday of the month at the Staff Development Center/Board Room located at the Administration Building (904 Hester Ave) at 6:00 P.M. Special meetings will be held as needed. **In the event of that a large attendance is anticipated, the board will announce the location in a timely manner.** A written notice of regular and special meetings will be posted on the **district website** and on the bulletin board outside the Administration Building at least 72 hours before the scheduled meeting. In emergencies, a meeting may be held with **one**-hour notice. All meetings are open to the public. Under the following circumstances, Texas law permits the Board to go into closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

## Administration

Angela Dominguez, Superintendent of Schools

Adela Troncoso, Assistant Superintendent for Human Resources

Rebecca Castañeda, Assistant Superintendent for Leadership

Rashad J. Rana, Assistant Superintendent of Educational Services

Alfonso H. Perez Jr., Assistant Superintendent of Business and Finance

Stephanie Powelson, Executive Director of Curriculum & Instruction

Velma Rangel, Executive Director for Special Projects

Javier Villanueva, Executive Director for Data Evaluation & Performance Outcome

# **INFORMATION BULLETIN**

## **VETERANS MIDDLE SCHOOL**

This handbook furnishes information concerning Administration and District policies and was designed to familiarize Veterans Middle School staff with the standard operating procedures of our school. All faculty members should acquaint themselves with the content in this handbook and use it as a reference to help resolve any questions they might have. This handbook is not a substitute to District's policy; rather, it is a guide and brief explanation of them. District policies and procedures can change at any time, and these changes shall supersede any handbook provisions that are not aligned with those changes. Staff may access the policy codes online at <https://www.donnaisd.net/domain/116>.

Welcome to a brand-new school year. We look forward to working with each one of you!

Ms. Claudia Guerrero

Veterans Middle School Principal

# **DONNA ISD MISSION & VISION STATEMENT**

## **Mission Statement**

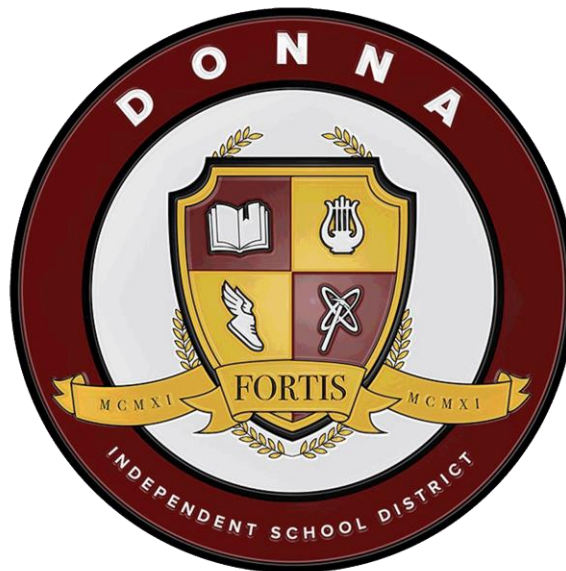
The mission of Donna ISD is to provide a rigorous and supportive learning environment with meaningful and relevant learning experiences that inspire creativity, character development, and critical thinking that ensures educational excellence for all students.

## **Vision Statement**

All Donna ISD students are empowered with academic and life skills to boldly lead and achieve personal success in a global society.

## **Number One Outcome**

To graduate all students per their expected graduation date, ready for college, career, or military.



# VETERANS MIDDLE SCHOOL



“Teaching with Passion • Igniting the Power to Learn.”

## MISSION STATEMENT

“The mission of Veterans Middle School is to provide a positive and safe learning environment with substantial and effective instruction that builds on cultural and community norms.”

## VISION STATEMENT

“The vision for Veterans Middle School is to inspire students to be academically driven, self-confident, and culturally empowered individuals who thrive in a diverse global society.”

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

**Violations of  
Standards of  
Conduct**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD and DF series]

**Weapons Prohibited**

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

**Exceptions**

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

**Electronic  
Communication**

**Use with Students**

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use	All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.
Reporting Improper Communication	In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.
Disclosing Personal Information	An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

**Safety Requirements** Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

**Harassment or Abuse** An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

**Relationships with Students**

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]

**Tobacco and E-Cigarettes**

An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

**Alcohol and Drugs / Notice of Drug-Free Workplace**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments,  
Convictions, and  
Other Adjudications**

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

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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

**Dress and Grooming**

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

DATE ISSUED: 11/19/2019  
UPDATE 114  
DH(LOCAL)-X

ADOPTED:

5 of 5

**\*\*Any violation of policies noted in the handbook and in districts policies will be subject to reprimand and may affect teacher appraisals and/or annual evaluation. \*\***

## **Educators' Code of Ethics**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. *19 TAC 247.1*

### **Professional Ethical Conduct, Practices, and Performance**

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 (SBECE) and its certification process.

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.

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

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

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.

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

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

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

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

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

## EMPLOYEE STANDARDS OF CONDUCT

DH  
(EXHIBIT)

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.

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

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.

### **Ethical Conduct Toward Professional Colleagues**

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.

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

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.

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

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.

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

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.

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

### **Ethical Conduct Toward Students**

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

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.

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

EMPLOYEE STANDARDS OF CONDUCT

DH  
(EXHIBIT)

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.

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

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

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.

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

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:

1. The nature, purpose, timing, and amount of the communication;
2. The subject matter of the communication;
3. Whether the communication was made openly or the educator attempted to conceal the communication;
4. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. Whether the communication was sexually explicit; and
6. 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.

19 TAC 247.2

# **ELECTRONIC COMMUNICATION AND DATA MANAGEMENT**

## **EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM**

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

### **RULES FOR APPROPRIATE USE**

- The account is to be used only for educational and administrative purposes.
- Downloading of video or audio streams for personal use is strictly prohibited. Video or audio streams may be downloaded for educational and school business use only.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

### **INAPPROPRIATE USES**

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

## CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations [CQ(Regulation)] and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature of employee \_\_\_\_\_

Home address \_\_\_\_\_

Date \_\_\_\_\_ Home phone number \_\_\_\_\_

# DONNA ISD ACADEMIC CALENDAR



"THE DISTRICT"

## CALENDAR KEY

- Student Early Release/Planning
- New Teacher Orientation
- Staff Development
- Staff Work Days
- Bad Weather Days
- Holiday Break
- Spring Break
- First/Last Day of Six Weeks
- Testing Window-STAAR
- Early Release Students & Staff

## SIX WEEKS PERIODS

1st Six Weeks	Aug. 22 - Sept. 23	25 days
2nd Six Weeks	Sept. 26 - Nov. 4	29 days
3rd Six Weeks	Nov. 7 - Dec. 21	28 days
4th Six Weeks	Jan. 9 - Feb. 17	29 days
5th Six Weeks	Feb. 20 - Apr. 14	33 days
6th Six Weeks	Apr. 17 - June 2	34 days



June 2, 2023

## DNHS GRADUATION

June 2, 2023

## HOLIDAYS

Thanksgiving	Nov. 21 - Nov. 25
Winter Break	Dec. 22 - Jan. 4
Holidays	Oct. 10, Apr. 7 & May 29
Spring Break	March 13-17

## DAYS OF INSTRUCTION

Semester 1	82	days
Semester 2	96	days
<b>Total Days</b>	<b>178</b>	<b>days</b>
Minutes	79,200	

## BAD WEATHER DAYS

Feb. 13 & Apr. 10
<b>EARLY RELEASE</b>
<b>/PLANNING DAYS</b>
Nov. 18, Feb. 24, Apr. 21

## STAFF DEVELOPMENT

Aug. 12, Aug. 15-17, Jan 5
<b>STAFF WORK DAYS</b>
Aug 18-19, Jan 6, June 3

## EARLY RELEASE

<b>ALL</b>
Dec. 21

# 2022-2023

## August 2022

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

## September 2022

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

## October 2022

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

## November 2022

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

## December 2022

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

## January 2023

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

## February 2023

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

## March 2023

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

## April 2023

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

## May 2023

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

## June 2023

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

## July 2023

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

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Board Approved: 2/8/22

# VMS FACULTY & STAFF

## 2022-2023

Teacher's Name	Subject	Rm.	Teacher's Name	Subject	Rm.	Teacher's Name	Subject	Rm.
6-1 (EB)			7-1 (EB)			TEAM 8-1 (EB)		
Rosa Singleterry	RLA	305	Ernesto Infante	RLA	110	I Espinoza	RLA	209
Anna Perez	Math	303	Monica Ortiz	Math	108	R. Rosas	Math	208
Sylvia Arellano	Science	304	Rachel Quiroga	Science	111	Sergio Cavazos	Science	211
Omar Toren	SS	306	Sylvia Camacho	SS	106	S. J. Hinojosa	SS	210
Maria Piedra	Spanish	307						
6-2 Mig./504			7-2 Mig./504			TEAM 8-2 Mig./504		
Victoria Urbina	RLA	310	Olivet Castillo E. Dominguez	RLA	114	Nancy Herrera Yolanda Gonzalez	RLA	214
Rose Fajardo	Math	309	Max Lucio Gloria Lozoya	Math	115	Gabriel Gamez Rebekah Palacios	Math	217
Christopher Yoder	Science	313	Kristen Valdez	Science	113	Reina Mora	Science	213
Sulema Salinas	SS	308	Christina Rodriguez	SS	112	Michelle Rodriguez	SS	216
TEAM 6-3 Inclusion			Team 7-3 & Team 8-3			Inclusion		
Belinda Ramirez Jaqueline Garcia	RLA	312	Myrna Rodriguez				RLA	207
Michael Cole Rika Ortiz	Math	314	Salome Diaz				Math	206
Kenneth York	Science	311	Karina Arias				Science	204
Mari Cestero	SS	315	VACANCY				SS	205
*Team Leaders are in bold *								

<b>ART</b>			<b>DANCE/CHOIR</b>			<b>PHYSICAL EDUCATION</b>		
Simon Silva	ART (6 <sup>th</sup> )	316	Dulce Medrano	Dance	402/403	Rosalinda Perez	PE	GYM
			Andrea Galvan	Choir	C1	Patricia Villareal	PE	GYM
<b>LEADERSHIP</b>			<b>BAND</b>			Theresa Grimaldo	PE/Health	104
Guadalupe Garcia	Leadership	301	Michel Machietto	BAND		Thomas Cruz	PE	GYM
<b>TECHNOLOGY</b>			Jason Rodriguez	BAND		Moises Garcia	PE	GYM
Daniel Gonzalez	TECH.	102	<b>ISS</b>			<b>ACADEMIC ELECTIVES</b>		
Diana Gutierrez	TECH.	202	Marysol Luna	ISS	405	David Trejo	G. Rdg	317
Feliciano Cancino	TECH.	302	Gilbert Flores	ISS (LT)	404	Idolina Sanchez	G. Rdg	116
			JP Garcia (DI)	ISS (LT)	404	Ricardo Machado	G. Rdg	215
<b>LIFESKILLS</b>			<b>MIGRANT</b>			Jason Garza	Alg. Rdns	103
Brenda Uresti	Lifeskills	400	Estella Guerrero	Strategist	Lib.	Arnold Cavazos	AVID	105
						Isaura Gonzalez	Spanish	201

ADMINISTRATIVE TEAM		INCLUSION SUPPORT TEAM		LIBRARY TEAM	
Claudia Guerrero	Principal	Olga Cisneros	Diagnostician	Isela Gonzalez	Librarian
Crystal Garza	Dean	Juanita Cazares	6th SCI	Debra Moreno	Library Aide
Maria R. Moreno	Dean	Carlos Ortega	6th/7th SS	PARENT CENTER STAFF	
Jaime Alvarez	A.P.	Cecilia Jimenez	7 <sup>th</sup> SCI/SS	Diana Mata	Parent Educator
Katherine Mendoza	A.P.	Eric Hinojosa	8th SS/SCI		
Mario Hernandez	A.P.	Norma De Leon	8 <sup>th</sup> SCI/7 <sup>th</sup> SS	CUSTODIAL TEAM	
COUNSELING TEAM		Viviana Cardona	Lifeskills	Ruben Gonzalez	Head
Joanna Padilla Vela	8 <sup>th</sup>	Nora Fuentes	Lifeskills	Elizabeth Zuniga	Asst. Head
Michelle Beltran-Gamboa	7 <sup>th</sup>			Angelica Alvarez	
Elizabeth Villegas	6 <sup>th</sup>			Jose Galvan	
Nancy Rivera	LPC			Mari Cruz Gonzalez	
FRONT OFFICE SUPPORT STAFF		NURSING DEPT.		Alicia Avila	
Delia Zapata	Campus Secretary	Susanna Lozoya	R.N.	Diana Vega	
Ana Regino	Deans Clerk	Flor Mendoza	Health Aide	Juanita Guerra	
Gloria Rosales	Counselors Clerk			CAFETERIA STAFF	
Norma L. Martinez	Counselors Clerk			Martha Torres	Manager
Sylvia Bustamante	PEIMS			Elizabeth Rodriguez	Cashier
Jorgina Saldivar	Attendance Clerk	SAFETY & SECURITY TEAM		Horacio Loya	
Audrey Salinas	Attendance Helper	Erik Guzman	PD Officer	Isabel Coronado	
	Truancy	Joel Bueno	Victor 1	Marivel Trejo	
			Victor 2	Rosalva Gutierrez	
			Victor 3	Graciela Perez	
			Victor 4	Paula Villa	
			Victor 5	Virginia Zamora	



**We Are Warriors. We Rise Above The Rest.**



# Veterans Middle School

## 2022-2023 Bell Schedule

(2 minutes between passing periods)

Regular	Grade	Announcements Breakfast	1ST	2ND	3RD	Lunch/ 4 <sup>th</sup> / 4 <sup>th</sup>	4 <sup>th</sup> / Lunch / 5 <sup>th</sup>	5 <sup>th</sup> /5 <sup>th</sup> / Lunch	6TH	7TH	
	6	8:00	8:30-9:30	9:32-10:32	10:34-11:34	11:34-12:09	12:09-1:09	1:11-2:11	2:13-3:13	3:15-4:15	
	7	8:00	8:30-9:30	9:32-10:32	10:34-11:34	11:36-12:36	12:36-1:11	1:11-2:11	2:13-3:13	3:15-4:15	
	8	8:00	8:30-9:30	9:32-10:32	10:34-11:34	11:36-12:36	12:38-1:38	1:38-2:13	2:13-3:13	3:15-4:15	
	MIN	30 min	60 min	60 min	60 min	35/60/60	60/35/60	60/60/35	60 min	60 min	
Pep Rally	Grade	Announcements Breakfast	1ST	2ND	3RD	Lunch/ 4 <sup>th</sup> / 4 <sup>th</sup>	4 <sup>th</sup> / Lunch / 5 <sup>th</sup>	5 <sup>th</sup> /5 <sup>th</sup> / Lunch	6TH	7TH	RALLY
	6	8:00	8:30-9:22	9:24-10:16	10:18-11:10	11:12-11:47	11:49-12:41	12:43-1:35	1:37-2:29	2:32-3:23	3:30-4:15
	7	8:00	8:30-9:22	9:24-10:16	10:18-11:10	11:12-12:04	12:06-12:41	12:43-1:35	1:37-2:29	2:32-3:23	3:30-4:15
	8	8:00	8:30-9:22	9:24-10:16	10:18-11:10	11:12-12:04	12:06-12:58	1:00-1:35	1:37-2:29	2:32-3:23	3:30-4:15
	MIN	30 min	52 min	52 min	52 min	35/52/52	52/35/52	52/52/35	52 min	52 min	45 min
Early Release	Grade	Announcements Breakfast	1ST	2ND	3RD	Lunch/ 4 <sup>th</sup> / 4 <sup>th</sup>	4 <sup>th</sup> / Lunch / 5 <sup>th</sup>	5 <sup>th</sup> /5 <sup>th</sup> / Lunch	6TH	7TH	
	6	8:00	8:30-9:05	9:07-9:42	9:44-10:19	10:21-10:51	10:53-11:26	11:28-12:01	12:03-12:36	12:38-1:07	
	7	8:00	8:30-9:05	9:07-9:42	9:44-10:19	10:21-10:54	10:56-11:26	11:28-12:01	12:03-12:36	12:38-1:07	
	8	8:00	8:30-9:05	9:07-9:42	9:44-10:19	10:21-10:54	10:56-11:29	11:31-12:01	12:03-12:36	12:38-1:07	
	MIN	30 min	35 min	35 min	35 min	30/33 min	33/30/33	33/30	33 min	32 min	-

Report time for teachers is 7:45 AM. Paraprofessionals will be assigned to morning duty at 7:45 AM.

Students & Staff will report to 1<sup>st</sup> period at 8:10 AM for breakfast, announcements, and restorative discipline.

Instruction should start NO SOONER than 8:30 AM.

