Point Isabel
Independent School District
Port Isabel Junior High School

Principal: Nancy Gonzalez
Assistant Principal: Joey Rivera
Assistant Principal: Paula Sanchez
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Texas Law grants the Board of Trustees the power to govern and oversee the management of the District’s Schools. The Board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, and annual budget, employment of the superintendent and other professional staff and facilities. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

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

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session or executive 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 to consult with attorneys regarding pending litigation.

**Current Board Members Include:**

**Diane O’Leary, President**  
doleary@pi-isd.net

**Jennifer Pinkerton, Vice-President**  
jpinkerton@pi-isd.net

**Jimmy Vela, Board Secretary**  
jlvela@pi-isd.net

**Alicia Baldovinos, Assistant Secretary**  
ocarter@pi-isd.net

**Cecilia Castillo, Board Member**  
ccastillo@pi-isd.net

**Joseph M. Furcron, Board Member**  
mfurcron@pi-isd.net

**Bertha L. Zamora, Board Member**  
blzamora@pi-isd.net
The Board usually meets on the third Tuesday of each month at 6:00 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website www.pi-isd.net and at the Administration Building.

**Point Isabel ISD Mission Statement**

Point Isabel Independent School District in partnership with parents and the community, prepares skilled, life-long learners to responsibly contribute to our global society.

**PORT ISABEL JUNIOR HIGH**

**Vision Statement**

Port Isabel Junior High School students will develop skills, knowledge, and habits allowing them to become successful individuals able to achieve their optimal potential in their school and community.

**EDUCATORS’ CODE OF ETHICS**

**DH (EXHIBIT)**

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. 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

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 District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

   Standard 1.2. The educator shall not knowingly 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 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 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 District employees, 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.

Standard 1.11. The educator shall not intentionally or knowingly 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 or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. 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 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.
3. 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.

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, e-mail, 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:

a. The nature, purpose, timing, and amount of the communication;
b. The subject matter of the communication;
c. Whether the communication was made openly or the educator attempted to conceal the communication;
d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
e. Whether the communication was sexually explicit; and
f. 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
ADMINISTRATIVE STAFF
2018-2019

Nancy Gonzalez
Principal
Joey Rivera
Assistant Principal
Paula Sanchez
Assistant Principal
Dorothy Marchan
Dean of Instruction

SUPPORT STAFF

Estefana Newton
Angela Flinchbaugh
Jessica Christiansen
Carlos Padilla
Rita Garcia
Norman Esquivel

Nurse
Diagnostician
Speech Pathologist
District Counselor
Counselor
Campus Police Officer

PARAPROFESSIONAL STAFF

Martha Galvan
Sandra Hernandez
Carmen Quinonez
Alexis Garza
Ivonne Fuentes
Maria Padilla
Jared Cespedes
Irene Hernandez
Cecilia Reyes
Denise Aguirre
Jeffrey Stewart

Principal's Secretary
PEIMS Clerk
Attendance Clerk
Counselor's Clerk
Self-Contained
Self-Contained
Self-Contained
Inclusion Aide
Inclusion Aide
One-One Aide
One-One Aide

CUSTODIANS

Rudy Aguilera
Jerry Lopez
Rocio Olvera
Maria Troncoso

Head Custodian
Custodian
Custodian
Custodian
### FACULTY
2018-2019

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<tr>
<td>Rubina Smith</td>
<td>English</td>
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<td>Eric Hanstad</td>
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<td>Gesela Gonzalez</td>
<td>ELA/ESL/Coach</td>
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<tr>
<td>Cecelia Trejo</td>
<td>Reading/G. Athletics</td>
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<tr>
<td>Colleen Gray</td>
<td>ELA/ESL</td>
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<tr>
<td>Lizzie Galvan</td>
<td>IDEA ELA</td>
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<td>Nora Valdez</td>
<td>ELA</td>
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<td>Elma Ruiz</td>
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<td>Adriana Arredondo</td>
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<td>Joshua Kirton</td>
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<td>Dorothy Gonzalez</td>
<td>Social Stud/Silver Stars</td>
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<tr>
<td>Courtney Hill</td>
<td>SS/Science/Coach</td>
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<td>Olivia Reyes</td>
<td>Social Studies/Coach</td>
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<td>Johnny Nieto</td>
<td>Math</td>
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<td>Hector Aguilar</td>
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<td>Ann Francis</td>
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<td>Ernest Rodriguez</td>
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<td>Dulce Narup</td>
<td>Science/B. Athletics</td>
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<td>Science</td>
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<td>Jessica Rodriguez</td>
<td>Science/Math/Cheer</td>
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<td>Aliza Garcia</td>
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<td>Joanna Wolfe</td>
<td>Band</td>
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<td>Diana Peña</td>
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<td>Donny De la Rosa</td>
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<td>Edgar Park</td>
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<td>Giselle Cavazos</td>
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<td>Michelle Lopez</td>
<td>Spanish 8</td>
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<td>Sandra Ruz</td>
<td>Art 6/7/8</td>
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<td>Adrian Rodriguez</td>
<td>Self-Contained</td>
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<td>Esmeralda Schrank</td>
<td>Car. Pathways/Athletics</td>
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<td>Manny Patlan</td>
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### DEPARTMENT HEADS

- **Language Arts** – Adriana Arredondo
- **Math** – Guadalupe Zacarias
- **Science** – Jessica Rodriguez
- **Social Studies** – Dorothy Gonzalez
- **Special Ed.** – Lizzie Galvan
- **ESL** – Elma Ruiz
PRINCIPAL & ASSISTANT PRINCIPAL'S DUTIES

Nancy Gonzalez
- Discipline
- Morning/Afternoon bus duty
- Lunch Duty
- Parental Involvement
- PEIMS Administrator
- Truancy/Attendance
- Assigned Teacher Appraisals and staff evaluations
- Assist checking the following:
  a. Lesson Plans
  b. Co-Planning/Department/Grade Level Minutes
- Attend extra-curricular activities
- Instructional Guidance/Suggestions
- In charge of Math, Social Studies, and Science Departments
- SBDM Meetings

Joey Rivera
- Discipline
- Morning/Afternoon Bus Duty
- Lunch Duty
- Special Education
- 504 Administrator
- Assigned Teacher Appraisals and staff evaluations
- Assist checking the following:
  a. Lesson Plans
  b. Co-Planning/Department/Grade Level Minutes
- Attend extra-curricular activities
- SSI Parent Meetings
- Instructional Guidance/Suggestions
- In charge of Special Education Department, 504, and Electives
- Other duties assigned by the principal

Paula Sanchez
- Discipline
- Morning/Afternoon Bus Duty
- Lunch Duty
- Textbook Inventory
- Campus Testing Coordinator
- Assigned Teacher Appraisals and staff evaluations
- Assist checking the following:
  a. Lesson Plans
  b. Co-Planning/Department/Grade Level Minutes
- Attend extra-curricular activities
- Furniture and computer inventory
- In charge of ESL/Bilingual/LPAC, and ELAR
- LPAC Administrator
- Fire Drills/Safety Information
- Attendance/Tardies/ISS
- Pregnancy Related Services (PRS)
- Other duties assigned by the principal
Dorothy Marchan

