Bernarda Jaime Junior High

2025-2026

Faculty Handbook



Amanda Morgan, Principal
Dr. Andres Martinez, Assistant Principal
Sarah McCasland, Counselor

Goals for 2025-2026

The Vision: Bernarda Jaime Junior High will pave the way for future excellence.

The Mission: Our mission is to develop young minds through active and creative collaboration while encouraging self-independence in a challenging learning environment that will help each student at Bernarda Jaime Junior High.

Riders RIDE: Riders are Resilient, Inspirational, Determined & Empathetic

ABSENCES

Bernarda Jaime Junior High School Faculty and Staff will submit requests to the Principal or Assistant Principal a minimum of **2 days** in advance for personal or sick leave. **Notifying the secretary alone is not acceptable.** Teachers must enter their request on the Powerschool app or website and other staff must complete a request form. Preparation for substitute teachers includes: lesson plans with clear and thorough explanations, a detailed teacher daily schedule, classroom rules and any material or equipment necessary for the lesson. Teachers are required to have a substitute folder on file in the office containing at least five days of classwork for their classes in case of an emergency. **The substitute folder is due to the Campus Secretary by Wednesday, August 13, 2025 prior to leaving for the day**. This folder is for emergencies only and not for planned absences. No more than 10% of the staff can be authorized to be out on the same day. We understand that emergencies do arise and those will be the only exceptions made by the principal when allowing staff to be absent on the same day that it is requested on. **All staff must notify the principal before 6:15am if you are needing to be off the day of. If the principal is not available then contact the assistant principal. Cell phone numbers for administrators are:**

Amanda Morgan	**361-562-4338**
Dr. Andres Martinez	**956-577-5722**

ANNOUNCEMENTS

Announcements will be made over Google Meet once a day. Announcements and the pledge will be made at 7:55 and if needed at the end of the day. Teachers wishing to have information announced must present it in writing to the office no later than 7:45 am. Teachers, coaches and all academic coaches are urged to report results of tournaments or other student accomplishments or recognition as soon as possible, so those students will be recognized for their efforts.

ATTENDANCE

Attendance will be taken electronically every period during the first 5 minutes of class. Official attendance is taken every day at 10:00 a.m., which is the second instructional hour as required by state law. Attendance corrections should be documented using an “Attendance Correction” form turned in on the day of error to the PEIMS clerk. All attendance will be updated and kept in accordance with district policy.

BUS/VEHICLE REQUESTS

Requests for use of bus and/or driver for school sponsored trips should be made at least one week in advance. Late requests result in shortages of buses and/or drivers due to the number of extracurricular events. Vehicle requisition form and travel request form must be completed and approved by the principal then delivered to the central office. Both request forms are available in the campus office. Once a travel request has been submitted, if a vehicle is no longer needed, it is the responsibility of the staff member who requested to notify the transportation department of any changes.

CAMPUS CLOCK IN/OUT

All faculty and staff will clock in and out daily. You may use any entrance/exit from the campus you choose with the exception of the administration side door entrance/exit. All badges will be turned off and will not work with that door. Please use all other doors to enter and exit the building.

CALENDAR OF EVENTS/WEEKLY BULLETIN

A calendar of events for the school year is kept in the office. All regular meetings, called meetings, and other activities or events sponsored by any organization must be recorded on the calendar by the principal well in advance of the date requested in order to avoid conflict with other organizations. Turn in a schedule of events each month for the following month's activities. Please make sure to refer to the Weekly s'more to be informed of all weekly activities and other due dates. S'mores will be emailed to all faculty and staff the Friday prior to being effective.

CAMPUS STAFF WILL ENSURE THAT ALL STUDENTS FOLLOW DESIGNATED BEHAVIOR EXPECTATIONS INCLUDING BUT NOT LIMITED TO:

- CAMPUS CELL PHONE POLICY
- CAMPUS HAND GESTURES & GIVE ME FIVE
- CAMPUS NORMS
- HALLWAY AND TRANSITION SUPERVISION
- 10/10 RULE
- DISTRICT EXPECTATIONS
- DIGITAL HALL PASS

CLASSROOM DISCIPLINE

Teachers are responsible for maintaining classroom discipline that facilitates the learning of all students in the class. Teachers should be knowledgeable about the student code of conduct and campus wide expectations, establish their classroom discipline at the beginning of the school year, be firm and consistent in their classroom discipline and **ENFORCE** the code of conduct **AT ALL TIMES**. Teachers are responsible for reviewing the student code of conduct and the teacher's individual classroom rules at the beginning of the school year with their students. Classroom rules should be consistent and fair. Classroom rules and building positive relationships with students is also very important in every classroom to prevent discipline problems.

The administration will always support teachers in implementing and maintaining their discipline procedures as long as all of the proper steps have been followed. Teachers are responsible for their classroom discipline including the use of techniques to correct misbehavior; which may involve student consequences, student conferences, parent conferences, calling parents for positive and negative behavior and developing an individual behavior plan for students that continuously misbehave. Prior to students being referred to the office with a referral (excluding high referrals), documentation should show evidence of interventions attempted by the teacher. All referrals will be submitted via the teacher Gradebook.

As noted on the Campus Discipline Flow chart, the teacher will observe the behavior and then decide if it is classroom managed or office managed. If the behavior is office managed, the teacher will write a high referral via Gradebook and will notify the parent as soon as time permits. Administration will receive the referral, will assign an appropriate consequence, will call the parent (after teacher calls) and will notify the teacher of the outcome via Gradebook referral and or email. If the observed behavior is classroom managed, the teacher will handle and assign an appropriate consequence as deemed necessary. Teachers will document all classroom managed behaviors as low referrals on Gradebook and will also notify the parent. If a student receives 3 low referrals for the same behavior in a 6 week period, please submit a high referral noting the dates of the 3 previous low referrals and parent contacts.