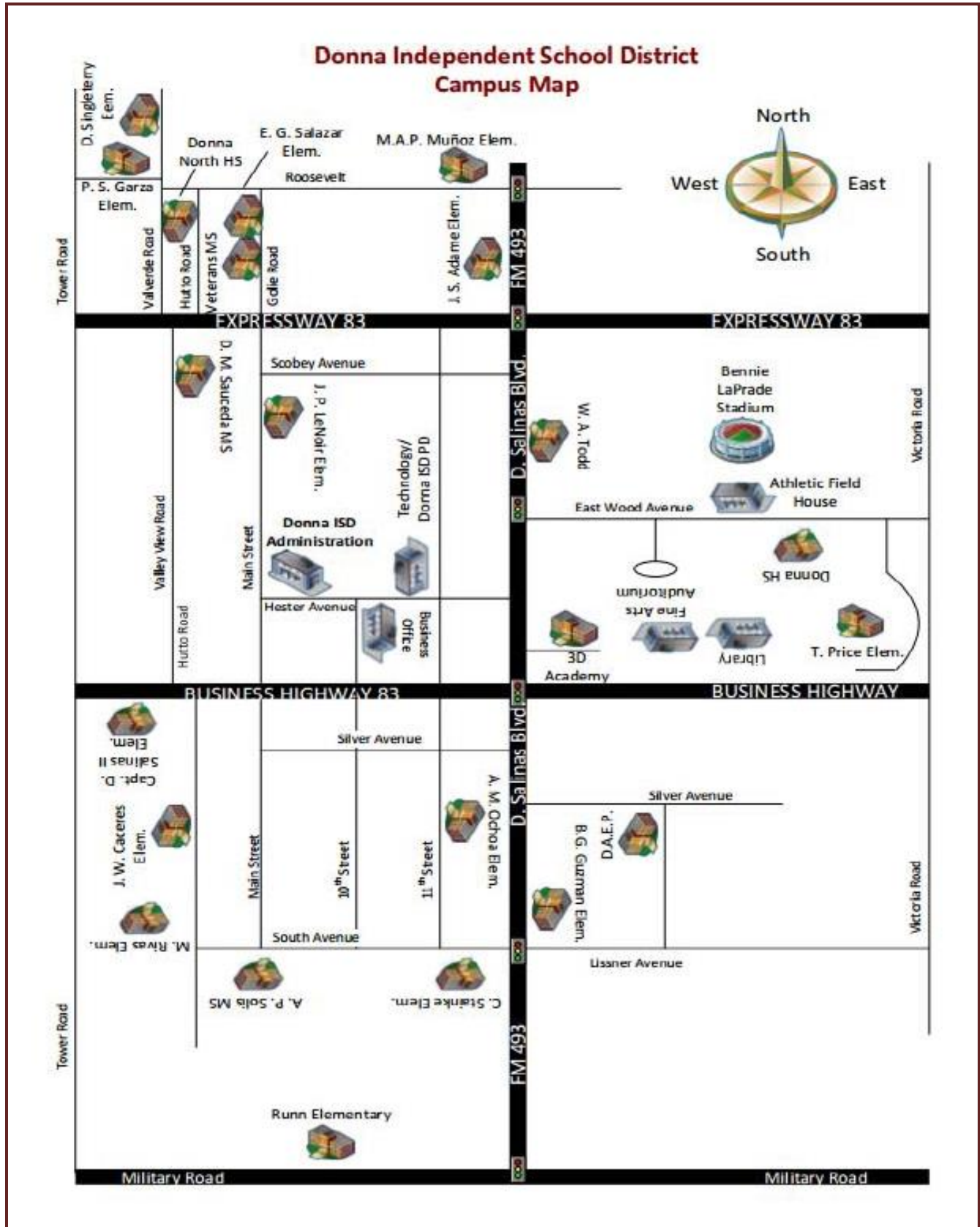
Pep rally will only take place during home games to allot enough time for instruction.

### LUNCH SPECIFICS:

\*STUDENTS ARE TO BE ESCORTED NO EARLIER THAN THE TIME NOTED ON THE BELL SCHEDULE. **ALL TEACHERS ARE TO ESCORT THEIR STUDENTS TO LUNCH.**

\***LUNCH WILL BE 35 MINUTES LONG.** PLEASE ENSURE YOU'RE AT YOUR DOORS READY TO RECEIVE STUDENTS.

# DISTRICT MAP



# VETERANS ORGANIZATION CHART

<b>PEIMS</b>	<b>CLAUDIA GUERRERO</b> <b>Principal</b>  Appraisals ARDs Budget CLPAC/DLPAC Duty/ Discipline Personnel Staff Attendance Parental Involvement Public Relations Lesson Plans School Climate Team Leader Meetings Lead Teacher Meetings All Staff Reading/PE Department	<b>Campus Secretary</b>
Sylvia De La Paz		Delia Zapata
<b>Attendance</b>		<b>Nurse</b>
Vacancy		Susanna Lozoya
<b>Migrant Strategist</b>		<b>Campus Police Officer</b>
Estella Guerrero		Erik Guzman
<b>Dean’s Clerk</b>		<b>Parent Educator</b>
Ana Regino		Diana Mata
<b>Assistant Principals</b>		<b>Counseling Clerks</b>
		Gloria Rosales
	Norma Martinez	
<b>Counselors</b>		<b>Professional Staff</b>
<b>Assistant Principal</b> <b>MARIO HERNANDEZ</b>	<b>Assistant Principal</b> <b>JAIME ALVAREZ</b>	<b>Assistant Principal</b> <b>KATHERINE MENDOZA</b>
TTESS Appraisals 7 <sup>th</sup> Grade ARDs/GPCs/LPAC/RtI 7 <sup>th</sup> Grade Lunch Duty Student Discipline Math Department Title IX Accident Reports Student Attendance Committee Lesson Plans Textbooks Staff Duty Stations	TTESS Appraisals 8 <sup>th</sup> Grade ARDs/GPCs/LPAC/RtI Discipline Committee/PBIS Behavior Coordinator 8 <sup>th</sup> Grade Lunch Duty Student Discipline Title IX Building Operations Math/Electives Department Lesson Plans Emergency Crisis Plan Faculty Handbook Student Attendance Leavers Safety Drills	TESS Appraisals 6 <sup>th</sup> Grade ARDs/GPCs/LPAC/RtI 6 <sup>th</sup> Grade Lunch Duty Student Discipline Title IX UIL Fundraising forms/Calendar/ Travel Technology Lesson Plans Social Studies/ Library Services Campus social media Website / Marquee
<b>Dean of Instruction</b> <b>CRYSTAL GARZA</b>		<b>Dean of Instruction</b> <b>MARIA R. MORENO</b>
TTESS Appraisals / TTESS Updates ARDs/GPCs/504s Grade Level Meetings Campus Improvement Plan Testing/ Data Desegregation EOY Program Evaluations Professional Staff Development GT/PreAP Lesson Plans Tutorials/ Extended Days Science & History Fair NJHS Reading Department		TTESS Appraisals / TTESS Updates ARDs/GPCs/504s Grade Level Meetings Campus Improvement Plan Testing/ Data Desegregation EOY Program Evaluations Professional Staff Development GT/PreAP Lesson Plans Tutorials/ Extended Days Science & History Fair NJHS Science/ Special Ed. Departments

Counselor ELIZABETH VILLEGAS	Counselor MICHELLE BELTRAN-GAMBOA	Counselor JOANNA PADILLA
Duke/NJHS/Migrant/GT 6 <sup>th</sup> Grade Drug Ed/ At Risk Promotion/Retention Master Schedule/ Schedules PGP/PGCs Classroom Counseling ARDs/504s/RtI/Dyslexia LPAC/Recent Immigrants Veterans Day Career Day/Awards/Honor Roll	Duke/NJHS/Migrant/GT 7 <sup>th</sup> Grade Drug Ed/ At Risk Promotion/Retention Master Schedule/ Schedules PGP/PGCs Classroom Counseling ARDs/504s/RtI/Dyslexia LPAC/Recent Immigrants Veterans Day Career Day/Awards/Honor Roll	Duke/NJHS/Migrant/GT 6 <sup>th</sup> Grade Drug Ed/ At Risk Promotion/Retention Master Schedule/ Schedules PGP/PGCs Classroom Counseling ARDs/504s/RtI/Dyslexia LPAC/Recent Immigrants Veterans Day Career Day/Awards/Honor Roll



# Veterans Middle School

## T-TESS Appraiser's List

### 2022-2023

C. Guerrero	K. Mendoza	J. Alvarez	M. Hernandez	C. Garza	M. Moreno
Castillo, Olivet	Cancino, Feliciano	Arnold Cavazos	Cancino, Feliciano	Dominguez, Elizabeth	Arellano, Sylvia
Espinoza, Isabel	Cruz, Thomas	Cole, Michael	Cruz, Thomas	Garcia, Jaqueline	Arias, Karina
Gonzalez, Isaura	Diaz, Salome	Dulce Medrano	Diaz, Salome	Gonzalez, Daniel	Cavazos, Sergio
Gonzalez, Victoria	Fajardo, Rose	Flores, Gilbert	Fajardo, Rose	Gutierrez, Diana	Mora, Reyna
Gonzalez, Yolanda	Garcia, Guadalupe	Gamez, Gabriel	Garcia, Guadalupe	Perez, Rosalinda	Ortiz, Rika
Herrera, Nancy	Garcia, Moises	Grimaldo, Teresa	Garcia, Moises	Piedra, Maria	Quiroga, Rachel
Infante, Ernesto	Garza, Jason	Lucio, Max	Garza, Jason	Sanchez, Idolina	Uresti, Brenda
Machado, Ricardo	Lozoya, Gloria	Palacios, Rebekah	Lozoya, Gloria	Singleterry, Rosa	Valdez, Kristin
Ramirez, Belinda	Ortiz, Monica	Perez, Anna	Ortiz, Monica	Trejo, David	Yoder, Christopher
Rodriguez, Myrna	Rosas, Rosalinda	Silva, Simon	Rosas, Rosalinda	Villareal, Patricia	York, Kenneth

#### Assigned Departments:

C. Guerrero – RLA/PE  
 C. Garza – RLA  
 M. Hernandez – Math  
 J. Alvarez – Math / Electives  
 K. Mendoza – Social Studies / Library Services  
 M. Moreno – Science/ Special Education



# CAMPUS MEETINGS

## Academic Team Meetings

Team meetings will be held once a week before and/or after school hours. The purpose of these meetings will be to review student academic status, collaborate and implement cross curricular units, collaborate on classroom management, schedule parent conferences, schedule student/counselor sessions, plan for student celebrations, and/or plan for instructional field trips. Team leaders will meet with administration as needed at 7:45 AM.

## ALC Meetings (6th Grade Only)

Reading and math teachers will conduct Accelerated Learning Committee Meetings during the first six weeks of the school year for students who did not PASS STAAR in 5<sup>th</sup> grade to develop an individualized student plan.

## AVID Site Team Meetings

AVID site team meetings will be held as deemed necessary throughout the school year. Dates, times, and location will be provided to the AVID site team by the Avid Coordinator. The purpose of these meetings is to ensure that our campus site team is sharing and collaborating with other site team members to ensure AVID strategies and methodologies are implemented campus wide.

## CLPAC Meetings

The campus-level planning and advisory committee will meet monthly and/or as needed throughout the 2022-2023 school year. Meetings will be held before school at 7:45 AM. Dates and location will be provided to the committee members with ample time so they may attend.

## Response to Interventions (RtI) Meetings

The campus-based intervention teams (CBIT) will meet every six weeks to review the effectiveness of interventions (RtI) set in place for students who are struggling. These meetings will consist of teacher (ELA/Math), counselor, diagnostician (if needed), parent, and the administrator. Teachers must ensure appropriate documentation is complete via SuccessEd prior to the meeting and/or update documentation immediately thereafter. Though only math & reading teachers are present during the RtI meeting, **it is the responsibility of the entire team** to ensure that any at-risk student (whether academically or due to behavior/attendance) is provided with the necessary interventions via the RtI process.

## Department Meetings

Department meetings will be held monthly or as needed during designated department planning time. The purpose of these meetings is to discuss curricular issues, implement vertical alignment, share professional staff development information, plan for necessary instructional resources, data disaggregation, team building, campus improvement needs, etc. Teachers are required to join their department, be punctual, and participate during department meetings.

## Faculty Meetings

Faculty meetings will be held every first Thursday of the month or as needed in the cafeteria, unless otherwise announced; and will begin promptly at 4:15 PM. Attendance to these meetings are mandatory and everyone is expected to arrive on time. **Furthermore, teachers are to refrain from using their cellphones when sitting in**

**the meetings.** If you are on duty, report to the meeting after your assigned duty. If you miss a meeting (whether due to after school duty, absence, etc.), it is your responsibility to ask the Team Leader or Dept. Head to give you any information missed. Whenever possible, reminders will be provided; however, staff members are encouraged to keep these dates in mind when scheduling appointments and/or asked to make the appropriate childcare arrangements needed so they may attend.

## GPC Meetings

Teachers will conduct Grade Placement Committee Meetings during the last six weeks of the school year. These meetings will consist of a teacher/team, parent(s), special education teacher (if necessary), and administrator.

## Learning Professional Communities (LPC) Meetings

LPC meeting will be held on a weekly basis and as needed during designated department planning time. The purpose of these meetings is for teachers to share their expertise and work collaboratively to improve each other's teaching skills; thus, improving the academic performance of all their students. Teachers are required to be punctual, participate during LPC meetings, and follow the established norms. LPCs will be held on their designated day (6<sup>th</sup> – Mondays, 7<sup>th</sup> – Tuesdays, 8<sup>th</sup> – Wednesdays) during the conference period.

## Parental Involvement Meetings

Teachers will be expected to attend 1 (one) parental involvement meeting in addition to meet the teacher night and open house.

# SAFETY AND SECURITY

## Accidents

In the event an employee is injured during school hours, it is important to notify the assigned administrator (refer to *campus organization chart*) and/or school nurse immediately. If no one is available, notify the secretary so that she may locate any necessary help. It is imperative that all accidents be reported, and that the proper documentation is completed in a timely manner. There is a district form, which must be filled out by the employee, a witness (if available), the nurse, and an Administrator. This form must then be taken to the department of Safety & Risk Management located at central office. Their office in turn will call the appropriate personnel, so that your accident can be registered in case you need to go to the hospital for further treatment.

## Bomb Threats

In the case of bomb threats, it is of utmost importance that we evacuate the school building and that the administrators follow district procedures in dealing with these types of emergencies. For information on bomb threats or other crisis procedures see *Campus Response Guidelines*. All staff/students are to refrain from utilizing their cell phones during a bomb threat.

## Building Security

To ensure building security, all entrances to the building will be locked and everyone will be asked to enter through the main entrance. All employees will be provided with an entrance card that will be utilized to enter the facility. In addition, **the school will provide all staff with Employee identification cards which must be worn on DAILY.** Substitutes and visitors will also be provided with some form of identification, and they too will be asked to wear it throughout the day. Any person without the proper identification badge/sticker must

be escorted to the front office to ensure they have signed-in and/or are given some form of ID. All visitors will be required to show an identification card upon entering and must report to the front office.

**NOTE:** Please report any suspicious behavior and/or any form of trespassing to the front office immediately.

## Cancellation of Classes

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will alert the community in the following ways:

**Television:** Channel 4 TV, Channel 5 TV, and Channel 48 TV.

**Radio Stations:** KKPS – Que Pasa FM 99.5, KFRQ 94.5, KVLV FM 107.9, KHKZ 106.3, and K-TEX FM 100.3.

**Internet Sites:** [www.KRGV.com](http://www.KRGV.com), [WWW.valleycentral.com](http://WWW.valleycentral.com), [www.undergroundweather.com](http://www.undergroundweather.com)

## Clinic

We have the health component in our campus staffed by a registered nurse and a nurse's aide. Students wishing to see the nurse will need a pass from the teacher. If the student needs help in getting to the nurse's office, it is preferable that an adult bring the student to the nurse's office. Your student's pass to the nurse will be signed and the time of arrival and departure will be noted for your information. If a student has taken extremely long to get back to your classroom, do not hesitate to call the office and someone will check on the student for you. The nurse will conduct head checks, general screenings, and review immunizations for all students at the beginning and periodically throughout the school year. The nurse will also provide a student health problem list which will indicate any areas of concern, i.e. epileptic seizures, food allergies, etc. It is important that you are aware of which students may need precautionary measures.

## Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all the buildings. Employees should know the location of these devices and procedures for their use.

## Evacuation (Fire Drill) Procedures

Donna ISD Emergency Operation Plan

Fire is one of the most planned for disasters at our school. Fire drills, both obstructed and unobstructed, are held without warning on a monthly basis. An evacuation map must be posted in a visible location (by the door) within every room within the campus. The purpose of these maps and practice drills is to ensure that all students, visitors, and/or staff members understand how they must exit in the event of a real fire and to familiarize themselves with the proper evacuation procedures. Fire drills procedures are as follows:

- An alert/announcement will be given: (“**EVACUATE to \_\_\_\_\_. Evacuate to \_\_\_\_\_**” or “**Fire Alarm**”)
- Teachers should keep order and students in line.
- Teachers, students, and staff should exit the building according to established evacuation route to a location at least 300ft from building or to the announced designated area.
- Teacher should make sure to door is closed and lights are turned off.
- Teachers need to ensure that individuals with special needs are provided assistance.
- Staff is to remain alert to any potential hazards in the area. If you encounter fire or hazard, use an alternate evacuation.

- Upon reaching designated area, teacher needs to account for all students, properly supervise them, and not let them back into the building for any reason.
- Students and staff are to wait until an All-Clear signal is given before returning into the building.

**ORDER RATHER THAN SPEED SHOULD BE STRESSED DURING A FIRE DRILL.** Students are expected to exit the building quickly, quietly, and in an orderly fashion.