- Reviews curriculum
- Supervises Subject Matter departments and their lesson plans
- Works with the Assistant Superintendent to organize, analyze and evaluate programs and their effectiveness
- Coordinating school based implementation and administration
- Training test administrators
- Collaborates with SE, BE, ESL Administrators for correct program implementation
- Coordinates the ordering and use of departmental instructional aids and materials
- Monitors state testing
- Obtains and uses evaluative findings to examine curriculum and instruction program effectiveness
- Assists in the preparation, evaluation and the revision of the campus CIP
- Assists in the preparation of the Master Schedule
- Assists in the coordination of supplemental materials and programs
- Supervises the use of site-based technology

Teacher / Paraprofessional Morning Duty Schedule

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<th>Bus Area Parking Lot</th>
<th>6th Grade Restrooms</th>
<th>Main Hall Cafeteria</th>
<th>Inside Library</th>
<th>Rover 1 Cafe</th>
<th>Rover 2 Cafe</th>
<th>7th Grade Restrooms</th>
<th>500 Hallway</th>
<th>Double Doors &amp; 8th Grade Restrooms</th>
<th>Band Hall &amp; Gym</th>
<th>Drop Off Area</th>
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<tr>
<td>08/27/18</td>
<td>Para Vac.</td>
<td>A.Arredondo</td>
<td>A.Garza</td>
<td>G.Gonzalez</td>
<td>N.Valdez</td>
<td>C.Trejo</td>
<td>R.Smith</td>
<td>E.Hanstad</td>
<td>S.Hernandez</td>
<td>C.Gray</td>
<td>P. Delgado</td>
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<td>09/24/18</td>
<td>Para Vac.</td>
<td>M.Schrank</td>
<td>A.Garza</td>
<td>A.Arredondo</td>
<td>G. Gonzalez</td>
<td>N.Valdez</td>
<td>C.Trejo</td>
<td>R.Smith</td>
<td>S.Hernandez</td>
<td>E.Hanstad</td>
<td>P. Delgado</td>
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<td>10/01/18</td>
<td>Para Vac.</td>
<td>C.Gray</td>
<td>A.Garza</td>
<td>D.Narup</td>
<td>E.Rodriguez</td>
<td>A.Francis</td>
<td>H.Aguilar</td>
<td>A.Garcia</td>
<td>S.Hernandez</td>
<td>O.Reyes</td>
<td>P. Delgado</td>
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<td>10/22/18</td>
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<td>L.Galvan</td>
<td>A.Garza</td>
<td>M.Schrank</td>
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<td>C.Trejo</td>
<td>S.Hernandez</td>
<td>R.Smith</td>
<td>P. Delgado</td>
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<tr>
<td>Date</td>
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<td>Name 1</td>
<td>Name 2</td>
<td>Name 3</td>
<td>Name 4</td>
<td>Name 5</td>
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<tr>
<td>11/05/18</td>
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<td>O.Reyes</td>
<td>A.Garza</td>
<td>R.Garcia</td>
<td>J.Rodriguez</td>
<td>J.Wolfe</td>
<td>C.Hill</td>
<td>J.Nieto</td>
<td>S.Hernandez</td>
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<td>P. Delgado</td>
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<tr>
<td>11/19/18</td>
<td>-Thanksgiving Break-</td>
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<td>12/24/18</td>
<td>-Winter Break-</td>
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<td>12/31/18</td>
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<td>01/07/19</td>
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<td>S.Ruz</td>
<td>A.Garza</td>
<td>G.Zacarias</td>
<td>L.Galvan</td>
<td>M.Schrank</td>
<td>A.Arredondo</td>
<td>G.Gonzalez</td>
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<td>C.Trejo</td>
<td>A.Garza</td>
<td>R.Smith</td>
<td>E.Hanstad</td>
<td>C.Gray</td>
<td>D.Narup</td>
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<td>H.Aguilar</td>
<td>A.Garcia</td>
<td>O.Reyes</td>
<td>R.Garcia</td>
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<td>R.Smith</td>
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<td>D.Narup</td>
<td>P. Delgado</td>
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<td>03/11/19</td>
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<td>A. Garza</td>
<td>G. Gonzalez</td>
<td>N. Valdez</td>
<td>C. Trejo</td>
<td>R. Smith</td>
<td>E. Hanstad</td>
<td>S. Hernandez</td>
<td>C. Gray</td>
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<td>D. Gonzalez</td>
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<td>G. Gonzalez</td>
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<td>A. Garza</td>
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<td>E. Rodriguez</td>
<td>A. Francis</td>
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<td>A. Rodriguez</td>
<td>A. Garza</td>
<td>M. Patlan</td>
<td>G. Rodriguez</td>
<td>M. Lopez</td>
<td>E. Ruiz</td>
<td>S. Ruz</td>
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<td>G. Zacarias</td>
<td>P. Delgado</td>
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<td>05/13/19</td>
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<td>G. Gonzalez</td>
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<td>E. Rodriguez</td>
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<td>S. Hernandez</td>
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<td>05/27/19</td>
<td>Para Vac.</td>
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<td>R. Garcia</td>
<td>J. Rodriguez</td>
<td>J. Wolfe</td>
<td>C. Hill</td>
<td>J. Nieto</td>
<td>S. Hernandez</td>
<td><strong>Vacancy</strong></td>
<td>P. Delgado</td>
</tr>
</tbody>
</table>
*Reporting Time: 7:35 a.m. – 7:55 a.m. (Please be Prompt!)

**On “Duty Days” teachers who have duty may leave at 3:35 p.m.

<table>
<thead>
<tr>
<th>Office Staff</th>
<th>Hours of Work</th>
<th>Morning Duty</th>
<th>Lunch Duty</th>
<th>Afternoon Duty</th>
</tr>
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<tbody>
<tr>
<td>Galvan, Martha</td>
<td>7:30 a.m. – 4:00 p.m.</td>
<td>Office</td>
<td>11:45 a.m. – 12:15 p.m.</td>
<td>12:16 p.m. – 12:46 p.m.</td>
</tr>
<tr>
<td>Garza, Alexis</td>
<td>7:30 a.m. – 4:00 p.m.</td>
<td>Main Hallway Cafeteria</td>
<td>12:50 a.m. – 1:20 p.m.</td>
<td>12:16 p.m. – 12:46 p.m.</td>
</tr>
<tr>
<td>Hernandez, Sandra</td>
<td>7:30 a.m. – 4:00 p.m.</td>
<td>Double Doors &amp; 8th Grade R.R.</td>
<td>12:50 a.m. – 1:20 p.m.</td>
<td>11:23 a.m. – 11:53 a.m.</td>
</tr>
<tr>
<td>Newton, Estefania</td>
<td>7:00 a.m. – 3:30 p.m.</td>
<td>Office</td>
<td>11:45 a.m. – 12:15 p.m.</td>
<td>12:16 p.m. – 12:46 p.m.</td>
</tr>
<tr>
<td>Quiñonez, Carmen</td>
<td>8:00 a.m. – 4:30 p.m.</td>
<td>Reception Area</td>
<td>12:50 a.m. – 1:20 p.m.</td>
<td>11:23 a.m. – 11:53 a.m.</td>
</tr>
</tbody>
</table>
**ACTIVITY FUNDS**

Campus activity funds, class funds, and organization funds must be submitted to the Principal’s secretary. Sponsors need to submit a deposit slip with all deposits. Sponsors **should not** keep money in their classroom.

