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**2020-2021  
Staff Handbook**

## **POLICIES AND PROCEDURES**

### **Purpose:**

The purpose of this handbook is to make you aware of campus procedures in order to provide the best educational program for the students at Pebble Hills High School. Although we have attempted to be as comprehensive as possible in outlining building policies and procedures, we cannot anticipate every situation that might arise during a school year. If at any time you have a question or need clarification, please request clarification with an administrator.

It is the responsibility of all employees to set a positive example for our students. These policies and procedures are to be followed by all personnel and are considered a campus addition to the district-wide handbook provided to each employee on the Socorro ISD website. Grading policy, absence policy, governmental regulations and so forth will be found in this handbook. It is required that each staff member read this material carefully.

Throughout the year, new policies may be added or changes may be made to existing policies. All new policies will be located in the office for your review prior to their approval by the school board. If you wish to make recommendations regarding policies, please schedule a meeting with the principal.

### **Mission Statement**

Within a respectful, safe, and supportive environment, the PHHS Team will provide relevant, challenging, and innovative learning experiences founded upon high expectations, self-accountability, and critical thinking to prepare students to compete in and positively contribute to a global community.

### **Campus Goals**

Goal 1: PHHS staff will ensure a safe school environment for students, staff, and community members by implementing both current and new initiatives to address safety concerns, keeping safety a top priority.

Goal 2: PHHS students will receive a quality education with rigorous instructional standards that adequately prepares them for the college and career of their choice.

Goal 3: PHHS administration will recruit and retain 100% Highly Qualified faculty, staff, and support personnel to improve student academic performance and to ensure that students graduate college and career ready.

Goal 4: PHHS staff will build positive parent, business, and community partnerships to ensure the academic success of students by engaging in collaborative district and campus-level activities; by connecting regularly via numerous means of communication; and by providing regular access to current educational information.

Goal 5: PHHS campus leaders, faculty, and staff members will ensure that students receive a quality education by working collaboratively towards the fulfillment of educational goals at the federal, state, and district level.

### **Duty Hours**

Instructional time is officially from 8:00 am-4:15 pm. Teachers and aides are required to attend all staff and professional development, faculty, and department meetings. Teachers are also required to attend assigned ARD's, parent conferences, freshmen orientation, and open house.

Teachers will have a minimum 35 minute duty free lunch period. Teachers are required to actively monitor their hallways and stand by their classroom doors during transition and before classes begin in the morning, after lunch, and after school. Teachers' active presence is of great help in preventing problems that might occur. Teachers should also assist with the flow of hall traffic, reducing tardies and student loitering. If a teacher's classroom is adjacent to a stairwell, he or she will need to monitor the stairwell as well. Right of way traffic should be enforced.

### **Faculty Meetings**

Faculty meetings will be called as needed, and these may occur as early as 7:00 am or take place after school and run until 5:00 pm or later if needed. All teachers are expected to attend and be on time. Each meeting will have an agenda and a sign-in sheet.

## **Code of Ethics and Standard Practices for Texas Educators**

### **Enforceable Standards**

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*

### **Discipline**

The Behavior Management Step Form will be provided by administration before the first day of school. Parental contact must be made and documented on the Behavior Management Step Form for student concerns that arise. Campus security/Administration is to be requested for severe infractions only. Referrals are to be used only for severe infractions, or for a repeated minor infraction that has been documented with previous parent conferences. Students must see an administrator before being placed in SAC.

## Bell Schedule



### A Block Bell Schedule

A-Lunch			B-Lunch			C-Lunch		
0 Period	8:00 AM	8:30 AM	0 Period	8:00 AM	8:30 AM	0 Period	8:00 AM	8:30 AM
1st Period	9:00 AM	10:35 AM	1st Period	9:00 AM	10:35 AM	1st Period	9:00 AM	10:35 AM
Lunch	10:35 AM	11:10 AM	2nd Period	10:40 AM	11:22 AM	2nd Period	10:40 AM	12:15 PM
2nd Period	11:15 AM	12:50 PM	Lunch	11:22 AM	11:57 AM	Lunch	12:15 PM	12:50 PM
3rd Period	12:55 PM	2:30 PM	2nd Period	12:02 PM	12:50 PM	3rd Period	12:55 PM	2:30 PM
4th Period	2:35 PM	4:15 PM	3rd Period	12:55 PM	2:30 PM	4th Period	2:35 PM	4:15 PM
4th Period	2:35 PM	4:15 PM	4th Period	2:35 PM	4:15 PM	4th Period	2:35 PM	4:15 PM