Children and youth rely on and find great comfort in the adults who protect them. Our school takes pride in knowing that our teachers and staff know how to help our students in the event of a fire.

**NOTE:** As per policy, it is a state jail felony offense when a student pulls a fire alarm intentionally (false alarm).

## Hold (Medical Emergency)

There may be situations that require students to remain in their classrooms. For example, an altercation in the hallway may require keeping the students out of the hall until it is resolved; a medical issue may require only one area to be cleared with halls still open in case outside medical assistance is required, or there may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe. In such cases, the following procedures will be in place:

- An alert/announcement will be given: **“Hold in your room or area. Clear the halls. Hold in your room or area. Clear the halls.”**
- Teachers are to ensure they close their classroom door and resume normal classroom routines inside the classroom.
- Students and teachers are to remain in their classroom or area (even if there is a scheduled class change) until the “all clear” is announced.
- Students in common areas may be asked to remain or move to adjoining areas.
- Students and staff outside the building should remain outside unless administration directs otherwise.
- Prior to locking the classroom door, teachers should rapidly sweep the hallway for nearby students.

## Inclement Weather Building Use

Students are NOT expected to remain outside when the weather is bad; on the contrary, students are urged to come into the cafeteria, gym, and/or designated areas (E.g. hallways) when such conditions exist. Inclement weather procedures will be followed by all staff members and all teachers will be expected to stay and assist to ensure student safety. Inclement weather procedures may vary depending on weather conditions: during such cases information will be relayed via email and/or PA system.

## Lockdown Procedures

To rapidly increase the level of security in the facility when there is a threat or hazard inside the building and danger is imminent, 3D Academy will conduct lockdown drills. Lockdown drills require that all staff and students seek as much physical safety as possible by using barriers to deny the attacker access to their physical body. Lockdown procedures will be as follows:

- An alert/announcement will be given: **“LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT”**
- If you know the location of the attacker and it is **safe**, evacuate the building immediately.
- If the exact location of the attacker is unknown, lockdown by barricading.
- Have students spread throughout the room, take cover, and grab objects to use to distract the attacker should s/he gain entry.
- Teacher is to keep all persons away from the doors, pull the window shades to deny the attacker the ability to see inside the room, and remain quiet. **Ignore bells and alarms unless otherwise instructed.**
- Be prepared to rapidly implement an evacuation if directed to do so.
- When safe, account for students and relay information as instructed.

- DO NOT open the door for anyone. When safe to do so, a police officer or an administrator will unlock door.

Employees who witness a weapons incident, are to call for a lockdown, call 911, and notify an administrator as rapidly as it is safely possible. If there is a report of weapons made to a staff member, and there is not visible imminent danger to them or others, notify an administrator immediately.

## Secure (Lockout) Procedures

On occasion it will be necessary to bring in all students and staff into the building, rapidly increase the level of security within the facility, and make it difficult for a potential intruder or outside threat to gain access to students and staff. Examples: law enforcement chase near the area, gun shots nearby, violent, or criminal activity in the immediate area, or a dangerous animal within the campus perimeter. During such cases, a lockout will be conducted, and the following procedures will be followed:

- An alert/announcement will be made via the intercom **“Secure! Get inside, Lock outside doors. Secure! Get inside, Lock outside doors.”**
- Students and staff are to immediately move from the outside into the building.
- Ensure all outside access points are securely locked.
- Teachers are to close their room doors and continue with normal activities as much as possible.
- If students need to move about in the building, obtain permission from an administrator or designee.
- Be prepared to rapidly implement an Evacuation or Lockdown if directed to do so.

## Shelter in Place

Sometimes conditions outside of the school threaten the safety of school occupants (E.g. pursuit of an individual by law enforcement, violence or criminal activity in the immediate neighborhood, dangerous animal on the campus perimeter, etc.). During such instances, shelter in place procedures will be followed to rapidly increase the level of security in the facility. In addition, the exterior doors and main interior doors will be locked and secured as to make it difficult for a potential intruder or outside threat to gain access.

Shelter in place procedures are as follows:

- **“SHELTER IN PLACE, SHELTER IN PLACE”** will be announced over the intercom system.
- Students and staff who are outside of the building immediately move into the building.
- If located in an area with a lockable door, gather the students in the vicinity into the room and close the locked door.
- Account for students and continue normal activities within the classroom.
- If students or staff must move about in the building, obtain permission from the administrator or designee.
- Be prepared to rapidly implement an Evacuation or Lockdown if directed to do so.

## Visitors/School Visitations

The Donna Independent School District Board of Trustees encourages parents to visit our schools, meet teachers, and be a part of their son/daughter’s educational process. Visitation procedures are as follows:

Visitors will report and sign-in at the front office, state the purpose of their visit, and verify their identity via the Raptor system. Approved visitors will leave their driver’s license/ID and will be given a pass. If a parent desires a conference with a teacher, arrangements will be made by an administrator or the counselor. Whenever possible, teacher-parent conferences will be held during the teacher’s conference period within the front office. However, if the parent/guardian needs to visit a classroom, teacher will be

notified, and parent will be escorted by school personnel. **Prior approval by a principal is mandatory of any classroom visit.**

## POLICIES AND PROCEDURES

### Annual Appraisals

DNA(LOCAL)

In accordance with Title 19 of TAC, Texas Education Code, 21.351, Chapter 150.1003(a) each teacher must be appraised each school year and may be given advance notice of the date or time of an appraisal, but advance notice is not required. Donna I.S.D. has opted to schedule all appraisals and appraise all teachers using the Texas Teacher Evaluation and Support System (T-TESS).

All Veterans Middle School teachers shall be appraised annually and no longer will be eligible to waive their appraisal. When a teacher is observed according to the T-TESS rubric, he or she will be given an averaged performance rating for each observation based on the dimensions in each of the four domains:

1. Planning
2. Instruction
3. Learning Environment
4. Professional Practices and Responsibilities

In each domain, performance will be rated on a five-point scale, averaged, and assigned a single rating.

**Do note** there are many more components involved in the T-TESS appraisal systems; hence, all teachers will be trained at the beginning of the year to ensure everyone understands what the administrative team will be looking at when conducting appraisals.

### Absence of Teachers and Paraprofessionals

DEC(LOCAL), DECA, DECB

The district offers employees paid and unpaid leaves of absence which must be used in ½ and full day increments. **Employees who expect to be absent for an extended period of more than five days should call the Human Resource Office.** If you know that you will be out prior to the day of the absence, you are to notify your immediate supervisor and Mrs. Ana Regino (dean's clerk). If you are going to be out due to personal reasons, please make sure to notify the Principal with ample time, as personal leave requires a 7-day prior approval from the campus Principal. If it is necessary to be absent (due to illness/emergency), call **Mrs. Regino at (956) 464-1350 by 7:00 AM** on the day of the absence so that she may secure a substitute. **Please note:** if no substitute is available, you will be asked to come in and/or stay until one is secured. Be aware, any teacher or paraprofessional calling in after 7 a.m. will be subject to a formal reprimand by administration unless deemed an emergency by the campus principal. Ensure that you specify to the front office clerk the REASON for the absence:

1. Personal Illness/I was ill;
2. Family Illness/Illness in immediate family;
3. Personal Leave/Business, etc.
4. No charge/Meeting or Conference field trip, etc.

**If a partial day is requested without prior notice, teacher must remain on campus until a substitute is secured.** Request for early dismissal must be approved by the Principal and will only be allowed twice per semester. Anyone requesting to leave before 3:00 PM will need to take a half day.

- Note that there are specific policies for absences deemed “personal leave” and should be reviewed closely. Policy may be found at <https://www.donnaisd.net/domain/116> under District Resources “policy online.”
- All paraprofessionals, clerical staff members, and teachers must notify an Administrator, prior to calling the school, for approval on the absence. **Note** it is your responsibility to make the proper arrangements with all necessary individuals when you are absent (E.g., substitute, front office, team leader, co-teacher, etc.).
- The reasons for which personal leave may be used shall not be limited by the district. However, in deciding to approve personal leave, the supervisor or designee shall consider the effect of the employee’s absence on the educational program as well as the availability of substitutes. Moreover, attendance is of utmost importance to the success of all students; therefore, staff should use good judgment on all absences and be aware that an excessive number of absences may affect your annual appraisal and/or may result in a non-renewal of your term contract. [DFBB(LOCAL), DEC(LOCAL)]
- There are policies regarding certain days that staff members may NOT take a personal leave day. Please familiarize yourselves with policy **DEC (LOCAL)** for specific information.

**Note:** An employee absent three or more consecutive workdays because of personal illness or illness in the immediate family shall submit medical certification of the illness. Medical certification may also be required when an employee is identified as having a questionable pattern of absences.

## Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee’s attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual’s position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

## Cellular Phones

Staff members should ensure their cellular phones are on silent mode during the school day. Teachers should refrain from using their cellular phone during instructional time, meetings, in the hallways, and/or while on duty. CELL PHONES should not be used during state testing.

**NOTE:** TEACHERS ARE TO REFRAIN FROM SHARING THEIR OWN PERSONAL CELL PHONE NUMBER TO ANY STUDENT.

## Conference/ Department Period

DL(LEGAL)

Teachers are reminded that their planning and conference periods are not an OFF period. These times are set aside for conferences with the administration, parents, students, counselors, etc. **Teachers may leave the building only for emergencies and with prior approval from the Principal** (if not available, ask an assistant or

the dean of instruction). **Note:** teachers must sign-out with the secretary prior to leaving campus. Conference/planning periods may be utilized for any of the following:

- Data Analysis
- Grade Placement Committee Meetings (GPC)
- Conference with students and/or parents regarding student's attendance, progress, behavior, etc.
- Grade papers
- Plan instructional activities and assemble materials for instruction
- Prepare assessments
- Meet with administration, counselor, teacher, parents, etc.
- Read for professional growth and improve classroom environment
- Attend in-service (in-house) for professional growth and phone parents of students who are absent

Occasionally, a teacher will be asked to take another teacher's class in an emergency; this will not be a general practice, but your cooperation is asked when it becomes necessary to ask you to replace someone.

## Dress Code

DH(LOCAL)

Veterans Middle School staff shall be expected to dress in a way that reflects professionalism and pride. Staff are expected to exhibit good taste and professional judgement in the selection of school apparel and shall dress neatly and more formally than students. All staff (unless informed otherwise) will be expected to dress business casual to professional. The following expectations shall be carried out for the 2022-2023 school year:

### GENERAL:

1. NO PIERCINGS (OTHER THAN EAR PIERCING FOR WOMEN) SHALL BE ALLOWED. IF YOU CANNOT REMOVE YOUR PIERCING, IT WILL BE YOUR RESPONSIBILITY TO COVER IT UP.
2. ALL TATTOOS SHALL BE COVERED AT ALL TIMES.
3. SANDALS, HOUSE SHOES, OR THONG HEELS ARE UNACCEPTABLE.
4. JEANS MAY ONLY BE WORN ON FRIDAYS WITH DONNA/VETERANS SPIRIT SHIRT.
5. TENNIS SHOES MAY ONLY BE WORN ON FRIDAYS AS WELL.
6. SHORTS WILL NOT BE ALLOWED AT ANY POINT IN TIME

### WOMEN:

1. LEGGINGS/TIGHTS WILL NOT BE ALLOWED.
2. ALL SKIRTS AND DRESSES SHALL BE KNEE LENGTH REGARDLESS. SLITS SHOULD BE WORN IN GOOD TASTE.
3. NO SPAGHETTI STRAPS, SLEEVELESS, LOW-CUT BLOUSES WILL BE ALLOWED.
4. CARGO PANTS, WARMUPS WILL NOT BE ALLOWED.
5. THONG SANDALS (HEEL OR NO HEEL) ARE UNACCEPTABLE.

### MEN:

1. TIES OR POLO TYPE SHIRTS ONLY. T-SHIRTS (SPIRIT SHIRT) WILL ONLY BE ALLOWED ON FRIDAYS.
2. PANTS MUST BE WORN IN GOOD TASTE.
3. HAIR MUST BE GROOMED IN ACCORDANCE WITH OUR STUDENT POLICY. KEEP MUSTACHES, GO TEES, ETC, CLEAN AND IN GOOD TASTE.
4. SANDALS WILL NOT BE ALLOWED.

Special departments such as coaching staff and life skills unit will be allowed to wear special clothing but will be expected to be uniformed as well.

The building principal shall have sole discretion in determining whether clothing will attract unfavorable attention, will define what is “good taste”, and may approve changes to dress code policy for staff during extenuating circumstances.

## Duty (Outside/Inside)

All teacher and staff will be required to assist with student supervision throughout the school year and will be assigned a duty station. ***See schedule duty roster.*** When on duty both professionals and paraprofessionals are to:

1. Report to duty on time.
2. Report any suspicious car on campus and/or any kind of reckless driving to Police Officer or security.
3. Be alert for "outsiders" entering campus on foot and report this to the appropriate campus personnel.
4. Be alert for violation of Veterans Middle School dress code. Specifically, before the first period.
5. Address any public display of affection (PDA) and make students aware this is not permissible.
6. Be alert for any abnormal activity (when in doubt, bring it to the attention of an administrator).
7. Report damaged property to office.
8. Notify administration if you see any alcohol beverages (partially full/empty containers) and/or drugs anywhere on the school grounds.
9. Be visual and actively monitor when conducting duty (refrain from using your cell phone while on duty).

## Email System

CPAB(LOCAL)

Microsoft outlook is the email system that will be utilized on behalf of the district and campus. ALL teachers and staff are REQUIRED to check their email daily (first thing in the morning, during your conference period, and before they leave for the day). Please note that often, important announcements and/or information about school activities will be relayed via email; thus, it is essential that emails are kept current and unnecessary emails are deleted to “free” email space.

- EMAIL USE ON CAMPUS IS TO BE DONE FOR PROFESSIONAL USE ONLY. All staff members should take caution when sending emails that may deem offensive to another. Cursing, suggestive language or pictures, and anything deemed unacceptable by the principal will be subject to a written reprimand.

Forward emails, chain emails are not allowed as per superintendent. District technology office will be verifying that no such activity is done utilizing our email system.

## Employee ID Cards

Employee identification cards will be provided by the school and must be worn daily.

## Employee Workday

DL(LEGAL)

It is imperative that we observe all campus rules and set an example for the young people we teach. The same standard for being punctual shall apply to students and adults. Teachers are expected to meet the following work schedule:

**All employees will be required to clock-in no later than 7:45 AM** and clock-out at the end of the day [4:15 PM (unless assigned to duty 4:45 PM)]. All staff needs to clock-in and out daily utilizing one of the biometric clocks or the clock-in computer station located in the front office. If neither of these is functioning notify the campus secretary.

**LUNCH-** Teachers will take a 35-minute lunch.

**BIC-** Teachers must post breakfast in the classroom by **8:30 AM** via TEAMS.

As noted earlier, if a teacher needs to leave campus during the day, he/she must get **clearance from an administrator and check out in the front office**. It is **ESSENTIAL** that we can locate you in case of an emergency and this will help us know the teacher's availability.

Failure to clock in and/or out may result in administrative action and/or may delay transfer of funds into your account.

The building will be open from 7:00 AM until 5:00 PM. Office hours are from 7:30 AM until 4:30 PM. If you need to be in the building at other hours or on weekends, contact an administration.

## End of Day Dismissal Procedures

At the end of the day, students are to remain in their last period class and will be released as follows:

1. All students who are picked-up by their parents, walk home, or who are part of an after-school program will be released five minutes early. Teachers are to check each student's ID before they walk out of the class to ensure they are pick-up/UII students or walkers.
2. Bus students will remain in the class and will be asked to sit & wait in the hallway once they have been cleared. Please do not release bus students until an announcement is made.

All teachers who do not have a last period class will be asked to assist in clearing the hallways once walkers and/or pick-up students are released as to ensure that all students exit in an orderly manner and/or do not linger or go elsewhere.

## Faculty Mailboxes

Mailboxes are located in the front office across from the front office lounge. **Each teacher should check the mailbox several times a day.** It is not the responsibility of the secretaries or clerks to deliver messages in person unless it is an emergency. Telephone messages and memos will be placed in the boxes as soon as they come in. **DO NOT** send students to get mail for you.

Teachers are not to get handouts/copies from somebody else's mailbox. If you discover that you do not have a certain handout in your mailbox, please check with the receptionist or secretary to obtain an extra copy. Many times, teachers take the missing handouts from the mailbox next to theirs and this places the other teacher at a disadvantage. Mailboxes should be kept as neat as possible. Clean out your mailboxes at least once a day. Obtain permission from an administrator before placing mail unrelated to school business in other mailboxes. **Note: Work completed by ISS students will be placed in the team leader's box daily.**

## Five Minute Rule

*Do not allow any student out of your classroom during the first and last five minutes of class* unless there is a medical emergency. A headache, sore throat, etc. is not an emergency. This rule will not apply to any student with a doctor's order to use the RR as needed. Our school nurse will provide you with the specific names of these students if they are scheduled in your class.