**ANNOUNCEMENTS**

The announcements will be done at 8:05 a.m. each day. Once announcements begin, any additional announcements will not be made until the following day.

Please email all announcements to Carmen Quinonez: cquinonez@pi-isd.net or ngonzalez@pi-isd.net

**ARD’s**

2018-2019 ARD’s must be attended by a general education teacher that has direct contact with the student during any part of the school day. We are well aware of the time constraints the general education teacher must abide by. While in an ARD, all conversations must be directly related to the academic benefits of the students. Mr. Padilla will be on campus on Monday and Wednesday of each week. (Subject to change)

**ATTENDANCE**

Funds to operate our school come mainly from the State of Texas based on current average daily attendance. It is imperative that teachers report accurately every student absent from their class on the attendance sheet. Please adhere to these procedures:

1. Report Class attendance on TX Gradebook, immediately following the tardy bell, for every period that you have students.
2. Second Period Attendance **MUST** be reported promptly. This is the period that we report to the state.
3. Attendance sheets must be verified and signed by the teacher every nine weeks. Please make sure that any corrections that are needed have been made prior to signing the sheets.

Please refer to PIISD SB Policy online: FEB Legal for more specific information if you are in need of clarification.

**Bell Schedule Port Isabel Junior High 2018-2019**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period &amp; Breakfast</td>
<td>7:55 – 8:45</td>
<td>50 minutes</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:48-9:38</td>
<td>50 minutes</td>
</tr>
<tr>
<td>3rd Period</td>
<td>9:41-10:31</td>
<td>50 minutes</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:33-11:23</td>
<td>50 minutes</td>
</tr>
<tr>
<td>1st Lunch</td>
<td>11:23-11:53</td>
<td>Lunch A</td>
</tr>
<tr>
<td>5th Period</td>
<td>11:26-12:16</td>
<td>50 minutes</td>
</tr>
<tr>
<td>2nd Lunch</td>
<td>12:16-12:46</td>
<td>Lunch B</td>
</tr>
<tr>
<td>6th Period</td>
<td>11:56-12:46</td>
<td>50 minutes</td>
</tr>
<tr>
<td>7th Period</td>
<td>1:49-1:39</td>
<td>50 minutes</td>
</tr>
<tr>
<td>8th Period</td>
<td>1:42-2:32</td>
<td>50 minutes</td>
</tr>
<tr>
<td>9th Period</td>
<td>2:35-3:30</td>
<td>55 minutes</td>
</tr>
<tr>
<td>Teacher Dismissal</td>
<td>3:45</td>
<td>15 minutes</td>
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</table>
Activity Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
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<tbody>
<tr>
<td>1st Period &amp; Breakfast</td>
<td>7:55-8:45</td>
<td>50 minutes</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:48-9:38</td>
<td>50 minutes</td>
</tr>
<tr>
<td>3rd Period</td>
<td>9:41-10:31</td>
<td>50 minutes</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:33-11:23</td>
<td>50 minutes</td>
</tr>
<tr>
<td>1st Lunch</td>
<td>11:23-11:53</td>
<td>Lunch A</td>
</tr>
<tr>
<td>5th Period</td>
<td>11:26-12:16</td>
<td>50 minutes</td>
</tr>
<tr>
<td>2nd Lunch</td>
<td>12:16-12:46</td>
<td>Lunch B</td>
</tr>
<tr>
<td>6th Period</td>
<td>11:56-12:46</td>
<td>50 minutes</td>
</tr>
<tr>
<td>7th Period</td>
<td>12:49-1:32</td>
<td>43 minutes</td>
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<tr>
<td>8th Period</td>
<td>1:35-2:18</td>
<td>43 minutes</td>
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<tr>
<td>9th Period</td>
<td>2:21-3:00</td>
<td>39 minutes</td>
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<tr>
<td>Pep Rally</td>
<td>3:00 – 3:30</td>
<td>30 minutes</td>
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<tr>
<td>Teacher Dismissal</td>
<td>3:45</td>
<td>15 minutes</td>
</tr>
</tbody>
</table>

BREAKS, MEAL PERIODS AND REST PERIODS
There are no state laws regulating breaks and rest periods. The option to allow an employee to take a break or rest period is left entirely to the discretion of the principal or administrator. If authorized, breaks should be a maximum of 15 minutes, up to twice a day. Teacher aides generally are not given breaks or rest periods. PIISD follows strict federal guidelines when it comes to meal periods. According to the Fair Labor Standards Act (FLSA), which is a federal statute concerning minimum wages and payment of overtime, a meal period or rest period of less than twenty minutes may not be deducted from the hours an employee works. The time also may not be deducted if the employee is not entirely free from work responsibilities such as having to answer the phone during lunch breaks or during night shifts when only fifteen minutes are allowed for lunch. Otherwise, employees need not be compensated for time spent during a meal period, and mealtime may be deducted from the time spent at work.

Bullying
All employees are required to report student complaints of bullying to their campus principal and/or assistant principals. The district’s policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:


Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. Students or parents may contact the district to obtain an incident report form that may be used to submit the complaint.

Policy FFI

BUS REQUEST
All bus or van requests must be submitted to the principal’s office no later than ten days before the trip. The teacher requesting transportation must sign the proper form. If the form is not returned within five days after submittal, the teacher may assume that the trip is approved. Teachers transporting students in a school van must attend training before being allowed to drive.
CAMPUS BEHAVIOR COORDINATOR
As required by law, a person at each campus must be designated to serve as the Campus Behavior Coordinator (CBC). The designated person may be the principal of the campus or any other campus administrator selected by the principal. The Campus Behavior Coordinator is primarily responsible for maintaining student discipline. The district maintains a current list of the persons serving as a CBC in the student handbook or on the district’s website at www.pi-isd.net.

CLUBS AND ORGANIZATIONS
Clubs meet outside of class hours. Rules and regulations governing these clubs must be set-up by the students and sponsors and approved by the principal. We encourage teachers to sponsor clubs and activities. All clubs and organizations must file a list of officers and a copy of their constitution at the principal’s office. This list must be kept up to date at all times. New clubs and organizations may be organized with the principal’s approval. Religious organizations are not permitted on the campus without the superintendent’s approval.

COMPUTER RESOURCES
All teachers must sign and comply with rules and requirements as set forth by the District’s Technology/Electronic Media guidelines. The computer usage by students will be closely monitored for excellence in academics. Students will be allowed to search for materials by using the internet. The district and campus is closely monitored for improper usage of websites that are suitable for children. However, if the student enters a site that does not concur with the assignment at hand, he/she must inform the teacher immediately. This also pertains to downloading or printing materials that are in the assignment. If the student does not take immediate action or allows the teacher to address it, this can lead to disciplinary action. All students will be issued a username and password. Any problems that occur with a student’s log-in will be addressed by the Campus Technologist during non-class hours. Students will sign up for a Chrome Book in all their core classes. It is the student’s responsibility to report any damage to the Chrome Book immediately upon signing up for theirs.