### B Block Bell Schedule

A-Lunch			B-Lunch			C-Lunch		
0 Period	8:00 AM	8:30 AM	0 Period	8:00 AM	8:30 AM	0 Period	8:00 AM	8:30 AM
5th Period	9:00 AM	10:35 AM	5th Period	9:00 AM	10:35 AM	5th Period	9:00 AM	10:35 AM
Lunch	10:35 AM	11:10 AM	6th Period	10:40 AM	11:22 AM	6th Period	10:40 AM	12:15 PM
6th Period	11:15 AM	12:50 PM	Lunch	11:22 AM	11:57 AM	Lunch	12:15 PM	12:50 PM
7th Period	12:55 PM	2:30 PM	6th Period	12:02 PM	12:50 PM	7th Period	12:55 PM	2:30 PM
8th Period	2:35 PM	4:15 PM	7th Period	12:55 PM	2:30 PM	8th period	2:35 PM	4:15 PM
8th Period	2:35 PM	4:15 PM	8th Period	2:35 PM	4:15 PM	8th period	2:35 PM	4:15 PM

### Friday Bell Schedule

A-Lunch			B-Lunch			C-Lunch		
0 Period	8:00 AM	8:30 AM	0 Period	8:00 AM	8:30 AM	0 Period	8:00 AM	8:30 AM
1st Period	9:00 AM	9:45 AM	1st Period	9:00 AM	9:45 AM	1st Period	9:00 AM	9:45 AM
2nd Period	9:50 AM	10:35 AM	2nd Period	9:50 AM	10:35 AM	2nd Period	9:50 AM	10:35 AM
3rd Period	10:40 AM	11:25 AM	3rd Period	10:40 AM	11:25 AM	3rd Period	10:40 AM	11:25 AM
Lunch	11:30 AM	12:00 PM	4BC	11:30 AM	12:15 PM	4BC	11:30 AM	12:15 PM
4A	12:05 PM	12:50 PM	Lunch	12:20 PM	12:50 PM	5 C	12:20 PM	1:05 PM
5AB	12:55 PM	1:40 PM	5AB	12:55 PM	1:40 PM	Lunch	1:10 PM	1:40 PM
6th Period	1:45 PM	2:30 PM	6th Period	1:45 PM	2:30 PM	6th Period	1:45 PM	2:30 PM
7th Period	2:35 PM	3:20 PM	7th Period	2:35 PM	3:20 PM	7th Period	2:35 PM	3:20 PM
8th Period	3:25 PM	4:15 PM	8th Period	3:25 PM	4:15 PM	8th Period	3:25 PM	4:15 PM

Faculty and staff can purchase lunch in the cafeteria. Faculty and staff may set up an account with the cafeteria. The cafeteria will not allow any negative balances on accounts. If a teacher leaves the campus for lunch, he or she must sign out in the front office as part of our safety protocol.

### Lesson Plans

Teachers are required to maintain up-to-date lesson plans. Lesson plans will be turned in to their administrators:

All Classes – At the end of the 3 weeks as indicated on the PLC cycle.

Lesson plans should include all of the following:

1. Name
2. Dates
3. Subject, class (periods)
4. Instructional Objectives or Essential Questions
5. Evidence of TEKS implementation within student work
6. Description of methods of assessment
7. Materials
8. Accommodations and extensions
9. Pacing guides must be followed

Various auditing teams are now requesting to see lesson plans, especially for special programs. TTESS requires that the lesson plans note the alignment to the respective EOC.

### **Field Trips**

Teachers requesting field trips may do so by submitting a Field Trip Request form to the principal at least four weeks prior to the date of the trip. Field trips must be scheduled only between the hours of 8:15 am and 2:30 pm to allow for regular bus runs. A request form must be filled out and given to the attendance office at least one week prior to the trip. This will allow the attendance office to assure that each student going on the field trip has not lost credit in any classes. The field trip parent permission form, off-campus activity form granting permission from all teachers, and the attendance form can be found on the webpage. Be sure to include transportation for special needs students. Be sure to include the nurse for medical interventions. No field trips will be approved during EOC months or the week of final tests. Students must wear student I.D.s at all times during field trips.