## Hallway Supervision

An important part of a teacher's responsibilities is to ensure the safety of all students as they transition between classes. To ensure that everyone does their part the following regulations are to be followed:

- a. All teachers are expected to be in the hall, near their classroom door, during the "passing time" for each of the class periods (this includes conference periods).
- b. After the last period you are expected to assist until all your students are in their assigned areas. Any student staying behind and/or wanting to go to an elective classroom will need to have a corridor pass. (If you need to confer with a student, parent, or a fellow teacher, you should ask that person to wait until your hall supervision duty is completed.)

It is important to supervise the hallways and encourage students to get to their classes; this, along with greeting your students as they enter your class will provide you with an opportunity to assess the student's behavior and provide them with the appropriate safeguard procedures to ensure their academic success. **During inclement weather, all staff will be expected to help with supervision of students.**

## Keys

Keys are to be checked out from the school secretary (Mrs. Delia Zapata) and must be secured by the teacher; for no reason should keys be given to any students. If the keys are lost, please report it to the secretary immediately so that a new key may be ordered. **There will be a thirty-dollar replacement fee for each lost key** (money will be non-refundable once key has been made).

Reporting your lost keys will help us look out for possible vandalism in the classrooms in case a student and/or other individuals use the keys to open the rooms. All keys need to be returned to the campus secretary at the end of the school year to be cleared.

**\*\*Entry keys will be issued out upon approval by the Principal. Any staff member issued an entry key will need to sign for it with the campus secretary and return the key immediately once no longer needed or at the end of the year (whichever comes first). \*\***

## Leaving Classroom

Teachers need to be in their classroom before the first bell rings and plan to remain there during and until the class period ends. Since both administrative and school board policy recognizes the importance of constant classroom supervision and control, any teacher leaving the classroom does so at their own risk. If an emergency arises and you find it necessary to leave the room, send a notice to the office and/or request for a teacher to step in and assist with monitoring the students until you're able to return.

If you are going to hold class anywhere other than your classroom (Library, Internet Lab, etc.), **TAPE A SIGN OUTSIDE YOUR CLASSROOM DOOR** letting students know where they are to report and **EMAIL administration regarding the change.** This will facilitate with locating you and/or your students.

## Lesson Planning

**All teachers are to submit their lesson plans no later than 10:00 PM, Saturday prior to the instructional week.** All teachers should submit their lesson plans in its entirety via FORETHOUGHT on the EDUPHORIA website. Administrative staff will check lesson plans weekly. Departments may plan and submit lesson plans together; however, any change made to your lesson, needs to be noted on your lesson plan.

When developing lesson plans, ensure that instruction is aligned to the TEKS and District Curriculum objectives.

**All teachers will be expected to:**

- Teach higher-order thinking skills (HOTS)
- Teach STAAR strategies and skills
- Follow district timelines & curriculum guides
- Instruction must be 90% student centered
- Differentiate instruction (i.e. sheltered instruction, AVID, ABYDOS, RtI, KAGAN, Pre-AP/AP)

- Note modifications being used
- Test what has been taught
- Indicate re-teaching activities if needed

**When applicable lesson plans must include the following steps:**

- A clearly stated behavior objective
- 5 E's (Engage, Explore, Explain, Elaborate, Evaluate)
- Relevancy- why does the student need to know this?
- An exact list of materials/equipment to be used
- Text pages for the students and teachers
- Identification of whether lesson is an introduction, teacher direct instruction, guided practice, independent practice, reinforcement, re-teaching, or an evaluation of TEKS.
- A literature connection: Please write in the title of the book
- The Texas Essential Knowledge and Skills (TEKS)
- The English Language Proficiency Standards (ELPS)

**NOTE:** You are responsible for planning when you are absent. Be sure instructions and attendance rosters are readily available for substitutes to find. Lesson plans for substitutes **MUST** be clear. It is a good idea to provide an extra folder in your lesson plan book, so substitutes have reinforcement sheets to use if the daily plan is not appropriate for him/her. **If a co-teacher is absent, the substitute will assist professional teacher. When the teacher of record is absent, co-teacher will take over the class and the substitute will assist.**

Teachers are also expected to create an emergency lesson and must leave it somewhere accessible for the substitute teacher. This will ensure that in the event of an emergency or during an unexpected absence the substitute teacher will be left with something to refer to and the students will have work available to them. *See Preparing for a Substitute.* A well-prepared lesson will usually discourage and decrease the discipline problems.

## Parking

Parking is available on the north side of the school. Parking is on a first come, first-parked basis. There will be no parking on the curbs immediately in front of the school building, as this area will be used for picking up & dropping off students. In addition, you are to **refrain from parking in any assigned parking area** (cafeteria, visitor, admin, etc.) and/or from parking in a handicap parking area unless you are a qualifying individual with the appropriate parking permit displayed on your vehicle. Please adhere to these regulations as any violation may result in a parking ticket and/or a written reprimand. Parking on the sidewalks is not permissible.

## Preparing for a Substitute

Whether you know days in advance that you will be absent or if you become ill during the night, you owe it to your pupils and to your replacement to provide a situation that enhances learning. A substitute teacher is versatile, but their effectiveness decreases every time something unexpected occurs that could have been prevented. Hence, make sure you include all information regarding the next day's schedule that you would want to have if you were the substitute teacher, and ensure you secure any items of value (E.g. calculators, classroom sets of novels, manipulatives, lab equipment, etc.).

**Early in the year develop a folder for the substitute and include the following:**

- Emergency lesson plans for at least five days
- Class rosters/keep this updated
- name of 2 student helpers in each class
- A current seating chart/ special grouping for each class
- Class bell schedule/ lunch period/ duty assignment

- Important student information (student health problem list) TEACHER NEEDS TO ENSURE STUDENT INFORMATION REMAINS CONFIDENTIAL AT ALL TIMES.
- Statements describing routine procedures for handling restroom privileges, handing out papers, discipline, requests to see the counselor or nurse, hall pass, etc.
- A copy of several lesson plans for the day, if it is necessary to adjust the instructional plan
- Provide supplementary assignments for those students who complete everything quickly.
- Include in the substitute folder a Teacher Feedback Form so that you can receive a review of the day.
- Make sure to leave the instructions for the breakfast in the classroom.

Teacher attendance is a factor that affects student performance. Think of this when considering being absent, as opposed to being present. Substitute teachers will be better prepared by having class rosters, seating charts, and lesson plans available to them by the teacher. Hence, attendance & appropriate planning on the part of the teacher is of utmost importance.

## Professional Conduct

DH(LOCAL)

Teachers are to always conduct themselves in a professional & respectful manner. Complaints about personalities or policies should be referred to the administrator in charge so that appropriate action can be taken. It is futile and in poor taste to discuss such subjects with your colleagues primarily to air grievances to anyone within hearing distance. Remember that students performing office errands can gain false impressions about our faculty from overhearing such inadvisable conversations within our school; hence, refrain from any form of gossip and ensure your conversations are respectful and appropriate. **Vulgarity and profanity should not be used at any time in school.**

## Request for Substitute

For more information on absences refer to *\*Absences of Teachers and Paraprofessionals\** in this booklet. **DO**

**NOTE: No subs will be obtained for calls made after 7:30 AM unless it is cleared by an Administrator.**

Each teacher is responsible to plan for meaningful instruction when taking leave or being absent.

## Workroom

A workroom is provided for teachers in each grade level hallway with ample space to grade papers, plan, call parents, and/or eat lunch, etc. If disposable trays are used, teachers should make sure that all paper ware is thrown away. Any food items stored in the refrigerator should be removed on a weekly basis, so the refrigerator is kept clean and free from spoiled food.

# GENERAL MANAGEMENT

## Attendance Procedures

FEA(LOCAL)-A

Student attendance is of utmost importance in the academic success of our students; hence, we appreciate your help in encouraging good attendance habits necessary for the best educational experience for our students. Attendance will be taken within the first ten minutes of class and must be submitted via TEAMS program. Teachers must check class attendance carefully and ensure they submit it in a prompt manner during every class period. Teachers are encouraged to call their student's home each time the student is absent (attendance clerk, parent volunteer, or parent center may assist with this). Eighteen unexcused absences per year may cause the student to be retained. **If student is absent three consecutive days, the expectation will**

**be for the teacher to make contact with the parent & notify the respective administrator and the attendance clerk.**

For **PERFECT ATTENDANCE** purposes, students must be present every class period of every school day. Students with more than 2 tardies and/or early pickups throughout the school year will not be eligible for perfect attendance recognition.

## Attendance Slips

Attendance slips are a legal document and need to be treated as such. Hence, make sure to turn in the excused/unexcused slips to the Attendance Clerk daily.

## Make-up/Excused and Unexcused Absences District Policy

See Board Policy.

## Student Tardies

Students are required to be in class before the bell rings. Student tardies are to be recorded via TEAMS and it is important that this be done accurately. Any student arriving late may be subject to disciplinary action and/or may be referred to truancy court due to excessive tardies (refer to DMP). The teacher's attendance book is the final word in the event of any discrepancies.

## Late Enrolling Students

A late enrollment student who is in attendance for less than 15 days during six weeks in which attendance began will receive an (IA) for insufficient attendance on the report card. Transfer work will be averaged in with the student's work completed at Veterans M.S. if the attendance is sufficient to receive an actual grade.

## Transfer Students

All student transfers and/or schedule changes will be done through the counseling department. Any parent or student requesting a change should be referred to the counselor and/or an administrator. When transfers are made a transfer form with transfer information/procedure will be going out to both teachers involved. Electronic devices, textbooks, etc. issued out to students will go with the student to the new team unless item was part of the original teacher's class set.

## Withdrawal Procedures

Students will not be permitted to withdraw from school without the office being notified. When withdrawals occur, Attendance Clerk will electronically make the necessary changes. Because of the multiplicity of reports, a strict adherence to a withdrawal procedure is necessary.

- A. Clearance forms are completed for: medical, textbooks, library, and academic records. DO NOT clear any student until a student returns their textbook, Chromebook, etc..
- B. A student must be cleared through the nurse, library, counselor, and your homeroom teacher. After the student has been cleared, he/she should bring the withdrawal form to the office. We will keep a copy and send the form home with the child.
- C. A student should be given his/her report card when checking out. The student must be cleared through the office before receiving a report card.
- D. Withdrawal forms are turned into the office by 3:00 PM.
- E. Grades need to be posted in the permanent records when the students withdraw to another district or transfers to another classroom. If you have questions, see the Academic Counselor.

When student withdraws, average his/her grades for the entire time s/he was enrolled in your class. For example, if s/he has been enrolled for two six weeks, average both six weeks.

If a student is moved from one teacher to another during any grading period (six-week period or semester) in the same subject area, the receiving teacher will get the final grade by averaging the grades from both teachers. If a student transfers in from another school, grades from the previous school will be averaged – IF AVAILABLE.

## Cafeteria and Student Conduct

Students need to practice good behavior in the cafeteria. Running, pushing, or throwing food are NOT permitted. All staff members need to work together to provide a safe atmosphere. **Teachers will be expected to escort their class in an orderly fashion to the cafeteria for ALL grade levels until further notice.** In addition, teachers should familiarize themselves with the following information and share with students.

The following rules of common courtesy and good manners are expected:

1. Be respectful: keep your hands to yourself, do not take other student's food, use proper language, and do not cut or hold back the line.
2. Be responsible: Help keep cafeteria clean, throw away your trash in the appropriate containers, keep the tables neat, and chairs in place.
3. Be safe: Ask for permission before getting up or leaving the cafeteria, and always walk. Sit properly and make sure you hand items instead of throwing them.

Remind students to carry their ID, at all times, and to ensure they carry on conversation in a normal tone (inside voice) of voice.

If a student misplaces or loses their ID card, they will have to make arrangements to obtain another. Any student can obtain a Free ID Card. The cost for ID replacement is \$5.00 each

**Personnel:** The cafeteria personnel are required to follow specific guidelines and regulations. If there are any concerns regarding the cafeteria practices, they need to be brought to the principal's attention.

## Classroom Environment

Your classroom is your home base of operation, and its general appearance speaks volumes as to the kind of activities conducted therein. Attractive arrangement of furniture, supplementary materials and projects are conducive to a more productive learning situation.

Lock your room and turn off the lights when you are not using the room.

A custodian is in charge of cleaning your room. Help him/her by arranging material in your classroom in such a manner as to make it easier for him/her to clean your room. Classroom cleanliness is important and a reflection of the professionalism and climate of this school. **Ensure that your room is kept organized and clean daily.**

Keep a regular check of all equipment in your room. Be sure desks, desktops, or materials are not abused by students. Students' desks should be free of any markings. If you observe any student marking the furniture, or abusing chairs and/or the walls of the room, refer that student to the office immediately. Throughout the day, your students should assist you to see that paper, pencils, books, etc. are put away properly and not scattered on the classroom floor.

Instructional bulletins are to be displayed on a regular basis. **Ensure to display students' work, projects, and/or creations inside your classroom. Displaying student work is an essential part of classroom observations and shows the "pride" that you have in your students.**

Maintenance problems (i.e. A/C repairs, plumbing, lighting, etc.) need to be reported to our campus secretary, who in turn will place a work order via Eduphoria. Your classroom should be a pleasant, comfortable setting for learning to take place. At the end of the day, all supplies should be stored and put away.

## Classroom Expectations

The following items should be clearly posted in the classroom: TEKS/ELPS, learning objective, Fire Evacuation Routes, Standard Response Protocols, Classroom Rules/Consequences, and Word Walls. Bell to bell instruction should be taking place and should reach a variety of personality/learning styles (E.g. creative, critical thinkers, intuitive, leaders, kinesthetic, visual, auditory, etc.). Students should be clearly engaged and practicing the Five E's: engaged, explore, explain, elaborate, evaluate. Although some instruction will be direct teaching, we should observe collaboration, cooperative grouping, an abundance of visuals, and the use of manipulatives. Questions and instruction should be at the higher levels of thinking, and lessons should be readily available for classroom visits.

## Closed Campus Information

Veterans Middle School has a closed campus policy. This means that once a student arrives on campus, s/he will not be allowed to leave the campus for any reason until the end of the school day. Once on campus, the student must remain on campus whether or not the bell has rung for classes to start. Moreover, students may not leave campus during the lunch period(s).

Students should make arrangements to eat in the cafeteria or bring a sack lunch. If the student brings a sack lunch, this lunch will also be eaten on campus. At the end of the school day, students who walk home should leave the campus and those who ride a bus must wait in their respective hallway or bus boarding zone (if requested by Administrator) until their bus arrives. Moreover, **ALL visitors to the campus shall report to the office immediately to explain the reason(s) for their visit and obtain a visitor's pass from the office.** (Anyone not an employee of Veterans Middle School is considered a "visitor".) If you have a son or daughter attending Veterans Middle School, do not sign him or her out for lunch unless there is a very good reason to do so.

Veterans Middle School will have ONE main entrance to the school which every staff member and/or visitor must use. **Staff is to refrain from opening any building access point for other staff members and/or placing door stoppers, rocks, and/or any other item to hold the building entry points open.**

## Custodial Staff

**All work requiring the use of the custodians is to be requested through the office.** In a faculty of this size it is necessary to schedule the work load with preference for the immediate need. The load becomes extremely heavy, especially for the opening and closing of the school year. Emergency cases will, of course, receive immediate attention.

## Discipline

Classroom management plays an integral part in the academic success of your students. A student who is not behaving in class is very likely also a student who will not be learning. Thus it is important that your lessons be thoroughly thought out, well planned, and learner-centered. Cooperative learning keeps students engaged and when effectively implemented, will reduce the number of discipline problems in your classroom. Furthermore, include meaningful class activities that are diversified and purposeful during the entire class period to ensure the learning environment is one that is positive and comfortable for your students.

Refrain from rebuking/disciplining a student in front of the class and/or the use of sarcasm; both of these practices will seldom produce a change or appropriate attitudes/behavior. Instead we encourage you to **seek after positive methods designed to prevent undesirable behavior**; which are much more effective than those

that correct mistakes. Each teacher should be prepared to teach, supervise, and manage their classroom for the full class schedule.

Below is a list of suggestions to assist you with class discipline:

1. Be at your classroom standing by your door, ready to greet students, before the students arrive.
2. Encourage students to be on time to class.
3. Plan all class work carefully to prevent creating a situation which provokes disorder.
4. Make sure that your students know how you expect them to behave. Spend some time explaining what you expect of them and provide them with a copy of your classroom rules/expectations.
5. Put forth a real effort to **be as consistent** as possible.
6. Insist upon observance of ALL school policies without apology.
7. Give ample regard for good behavior. Purpose to praise a student for doing well twice as much as you do when they do badly.
8. Teach that the best discipline is self-discipline.
9. Maintain an orderly class since disorder leads to poor teaching.
10. Check attendance (within the first 10 minutes) and take care of other classroom routines promptly, accurately, and consistently.
11. Move smoothly into your class work with the same interest and enthusiasm that you would expect from the students. Teach students as you would like your own child to be taught by other teachers.
12. Never ask a student to leave the classroom due to spontaneous misbehavior. You are responsible for ALL students enrolled in your class for the entire time they are scheduled in your classroom.

**School order is everyone's responsibility.** It is difficult for the Administrative staff to assist teachers when the rules are not applied by every member on the campus.

## Discipline Procedures

**NOTE:** Veterans Middle School has opted to continue using a restorative approach to handling discipline and Donna ISD is requiring for all schools to implement Positive Behavior Intervention & Supports (PBIS) within their school. Hence, all teachers are encouraged to seek positive ways of addressing behavioral concerns and to implement preventative measures within their classroom to manage discipline.