CONFERENCE/CO-PLANNING PERIOD
Each teacher is allowed a conference period. Teachers are expected to be at school during this period. The period is to be used for work, planning, and/or parent conferences. It is strongly encouraged that if a teacher needs to leave campus during the conference time, authorization must be obtained from an administrator. Teachers are to sign-out and sign-in upon return. All conference times are to be used as preparation for instruction or conferencing with a parent. Teachers must work collaboratively in an academic teaming approach. It is a requirement for all teachers to attend their assigned meetings.

COUNSELOR’S DUTIES
- Available to all students
- 5th to 6th Grade Transitions
- 8th to HS Transitions
- Assist with special needs student/parent meetings.
- Attend all meetings with teachers and parents for at risk students
- Coordinate career awareness presentations
- Oversees the Guidance Curriculum.
- Schedules and schedule changes approved by the principal.
- Coordinate G/T testing and Credit by Examination
- Assist with STAAR and TELPAS testing
- 8th grade graduation/Honors and Award’s Night.
- Individual and group counseling.
- Conduct classroom presentations
• Bullying
• Character Education
• Conflict resolution

Any other duties assigned by the principal.

CELL PHONES
Cell phone usage must be limited to conference and lunch times. If need arises for your cell phone to be on during the day for emergencies, this information needs to be provided in writing to the principal at the beginning of that school day. Cell phone calls should not interrupt instruction. Cell phones are not to be carried around with you in the classrooms. We need to lead by example and not be the exceptions to the rule. Cell phone usage is only for extreme emergencies.

CHILD PROTECTIVE SERVICES
Any reports from students accusing any school employee of improper contact, must be reported to Child Protective Services. CPS will then make a decision as to whether the accusation warrants an investigation. It is your duty and professional responsibility to report any outcry made by a student to CPS.

DAEP (Discipline Alternative Education Placement)
• Students must earn 20 points for each day assigned
• All days must be completed in full (no partial day return to campus)
• Student report time 7:15-2:45
• Students arriving after 7:15 but before 7:30 will be considered tardy and will not earn their arrival point
• Students arriving after 7:30 will not be admitted without a doctor’s or Court excuse
• Students must wear shirts provided by DAEP
• Students on PIISD grounds without DAEP supervision will receive an automatic extension of days (Five days first offense, 10 days second offense).

DRESS GUIDELINES FOR ALL DISTRICT EMPLOYEES
Point Isabel Independent School District believes that all employees should be role models for the students they serve. Employees are expected to dress in a manner which reflects professional status and reinforces the standards set for students. The district is proud of its professional image in the community. It is important that all employees conduct themselves at all times in a manner that best represents the district. What we wear reflects on the district.

THE FOLLOWING ATTIRE AND GROOMING IS ACCEPTABLE:
➢ Cleanliness and neatness are expected of all staff at all times.
➢ Style of clothing for males and females shall always reflect a professional and business like atmosphere.
➢ When representing Point Isabel ISD outside of the school district, employees shall dress professionally.
➢ Spirit Day and/or College Awareness Day will be limited to one day per week as designated by the principal.
➢ Staff members may wear capris that have an overall professional appearance.
➢ Bermuda (knee length) shorts may be worn with prior administrative approval on occasions such as field trips, field days, or working outside.
➢ Career and technology welding and construction trade teachers may wear jeans daily due to the type of work being performed. However, those teachers must observe the employee dress code on non-classroom days (meetings, etc.).
Appropriate blue jeans (clean, neat, no holes, no extreme fading or worn look) with a school/district shirt may be worn on the designated campus spirit or special emphasis days. Special occasion dress, as approved by the campus principal, may be implemented.

- Form-fitting pants such as leggings or “skinny” pants may be acceptable, but only covered by a top which is approximately knee-length or longer and conforms to the dress code.
- Hair, beards, and mustaches must be clean and neatly groomed as determined by the principal.
- All coaches, including PE Teachers, need to be dressed professionally during classroom instructional time and at all meetings. Shorts must be knee length.
- Acceptable footwear includes dress shoes or casual shoes, tennis shoes, in good condition, may be worn with all appropriate attire. Boots are also acceptable. All other sandals must present an overall professional appearance.

THE FOLLOWING ATTIRE AND GROOMING IS NOT ACCEPTABLE:

- Tank tops, spaghetti straps, muscle shirts, see-through garments, revealing, provocative necklines or excessively tight clothing shall not be permitted. In addition, clothing with symbols, inappropriate language, phrases or slogans advertising tobacco, alcohol products, controlled substances or political advertisements are unacceptable.
- Yoga pants, other spandex exercise-type pants, warm-ups, wind suits, sweat suits or similar tight pants, exercise clothes, and/or any garment that may appear to be an undergarment are unacceptable.
- Skirts and dresses must be no shorter than knee length all the way around. The skirts and dresses worn must present an overall professional appearance. Skorts and shorts are not allowed when students are in regular attendance except for *special emphasis days with approval of the principal.
- Caps, hats or other head coverings shall not be worn inside the building except as required by specific assignments or events.
- Wind/warm-up suits are not to be worn inside the building unless teaching a physical education/athletic class in the gym.
- Tattoos considered inappropriate or distracting to the educational setting must be covered.
- Body piercing (other than ear piercing) should be removed while on campus or present at school events.
- No facial piercings.
- Rubber beach type flip flops, rubber/plastic croc-type clogs, or shower shoes are not allowed.

Miscellaneous:

- Auxiliary employees in food services, maintenance, transportation, and custodial personnel are expected to wear uniforms provided by the district at all times. Police and security officers shall comply with dress and grooming guidelines specified by their supervisor.
- Friday is scheduled as blue and white Spirit Day with the exception of the Junior High School which will designate Thursday as their Spirit Day until the end of football season. Attire worn must be school colors and not considered a dress-down day.
- All District personnel will dress professionally at all Districts meetings, staff development, etc. jeans of any kind at such functions are prohibited.
- Deviation from these Dress Guidelines should not be utilized as a reward.
- Since it is impractical to list every possibility of dress and grooming, final decision concerning what is acceptable is left to the campus administrator.

Exceptions:

- Staff dress may be adjusted for school wide occasions (Texas Public School Week theme days, Drug Awareness Week, field days, field trips, teacher work day, University Day, and testing days) upon approval of the principal.
Exceptions to guidelines shall be made by the Superintendent or designee as necessary to allow a staff member to observe religious customs and as necessary to accommodate medical needs or extenuating circumstances.

Failure to comply with these guidelines, as interpreted by the principal, will result in disciplinary action.

Revised: August, 2018

**DUPLICATING MATERIAL**

1. Teachers are responsible for preparing their own materials. Use the board, document camera, computer, interactive whiteboard as much as possible.
2. Use common sense and practice conservation when duplicating materials. Please use class sets.
3. Be careful when duplicating information from books. You could be in violation of copyright laws. When in doubt, check with an administrator.

**EMPLOYEE ARRESTS AND CONVICTIONS**

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

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
   - Dishonesty; fraud; deceit;
   - Theft; misrepresentation;
   - Deliberate violence;
   - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
   - Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
   - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
   - Acts constituting abuse or neglect under the Texas Family Code.