### **Movies in the Classroom**

Movies are not allowed in the classroom unless they are directly linked to instruction and aligned to the TEKS. Movies with an “R” rating will not be allowed to be viewed. Teachers must secure written approval from their immediate supervisor prior to showing a movie. Forms can be obtained through the webpage. Due to the minimum amount of available instructional time, approvals will be made on an extremely limited basis.

### **Hall Passes**

No student should be allowed out of class without a pass. A student outside of class must have his or her student ID and a school issued pass. Do not allow more than one student to leave class on a single pass. Please ensure students are using the designated pass issued by administration.



## **Grading Procedures (EIE, EIA)**

The following policies and procedures derive from ADREG EIA. All teachers need to be extremely familiar with ADREG EIA, as it establishes effective communication with parents regarding a student's progress within the classroom. The following weighted averages to be used to calculate grades during a nine-week grading period.

50% - Daily grades, 15 grades minimum per 9 week period.

30% - Major grades, 3 grades minimum per 9 week period.

20% - Nine weeks test, shall be comprehensive and shall include a campus common assessment.

## **Progress Reports and Report Cards (EIE, EIA)**

The following procedures will be adhered to regarding the reporting of progress or grades to the parents:

1. Progress reports will be sent home to parents for their review and signature every three weeks.
2. The teacher will be responsible to keep all progress report grades on file in case of parent concerns.
3. Parents are to be informed as soon as evidence exists that a student is not making sufficient progress for promotion to the next grade **(i.e. the student is in danger of failing at any given time in the year)**. Parents are to be given every opportunity to assist the school in a timely manner to ensure the student's successful completion of the assigned grade.
4. If students are working on long term projects, progress on the project must be monitored and graded a minimum of every other instructional day within the timeframe of the project.

## **Reteach and Retest Policy (EIE, EIA)**

1. At the end of the nine week period, the teacher will administer a comprehensive nine weeks exam. Any student who violates the testing procedure set up by the teacher will be subject to the discipline management plan. Per ADREG EIA, all students must be allowed to redo tests if they received a failing grade.
2. If a student cheats during an exam, they must be allowed to retake the exam after receiving a zero for cheating. Per ADREG EIA, the two grades will be averaged (the zero and the new grade).

3. A major exam shall be administered at the end of each grading period in each subject area on the dates designated by the campus. The test schedule for which classes will be tested each day will be announced.
4. A student will not be exempt from taking the major exam in any subject in which any other student is required to take an exam.
5. Student grades will be based only on mastery of TEKS. All assignments in the gradebook shall be aligned to subject TEKS. Student grades shall not be penalized for unsatisfactory conduct. Such matters must be addressed through the conduct grade only.

### **Modifications of Instruction**

In serving Special Education students, ESOL students, and 504 students, certain modifications will be required. The special education teachers will send modification recommendations to regular classroom teachers. Administrators will send 504 accommodations to teachers. It is the responsibility of each teacher to know if modifications/accommodations of instruction are needed to satisfy a student's IEP/needs. Teacher input forms must be returned to the special education department or administrator within a week. Please feel free to ask for assistance in your lesson modifications/accommodations. Be sure to send an academic/behavior report. Modifications/accommodations for special education students/504 students are required by state law and are not optional.

### **Credit Averaging**

In accordance with SISD policy, students who have failed the first semester of a yearlong course may still be eligible to earn credit for the entire year. This can be accomplished by achieving a 70 average for the two semesters (ex. A 60 for the first semester and an 80 for the second semester averages to a 70 for the year and would result in full credit.) Teachers shall inform students of this policy.

### **Gradebooks**

Gradebooks will be maintained electronically by the Tyler Munis program. It is suggested that teachers review and print gradebooks at the end of each nine weeks for their personal file. Attendance should be included in the report. A minimum of two grades per week are due every Sunday by 6:00 p.m.

<b>Hard copies of gradebook and attendance will be turned in at the end of the year.</b>
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### **Grade Changes**

All grades reported for a grading period which need to be changed must be changed within five school days from the end of the grading period. Incorrect grades must be changed within five days from the day report cards are issued.

Any student who fails a class will be ineligible to participate in extracurricular activities even if a grade change is submitted. The only conditions under which a student will regain eligibility as a result of a grade change will be:

1. School/state grading procedures were violated.
2. A mechanical error was made in averaging or recording the original grade.