Along with PBIS, Donna ISD has a district wide Disciplinary Management Plan (DMP). Please take time to familiarize yourself with the different level of infractions along with the teacher's action for each one of them. Do keep in mind that our district DMP was created prior to the implementation of restorative discipline and PBIS; therefore, we encourage all teachers to attempt a restorative practice prior to any exclusionary method for handling discipline.

With regard to campus violations, the responsibility of the teacher is to make certain that all violations are documented, addressed and when necessary referred to the office. The administrator will in turn be responsible for following up the action to be taken on the offense. **Minor infraction will be the responsibility of the classroom teacher and/or team.** All violations will require some kind of written notation or record (LLR form).

The teacher should have a private teacher-student conference on the first occurrence of an offense, followed by team-student conference, thereafter. The teacher should review at least four basic questions:

- 1) What offensive behavior did the student display?
- 2) Why did the student display this behavior?
- 3) Who was affected by the student's behavior?
- 4) What needs to happen to make things right?

A record of the conferences must be made to impress on the student the seriousness of the offense. The teacher/team should not hesitate to consult with the counselors about the student and his behavior or even refer the student to the counselor.

Repetitive misbehavior and/or serious behavioral problems should be brought to the attention of the appropriate assistant principal or Principal. The following procedures may be utilized for all **MINOR** infractions; however, always refer to the DMP, found within the Student Handbook, when handling infractions.

### ***Step I: Verbal Warning***

\*Even though the warning is verbal document it and notify the parent. Just the facts (3 steps):

(**step 1**) Johnny yelled out "@#\$%" (must write actual words)

(**step 2**) I verbally told him to be quiet and sit down.

(**step 3**) He sat down.

### ***Step II: Written Warning & Counselor Referral***

These warnings are to be written down and a copy sent to the parent/guardian to sign and return (keep the original, placed in his file). Parent contact should be made within two working days as to ensure parents are aware of their child's behavior.

If the teacher believes a student's behavior does not justify an office referral, he/she may refer the student to the counselor. There are many underlying reasons for the student's misbehavior.

### ***Step III: In-Class Suspension & Teacher/Student Conference***

Any student misbehaving may be placed within in-class suspension and held back by the teacher for the entire day. Teacher is to notify all of the student's teachers to ensure student is not marked absent and to ensure student is provided his assignments. Teacher must ensure they notify the student's parent(s) about their behavior and take the time to conference with the student.

### ***Step IV: Detention & Team/Student Conference***

Classroom/Team detention may be used as a disciplinary action if noted on the Discipline Management Plan. Detention may be held after school for thirty (30-60) minutes (4:15 PM to 5:15 PM). **\*Teachers must notify parents a day in advance to provide them proper notice so that transportation arrangements are made.** Students assigned to detention must adhere to the following rules:

1. Misconduct during detention will require additional days and/or a parent conference before the student will be allowed to return to school
2. Students failing to report on time (5 minutes late) to detention or not showing up at all will receive an (1) additional day for the 1st and 2nd offense and further discipline may be required after this.
3. Students are responsible for making arrangements for their own transportation home. Hence, **the student will not be responsible for completing detention on the same day the infraction was committed.**

When having difficulties with students it is sometimes useful to meet with them along with the other teachers on your team. Often times, a student not behaving in your class may be doing well in another, thus a team/student meeting may be helpful with finding possible solutions.

### ***Step V: Teacher/Parent/Student Conference***

If steps I-IV have not produced the desired behavior, it is time for a parent conference. Have your documentation in order. If you need an administrator to be present, please have an informal staffing (pre-meeting) with the administrator. All parent/teacher meetings should be held in the front office.

### ***Step VI: Office Referral***

Some students, because of their behavior, can be sent directly to the principal (i.e., fighting.) For the most part, the team can and should handle all other discipline. However, there will be occasions when the team will need the principal to support and provide additional consequences.

Some campus regulations are necessary to maintain an atmosphere of learning and to fulfill the school's responsibility for the welfare of the students. Campus rules, such as no smoking and requirement of hall passes are adopted for these purposes. Since every faculty member directly or indirectly benefits from an orderly campus, **the implementation of campus safety is the responsibility of all staff members**. The professional teachers who turn their heads the other way in full view of campus violations are NOT fulfilling their contracts of employment and are subject to consultation about the matter and/or may result in administrative action.

## Documentation

IF IT IS NOT WRITTEN DOWN IT DIDN'T HAPPEN! Any classroom or campus violations that will lead to a disciplinary action are important enough to require a written record. At Veterans Middle School this type of documentation will be done through the use of a Lower Level Referral (LLR) form. Any student(s) sent to the office due to a minor infraction will need to have an attached copy of the LLR form to their referral, as to ensure administration is aware of any interventions attempted by the teacher. Anecdotal records of specific infractions should be made consistently to provide the proper information for any comprehensive program of correction or discipline. Records of accumulated offenses will be the very basis of administrative action toward habitual offenders. Proper records will facilitate corrective conferences aimed at improving self-discipline; they will also protect the teacher, administration, and school board from unfounded criticism should a student be expelled.

Keep in mind that some citations and/or consequences are no longer possible due to changes in district policies and/or state laws. Hence, make sure to speak to an administrator and/or the campus DISD PD officer prior to telling a student and/or parent the course of action you plan to follow.

## Drug Ed. Log

Drug Ed. Logs will be done through the Physical Education Classes and will be turned in every six weeks to the counselor's office.

## Gifts Delivered to Students by Local Businesses

During Homecoming week, before the Christmas holidays, Valentine's Day, and Easter holiday, students tend to receive many of gift items (i.e. flowers, balloons, candy baskets, wrapped gifts, plush animals, etc.) from friends, parents, and other family members. Such gifts may be accepted by the Veterans Middle School's front office. **NOTE:** Gifts/Flowers delivered to staff members will be kept in the office. Teachers will be notified of the delivery and it will be the teacher's responsibility to pick up the delivery.

## Homework Policy

Each team will create their own homework policy to be within the district guidelines. A copy of each team's policy needs to be submitted to the principal within the first three weeks of school (see Board Policy).

## In School Suspension (ISS)

In School Suspension (ISS) shall be utilized for those infractions of the rules where, in the opinion of the administration, the best interest of both the school and the student will be served. A student who is suspended from his/her regularly scheduled classes and who is assigned to ISS shall have the following penalties imposed:

1. S/he shall not attend any assemblies or school activities/functions (i.e. dances, field trips, etc.) on the days assigned to ISS.

2. S/he shall eat lunch and take breaks at a time other than the regular lunch periods or regular transitional times.
3. Any form of misconduct while assigned to ISS will necessitate an additional day, a parent conference, and/or an out of school suspension.

#### **FAILURE TO REPORT TO ISS MAY CARRY THE FOLLOWING PENALTIES:**

- A student who fails to attend on his/her assigned day will be escorted by a security officer to the ISS room until he/she fulfills his/her obligation.
- A parent conference and a possible suspension will be recommended after a second offense.
- Any student suspended by the school or expelled shall not attend any school activity including football games and dances, nor in any manner enter or come to any DISD campus until the time such suspension or expulsion has expired. Any unauthorized presence may result in an arrest under TEXAS PENAL CODE 30.05 Criminal Trespassing.

Teachers may provide ISS students with assignments for time being served. If assignments are not provided, ISS teacher will be utilizing instructional packets/ assignments from various resources. All completed work will be placed in the team leader's mailbox on a daily basis. Regular school work, assignments, and projects are the student's responsibility and must be completed as homework upon completion of the ISS assignments; **the student will have the same amount of days to turn in any make up work.** Teachers are to visit their ISS students to check on work and ensure they understand their assignments. ISS will have a sign-in booklet for teachers to sign-in.

## Long Term ISS

If a student's misbehavior becomes persistent, an administrator may deem it necessary to remove the student from the regular classroom setting and into the long term in school suspension unit (LT-ISS). In such cases, the parent, the teacher, and the school counselor will be notified by the administrator on the date and time in which the LT-ISS hearing will take place. The student's teachers will be responsible for providing the student with daily work while in LT-ISS. As with regular ISS, teachers are encouraged to visit their students to ensure they understand their assignments. Long term ISS placements will vary and may result in 7-30 day placements. Prior to releasing the student, a release hearing will be held to ensure the appropriate behavior interventions are set in place.

## Internet Lab

Teachers should sign up at the labs to reserve it at least one week in advance.

## Interscholastic League (U.I.L.)

Interscholastic League activities give students opportunities to prepare and compete in many literary, athletic, and musical events under proper guidance and regulations. Aside from the recognition the students receive for themselves and the school, they develop leadership performance qualities not always attained in the regular studies of the classroom. U.I.L./O.M. academics will be integrated into the curriculum for the purpose of better student preparation enabling more student participation.

#### **The method of reporting eligibility is as follows:**

- The students participating in Interscholastic League activities will submit the verification form to their teacher
- The teacher is to record grades and comments on the dates required by the coaches of the activities, or by the club/organization sponsors.

Should a student happen to be failing s/he will not be eligible to participate in an event until his/her grades are passing. Furthermore, should a student receive a comment that is of concern, the coaches may opt to take the

student aside and/or limit game time and/or participation from an event. **For no reason, should a student be allowed to participate in a UIL event if he/she is failing.**

## Library Procedures

The library can be reserved for classes on a first come basis. Please check with the librarian for an availability of the library if you plan to take your classes in, and specify what your classes will be working on while there. Teachers should not view this as an extra conference period but rather, should be actively working with their students during the time they are in the library.

Books, class sets, and other instructional resources may be reserved for your classes at your request. Refer to <http://destiny.donnaisd.net/> to view a list of all resources available in the library.

The teacher and librarian will share the responsibility for student discipline while a class is in the library.

Students may be sent to the library during class time; however, they must have a written pass specifying what they are to do in the library and how long they are to remain. **Check with the librarian to see what the library has scheduled before sending any students.**

Do not send more than three students at a time and do not send a second group until the first group returns. If you have a special situation where you need to send more than three students at a time, talk to the librarians ahead of time so that special arrangements can be made. Also, refrain from sending students to do their work for other classes or to simply type a word document during your class time. Lastly, teachers are to inform their substitutes not to send any students to the library without supervision.

**AV approval forms must be filled out and submitted with your lesson plans prior to the week you want to use the material.** Circulation periods apply to teachers as well as students. If you need to keep a book for a longer period of time, please make special arrangements.

## Makeup Work

The needs of the individual student in mastering the essential knowledge and skills and meeting subject or course requirements are essential. Hence for any class missed; the teacher may assign the student makeup work based on the instructional objectives for the subject/course. A student will be responsible for obtaining & completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy **EIAB (LOCAL)**.] A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. A student will be permitted to make up tests and to turn in any projects missed because of an absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principals and previously communicated to students.

## Movies

Prior to showing any video that is not listed on our pre-approved library selection, approval must be obtained from an administrator. Ample time must be given to view the video before being approved and all videos must clear the copyright guidelines. Films should be used as an educational tool only, and not simply to entertain students or to “pass time”. Never show a film that has not been previewed by the principal/teacher and never leave the class unsupervised when showing a video. Video presentation forms must be submitted for administrative approval prior to scheduling the video. Lesson plans must include objectives covered by the video and movie ratings should be appropriate.

**6<sup>th</sup> & 7<sup>th</sup> grade PG rating only**  
**8<sup>th</sup> grade PG-13 or lesser rating.**

Under no circumstances will teachers show a video movie unless cleared by an administrator before showing. Check with an administrator if assistance is needed with this.

## Parent/Teacher Conference

Parent/teacher conference can be held for, but not limited to, these reasons:

- Low or failing grades
- Disruptive behavior
- Parent request
- Outstanding performance
- Attendance/tardy problems
- Assignment to special programs

Each conference, whether in person, by written communication, or by telephone, must be documented and placed into the team's records. Necessary information is as follows: date, type of contact, who and relationship of person contacted, topics discussed, outcome, each party responsible. Other pertinent information may be included. Report any and all conferences to the office the day they occur. An administrator may be present.

## Parent Contact Log

**Parent Contact log is to be turned in the Monday after the end of every six weeks' period to your T-TESS appraiser.** A minimum of 10 parent contacts must be done each six weeks. The expectation is that every student who is not performing satisfactorily each six weeks should be contacted by the teacher. **Note:** If we communicate the academic status to our parents throughout the school year, our parents will be less apprehensive at the end of the school year in the event of a retention scenario. A copy of the log may be found in the appendices; however, staff will be provided with an electronic copy in the event that you would like to type these.

# SCHOOL EQUIPMENT AND SUPPLIES

## Audio Visual Equipment

All audio-visual equipment will be stored in the library. Teachers may check out equipment daily. Do not allow students to transport equipment. **NOTE:** THAT ALL EQUIPMENT CHECKED OUT WILL BE INVENTORIED AND TEACHERS ARE REQUIRED TO CARE FOR THE ITEMS AND RETURN THEM IN THE CONDITION RECEIVED.

**\*\*Staff members are accountable for any lost item checked out\*\***

## Care of Property

Teachers are responsible for the care of equipment and school property in their classrooms. It is important that equipment be properly handled and stored. Teachers should not overlook intentional damage to desks and other school property. Students caught vandalizing school property should be sent to the office. Please do not add furniture or permit furniture to be taken from your room unless it is authorized by the principal. Technology items that can easily be removed from the classroom should be accounted for and secured on a daily basis (i.e. calculators, etc.).

## Computer Equipment

A transfer form must accompany any computer (Mouse, Keyboard, CPU, Monitor, Speakers, etc.) that needs to be moved or replaced, even if it's within the classroom. **No equipment is to be moved without a work order**

being placed in our computer system. Donna ISD technology department will move the computer to the appropriate location.

## Fixed Assets

An annual fixed assets inventory shall be made of all school property as directed by the Superintendent. Any property worn out, traded in, destroyed, or in any manner becoming unusable shall be reported to the Office so that proper information may be entered on the inventory records. Property is not to be moved from one building to another except by the use of property approved Equipment Removal Orders. Purchases shall be reported so that a school property number may be assigned and placed on the property. Purchases by the school district or by an activity fund shall be made only after the preparation and approval of a requisition and purchase order. All property purchased by different organizations becomes property of the school district.

## Invoices

If you receive invoices or packing lists for any orders you may receive, please mark them received, initial, and return promptly to the principal's secretary. You should use the invoice to check your shipment, but the bill cannot be paid until all invoices are attached to the carbon of the purchase order. (Please Note: DO not return any merchandise until a letter is written to the company by the central office requesting permission to return the merchandise and the reason it is being returned. You will be notified as to when the merchandise is to be returned.)

## Purchasing

Purchases **MUST NOT** be made and charged to the school accounts without the issuance of an authorized purchase order. Purchase orders must be signed by the superintendent of school or by the business manager if the purchase is to come from tax funds. Purchases against the middle school activity account must be signed by the sponsor or the principal. In the past years, teachers have sometimes purchased supplies without approval and purchase order; you buy at your own risk. It is contrary to the regulations of the Texas Education Agency and local school board to authorize payment unless purchases are made in the approved manner.

## Requisition Forms

Teachers may request a purchase order by completing the requisition forms available from the department chairperson. Requisitioning procedures are as follows: First, a request is made to the Department Chair; the Department Chair then makes a request to the principal for final approval before making authorized requisitions. If the merchandise is to be picked up locally, the completed purchase order will be returned to you for selection. If not, the order will be completed and mailed from the central office.

## Teaching Supplies

Adequate supplies will be available for the Veterans staff to do their job. However, we must do everything possible to prevent waste and common sense should always be applied in the use of copy machines, duplicators, paper, etc. To ensure you get your teaching supplies on time, please make sure to fill out your supply requisition form and turn it in one week in advance. The supplies will be delivered as soon as possible.

## Technology

Administration/technology director will oversee upgrading technology hardware/software as needed. If minor technical issues arise with technology, a technology work order should be completed ASAP via Eduphoria so that the problem can be remedied by a technician. A technology inventory will also be conducted at the beginning and the end of each school year.

# STUDENT CLUBS AND ORGANIZATIONS

## Student Clubs

Any staff member wishing to sponsor any student club will be responsible for establishing written club guidelines. These will need to include measurable outcomes, who can/cannot participate, pre-requisites, etc.

## Fundraising

Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades. All fund-raising projects shall be subject to the approval of the principal. Any fund-raising activity that is anticipated to raise more than \$1,000 shall be subject to the approval of the Superintendent or designee. See appendices for fundraising form.

**Student participation in approved fund-raising activities shall not interfere with the regular instructional program.** Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL).

All teams are restricted to two (2) fundraising events per year. The fundraiser will last no longer than one week and will be set at the beginning of the year with team leaders and student organizations. A fundraising request form must be turned in to the designated administrator by the end of September.

## Money

All monies raised and/or collected shall be deposited with the campus secretary before the end of the day. The campus secretary in turn will then provide the teacher with a receipt for all monies turned in. Records of all cash transactions shall be carefully kept so that all expenses fees, dues, etc. can be accounted for. As per DISD Student Activity Account Accounting Procedure Manual, collections & disbursements must go through the student activity account. ***At no time will cash be used to purchase items for fundraising. An activity fund check shall be used for all purchases. All expenditures must have receipts.***

**The following needs to be done before turning in money to the campus secretary:**

1. A deposit slip should be turned in with the money.
2. The money should be counted and wrapped.
3. No personal checks will be accepted from any person or organization.
4. Coins should be converted into bills by the sponsor prior to turning in money to the bookkeeper.