**DBAA Legal/Local**

**EMPLOYEES REQUIRED TO HAVE A COMMERCIAL DRIVER’S LICENSE**

Any employee whose duties require a commercial driver’s license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.
END OF THE DAY
All students will be asked to leave the building after school. If students are staying for any type of after school activity then they must report to the location of the activity, whether it be tutoring, cheerleading, dancing, athletics, etc. If students are staying after school then the coach, sponsor or teacher is to remain in supervision over them. These individuals will take full responsibility of the monitoring of the students.

EXTRA-CURRICULAR ELIGIBILITY
A student may participate in extra-curricular activities on or off campus at the beginning of the school year only if he/she was promoted to the next grade either at the end of the previous school year or as a result of summer school.

In order to be eligible to participate in an extra-curricular event following the initial nine weeks period of a school year, a student must have a recorded grade average of 70 or above on a scale of 0 - 100 in all courses for the preceding three weeks period.

FACULTY MAILBOXES/EMAIL
Each member should check his or her mailbox twice each day. Telephone messages, mail, and memos will be placed in the boxes as soon as they come in. **DO NOT SEND STUDENTS TO GET YOUR MAIL.** Mailboxes are located in the office area of the building. Kindly clean out mailboxes daily.

***It is extremely important to check your email before school, during your conference, and after school. Most of the school’s communications will be by email.

FAX MACHINE AND TELEPHONE USE
Teachers are asked to limit their calls during the school day. Please do not use the front office phones. They need to be kept free for incoming calls.

***FAX MACHINE MUST NOT BE USED FOR PERSONAL BUSINESS.

FIRE DRILLS OR EMERGENCY BELLS
Fire drills will be conducted at least once a month.
Students must: WALK BE QUICK BE CALM.

1. Exit on fire alarm -- walk out of building in an orderly manner to the designated area. Make sure you have a rooster of your class so all students can be accounted for.
2. Verbal signal -- return --walk back into the building in an orderly manner. A diagram must be posted in your classroom. Be sure you and your students are familiar with the directions and procedures given pertaining to your particular room. All fire drills will be spontaneous. Be prepared to take an alternative route if your drill plan is obstructed.

FUNDRAISERS
Fundraisers will be allowed on a limited basis. A request for a fundraiser must be submitted to the office on a fundraiser form. All fund raising funds will belong to the school group activity fund. At no time will monies belong to the individual students that raise the funds. The sponsor and the principal will make all final decisions on how monies will be spent. All fundraiser forms must be submitted to the Principal by **Friday, September 7, 2018.**

No individual may raise funds without prior approval. **All fundraising must be pre-approved.**
GENERAL INSTRUCTIONS FOR TEACHERS

- Teachers must stand by their classroom doorway between periods and encourage students to report to class before the tardy bell rings. Supervision is of the utmost importance.

- Teachers are not allowed to store instruments or other belongings for students. We will issue lockers for the storage of these items. The band hall has lockers for the larger instruments.

- Students are not permitted to call others out of your classroom. Do not allow any visitor access to students unless instructed by an administrator. All classroom visitors must possess a pass from the office. The RAPTOR system will generate the tags. These visitors are required to fill out a form and be subjected to a background check prior to participating in school activities. No exceptions to the rule. Consistency will matter. If your significant other comes to school and wants access to the classrooms, he/she will be asked to produce a license or ID.

- Bell to bell instructional time is valuable and will be strongly enforced.

- Loss of points from any grade due to misbehavior is not permissible by state law. Group punishment is not a good practice in changing student behavior. Follow proper documentation for discipline and academics with parental contact.

- Use of tobacco and tobacco products are not permitted within any district building and within any enclosed facility. The policy reads: "...smoking and tobacco use are public health hazards; therefore, smoking and the use of tobacco products shall be prohibited within all district buildings and within all enclosed facilities of the district including school busses and other vehicles transporting students."

- Students should be encouraged to use the restroom facilities between classes. If students step into your room they cannot leave until 5 minutes after instruction has started. They are not to be allowed out 5 minutes before the end of the period. If an emergency occurs, please assure that only one boy or one girl is excused at one time. Consistency in the enforcement of this practice is greatly appreciated. A good policy is to give your students three passes a semester.

- 5 passes will be issued to each teacher: 2 for the restroom (1 Boy and 1 Girl), 1 for the office, 1 for the nurse, and 1 for the hallway.

- If you plan to keep a student after school, please notify the parents and the student one-day ahead of time. Limit the length of your detention to 30-60 minutes.

- Teachers must be cognizant of Teacher Code of Ethics as they perform their daily activities. Conversations with students and staff should always be professional. Teachers must adhere to enforcing confidentiality for all students and fellow staff members. Do not get into a personal dialogue with any student on any social media outlet.

- Due to safety reasons, students are allowed in rooms only when a teacher is present.

- Staff member children are encouraged to attend scheduled after school activities at their respective campuses. They will not be allowed in parent’s classroom until the end of the school day.

- Check regularly for writing or marking on tables, desks and walls on a daily basis. Constant monitoring/supervision of the students will eliminate this potential problem.
Classrooms MUST always look neat, pleasant and conducive to teaching and learning. **Grade level bulletin boards are strongly recommended.** Classroom walls should reflect instructional strategies and should change as instruction changes. Word walls are required in each classroom.

Teachers must remain with their respective class during scheduled library time/activity. The teacher must assist the students with their assignments. Grading papers, texting, emailing, reading magazines/newspapers, etc. is strongly discouraged.

Teachers must be well prepared and maintain a positive learning environment to minimize disruptive or unwanted behavior. Teachers are responsible for handling classroom management problems in their classroom. **Notification of parents and conferencing with parents is a prerequisite to sending students to the office. Office referrals should be restricted to extreme disciplinary cases only.**

The teacher’s day begins at 7:45 a.m. and ends at 3:45 p.m. If a teacher must leave prior to the end of the school day, the amount of time will be documented and reported to payroll. The teacher may be docked for a cumulative total of hours missed.

**Important:**

Communication with all staff is of the utmost importance. Letting others know of anything that pertains to school is vital to the success of you as an individual, staff and the entire school. There is an open door policy with principal, asst. principals and counselor. It is your responsibility to bring up issues that may have an impact on students and all others in the school. All questions are important. We must work together to find a solution and guide you as best as possible to resolve the issue. Every staff and faculty member will be involved in all aspects of instruction, decision making, hiring, campus activities, extra-curricular activities, increasing parental involvement, fundraising, etc… Volunteer and take the initiative on programs that will foster the best learning environment for all students.

I ask that you be loyal to your coworkers. If there are negative comments made about anyone and you are involved, that is considered a breach of the Teacher Code of Ethics.

**GIFTS**

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee’s discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

*Policy DBD*

**Grievance Policy**

**Discrimination, Harassment, and Retaliation**

*Policy DH, DIA*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action. Employees who believe they have been discriminated, retaliated against, or harassed are encouraged to promptly report such incidents to the campus principal,
supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board. The district’s policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION (LOCAL)

Note: This policy addresses discrimination, harassment, and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG. The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy. Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment. Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property. Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact. The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.
HARASSMENT OF STUDENTS

*Policies DF, DH, FFG, FFH*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student’s parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 34 and *Bullying*, page 50 for additional information. The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:


*Policies DF, DH, FFG, FFH*

HALL PASS

Students leaving the classroom during class time must have a hall pass. If I find them in the hallways without a pass, I will escort them back to class and ask if you were aware of their absence from class.