### **Honors Policy**

Academic dishonesty shall constitute a violation of the rules and regulations of this campus, and is therefore subject to administrative review. This shall include, but not be limited to **cheating, plagiarism, or collusion.**

**Cheating** on a test shall include:

1. Copying from another's paper.
2. Using test materials not authorized by the test administrator.
3. Collaborating with or seeking aid from another student during the test period without permission.
4. Knowingly using, buying, selling, stealing or soliciting, in part or in whole, the contents of an unadministered test.
5. The unauthorized transporting or removal, in part or in whole, of the content of an unadministered test from a room, computer, website, or other secured area.
6. Substituting for another student or permitting another student to take a test with a false identification.
7. Compromising the integrity of the testing environment in any way in violation of the teacher's specific instructions. This includes, but not limited to, talking, sharing materials, or failure to keep answers covered.

**Plagiarism** shall be defined as the appropriating, copying, buying, receiving as a gift, or obtaining by any means other than independent individual work, the unacknowledged submission or incorporation of it as one's own work. This shall include pieces available through computerized sources.

**Collusion** shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

If a student violates the Honors Policy teachers will:

1. Call and conference with student's parents.

2. Give student a zero for the assignment/test (student can retest per ADREG EIA).
3. A discipline referral will be given to the student if the incident involved violation of other rules in the Student Code of Conduct or Pebble Hills High School Student Handbook.

### **Attendance and Loss of Credit**

A student shall not be given credit for a class if the student is not in attendance for 90% of the time. Once a student has exceeded the number of absences to comply with the 90% rule the student will lose credit for that class. A student that falls below 75% will go through committee review prior to completed hours, at that time a decision will be made regarding LOC. The student and parent will meet with Mr. Woods or the Loss of Credit Clerk. On an individual basis a decision will be made regarding tutoring to make up for class time. The tutoring will be during extended instructional hours and, if possible, will be in the subject area in which the student is in danger of losing credit. If the absences are unexcused, that factor will determine whether or not the student is allowed to attend tutoring.

### **Attendance Accounting Procedures (HB5)**

Attendance accounting will be maintained on computer by the office. Please follow these procedures:

1. Sign daily attendance reports in black ink only.
2. Teachers need to sign verification forms on a daily basis in order to make any changes or corrections for accurate student attendance which can lead to loss of credit. Please verify absences before you sign them.
3. Teachers must take attendance within the 20 minutes. Please double check your attendance before submitting to Tyler.
4. If a student is late mark them tardy. With Tyler you are able to change the absence to present or tardy unless attendance has entered the code. You cannot override a code once attendance has entered it.
5. Do not send students down to the attendance office to get a tardy slip once that student arrives to your classroom. Mark them tardy in Tyler. The student is missing instruction when sent to the office, and once he or she receives the tardy slip, may take his or her time getting to class.
6. If you will be taking your students out of your classroom to the library, computer labs, counseling center, or anywhere other than your classroom, email the campus as to where your class is located. Please post a sign on your door with that same information.
7. Make sure all students are on your list if students are leaving the campus for games, field trips, etc... Teachers requesting field trips may do so by submitting a Field Trip Request form to the principal at least four weeks prior to the date of the trip. Field trips must be scheduled only between the hours of 8:15 am and 2:30 pm to allow for regular bus runs. A request form must be filled out and given

to the attendance office at least one week prior to the trip. This will allow the attendance office to assure that each student going on the field trip has not lost credit in any classes. The field trip parent permission form, off-campus activity form granting permission from all teachers, and the attendance form can be found on the webpage. Be sure to include transportation for special needs students. Be sure to include the nurse for medical interventions. No field trips will be approved during EOC months or the week of final tests. Students must wear student I.D.s at all times during field trips.

8. Prior to leaving for an athletic event, academic event, teachers must submit a pass list 48 hours before the event to the attendance office.

### **Schedule Change**

Administrative Regulation EED – Students may drop a course without a consequence only up to the fourth day of each semester. After that time, students will not be dropped from a course unless the reason for the drop meets certain criteria and is approved by an administrator.

### **Request for Student Information**

Any request for student information must be referred to the office.

### **Textbooks**

Teachers are required to record and maintain a list of the book numbers. Textbook checks should be conducted by the teacher at the end of the semester. Teachers are accountable for all textbooks checked out to them from the bookroom or from the library (dictionaries, classroom sets, and TE's). Notify the textbook clerk when a textbook is lost, destroyed, or damaged by a student.

### **Parties**

No class parties or free periods are allowed.