The office is not responsible for money or other items left unattended on the administrators' or secretary's desk by any faculty member. All monies should be received DIRECTLY by the administrator or secretary in charge.

All club and organization sponsors will be required to keep a journal or ledger of income and expenditures. Your records should be checked against the end-of-the month statements given to you by the campus secretary and will be provided MONTHLY.

**\*\*Ensure that all proper documentation is completed in its ENTIRETY before it is turned in to the person in charge of student activity accounts. \*\***

## Purchasing Food Items

**The following steps will be followed when purchasing food items for resale:**

- complete a request for check form from campus secretary along with tax exempt certificate
- purchase items and submit original receipt to secretary
- sell items
- complete DISD internal deposit slip form
- deposit money into student activity account on a daily basis
- complete a request for check form from campus secretary to purchase additional items

## Purchasing T-Shirts

**The following steps will be followed when purchasing Team/club/organization T-shirt procedure:**

- get a quote from a board approved vendor
- collect funds from students
- record the students' name and amount collected on the ***tabulation of monies collected from students form***
- deposit funds into student activity account
- complete a request for check form from campus secretary to pay vendor within 30 days

Failure to comply with these directives will be considered insubordination and may result in further disciplinary actions.

**Any club sponsor or team who is found not following fundraising and/or FMNV guidelines (E.g. non-allowable foods, or not following allowable times to sell) may lose school activity privileges.**

## REPORTS AND RECORDS

Reports and records are necessary and seem to have increased in both number and importance. Therefore, any report compiled must be accurate. All reports will be done in blue or black ink. This applies to attendance records as well as any information that is to be kept for future reference. Please make every effort to have each report in the office by the due date and time.

### Achievement and Behavior Reports

At times you will receive a request for information on grades, conduct, attitude, class attendance, or number of tardies to class for a student. These requests are made by counselors or administrators which are used for parent counseling. In some cases, they are part of the official school record for discipline hearing. Regardless of the purpose, it is imperative that the information be accurate, factual, and detailed. Avoid opinions, generalizations, and subjective comments. School board members and/or attorneys may read your comments. Complete and return the reports PROMPTLY.

### Accountability

Each six weeks, teachers will complete a student tracking sheet for their class. A copy will be submitted to the Principal/designee. This sheet will contain information such as RPTE scores, TAKS/STAAR scores, report card scores, LAT scores, other alternative assessments scores, etc. as well as any alignment between these items. (Ex. a student reading below grade level yet is passing with all A's.) If a student is not performing on level the parent/guardian should be notified and this should be documented on your Teacher-Parent Contact form. Before the 2nd semester parents should be notified in writing if the student is in jeopardy of being retained.

## Grading periods for 2022-2023

**1st Six Weeks: Aug. 22 - Sept. 23 25 Days**

**2nd Six Weeks: Sept. 26 - Nov. 4 29 Days**

**3rd Six Weeks: Nov. 7 - Dec. 21 28 Days**

**4th Six Weeks: Jan. 9 - Feb. 17 29 Days**

**5th Six Weeks: Feb. 20 - Apr 14 33 Days**

**6th Six Weeks: Apr 17 - June 2 34 Days**

## Gradebook/attendance

Donna ISD has implemented the computerized "Teams" grade/attendance book. All procedures and guidelines will be followed as per the "Teams" grade book User Guide. Recording grades using the electronic grade book is required at Veterans Middle School. Please see *\*Grading Guidelines\**

The grade book is to contain the following information on each student and will be done electronically:

1. Name (in alphabetical order)
2. ID Number
3. Classification of the student
4. Days Absent
5. Times Tardy
6. **A minimum of 16 grades per six weeks**

Adequate records shall be kept electronically to justify grades and grades placed on the report card. It is also crucial to remember that parents have access to view their child's grades via the parent portal and it is our responsibility to ensure that we keep that information up to date and submit grades in a timely manner. **DO NOT WAIT TO REPORT ANY DISCREPANCIES IN THE GRADE BOOK.**

Furthermore, a hard copy of your grades will be turned in to an administrator at the end of each six weeks and in most instances samples of student's work should be kept (i.e. writing samples for ESL students, TELPAS, ELA writing portfolios for all students, Cornell notes, etc.). **Student writing samples will be requested for Rtl/504 meetings.**

Teachers are reminded that student attendance and absences are a State requirement and thus a daily record must be maintained. As a result, a District Attendance Accountability form will be conducted twice during the school year and submitted to the campus attendance clerk. Be advised, changes on the roster will continue for the first 3 weeks of school. Teachers must adhere to district policy by inputting grades & attendance into the TEAMS system.

**FAILURE TO KEEP ACCURATE ATTENDANCE AND GRADE RECORDS MAY CAUSE A SCHOOL DISTRICT'S ACCREDITATION TO BE LOST.**

## Progress Reports

After three weeks in each attendance period, teachers are to issue a progress report for all students. Grades will be collected and verified before the progress reports are generated. It is strongly suggested that you also hold a parent-teacher conference if the student is near a 70. **Progress Reports should be submitted electronically via TEAMS.**

See appendices for Report Card/Progress Report Calendar.

## Report Cards

All grades must be completed and submitted electronically in a timely manner. Counselors and/or administration will notify you of deadline to submit all grades. Report cards must not be the only source of

communication with parents regarding student's academic status. Make plans to communicate via telephone calls, parent conferences, home visits, etc. any six weeks in which a student is not performing satisfactorily.

## Student Handbook

Each teacher will read the Student Handbook that is given to each Veterans Middle School student. Teachers and students must review the Student Handbook during Homeroom (2nd period) the first week of school.

# GRADING GUIDELINES

## Academic Achievement

Student academic achievement shall be based on the degree of mastery of the essential knowledge and skills. All students, except those students whose Individualized Educational Plan (IEP) provides for alternative achievement standards, shall demonstrate, as a prerequisite to earning a grade of 70 or above, a level of mastery of the essential knowledge and skills for the grade level or course sufficient for successful performance at the next grade level or course.

## Grading General Provision

### Grades 6-12

Numerical grades, according to the numeric grade scale, shall be recorded for all courses.

1. Letter grades/numeric grades in accordance with the averages, falling within the ranges below will be interpreted as follows:
  - A..... 90 – 100 ..... Excellent
  - B..... 80 – 89..... Good
  - C..... 70 – 79..... Passing
  - D..... 60 – 69..... Failure
  - F..... Below 60..... Extreme Failure
2. At the end of the third week of each reporting period, all parents will be notified on the progress of their son/daughter by the teacher via progress reports. **Also, the teacher will be responsible for contacting parents by telephone to inform them of the student's progress.**
3. A student will be allowed to make up any work resulting from an excused absence. The same amount of time the student was absent will be allowed for make-up work. Additional time may be granted at the discretion of the teacher and/or principal.
4. Students shall NOT grade assignments/papers or record grades.
5. Students who have not been in attendance at least 15 days for a six-week period shall not be assigned a grade. Insufficient attendance will be reported.
6. Students who have not had sufficient time to make up their work will be given an "INC" on the report card. All "INC's" must be removed by the end of the **semester** or by special arrangements between the student and the teacher or teacher designee.
7. A student receiving an incomplete for a grading period has until the end of the semester in which it occurs to convert the incomplete grade to an earned grade.
8. Teachers shall not change grades unless an error has been made. Grade changes shall be subject to the principal's approval.

9. All unexcused absences shall be imposed a grade penalty: the grade for make-up work will be no higher than a 70.
10. The TEACHER shall not impose a grade penalty for make-up work after an absence because of suspension.
11. **Teacher shall NOT impose a grade penalty as a means for disciplinary consequences.**

## Grade Averages Six-Week Level

A minimum of 16 grades for each subject shall be recorded for each student during the six-week grading period for middle and secondary grades.

Minimum grades required are as follows:

- **Daily work and homework 10**
- **Daily test and quizzes 5**
- **Six weeks assessment 1**

**Six-week averages are determined by the following:**

1. Daily work and homework 50% or 50%
2. Weekly Tests and quizzes 30% or 50%
3. Six weeks assessment 20% or 0%

## Semester Level (Grades 7-12)

In semester and full-year courses, a semester examination shall be administered unless the student is approved for final exam exemption. A semester examination shall count one-fifth of the final average, i.e. semester average multiplied by four plus exam grade divided by five. If the student fails one of the two semesters in a full-year course, the two semesters will be averaged to determine if a passing average of 70 or better has been earned. If the two semesters do not average out to a 70 or better in a full-year course, student must retake the semester that has been failed.

## Final Examinations

Students who are unable to be in attendance during the administration of final examinations due to illness or withdrawal from school must:

1. Notify the school prior to the exam, whenever possible.
2. Have the illness verified by the parent(s). However, the campus Principal must require a physician verification if reasons given for the absences are suspected.
3. Secure principal approval, through parental request and verification, to take the final exam prior to withdrawal from school.
4. Continue at another school in comparable course(s) or satisfy provision three to receive credit, or such course(s) must be repeated.

## Re-Examination

Any student who has at least a 70 average prior to the final examination but fails the course because of a low final exam grade is permitted to take a re-examination; **however, the semester final average may not exceed 70.**

## Grade Placement Committee (GPC)

In the event a student may be retained, a teacher must provide the required documentation during the GPC meeting. The committee will consist of the following members: administrator, teacher(s), special education

teacher, and parent (optional). These meeting will occur before and possibly after a state administered assessment. The committee will determine the promotion/retention status for the following school year.

## TEXTBOOKS

### Class Sets

The administrator in charge of textbooks will provide each teacher with a class set of books. If additional books are needed, it will be the responsibility of the teacher to request more books. Staff members will be held accountable for the total count of issued books at the end of the year. Hence, it's important for teachers to maintain a running record of books distributed to them. Teachers are to ensure all textbooks are properly cared for by students and are encouraged to conduct textbook checks (once per six weeks) to account for all books. For certain subjects (ex. math, reading, science) the books utilized will be consumable. Students may take these books home to use and teachers will not be held accountable for them. However, if lost and still being used, student will have to pay the cost of the book to receive another.

**Books should not be removed or returned to the bookroom without first notifying the administrator in charge of textbooks.**

### Issuing Books to Students

Students may be issued out a textbook, by administrator in charge of textbooks, upon parent request. Teachers are to refrain from lending out any class set textbooks to their students. If the need arises and/or the teacher feels a student could benefit from taking a book home, the teacher should email the administrator in charge of the textbooks so that he/she may issue out a textbook to the student.

If the teacher discovers that a student has lost or cannot find their book, the teacher should notify the administrator in charge of textbooks distributions, so that he/she may provide the student with a receipt form.

Do not sign "cleared" on a withdrawal slip unless the student has returned any books issued to him/her or received a paid receipt from the administrator. If a student's schedule is changed, the math & science teacher will need to ensure the student takes their consumable textbook. At the end of the school year textbooks collected should add up to the total number of books assigned or checked out to teacher. Each teacher will be accountable for the balance. Keep in mind that any excess number of lost textbooks on the part of any teacher may affect a teacher's annual appraisal (TTESS Dimension 4.1) and may result in a written reprimand.

**\*NOTE THAT THE AMOUNT OF ANY LOST TEXTBOOK WILL BE DEDUCTED FROM THE CAMPUS LOCAL FUNDING THUS LEAVING THE CAMPUS WITH FEWER FUNDS.**

## SCHOOL ACTIVITIES

All activities must be planned and approved by the end of October or five weeks in advance by the Principal. A scheduling form (see appendix) must be submitted. After approval, the sponsor should place the activity on the school calendar in the Assistant Principal's office. Activities should be age appropriate.

### Club/U.I.L. Activities

Club sponsors must always be present at meetings and activities; and should ensure all parents sign the proper permission slip before any off-campus activity. In addition, it will be the school club sponsor's responsibility to make sure students are supervised up until the time the last student is picked up by the parent. Remember

that although students should always be included in planning of activities, the final responsibility belongs to the sponsor.

The UIL standard represents the minimum requirement for students engaged in any extracurricular activities, which require absences from school. (This does not apply to students scheduled to participate in class field trips.) Depending upon the purpose of the club, its constitutional provisions, etc. organizations are free to adopt stronger eligibility rules. Sponsors will determine eligibility from student report cards. Sponsors are also responsible for enforcing the particular standard of their club. **A copy of any new organization's constitution should be kept on file in the office.** The school secretary is not responsible for collecting club money.

## Student Trips

Coaches and directors of students participating in UIL activities, as well as, club sponsors/teacher taking groups on fieldtrips must provide the faculty with a list of students (along with their I.D. numbers) who are participating in the trip. List must be provided three days in advance. It is preferable that trips be taken during the school year rather than at the end of the school year and all trips must be tied into classroom instruction. NO FIELD TRIPS WILL BE PERMITTED THE LAST TWO WEEKS OF SCHOOL.

**The following guidelines should be followed when creating the list:**

- The date, time, and purpose of the absence should be clearly stated.
- The list of students' names should be in alphabetical and grade level & ID number should be included.
- For long lists, copies should be placed in all teachers' boxes or e-mailed to all. A copy of the list must be given to the attendance clerk and both assistant principals.
- List should be provided to the faculty several days prior to the absence. This will allow teacher ample time to provide students class assignments in advance.
- The list must be signed by the coach, sponsor, or teacher and approved by a principal.
- The list should be given to the cafeteria as students being absent affect food preparation. Keep in mind, that anyone wishing to have sack lunches prepared must notify the cafeteria manager three weeks in advance.
- Students are not allowed to participate in school sponsored UIL or club trips and activities unless eligibility has been met. This is determined at the beginning of the six weeks. A student must be passing all classes to be eligible.

## School Parties

School parties during school time are not permitted. Should there be a special occasion for a party; the teacher will need to get the administrator's approval.

Our campus has three designated Food of Minimal Nutritional Value (FMNV) days which can be used for special occasions.

## School Dances

School dances must be authorized by designated administrator and should be properly planned.

## PROFESSIONAL STAFF DEVELOPMENT

All teachers and teacher assistants are encouraged to continue their education. This can be done through staff developments, seminars, university courses, or simply reading journals on particular topics related to the teaching assignment. A Region One catalog is available on-line for reference. **Caution: if a teacher signs up for a workshop which involves a fee and they do not attend, they will be responsible for reimbursing the district**

**for the fees.** Also, some opportunities to attend workshops and seminars will present themselves and this information will be distributed as soon as possible. In the event any workshop may cost money, we will make it a point to secure the fee; however, if monies are not available, and if any teacher would like to attend, expenses will have to be made by the teacher. If a teacher reads an article that may be of interest to others, please submit the name of the article to administration so that we may share with other faculty members. **Attendance at all campus/district staff development sessions is required.** Teachers are to provide the campus secretary with a certificate of completion (if available) to receive credit and for documentation purposes. Moreover, upon return from trainings teachers will be expected to share the information obtained during the session with the staff, department, or the team.

**\*\*\*PLEASE NOTE:** There is a charge for any training cancellation at Region 1; therefore, make sure that you plan accordingly when signing up for the sessions. **\*\*\***

## Professional Development Transcript

As per state certification requirements, it is strongly recommended that you keep a record of your professional development hours.

## As Per State Certification

An educator with a standard certificate in Texas is required to renew his or her standard certificate(s) every five years. A minimum number of CPE hours (teachers must acquire 150 hours/ Administrators must acquire 200 hours) provided by an approved CPE provider must be obtained in order to renew that certificate in accordance with **Texas Education Code (TAC) §232.13**. Educators may use a CPE tracking form to document their CPE hours for renewal.

All Continuing Professional Education (CPE) providers must be approved and registered by the State Board for Educator Certification (SBEC) and Texas Education Agency. Only those CPE activities from approved registered providers will be recognized for certificate renewal purposes.

## Time Equivalency Guidelines

(See appendices)

**THERE WILL BE NO SMOKING ON DONNA ISD SCHOOL GROUNDS.**

# Appendices



*Donna Independent School District*  
**Veterans Middle School**  
**Supply Request Form**  
**2022 - 2023**

- ☐ \_\_\_\_ 1 3-ring binder
- ☐ \_\_\_\_ 12 #2 pencils
- ☐ \_\_\_\_ 12 small glue sticks
- ☐ \_\_\_\_ box of 24 crayons
- ☐ \_\_\_\_ chalk
- ☐ \_\_\_\_ student metal safety scissors
- ☐ \_\_\_\_ pocket folders
- ☐ \_\_\_\_ spiral notebooks (wide ruled)
- ☐ \_\_\_\_ box of colored pencils
- ☐ \_\_\_\_ 1-inch, 3-ring binder
- ☐ \_\_\_\_ Rulers
- ☐ \_\_\_\_ box colored pencils
- ☐ \_\_\_\_ pkg dividers
- ☐ \_\_\_\_ markers
- ☐ \_\_\_\_ red pens
- ☐ \_\_\_\_ black pens
- ☐ \_\_\_\_ index cards
- ☐ \_\_\_\_ highlighters
- ☐ \_\_\_\_ sharpies
- ☐ \_\_\_\_ tape
- ☐ \_\_\_\_ staplers
- ☐ \_\_\_\_ stapler remover
- ☐ \_\_\_\_ tag board paper
- ☐ \_\_\_\_ paper clips
- ☐ \_\_\_\_ envelopes
- ☐ \_\_\_\_ bordette \_\_\_\_\_ color
- ☐ \_\_\_\_ skill boxes
- ☐ \_\_\_\_ construction paper \_\_\_\_\_ color
- ☐ \_\_\_\_ clock

- ☐ \_\_\_\_ erasers
- ☐ \_\_\_\_ manila folders
- ☐ \_\_\_\_ color folders
- ☐ \_\_\_\_ glitters \_\_\_\_\_
- ☐ \_\_\_\_ index tabs
- ☐ \_\_\_\_ hole puncher
- ☐ \_\_\_\_ astro bright paper
- ☐ \_\_\_\_ presentation boards
- ☐ \_\_\_\_ white poster boards
- ☐ \_\_\_\_ Sentence strips
- ☐ \_\_\_\_ Composition books

**PLEASE NOTE**

- Supplies will only be given out with a request form.
- Supplies will be given out once a week.
- Some supplies may not be available upon request. Therefore, plan in advance.