HEALTH SAFETY TRAINING

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Human Resource Department prior to the start of the school year. *Policies DBA, DMA*

INCLEMENT WEATHER

1. There is no early release for inclement weather.
2. Keep a constant check for weather reports on T.V. and the radio.
3. In case of extreme weather conditions that develop overnight, school will meet unless notified otherwise by the superintendent.

**Bad Weather Dates** for 2018 and 2019:

October 8, 2018
April 22, 2019

ISS PLAN

1. The ISS list will be emailed to teachers during 8th period each day.
2. Teachers should check email before they leave for the day. If one of their students is on the ISS list, then they should be prepared to send work to the ISS room the following day.
3. Teachers who have students in ISS should e-mail what students should be working on in their platform to Pam Delgado prior to 8 AM each day.
4. If a teacher does not e-mail Ms. Delgado by 8:00 a.m., they need to tell Ms. Delgado in person.
5. If a student is assigned to ISS after the start of the school day, the student will be escorted to ISS, and a clerk or administrator will go by the classes to find out what the student needs to be working on in the platform.
6. In order for ISS to be effective, the students must have work to do. Otherwise, they begin to think of it as “off time” because there are no assignments.
7. Band and PE should copy articles that they can read and then summarize or answer questions. Any subject that does not require the platform must send something for the students to complete.
8. Students that are assigned to ISS for the day must report to the cafeteria at 7:45 a.m. and wait for Ms. Delgado to escort them to the ISS room.

Port Isabel Junior High School
ISS
(In-School Suspension)
Procedures

In-School suspension is an on-campus setting that is a behavioral modification placement. Its purpose is to help students find an alternative solution for their behavior and negative actions.

ISS INFORMATION AND PROCEDURES

Reporting: All students assigned to ISS must report to the ISS room at 7:45 a.m. each morning. Students will be released at 3:30 p.m. If riding the bus, the ISS teacher will walk you to the bus area. If a parent is picking you up, you will be walked to the back of the building to the student pick-up area.

Restroom Breaks: There is a restroom in the ISS room. Each ISS student will receive a (1) restroom break in the morning and a (1) in the afternoon.

Lunch: All lunches will be delivered to the ISS room. No outside lunches will be allowed during placement in ISS.

Early Release: Any student assigned to ISS must be signed out at the front office. The front office will notify the ISS personnel that a parent has signed out their child for the day. If signed out before lunch time, the student will make up the half day missed the following day in ISS.

Requirements: All students assigned to ISS must come prepared with assignments and supplies and be prepared to work all day long. Any student reporting to ISS unprepared will be assigned an additional day of ISS.

Extra-Curricular Activities: Students **WILL NOT** be able to participate in extracurricular activities during the school day or evening during the time assigned to ISS. Students may attend practices before and/or after school.

ISS RULES

No electronic devices: cell phones, IPODS, or any other devices allowed; you will not need them in ISS.

Cell phones must be turned in to the ISS teacher. You will get the device back at the end of the day.
All jackets must be removed and placed in the student assigned area.

No talking: There will be no talking, fraternizing, note passing, or any other contact between students while in ISS. If you need the ISS teacher, you will raise your hand and wait to be recognized before talking.

No sleeping: Resting your head in your hands, on the desk, or table is not allowed. After three warnings to wake up or lift your head have been given, another day of ISS will be issued.

Seating: You will be assigned a seat away from other students upon your admission to ISS. This will be your seat until otherwise notified. You may be required to move at any time deemed necessary by the ISS teacher or administrator.

No getting out of your seat: You will remain in your seat at all times unless given specific permission by the ISS teacher or administration.

Dress Code: The uniform policy and dress code will be in effect while in ISS. If at anytime the dress code or uniform policy are not followed, another day of ISS will be issued.

No snacks, drinks, or gum chewing will be allowed in the ISS room.

No Fidget Spinners. (1 day of ISS will be added).

The consequences of failure to follow the rules and procedures will add more days in ISS or may result in further consequences.

KEYS
Coaches who need access to other parts of the building will now have to turn in all keys at the end of the year and extended holiday periods in to Mrs. Martha Galvan. All teachers must also turn their keys in to Mrs. Martha Galvan. The loss of a key will mean that payment from the employee must be received before another key is issued. Keys are to be replaced at the cost of $25.00 at the expense of the employee.

LEAVES AND ABSENCES
The District offers employees paid and unpaid leaves of absence in times of personal need. Employees who have personal needs that require long leaves of absence should contact their immediate principal or supervisor and their appropriate HR Department. Employees who take unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the District as they were when they were working. Otherwise, the District does not make benefit contributions for employees who are on unpaid leave. Employees must follow District, department, or campus procedures to report or request any leave of absence and complete the appropriate leave request form. The leave request form may be found on-line at www.pi-isd.net. Any employee who is absent more than (3) days because of personal illness or three (3) days for family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Human Resource Department for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district. Leave
shall be recorded by the hour for non-exempt employees (not in portions of an hour). All leaves and absences shall be recorded on the absence report and the timesheet/timecard. For certified personnel employees, sick leave is recorded in half and/or whole workdays. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck.

EXTENDED SICK LEAVE
Absenteism and Tardiness
While absences may occur for legitimate reasons such as sickness or important personal problems, false or unrealistic excuses are not acceptable. Employees who will be late or absent are expected to call as far in advance of starting time as possible, to state why they will be absent and when they will return to work. This provides the principal/administrator to take necessary steps to rearrange work assignments or secure a substitute where applicable. Every employee is expected to report an absence from work in accordance with the rules and procedures in effect at his/her school/department. Failure to adhere to established reporting rules and procedures may result in disciplinary action up to and including termination.

Tardiness Any employee arriving ten (10) minutes after his/her scheduled starting time will be considered tardy.
Excessive Any three (3) occurrences of tardiness within a thirty (30) day period
Tardiness will be considered excessive.
Absence Any employee who is not present at his/her work assignment during any scheduled work period will be considered absent for that period.

Excessive Absenteeism Excessive absenteeism and turnover are expensive, disruptive, and places an unfair burden upon other employees. Any three (3) separate occurrences of absence within a thirty (30) day period will be considered excessive. The supervisor shall review reasons for absences. The supervisor may issue a written notice outlining concerns and/or a conference may be requested.

A professional employee who has exhausted earned state and local sick leave benefits shall be permitted up to ten days of extended sick leave to be used only for the employee's personal illness or disability, including pregnancy-related disability. It is to be used only if the absence is part of or related to an illness of more than five days.

Please refer to Local/Legal policies:
- DEC (Leaves and Absences)
- DECA (FMLA)
- DECB (Military Service Leave)

LEAVING THE CLASSROOM
Teachers must be in their classrooms before the tardy bell rings. Classes must not be left unattended at any time. If some emergency arises and you find it necessary to leave the room, call the office on the intercom, and we will send someone to your classroom.