### **Employee Tardiness (DEC Regulations) (DEA, DK, DL)**

Employees shall be expected to arrive at work at the time designated. For teachers, this includes being in meetings, PLC's and or duty stations ready and prepared to begin at the designated time, 8:00 am.

### **Employee Absences (DEC Regulations) (DEA, DK, DL)**

In the event of an absence, employees are to do the following:

1. Although sick days are provided by the state and district, these days should not be abused.
2. Enter the absence into AESOP before 6:00 am. And notify your immediate supervisor.

3. **Personal Days:** Per policy personal days must be approved by the your immediate supervisor a minimum of three days in advance, in writing. By policy personal days cannot be approved before or after a state holiday, before or after an intersession, state testing days, staff development days, first or last day of school or parent conference days.
4. **Emergencies:** The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family. Contact your immediate supervisor, if you have an emergency.
5. **Illnesses:** At any time documentation may be required for any absence at the discretion of administration.
6. **Jury Duty:** Employees summoned for jury duty will be granted release time for their service upon presentation to your supervisor a copy of the summons. Employee salary and other benefits will accrue without penalty. Any reimbursement paid by the courts may be retained by the employee. The employee will provide necessary documentation to Sofia Hernandez indicating the dates and times services were rendered for jury duty.
7. **School Business:** Teachers must complete a Trip Request form or an Absence from Duty form if an absence is school business at least five (5) days in advance. Any school absence that is not approved by the school administration will be charged to the employee's personal absence.

### **Substitute Folders**

All teachers are required to generate a Substitute Folder that is to be turned in to the attendance office. The folder will be used by the substitute to enable him or her to conduct class in the event of an absence. The materials should include:

1. General lesson plans, aligned to TEKS, for up to 5 days work. Student copies or material needed will be created by the teacher and left in an accessible location in the classroom for substitutes.
2. Class schedule
3. Procedures for attendance
4. Seating chart
5. Fire drill procedure
6. Lockdown procedure
7. Hall pass procedure
8. General information

Do not leave access to computers, calculators, or other valuables when you are absent. Also, instructions limiting the number of students leaving the classroom must be left for the substitute.

### **Conference Period (DEC Regulation) (DEA, DK, DL)**

It is not a free period to conduct personal business or leave the campus. Do not schedule personal appointments outside of school during this time.

### **Leaving Early**

All employees who leave more than one hour early or who arrive more than one hour late, will be charged with a half day absence. Any employee leaving campus must sign out in the office with the receptionist. Any employee requesting early leave or late arrival must have permission and form filled out from the immediate supervisor prior to leaving campus. Forms are available in the teacher's lounge in the administrative office.

### **ID Cards**

All faculty and staff are provided with a picture I.D. card free of charge at registration. Teachers and staff are required to wear the campus I.D. It must be visible at all times while in school and at school functions. I.D.'s are the property of Pebble Hills High School. There is a \$5.00 replacement charge to replace an I.D. and lanyard.

### **Student Dress Code**

Teachers are to enforce student dress code in classrooms at all times.

### **Illegal Items (FNCG,GKA)**

In addition to the items mentioned in the Student Code of Conduct, the following items are not permitted on campus:

1. Illegal drugs of any kind
2. Alcoholic beverages
3. Fireworks
4. Slingshots
5. Knives, Sharp objects or sticks, whistles, and noisemakers
6. Firearms (guns)
7. Spray paint, permanent markers and /or graffiti paraphernalia
8. Anything deemed inappropriate by the administration

**Possession of any of these items will be considered a serious violation of school rules. Pebble Hills High School is not responsible for the loss or theft of any personal property from classrooms or book bags.**

### **Parking**

Faculty and staff parking is provided in the front of the school. Parking passes will be provided.

### **Dress Code for Faculty and staff (DH Local)**

All staff members are expected to dress in a manner that projects a professional image for the employee, Campus, District, and the community. The style of clothing shall always reflect a professional and business-like atmosphere. This includes after duty hours on campus. Dressing for success and following the established teacher dress code policy will help you obtain the respect and credibility necessary from students and parents.

1. Clothes that maintain a professional and appropriate appearance.
2. Clothes are neat, clean, and in good repair.
3. Clothing for classes such as physical education, dance, and the like shall be appropriate for the class.
4. Dress and skirt length should fall no higher than 2 inches above the knee.
5. Shorts, spandex clothing, leggings, and sweats are not acceptable attire for the classroom. Spirit days are included. No exceptions.
6. Neckline appropriate with no cleavage showing.
7. Top straps should be a minimum of 2 inches in width.
8. Neither flip-flops nor heels higher than 3 inches are allowed at any time.
9. For parent meetings, males and females will wear business casual attire.
10. Employees may wear jeans only on Monday with a #TeamSISD shirt, and Fridays with a school shirt. When jeans are designated, they must be clean, no holes, neat and worn with a school (high school or college) spirit shirt.