**OTHER ITEMS NOT LISTED:**

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Requested by \_\_\_\_\_

Donna Independent School District  
Activity Account  
Request for Check

Date: \_\_\_\_\_

Payee: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Disbursement Explanation:

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

Activity Account Name: \_\_\_\_\_

Account# \_\_\_\_\_

Requested by: \_\_\_\_\_

(Teacher/Sponsor)

Approved by: \_\_\_\_\_

(Principal)

\_\_\_\_\_  
IMPORTANT: Attach invoices or slips to this form  
\_\_\_\_\_

Paid by check number: \_\_\_\_\_

Date: \_\_\_\_\_

# BLOOM'S TAXONOMY CHART

Area of Taxonomy	Definition	What Teacher Does	What Student Does	Process Verbs			Activities/Products		Questioning Prompts
<b>Evaluation</b>	Judging ideas, materials, and methods by developing and applying standards and criteria	Accepts Clarifies Guides Harmonizes	Develops Disputes Judges Justifies	Criteria	Appraise Assess Choose Compare Critique Consider	Defend Estimate Evaluate Judge Justify Measure	Predict Rate Recommend Score Select Support	Evaluation Survey A standard compared A standard established Valuing Conclusion Self-evaluation Recommendation Group Discussion Court trial	Do you agree with the actions/outcomes? What is your opinion of ...? How would you prove/disprove...? Would it be better if...? Why did they (character) choose...? What would you recommend...?
<b>Synthesis</b>	Taking existing elements and creating something new	Analyzes Evaluates Extends Reflects	Abstracts Compares Contrasts Discusses Generalizes Relates		Arrange Assemble Collect Compose Construct Create	Design Formulate Invent Manage Organize Plan	Prepare Propose Revise Set Up Combine Hypothesize	Invention/ machine Play Report Speculation on or plan an alternative course of action Article Book Experiment Formulation of a Hypothesis Game	Can you hypothesize the reason...? Can you imagine an alternative...? What would happen if ...? How many ways can you...? What could you invent...? What could be combined to improve(modify)...?
<b>Analysis</b>	Taking ideas and issues apart and examining their components	Acts as resource Guides Observes Probes	Discusses Dissects Uncovers		Analyze Appraise Calculate Compare Contrast Criticize	Debate Diagram Differentiate Distinguish Examine Experiment	Explain Inspect Inventory Inquire Relate Classify Take Apart	Questionnaire Report Survey Conclusion checked Diagram Graph	Parts of a propaganda statement identified An argument broken down A word defined Which events could not have happened? If...happened, what might the ending have been? How is ... similar to...? Can you explain what must have happened when.. Can you distinguish between...? What were some of the motives behind...?
<b>Application</b>	Using methods, concepts, principals, and theories in new situations	Criticizes Facilitates Observes Shows	Constructs Demonstrates use of knowledge Solves problems		Apply Build Demonstrate Discover Dramatize Employ	Explain Illustrate Interpret Operate Practice Prepare	Produce Schedule Solve Translate Use	A map A list Photograph Sculpture Diagram Illustration	A painting A solution A drama Forecast A project A question How would you change...? How could you apply what you read to construct...? How could you illustrate...after writing...? What other action would you choose to ...? What other way would you demonstrate...? What would you manipulate to...?
<b>Comprehension</b>	Rephrasing information in own words	Compares Contrasts Directs Examines Listens Questions	Demonstrates Interprets Responds Translates		Describe Discuss Explain Express Identify	Give Ex Illustrate Infer Paraphrase Summarize	Locate Report Restate Review Tell	Summary Outline Model Analogy Causal Relationships Tape Recording	Story Diagram Cartoon Graph Speech Drama/Skit Can you describe...? Can you generalize how ...? How would you identify...? How would you compare/contrast...? How would you clarify the meaning...? What do you think could have happened next?
<b>Knowledge</b>	Emphasizing the recall of information	Directs Examines Shows Tells	Absorbs Recognizes Remembers Responds		Define Describe Find Identify List Locate	Memorize Name Recall Recite Recognize Record	Relate Repeat Select Tell	Events Radio Newspapers Recite a poem Recordings Magazine articles	Television shows Test readings Films A play Make a list Make a timeline When did...? Which one...? Who were...? define...? Who was...? Why did...? What is...? Can you tell...? How is (are)...? How would you Where is(are)...? Where did...? How many...?

## Check Verification Info:

PLEASE FILE THIS INFO BY DATE ONLY!!!!

Check Writers Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_

Date of Check: \_\_\_\_\_

Check #: \_\_\_\_\_

Department/ Activity Paid for \_\_\_\_\_

What was the check for? \_\_\_\_\_

Was Address Verified as Current?(CIRCLE) YES NO

### Phone Numbers Required(ALL 3 if possible)

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

**REQUIRED:** Form Completed By: \_\_\_\_\_

ALL FIELDS REQUIRED FOR CHECK ACCEPTANCE

Prepared by: Diana Quintanilla, DISD Accountant  
Any Questions, Please call Business Office (956)461-4320 X 1131

Status of any remaining inventory

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Sponsor)

\_\_\_\_\_  
(Verification by Secretary)

Donna Independent School District  
Activity Fund  
Club Charter

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NAME OF ORGANIZATION

Amended \_\_\_\_\_  
Date Written

ARTICLE I

Name of Officers

Section 1. Name: the name of the Student Club Organization shall be \_\_\_\_\_,  
and shall be referred to in the By-Laws as the \_\_\_\_\_.

Section 2. Office: The principal office of the organization shall be located at  
\_\_\_\_\_ (Name of School). Club meetings and sales will be conducted on  
premises or as determined by the sponsor(s) or students with the approval of the school principal  
as well as the area administrator.

ARTICLE II

Purposes

The purposes of this organization are:

ARTICLE III

Organization

(Describe your organization and the purpose or impact on the club member and officers.)

ARTICLE IV

Membership

(The qualifications to become a member of your organization, including dues if any. Keep in  
mind that an organization collects dues set forth by local, state, or national associations.)

ARTICLE V

Officers

(This section will indicate in writing the responsibilities of the elected officers and the results of  
failure to comply. Must have a President, Vice-President, Secretary and Treasurer.)

Section 1. \_\_\_\_\_ - \_\_\_\_\_  
 President

Section 2. \_\_\_\_\_ - \_\_\_\_\_  
 Vice President

Section 3. \_\_\_\_\_ - \_\_\_\_\_  
 Secretary

Section 4. \_\_\_\_\_ - \_\_\_\_\_  
 Treasurer

## ARTICLE VII

### Meetings

(The days and time of your meetings. Sponsors, keep in mind that there are certain organizations that require meetings at specified intervals.)

## ARTICLE VIII

### Advisors

(The sponsors or teacher coordinator of each organization and/or office education program will serve as advisor of his/her organization. However, an alternative advisor may be appointed as deemed necessary by the school administration.)

## ARTICLE IX

### Conduct of Business and Finances

(Procedures for requesting a check, making a deposit, and keeping organization's records of funds raised/collected and spend. Method/calculations (merits) in which funds raised by the students will apply as a credit towards student's account. This system is very helpful for paying students' dues or other expenses in which student cannot afford but would like to participate. And most important, a monthly financial report for all club members to review.)

## ARTICLE X

### Amendments

These By-Laws may be amended or repealed by two-thirds vote of the voting members.



# Donna Independent School District

Collection and Distribution of Progress and Report Card Forms  
2022-2023

## PROGRESS REPORTS\*

Procedure	Time	SW1	SW2	SW3	SW4	SW5	SW6
Grade Posting Window will start at	7:00 AM	09-07-2022	10-12-2022	11-30-2022	01-25-2023	03-08-2023	05-03-2023
Teachers must complete grade posting by	8:00 AM	09-12-2022	10-17-2022	12-05-2022	01-30-2023	03-20-2023	05-08-2023
Print Progress Reports & Deliver to Teachers	10:00 AM	09-13-2022	10-18-2022	12-06-2022	01-31-2023	03-21-2023	05-09-2023
Distribute Progress Reports to Students		09-14-2022	10-19-2022	12-07-2022	02-01-2023	03-22-2023	05-10-2023

## REPORT CARDS (SIX WEEKS GRADES REPORTS)

Procedure	Time	SW1	SW2	SW3	SW4	SW5	SW6
Grade Posting Window will start at	7:00 AM	09-21-2022	11-02-2022	12-19-2022	02-15-2023	04-12-2023	05-24-2023
Teachers must complete grade posting by	8:00 AM	09-26-2022	11-07-2022	01-09-2023	02-20-2023	04-17-2023	05-30-2023
Campus personnel will start Verification process	8:00 AM	09-26-2022	11-07-2022	01-09-2023	02-20-2023	04-17-2023	05-30-2023
Print Progress Reports & Deliver to Teachers	3:00 PM	09-27-2022	11-08-2022	01-10-2023	02-21-2023	04-18-2023	06-01-2023
Distribute Progress Reports to Students		09-28-2022	11-09-2022	01-11-2023	02-22-2023	04-19-2023	06-02-2023

\* Snapshot of students' actual grade(s). Teacher must maintain updated gradebooks.

Approved	
Date	06-08-22



## Counseling Referral

**Student's Name** \_\_\_\_\_ **ID #** \_\_\_\_\_ **Grade/Team** \_\_\_\_\_  
**Person making Referral** \_\_\_\_\_ **Date** \_\_\_\_\_

### Reason for Referral:

- |   |  |
|---|--|
| <input type="checkbox"/> Disruptive Behavior          | <input type="checkbox"/> Sleeps in class                 |
| <input type="checkbox"/> Absenteeism/Tardies/Skipping | <input type="checkbox"/> Inappropriate sexual behavior   |
| <input type="checkbox"/> Family conflicts             | <input type="checkbox"/> Inappropriate Language/Gestures |
| <input type="checkbox"/> Suspected substance abuse    | <input type="checkbox"/> Speaks of death/suicide         |
| <input type="checkbox"/> Dishonest/Stealing           | <input type="checkbox"/> Possible pregnancy              |
| <input type="checkbox"/> Poor hygiene                 | <input type="checkbox"/> Speaks of dropping out          |
| <input type="checkbox"/> Low/Poor self esteem         | <input type="checkbox"/> Rebellious                      |
| <input type="checkbox"/> Poor peer relations          | <input type="checkbox"/> Argumentative                   |
| <input type="checkbox"/> Underachievement             | <input type="checkbox"/> Mood swings                     |
| <input type="checkbox"/> Depressed                    | <input type="checkbox"/> Perfectionism                   |
| <input type="checkbox"/> Nervous/Hyperactive          | <input type="checkbox"/> At-Risk (Explain in comments)   |

**Other:** \_\_\_\_\_  
\_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Teacher Signature/ Date:**

**Action Taken**

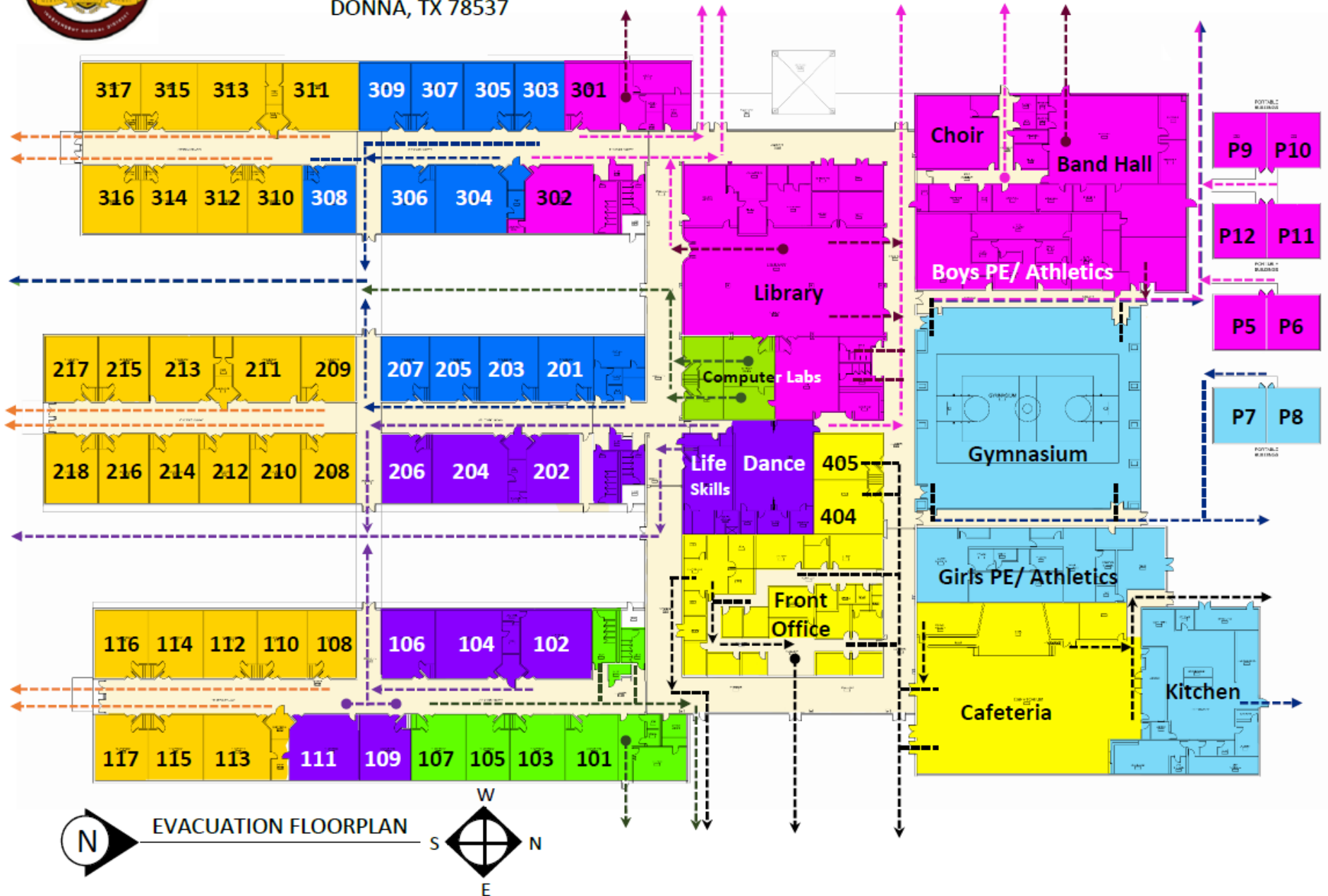
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Counselor Signature/ Date**



# DONNA ISD VETERANS MIDDLE SCHOOL

2711 GOOLIE RD.  
DONNA, TX 78537



# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

TEXAS★STATE  
TEXAS SCHOOL SAFETY CENTER



EXHIBIT A

DONNA INDEPENDENT SCHOOL DISTRICT  
TRAVEL REQUEST FORM  
SCHOOL-SPONSORED CLUBS/ORGANIZATIONS/UII

Sponsor(s): \_\_\_\_\_

Campus: \_\_\_\_\_ Grade: \_\_\_\_\_ No. of Students: \_\_\_\_\_

Club/Organization/UII: \_\_\_\_\_

Departure Date/Time: \_\_\_\_\_ / \_\_\_\_\_ Arrival Date/Time: \_\_\_\_\_ / \_\_\_\_\_

Place(s): \_\_\_\_\_

District Bus Request: ☐ Yes ☐ No ☐ N/A

Other Transportation: \_\_\_\_\_

Cafeteria Lunch Request: ☐ Yes ☐ No ☐ N/A

Purpose: \_\_\_\_\_

Essential Skill(s): \_\_\_\_\_

Objective(s): \_\_\_\_\_

Activity(ies): \_\_\_\_\_

Evaluation: \_\_\_\_\_

Cost that students would have to pay as entrance fee: \$\_\_\_\_\_ per student.

Will trip be funded with District funds? ☐ Yes ☐ No

Fund/Account(s): \_\_\_\_\_

(Must also fill info. on back page) \_\_\_\_\_

Will this trip require a special fund-raising activity? ☐ Yes ☐ No

(If yes, fill out and attach "REQUEST FOR APPROVAL OF FUND-RAISING ACTIVITY" form)

If the trip is approved, you will have to issue permission slips before the trip, fill out bus re-quest forms, and notify cafeteria two weeks in advance.