LESSON PLANS
Lesson plans will be monitored electronically on Eduphoria for all elective teachers. Summit teachers will have their lessons on the platform. Detailed informative lesson plans are required so substitute teachers may effectively take over any class if necessary. All teachers are required to maintain a substitute folder, which will be provided by Mrs. Sanchez. A week’s worth of hard copies of emergency lesson plans are also required by September 5, Labor Day, which will be submitted to Martha Galvan. Emergency lesson plans are those plans that a teacher has just in case they have to leave without any notice.
LIBRARY HOURS
The library hours are from 7:45 a.m. to 4:00 p.m. The library will be open during lunch periods. Reading is an essential part of all subject areas. Visits and instruction at the library need to be scheduled with the librarian. Teachers are encouraged to plan work inside the library for research and activities for a better classroom environment.

LOCKDOWN PROCEDURES

EMERGENCY PROCEDURE FOR

STRANGER OR INTRUDER ON CAMPUS

Lock Down School Plan:

1. The signal will be given over the intercom as a Code Blue that there is now in effect a lock-down drill.
   a. Where there are no bells or PA systems, security and/or administration will act as runners to notify staff of lock-down.
   b. As soon as a decision is made to lock down the school, administration will notify law enforcement using 911 rather than regular police numbers.
   c. During a lock down situation, parents must not attempt to enter the building until the area has been secured by law enforcement officers.

2. If students are in class at the time of the signal,
   a. staff will:
      - explain that there is an emergency
      - lock the classroom doors and windows
      - turn off lights
      - have students crouched down in areas out of sight from windows and doors
      - close blinds and take any possible precautions to protect others from possible broken glass
      - remain locked in offices until advised to move personally by administration or public safety officer or an all clear signal
      - should the fire alarm sound, do not evacuate the building unless:
         *You have first hand knowledge that there is a fire in building or
         *You have been advised by Police/Security to evacuate building
   b. administration will:
      - act with security and custodians to check locks on all exterior doors and classroom doors
      - designate a person (an administrator, if possible) to coordinate with public safety personnel at their command post
      - make sure that a site map and key set are available to public safety personnel
      - be available to deal with the media/press and bystanders
3. If students are not in class at the time of the signal,
   a. Staff will:
      - Assist administration in moving students into the nearest safe building available
      - Lock doors of room if possible. If lock is on the outside of the door, rubber door stops can be placed behind doors to secure
      - Remain with students to maintain order
      - Keep students in a safe area until advised personally by administration or public safety personnel to move or that there is an all clear signal
      - Avoid, if possible, large open areas such as the library, gym, lawns or parking lots
   b. Administration and public safety personnel will:
      - Work with staff to move students into the nearest safe building available
      - Act with security and custodians to check locks on all exterior doors and classroom doors
      - Designate a person (an administrator, if possible) to coordinate with public safety personnel at their command post
      - Make sure that a site map and key set are available to public safety personnel

4. All-clear signal will: (should be special or pre-arranged signal)
   a. Be given after consultation with the senior public safety officer on the scene and/or
   b. Be a personal notification by the senior administrator. Staff is not to act upon bells or PA messages without this personal notification. “Tarpons All Clear”

5. Dissemination of information about procedures:
   - Staff handbook and discussion at staff meeting
   - Substitute folders
   - Drill at least once a year

**Recommendation:** Students should be aware in advance that there will be severe consequences for failure to cooperate with administration or staff during an emergency or drill.

**Lockers**
If a student is issued a locker due to extenuating circumstances he/she should only be allowed to go to the locker before and after school or before their band or athletic period. Students are responsible for all the contents in the locker. Students must pay for damages. The use of the locker is a privilege and if the student cannot abide by the locker policy, his/her locker will be revoked. Lockers will only be available in the 200 hall.

**Medical Information**
All staff members are strongly encouraged to provide the nurse with any crucial personal medical information. The nurse will give each staff member a form to fill out requesting this information. Filling it out and returning it is optional but could be of great importance should an emergency arise during the school day.
OUTSIDE EMPLOYMENT AND TUTORING
Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.
Policy DBD

PARTIES
Parties at the secondary level will be limited after 2:00 p.m. (or 8th period) on the approved days of FMNV.

PAY DATES
All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks. Paychecks will not be released to any person other than the district employee named on the check without the employee’s written authorization. An employee’s payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Please call our Payroll Specialist at 943-0024 if you have any questions about your payroll statement.

PAYROLL DEDUCTIONS
The district is required to make the following automatic payroll deductions:
- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)

Other payroll deduction employees may elect to include deductions for the employee’s share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Employees also may request payroll deduction for payment of membership dues to professional organizations and United Way. Salary deductions are automatically made for unauthorized or unpaid leave.
Policy CFEA

PROGRESS REPORTS
Progress reports will be issued to students on the week following the end of the 3rd week grading periods. Teacher must not enter grades during class time.

Progress Report Dates
- September 19, 2018
- October 10, 2018
- November 14, 2018
- December 12, 2018
- January 30, 2019
- February 20, 2019
- April 10, 2019
- May 1, 2019

PROCEDURES
Effective teachers manage with procedures. Every time a teacher wants something done, there must be a procedure in place. Classroom procedures address such issues as these:
What to do when the bell rings,  
What to do when you hear an emergency alert,  
What to do when you finish your work early,  
What to do when you have a question,  
How to enter a classroom,  
What to do when they are being dismissed from the classroom,  
How to ask questions without interrupting instruction,

Each classroom has to have a set of procedures in place which allow the class to operate smoothly. A smooth-running, effective classroom is free of confusion and is a pleasure in which to teach and learn.

**PURCHASE ORDERS**

At no time can any employee request material for pre-view without an approved purchase order. Furthermore, please do not purchase material with your own funds and expect to get reimbursed. All purchases must have an approved purchase order in place prior to purchasing or reviewing material. *Open purchase orders will not be permitted (unless approved by Central Office).*

**REPORT CARDS**

Report Cards will be issued every 9 weeks.

Report Cards:  
October 24, 2018  
January 10, 2019  
March 20, 2019  
May 29, 2019
<table>
<thead>
<tr>
<th>Date</th>
<th>Assessment</th>
<th>Grade Levels</th>
<th>Subject</th>
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<tr>
<td>September 10 – 28, 2018</td>
<td>NWEA-MAP</td>
<td>K-10</td>
<td>Rdg., Lang, Math</td>
</tr>
<tr>
<td>September 10 – 21, 2018</td>
<td>Tejas Lee (Spanish)**</td>
<td>1 and 2</td>
<td></td>
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<tr>
<td>October 1 – 12, 2018</td>
<td>Imagine Math*</td>
<td>3-5</td>
<td></td>
</tr>
<tr>
<td>October 8 – 19, 2018</td>
<td>Tejas Lee (Spanish)**</td>
<td>Kindergarten</td>
<td></td>
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<td>October 8 – 19, 2018</td>
<td>Circle PMS</td>
<td>Pre-Kindergarten</td>
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<tr>
<td>October 15 – 19, 2018</td>
<td>Interim Assessments</td>
<td>3-8</td>
<td>Reading</td>
</tr>
<tr>
<td>October 15 – 19, 2018</td>
<td>Interim Assessments</td>
<td>High School</td>
<td>English I, II</td>
</tr>
<tr>
<td>October 22 – 26, 2018</td>
<td>Interim Assessments</td>
<td>3-8</td>
<td>Math</td>
</tr>
<tr>
<td>October 22 – 26, 2018</td>
<td>Interim Assessments</td>
<td>High School</td>
<td>Algebra I</td>
</tr>
<tr>
<td>December 3, 2018</td>
<td>STAAR EOC</td>
<td>High School</td>
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**Point Isabel Independent School District**  
**Office of Curriculum and Instruction**  
**2018 – 2019 District Assessment Calendar**

<table>
<thead>
<tr>
<th>Date</th>
<th>Assessment</th>
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<tr>
<td>June 27, 2019</td>
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<td>High School</td>
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</table>

*Pending the integration of Imagine Learning
**For the Tejas LEE continue testing new student (K-2nd) to the district until October 26, 2018
Interim Assessments are the online tests provided by TEA

**SEARCHES**
Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee’s personal items, and work areas including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district businesses.