School staff members who do not, in the judgment of an administrator, reasonably conform to this dress code shall receive a notice from the administrator. Repeated violations or refusal to comply with the directions of administration by an employee will result in disciplinary action, including sending the employee home to change clothing.

### **Keys**

Sofia Hernandez and Edgar Sanchez will issue keys. Under no circumstances are keys to be loaned to students. A replacement fee of \$5.00 (for each cylinder replacement) will be charged for each key lost. A \$10.00 fee will be charged if rekeying of classroom and closet are necessary. It is illegal to have your school keys duplicated. School keys can be made only by the maintenance department.

### **Mailboxes**

Each employee has an assigned mailbox which is located in the main office. Please check it on a daily basis and do not allow excess materials to accumulate. Correspondence with other schools and departments within the



district is sent via district mail. Envelopes are available in the mailroom for this purpose.

### **Copy Machines**

One copy machine is located in the mailroom, one machine is located in the teachers' lounge on the second floor of the C wing, and a third is located in the teachers' lounge in the D wing. Teachers will have a code to use the copiers and have a limit on the number of copies to be made. Copiers shall only be used to make 30 copies or less. Copiers may not be operated by students. There is also a rizo machine available for teachers in the mailroom. The rizo must be used for copies over 30. Classroom printers are to be used to make single copies only, and ink for classroom printers will be paid out of department funds.

### **Laminating**

The laminating machine will be operated by the campus librarian. The laminating machine will be located in the library. Please leave materials to be laminated along with the laminating request form in the designated bin set by the librarian.

### **Socorro's Acceptable Use of Internet Policy**

Internet access is available to students, teachers and administrators of Socorro ISD. It is expected that anyone having an account with the SISD Network accepts and abides by the following policies:

- Respect the privacy of others.
- Respect the legal protection provided by copyright license.
- Respect the integrity of computing systems.
- No advertising for profit or campaigns for political office.
- Do not use for playing games.
- No language which is abusive, profane, or sexually offensive.
- Email is not guaranteed to be private.
- If a member feels there may be a security problem on the Network, he or she must e-mail the system administrator and inform the webmaster @ ([webmaster@sisd.net](mailto:webmaster@sisd.net)).
- Protect your password.
- Abide by Federal and State laws regarding electronic communication.
- Failure to follow these rules will revoke your privilege to the Internet.

### **AV Equipment**

All audiovisual equipment must be checked out of the library. Once it is checked out, it becomes the responsibility of the teacher and must be locked away each night. AV equipment is not to be taken home without the expressed written permission of the immediate supervisor. AV equipment should be checked regularly to be sure that it functions properly. If it needs repair, be sure to notify the librarian. Teachers are not to use personal DVD players in their classroom.

### **Personal Use Of Electronic Media**

Reference policy DH.

### **Use of Electronic Media with Students**

Reference policy DH.

### **Telephone**

Phones should be used for school business only. Do not allow students to use the classroom phones unless they need to make contact regarding school business with their parents. Do not make any long distance or directory assistance calls from the school telephones. Dial 79400 to call the front office. Teachers are not to take or make personal calls on classroom phones or cell phones during instructional class time.

### **Care of Building (DGA,GKB)**

It is extremely important that we all take pride in our building and instill in students that same pride. We must maintain bulletin boards. Before posting any club information, request permission from your immediate supervisor. All clubs which put up displays in the hallways may only use the bulletin boards or windows for displays.

### **Custodial Services and Concerns**

All custodial services, not provided as routine, must be e-mailed to Edgar Sanchez at esanch01@sisd.net. Complaints must be handled in the same manner. Tools and cleaning equipment are not to be borrowed from the custodial rooms. Report all vandalism to security and repairs needed to Edgar Sanchez immediately.

### **Visitors (GKC Local)**

All visitors must check in at the front office and receive a visitor's badge. Presenters are included. A visitor is defined as one who is not a member of the student body or staff of Pebble Hills High School or SISD. No student guests are allowed. It is part of your duty not to be engaged in conversation with someone who appears at your door. It is your right to tell anyone who comes to your door that you are not allowed to converse during class time and that they should go to the office. Teachers' children should not be on campus during working hours unless special permission has been given by your immediate supervisor.