FOR OUT-OF-DISTRICT TRIPS:	
Principal's/Designee's Signature _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date _____
FOR OUT-OF-VALLEY/OVERNIGHT TRIPS:	
Principals' Signature _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date _____
Superintendent's Signature _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date _____
FOR OUT-OF-STATE TRIPS: Date _____ <input type="checkbox"/> Board Approved <input type="checkbox"/> Board Denied	

This form MUST be typed!

- ☐ In Valley Travel
- ☐ Out-of-Valley Travel
- ☐ Out-of-State Travel

Date	Place	Established Need for Trip	How will information be shared with district staff upon return (Time/Date)	Conference/ Inservice	Reg. Fees	Hotel Cost	Meal Expense	Trans. Expense	Days away from workstation			Personnel Attending
									% Day	Full Day	Total Days	
				TOTAL BY AREA:	\$ -	\$ -	\$ -	\$ -				
CAMPUS/DISTRICT IMPROVEMENT PLAN INFORMATION <i>(Please attach the CIP or DIP to the travel request)</i>  GOAL: SECTION: INITIATIVE:			ACCOUNT NUMBER						COMMENTS:			
						TOTAL ALL EXPENSES \$	-					

***SIGNATURES:***

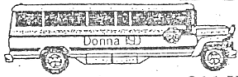
Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval (C & I): \_\_\_\_\_ Date: \_\_\_\_\_

***If Out-of-State:***

Superintendent/Designee: \_\_\_\_\_ Date: \_\_\_\_\_



# Donna Independent School District

## TRANSPORTATION DEPARTMENT

Antonio Gomez, Supervisor

211 W. Highway 83 – Donna, TX 78537 \* Phone (956) 464-1870 \* Fax: (956) 464-1868

ACCT. NUMBER \_\_\_\_\_

### INSTRUCTIONS:

1. Complete all information and submit all copies at least two weeks prior to trip date.
2. Submit three (3) copies to Transportation Office.
3. If account number is omitted, **REQUISITION WILL BE RETURNED**

CAMPUS: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

DESTINATION OF TRIP: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

BUS TO LEAVE TRANSPORTATION: \_\_\_\_\_

BUS TO PICK UP STUDENTS AT: \_\_\_\_\_ TIME: \_\_\_\_\_

Place (Time-a.m/p.m.)

LEAVING DONNA DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ARRIVING DESTINATION DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LEAVING DESTINATION DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ARRIVING DONNA DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

NO. OF BUSES NEEDED: \_\_\_\_\_ NO. OF STUDENTS ATTENDING: \_\_\_\_\_

WILL DRIVER BE REQUIRED? \_\_\_\_\_

VEHICLE & NO.	SPEEDOMETER OUT	SPEEDOMETER IN	TOTAL MILES	MILEAGE COST	DRIVER HOURS	DRIVER'S SALARY	DRIVER COST	TOTAL COST

### ATTENTION: TEACHER/SPONSOR

UPON COMPLETION OF FIELD TRIP, THE SPONSOR IS RESPONSIBLE FOR CHECKING THE BUS FOR CLEANLINESS AND ITEMS LEFT ON BUS.

\_\_\_\_\_  
Teacher/Faculty Advisor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
APPROVED BY PRINCIPAL

\_\_\_\_\_  
APPROVED BY TRANSPORTATION DIRECTOR

ORIGINAL/BUS DRIVER YELLOW/SECURITY PINK/TRANSPORTATION DEPT. GOLDENROD/CAMPUS DEPT.

Donna ISD  
108902

STUDENT ACTIVITIES  
TRAVEL

FMG  
(EXHIBIT)

EXHIBIT B

DONNA INDEPENDENT SCHOOL DISTRICT  
SCHOOL-SPONSORED TRIPS — CLUBS, ORGANIZATIONS, UIL

Parental Permission Slip

We will be going on a trip on (Date) \_\_\_\_\_ to (Place) \_\_\_\_\_  
from (Time) \_\_\_\_\_ to \_\_\_\_\_.

The school personnel will take all precautions necessary. Neither Donna ISD, the student's school, nor the teacher \_\_\_\_\_ (Teacher), will be held responsible for any accidents. Your son/daughter needs permission for the trip. Please fill out the following information and return to the teacher immediately.

\_\_\_\_\_ Yes, Student's Name \_\_\_\_\_ will be able to attend.

\_\_\_\_\_ No, Student's Name \_\_\_\_\_ will not be able to attend.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

Nuestra clase tomara una excursion el (fecha) \_\_\_\_\_ para (lugar) \_\_\_\_\_  
de (hora) \_\_\_\_\_ a \_\_\_\_\_.

El personal tomara todas las precauciones necesarias. El distrito escolar de Donna, la es-cuela del alumno, o el/la maestro(a), (Maestra/o) \_\_\_\_\_

seran responsables en caso de accidentes. Su hijo(a) necesita, permiso para ir a la excursion. Por favor llene la informacion siguiente y regrese la forms inmediatamente a el/la maestro/a.

\_\_\_\_\_ Si, Estudiante \_\_\_\_\_ puede ir a la excursion.

\_\_\_\_\_ No, Estudiante \_\_\_\_\_ no puede ir a la excursion.

Firma de Padre \_\_\_\_\_

Fecha \_\_\_\_\_

Exhibit A

Donna Independent School  
Request For Approval of a Fund Raising Activity

Organization: Donna ISD Campus:

Project:

Vendor:

Vendor Address:

Name of Representative

Date of Project:  Length of Project:

Time of Day:  Expected total Project:

Use of funds generated for:

Alternate Plan for use of money if insufficient money is raised for project: (Specify/Be specific)

Use of funds generated in the solicitation: ☐ Yes ☐ No Scope of Solicitations   
within school

Will students be involved in the solicitation? ☐ Yes ☐ No Other than students out in the community: ☐ Yes ☐ No

Level One Approval		FUND RAISING EXPECTED TO BE \$1,000 AND UNDER:	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Sponsor's Signature	Date		
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Principal's Signature	Date		
Level Two Approval (Plus Level One Needed)		FUND RAISING EXPECTED TO BE OVER \$1,000:	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Curriculum Director's Signature	Date		
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Superintendent's/Designee's Signature	Date		

CLUBS/ORGANIZATIONS/UIL

Sources and Uses of Funds

List Source(s) of Funds:

(Ex: District Local Funds/Federal Programs Funds/Activity Funds / Other Program Funds)

Sources of Funds	Amount
Total	

List uses of funds:

(How will money be used: Be specific: Transportation/Meals/Registration Fee/Other)

Uses of Funds	Amount (per student)	Total

## Club/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit by: \_\_\_\_\_

Received by: \_\_\_\_\_

[78]

*Donna Independent School District*  
**Parental Involvement Documentation**  
**Parent Contact Form for Teachers**

Teacher: \_\_\_\_\_ Gr: \_\_\_\_\_ Six Weeks: \_\_\_\_\_

[illegible]

1. Absences	2. Absences (No Contact)	3. Parent Meetings	4. Recruiting Volunteers	5. Positive Notes	6. Parent Education Sessions
7. Parent/Teacher Conference	8. Memos & Letters Sent to Parents	9. Clothing	10. Literacy (ISB)	11. Migrant Recruitment/COE's	
12. Field Trips	13. Assemblies	14. Classroom Presentations	15. Computers	16. Not following class/school rules	17. Interrupting lesson
18. Late to class	19. Not completing assignments	20. Verbal warning	21. Other		

**EXPECTATION:** Teachers will make a minimum of ten (10) phone calls each SW. It is vital that we have dialogue with parents of students who are not passing classes. Reminder: We also need to make positive phone calls!!

REQUISITION DATE				FUND		P.O. #		
VENDOR #					* *****			
ADDRESS					* DONNA INDEPENDENT SCHOOL *			
					* DISTRICT P.O. REQUISITION *			
PHONE					* *****			
FAX								
NAME, DEPARTMENT & SCHOOL								
DELIVER BY:								
QUANTITY	PART OR CATALOG #	DESCRIPTION				UNIT PRICE	AMOUNT	
FOR OFFICE USE ONLY: BUDGET DESCRIPTION								
					TOTAL THIS PAGE			
					TOTAL 2ND PAGE		:	
					ESTIMATED DELIVERY:			
PRINICIPAL OR DEPARTMENT					TOTAL COST		:	
APPROVAL					FINAL APPROVAL		:	



**Claudia Guerrero, Principal**  
**Mario Hernandez, Asst. Principal**  
**Katherine Mendoza, Asst. Principal**  
**Jaime Alvarez, Asst. Principal**

**“We Are Warriors, We Rise Above the Rest”**

**Written Parent Notification/ Contacto Escrito**

**To the Parents of / Para los Padres de:** \_\_\_\_\_ **Date/Fecha:** \_\_\_\_\_

**This is to inform you that your child has been warned for....**

*Esto sirve para informarle que su hijo(a) ha sido advertido(a) por...*

☐ **not following class or school rules.** \_\_\_\_\_

*no seguir las reglas de la clase o escuela.*

☐ **interrupting lesson, Teacher-Substitute-Student.** \_\_\_\_\_

*interrumpir la lección, al(a la) Profesor(a)-Suplente-Alumno(a).*

☐ **showing disrespect to Teacher-Substitute-Student.** \_\_\_\_\_

*falta de respeto al Profesor(a)-Suplente-Alumno(a).*

☐ **being late to class or having excessive absences.** \_\_\_\_\_

*llegar tarde a clase o exceder ausencias.*

☐ **having unacceptable grades.** \_\_\_\_\_

*tener calificaciones no aceptables.*

☐ **not completing and turning in assignments or not participating in class.**

*no terminar y entregar las tareas o no participar en clase.*

☐ **not being prepared with book, work book, homework or required classroom materials.**

*no estar preparado con su libro, cuaderno de actividades, tarea o pertrechos útiles.*

☐ **being in danger of not receiving credit for assigned high school course.**

*estar en peligro de no recibir crédito para este curso hacia la preparatoria.*

**Teacher is available from /Profesor(a) disponible de:** \_\_\_\_\_ **to/a** \_\_\_\_\_

**Teacher/Profesor(a):** \_\_\_\_\_ **Student/Alumno(a):** \_\_\_\_\_

**Counselor/Consejero(a):** \_\_\_\_\_ **Coach/Entrenador(a):** \_\_\_\_\_

**Parents/Guardians Signature/Firma de Padres o Guardianes:** \_\_\_\_\_

**Telephone/Teléfono:** \_\_\_\_\_ **or/o** \_\_\_\_\_

***Veterans Middle School  
CAMPUS COMMITTEES  
2022-2023***

***FORTHCOMING***

VETERANS MIDDLE SCHOOL

# Video Request Form

Teacher's Name \_\_\_\_\_ Subject: \_\_\_\_\_

Title of Video/Movie: \_\_\_\_\_

Date to be Shown: \_\_\_\_\_ Rating \_\_\_\_\_

Description of unit being studied and applicable to TEKS

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

Follow up activity: \_\_\_\_\_

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

\_\_\_\_\_  
Administrator signature

YES NO

*Veterans Middle School  
Duty Station Map & Rotation  
2022-2023*

***FORTHCOMING***

Donna ISD  
108902

EMPLOYEE WELFARE

DI  
(EXHIBIT)

DRUG-FREE WORKPLACE NOTICE

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the District; and
- Referral to appropriate law enforcement officials for prosecution.

As a condition of employment, an employee shall:

- Abide by the terms of this notice; and
- Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).

[This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]

STUDENT WELFARE  
FREEDOM FROM BULLYING

FFI  
(LOCAL)

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**Note:** This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

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**Bullying Prohibited**

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

**Retaliation**

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**False Claim**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

**Timely Reporting**

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

**Reporting  
Procedures**

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

<b>Report Format</b>	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
<b>Notice of Report</b>	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
<b>Prohibited Conduct</b>	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
<b>Investigation of Report</b>	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
<b>Concluding the Investigation</b>	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
<b>Notice to Parents</b>	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
<b>District Action</b>	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

STUDENT WELFARE  
FREEDOM FROM BULLYING

FFI  
(LOCAL)

	<p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	<p>Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.</p>
<i>Transfers</i>	<p>The principal or designee shall refer to FDB for transfer provisions.</p>
<i>Counseling</i>	<p>The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.</p>
Improper Conduct	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.</p>
<b>Confidentiality</b>	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.</p>
<b>Appeal</b>	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</p>
<b>Records Retention</b>	<p>Retention of records shall be in accordance with CPC(LOCAL).</p>
<b>Access to Policy and Procedures</b>	<p>This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.</p>

STUDENT DISCIPLINE  
REMOVAL BY TEACHER OR BUS DRIVER

FOA  
(LEGAL)

**Mandatory Removal  
by a Teacher**

A teacher shall remove from class and send to the principal for placement in a disciplinary alternative education program (DAEP) or expulsion, as appropriate, a student who engages in conduct described in Education Code 37.006 (removal) or 37.007 (expulsion). [See FOC and FOD] *Education Code 37.002(d)*

**Routine Referral**

A teacher may send a student to the campus behavior coordinator's (CBC) office to maintain effective discipline in the classroom. The CBC shall respond by employing appropriate discipline management techniques, consistent with the Student Code of Conduct that can reasonably be expected to improve the student's behavior before returning the student to the classroom. If the student's behavior does not improve, the CBC shall employ alternative discipline management techniques, including any progressive interventions designated as the responsibility of the CBC in the Student Code of Conduct. *Education Code 37.002(a)* [See FO]

**Discretionary  
Removal**

A teacher may remove from class a student:

1. Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

*Education Code 37.002(b)*

**Reporting  
Classroom  
Removals**

A student who is sent to the campus behavior coordinator's or other administrator's office under a routine referral or a discretionary removal, as described above, is not considered to have been removed from the classroom for the purposes of reporting data through the Public Education Information Management System (PEIMS) or other similar reports required by state or federal law. *Education Code 37.002(e)*

[See DNA for information about teacher evaluations and disciplinary referrals.]

**Placement of  
Student**

If a teacher removes a student from class under the provisions above, the principal may place the student in another appropriate classroom, in-school suspension, or DAEP [see FOC]. *Education Code 37.002(c)*

**Conference by  
Third Day Required**

Not later than the third class day after the day on which a student is removed from class by the teacher under the above provision or by the school principal or other appropriate administrator under the

STUDENT DISCIPLINE  
REMOVAL BY TEACHER OR BUS DRIVER

FOA  
(LEGAL)

Student Code of Conduct, the campus behavior coordinator or other appropriate administrator shall schedule a conference among the campus behavior coordinator or other appropriate administrator, a parent or guardian of the student, the teacher removing the student from class, if any, and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. The student may not be returned to the regular classroom pending the conference. Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the campus behavior coordinator, after consideration of the mitigating factors (see below), shall order the placement of the student for a period consistent with the Student Code of Conduct.

Appeals

If district policy allows a student to appeal to the board or the board's designee, a decision of the campus behavior coordinator or other appropriate administrator, other than an expulsion under Section 37.007, the decision of the board or the board's designee is final and may not be appealed.

Placement Length

The period of the placement may not exceed one year unless, after a review, the district determines that the student is a threat to the safety of other students or to district employees. The student may not be returned to the regular class pending the required conference.

*Education Code 37.009(a)*

Mitigating Factors

The CBC must consider whether the student acted in self-defense, the intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, and whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct. *Education Code 37.009(a)*

[See Student Code of Conduct, item 4, at FO(LEGAL) for mitigating factors.]

*Prohibitions on  
Activities*

The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities. *Education Code 37.002(c)*

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**Note:** A power granted to a campus principal under Education Code Chapter 37, Subchapter A may be exercised by the CBC.

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STUDENT DISCIPLINE  
REMOVAL BY TEACHER OR BUS DRIVER

FOA  
(LEGAL)

**Return to Class**

The principal may not return the student to the class of the teacher who removed the student without the teacher's consent, unless the placement review committee determines that such placement is the best or only alternative available.

If the teacher removed the student from class because the student engaged in the elements of an offense listed in Education Code 37.006(a)(2)(B) or 37.007(a)(2)(A) or (b)(2)(C) (assault, sexual assault, assault against a district employee or volunteer) against the teacher, the student may not be returned to the teacher's class without the teacher's consent. The teacher may not be coerced to consent.

*Education Code 37.002(c), (d)*

**Placement Review Committee**

Each school shall establish a three-member committee to determine the placement of a student when a teacher refuses the return of a student to the teacher's class. The committee shall make recommendations to the district regarding readmission of expelled students.

**Composition**

Committee members shall be appointed as follows:

1. Campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member; and
2. The principal shall choose one member from the professional staff of a campus.

The teacher refusing to readmit the student may not serve on the committee.

*Education Code 37.003*

**Removal by School Bus Driver**

The driver of a school bus transporting students to or from school or a school-sponsored or school-related activity may send a student to the principal's office to maintain effective discipline on the school bus.

The principal shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct.

*Education Code 37.0022*

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**Note:** See FOF for provisions concerning students with disabilities.

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## Veterans M.S. Handbook Receipt Form

Name (Print) \_\_\_\_\_

Employee # \_\_\_\_\_

Campus/Dept \_\_\_\_\_

I hereby acknowledge receipt of my personal electronic copy of the Veterans Middle School Faculty Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please sign and return this page to your campus principal.**