**DHE LEGAL**

**SCHOOL SPONSORED TRIPS**
Students must depart and return on the assigned bus. Parents must send written notice at least 24 hours in advance of the school sponsored trip for the student to be allowed to leave with someone other than a school staff member. When or if the sponsor or school official turns over the student to his or her parent or parents, the sponsor, school official, and the school district will not be responsible for the student thereafter.

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*Point Isabel Independent School District  
Office of Curriculum and Instruction  
2018 – 2019 District Assessment Calendar*
Students must have written parental/guardian permission to attend any school sponsored trip. These permission slips must be kept on file by the sponsor.

All sponsors, who are not employed by the district, who will participate in a school sponsored trip or be in proximity of students in any fashion must be cleared by Central Office Administration. These sponsors are required to fill out a form and be subjected to a background check prior to participating in school activities.

**STAFF DEVELOPMENT**
Professional or staff development activities are organized to meet the needs of employees and the District. Professional Development for instructional personnel is predominantly campus based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Professional Development for non-instructional personnel is designed to meet the specific licensing requirements (e.g., bus drivers) and continued employee skill development.

**STUDENT FEES**
There will be no student fees.

**STUDENT RECORDS**
Each student has a permanent or cumulative record in the office. This record includes grades, attendance, health history, school activities, and standardized test scores. Records are confidential. Any parent or guardian may see the contents of these records by making an appointment. Any other person, except school administrators, counselors, and teachers, must have a release of records form signed by the parent or guardian.

**STUDENT WITHDRAWALS**
Several steps must be completed so that student records are cleared for transfer to another school. They are as follows:

1. Reason for withdrawal must be in writing from the parent or guardian.
2. A withdrawal slip must be obtained from the PEIMS clerk.
3. Each teacher must give a grade, obtain all textbooks, equipment, etc. and clear the student. The slip is then returned to the PEIMS clerk by the student.
4. The student must be cleared on textbooks, library books, and by the principal's office before the student is officially withdrawn.
5. When all steps have been completed, the principal will sign the withdrawal slip.
6. The student's school records will be sent directly to the new school upon written request from that school. (A request must be signed by the parent.)

**SUPPLIES**
Supply request forms are to be given to Mrs. Galvan and are available in the front office.
TARDY POLICY

1. Post the policy in student handbook, on classroom wall, on the front doors and windows.
2. Have teachers discuss the policy with the students and/or administration can mention it at the first meeting with grade levels for the school year.
3. Each student will check in at the front office for a tardy pass if they are not in class by the tardy bell rings.
4. The office clerk will give them a pass and write their name down so it can be entered into the computer.
5. The list will be entered into the computer throughout the day.
6. Once the clerk sees that the tardy warrants a referral, it will be written and given to Mrs. Sanchez so that she can speak to the student about the consequence.
7. The students will receive a warning from teacher & call to parents for 2 tardies; warning from administrator for 4 tardies; 1 day of ISS for 6 tardies; 2 days of ISS for 8 tardies; 3 days of ISS for 10+ tardies.
8. Repeated placement in ISS for tardies is considered persistent misbehavior and may result in DAEP placement.
9. In order for this to be fair to ALL students, ALL teachers must send students to the office for a tardy pass if the student in not in class when the tardy bell rings. If students know that some teachers send students and others don’t, this will cause a problem with enforcing the policy.
10. The student will start each nine weeks with a clean slate in regards to tardies.

TEXTBOOKS
A class set of textbooks will be delivered to each classroom. Teachers are responsible for keeping track of these textbooks and returning them at the end of the school year. The state requires that all textbooks are covered at all times. Please keep a record of the textbook numbers for which you are responsible. It is a good practice to write your name, room number, and the school year on the inside cover of the textbook. We will no longer be checking books out to parents.

TTESS
Evaluation of an employee’s job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee’s assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Policy DN series

STAFF ABSENCES
Your call must be received by Mrs. Galvan the night before or before 6:30 a.m. the day of needing a sub.

Martha Galvan --295-7192
Nancy Gonzalez--433-1582
Carmen Quinonez – 280-0601
Dorothy Marchan – 433-9528
Joey Rivera – 299-0343
Paula Sanchez – 463-7687
TRAVEL REQUESTS/TRAVEL EXPENSE REIMBURSEMENT
Before any travel expenses are incurred by an employee, the employee’s supervisor and the superintendent or his designee must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District. Authorized travel expenses shall be paid on a per diem basis for meals. For full-day travel, the per diem allowance will be used at the employee’s discretion when traveling out-of-district for 24 hours or more. No receipts shall be required when a per diem allowance is received. For partial-day travel the per diem meal allowance will be prorated for less than full-day, out-of-district travel. Reimbursement for travel expenses (mileage, meals, lodging, and other travel-related expenditures such as parking fees, city use fees, etc.) shall have the approval of the employee’s immediate supervisor. Reimbursements exceeding the state rate shall have the superintendent’s approval.

REIMBURSEMENT
An employee of the District shall be reimbursed for authorized travel if such travel is at the request of the employee’s immediate supervisor and is approved by the superintendent or designee. Reimbursement for travel expenses (mileage, meals, lodging, and other travel related expenditures such as parking fees, city use fees, etc.) shall have the approval of the employee’s immediate supervisor. Original receipts must be presented for reimbursement. The superintendent may approve more than the state-approved rate per individual when the travel is required by the District and is reasonable. If travel amounts exceed the rates authorized for state employees in the current state appropriations act, the superintendent shall ensure that accounting records accurately reflect that no state or federal funds were used to reimburse those excess amounts.

PER DIEM
This allowance will only apply to meals and will eliminate the need to submit receipts for meals reimbursement. Employees will not receive an advance check for meals. The per diem allowance will be used at the employees’ discretion. In addition, coaches/sponsors traveling with student groups will adhere to the per diem rate used by students. The per diem meals allowance will be pro-rated for less than full-day out-of-district travel.

VALUABLES
Please do not keep valuables or money in your classroom. Any thefts must be reported to the principal/campus police in writing.

VIDEOS
All videos must be approved by the principal that are not from Discovery Learning or other computer streaming programs that the district has purchased. The form must be submitted 24 hours in advance and appear in your lesson plans.

Videos that do not directly reflect the TEKS of your class will not be permitted. Please do not leave questionable movies or videos for a substitute teacher to show.