### **School Building Use after School Hours (DGA,GKB)**

Those wishing to use the building need to submit a Facility Usage Request form at least one month prior to the event to the Student Activities Director. Must be signed and approved by the principal. Security must be notified prior to entering the building on weekends or holidays. All groups using the school building must pay for security and custodians as needed.

### **Fire Prevention (CK)**

We will conduct one fire drill per month. Please familiarize your students with exit routes from your classroom. Sometimes during the fire drills, exits will be obstructed. In the case of unobstructed fire drills, please follow routine exit. During an obstructed fire drill, certain hallways or doorways will be barricaded to simulate a fire. In this case, the students will have to exit through an alternative route. Exiting and returning to the building should be done in an orderly and quiet manner. Upon exiting, the following steps should be taken:

1. Turn off all electrical devices including lights.
2. Close all classroom doors (these are to remain unlocked)
3. Exit in an orderly manner.
4. Teachers will take attendance when they return to class. Students are to remain with their teacher to maintain student accountability.
5. Take your Emergency Management Bag (Blue UTEP Bag)

### **Building Evacuation (CK)**

The building will be evacuated as needed for drills or for reasons which require that the building be emptied. Routine evacuation: students and personnel will move towards the sides of the school grounds designated by classroom evacuation plan.

### **Silent Evacuations (CK)**

The administrator or alternate will go to each room and office and inform the occupants to evacuate. The process will continue until the building is evacuated. Security will help with the orderly evacuation of the school. In case of evacuation, the campus will notify dispatch at 937-HELP and district security Chief at 937-0780.

Procedures to follow in case of building evacuation:

1. The administration will have an immediate emergency meeting in principal's conference room. All of the above listed personnel will be instructed to evacuate their assigned areas.
2. Emergency agencies will be notified.
3. Office personnel will assist campus administrators and counselors as needed.

## **Lock Down**

This is the condition to which the school will resort to if it becomes necessary for the building occupants to remain in the classrooms to which they are assigned. This includes, but is not limited to, someone on campus with a weapon. If the words “*Lock Down*” are heard over the intercom three times, all teachers must lock their doors, move students away from the doors and windows turn off the lights, and sit the students on the floor. They are to ignore all bells that may ring during the lock down. Security officers and administrators are to sweep the halls and bathrooms for any students who may be out of their classrooms. These students are to be moved to the nearest classroom until the lock down is removed. Everyone must stay where they are until the lock down condition is removed or until further instructions from administrators or civil authorities are received.

- Lock downs may also be accomplished by administrators, or their alternates, verbally instructing the occupants of their assigned areas (see Silent Evacuation).
- In case of a lock down, the campus will notify, the dispatch at 937–HELP(4357). Administration will be responsible for making the above notifications.

## **Injured Employees**

By law, SISD is required to report all on-the-job injuries to Texas Employer's Insurance. All on-the-job injuries should be reported to the school Nurse Cooper. A report must be filled out by all injured employees. The form must be filled out by the employee themselves; nobody else can fill out the report. The nurse will assist the injured person and recommend outside medical help, if needed. All employees returning to work from an injury must first obtain an approval from the personnel office to be given to the school nurse. The nurse will finalize the status of the release to return to work.

## **Nurse**

Our school nurse will handle all problems of health within the school. She is the only person who may excuse a student from school due to illness. In case of an accident, the student should not be moved until the nurse is contacted. In case the nurse is not on campus, you should notify an administrator. (937-9442)

## **Wellness Program**

The district wellness program is made available to all district employees. This program provides various types of health screening during the year.

## **Harassment: Policy DH, DI**

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 harassed are encouraged to promptly report such incidents to the campus principal, supervisor, Director of Employee Relations, or appropriate district official. If the campus principal or supervisor is the subject of a complaint, the employee should report the complaint directly to the Director of Employee Relations. The District's policy that includes definitions and procedures for reporting and investigating harassment can be found online at [sisd.net](http://sisd.net) (see Policy DIA).

### **Harassment of Students: Policy DH, FFG, FFH**

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting suspected child abuse, below, for additional information. The District's policy that includes definitions and procedures for reporting and investigating harassment of students can be found online at [sisd.net](http://sisd.net) (see Policy FFH).

### **Reporting Suspected Child Abuse: Policy DG, DH, FFG, GRA**

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. This includes abuse, neglect or exploitation of any student with a disability, whether or not a minor.

The school nurse can provide information on how to report abuse or you may contact the Texas Abuse Hotline (800-252-5400) or online at <http://www.dfps.state.tx.us/>. State law specifies that an employee may not delegate to or rely on another person to make the report. Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect. An

employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators. Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators.

Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

### **Employee Arrests and Convictions Policy DH**

An employee must 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 any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of school property or at a school-sponsored activity
- Crimes involving moral turpitude Moral turpitude includes the following:
  - 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
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI) • Acts constituting abuse or neglect under the SBEC rules.

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

### **School Improvement Team (S.I.T.)**

The purpose and goal of the School Improvement Team is to act as an advisory to administration in its efforts to improve the educational standards at PHHS. This will improve the students' ability to succeed in their educational endeavors. Any interested faculty, staff, or community member may attend. An agenda will be distributed prior to each meeting. Suggestions for items to be addressed by the committee should be submitted by the Friday prior to each meeting. Items should be related to the goal of the committee as stated above. Minutes will be taken and distributed to all faculty and staff.

### **Announcements**

Announcements will be made daily. Please require your class to listen. If you have information to be announced, email Student Activities Director with announcements. Announcements will not be made during instructional time, only during the allotted announcement time.

### **Campus Bulletin/Parent Newsletter**

A parent newsletter will be emailed at various times throughout the year.

### **Campus Calendar**

The campus calendar is located on the webpage. Email the Student Activities Director with your event.

### **Business Office (DG, CAA)**

If you have money to turn in, do it in the Business Office on a daily basis. You are not permitted to collect or store money from students which are not deposited with the Business Manager. Receipts must be written at all times. All school club expenditures must have prior approval from the principal, in writing. Please allow one week for checks to be prepared.

**The school is under no obligation to pay bills or reimburse individuals for purchases that have not had prior approval from the principal.**

Anyone violating this rule must personally assume the obligations for payment. Supporting documents (receipts, invoices, and statements) must accompany every expenditure.

### **Purchase Orders**

Purchasing instructional materials is done through the departments, see your department chair. Quotes must be submitted by department chairs for purchases over \$100. These forms may be picked up at the Business Office. All purchases must have prior approval from the department administrator and the Director of Purchasing at the DSC. A Vendor Data Entry Sheet must be on file for all vendors. Requests for checks must be submitted one week in advance. Request checks **before** services are rendered or products are received. We will not generate checks after the fact. Any checks over \$500 must be approved by the DSC.

### **Trip Requests**

Teachers taking trips must submit a Professional Trip Request Form for approval by the administration at least ONE MONTH prior to departure. Forms are available in the administrative office teacher's lounge.

### **Supplies**

Any supplies must be obtained from the department chair.

### **Change of Address**

Anytime you change your address or telephone number, you are to notify the campus secretary.

### **Smoking/Tobacco Use**

PHHS is a smoke-free campus. Smoking or tobacco use is not allowed anywhere on campus or within 1000 feet of the campus. The parking lot is considered the campus.

### **Clubs (FJ)**



All sponsors must observe the following rules:

1. Sponsors must be present at club meetings. It is recommended that club meetings be held before school, after school, or during lunch.
2. The principal is in charge of fund raising. Make an appointment to get an application and approval for time and date of fund raising. Before starting a fundraiser, please make sure you have an approved application. Fund raising projects will not be approved until previous projects have been recapped.
3. Banquets- the club sponsor will get permission from the immediate supervisor.
4. Expenditures of Club Funds- No one is permitted to make any purchase or draw on any school account without prior approval from the principal.

<p><b>5. All school activities and meetings must be posted on the website campus calendar.</b></p>
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### **Special Contest**

Contests and special events sponsored by civic clubs, commercial firms, government agencies or any individual or group of persons, not a part of the school system must be cleared with the principal.

### **Electronic Devices for Students**

Electronic devices may be used in the appropriate instructional setting under teacher supervision. Improper use of cell phones and electronic devices will result in the confiscation of the device. A \$15 retrieval fee will be charged after a documented first warning. The campus is not responsible for lost, stolen or broken items.

## Pebble Hills High School Staff Handbook

I \_\_\_\_\_, have received the 2020-2021 Pebble Hills High School Staff Handbook. I understand that I am responsible for knowing the information in the handbook, and that I must follow the Campus and District policies and procedures within.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date