Possible teacher consequences include, but not limited to:

Isolate in class	Lunch detention	Loss of privileges	Student conference
Parent conference	Before/after school detention		Others as approved

***Please refer to Campus Discipline Flowchart located in Google Classroom.

CLASSROOM INTERRUPTIONS

Classroom interruptions by the office will be kept to a minimum. It is never acceptable for another teacher or students from another teacher's room to enter a classroom when class is in session. Messages or requests must be handled outside of class time. **DO NOT ALLOW ANY STUDENT TO BE IN YOUR CLASSROOM, AT ANY TIME IF THEY ARE NOT ON YOUR OFFICIAL ROSTER.**

COMPUTERS

Students will have access to computers during class. Teachers will assist and monitor instruction. Internet use by students must be closely monitored. As per SDISD Internet policy, the use of the Internet is strictly for educational purposes and not for personal gain or profit.

Computer work orders for repairs should be submitted online.

CONFERENCE & PLANNING PERIODS

Conference periods are to be utilized for instructional planning daily. Planning periods will also be utilized by instructional coaches and principal/assistant principal for PLC meetings every week. When not meeting with Instructional Coaches or Campus Administrators on planning days, campus administrators may have other assignments for teachers to complete. Teachers should be in their classrooms or in the staff workroom during conference or planning periods. Leaving school during the school day should be minimal and should be authorized by the principal or assistant principal. All will need to sign out and sign in when leaving and returning during working hours. Teachers are encouraged to visit other teachers while providing instruction in order to enhance any teaching practices within their own classroom.

COPIER

Use of the copier should be for school business only. Teachers should make use of the copier during their conference time, before school or after school. Students are never allowed to use the copier. **Please make every effort to minimize the number of copies made. Encourage handwriting/penmanship practice for your students.** Please report any copier problems to the office. Do not attempt to repair the copier beyond the point of a paper jam.

COUNSELING SERVICES

Individual counseling by the School Counselor is available daily on an as needed basis for students dealing with interpersonal and intrapersonal concerns.

On-going counseling is available to students by community agencies as referred by teachers and parents.

Counselor consults with teachers and parents on the referral process for students who are referred to Section 504 and Special Education.

Counselor assesses students who are referred to the Gifted/Talented program, ESL program, and Credit by Exam assessment using proper evaluation procedures.

A referral form will be on the school website for counselor referrals. Referrals can be made by students, teachers, staff and or parents.

Suicide Prevention Protocol

What you can do when you hear suicidal language or suspect someone is suicidal: Take the following steps:

- Ask About Suicide: REMEMBER: Asking about suicide does not put the thought of killing oneself in someone's head, but gives them a sense of relief that someone is finally hearing them and will LISTEN.
- Seek More Information/ Keep Safe-NEVER leave them alone.
- Seek a private area to talk.
- Seek to establish a relationship. Comment on what you see and observe non-judgmentally.
- Be curious about their perceived problem. Find out how long they've thought about suicide and if they've attempted suicide in the past and if tried to get help.
- Contact school administrator/counselor.
- Contact parent or guardian. Know Where and How to Refer (Take Action!)
- Know where to refer nationally, in Texas, in your area, your school or your community.

SAVE A NUMBER TO SAVE A LIFE
National Suicide Prevention Lifeline: 1-800-273-TALK\1-800-273- 8255
Local Crisis Hotline: 1-800-841-6467
Coastal Plains Community Center (Alice) 361-664-9587

Students Returning to School after a Suicide Attempt

Students who have made a suicide attempt are at a higher risk of re-attempting during the first 90 days after the attempt unless the parents and school work together utilizing evidence-based prevention protocols. It is important for the student to be monitored by parents, mental health professionals and designated school professionals which will establish an available support system.

The transition back to school after a suicide attempt and psychiatric hospitalization can be a difficult one, especially if the attempt was very public. The student's privacy going forward is critical and the student and his or her parents need to be an integral part of the decisions that get made in the reentry plan.

Procedures for returning to school:

1. Parents must provide the school district with a release from a mental health professional.
2. Students and parents will adhere to all treatment conditions prescribed by the discharging physician and the community based therapist and/or psychiatrist.
3. Obtain releases of information so the school counselor can talk directly to the student's hospital and outpatient treatment team. This will ensure that pertinent information is shared, and there is a smooth transition throughout the levels of care.

4. Meet with the student and his or her parents before the return to school, plan together what information they want shared and with whom.
5. Reassure the student and family that sharing information with school personnel will be done on a need to know basis. Faculty and staff that have direct contact should be informed so they can actively assist the student academically.
6. Speak with the student and his or her parents about how they think teachers and other school personnel can best support the recovery.
7. Reassure the student that staff will be available to help the student with any academic issues, and that it will be important for the student to reach out if he or she is feeling worried about their schoolwork. Possible 504 referral.
8. Create a crisis plan with the student that will include the names of the trusted adults he or she will reach out to in the school, family and community if he or she is struggling and especially if he or she is having thoughts of suicide.
9. Monitor social interactions. Meet with the student, and if he or she agrees, their friends, in the days and weeks following the transition back to school to check in and see how things are going with peers. Quickly address any bullying behaviors that are occurring.
10. Have regular contact with the student's parents and therapist to provide feedback and to garner information that will help to further support the student's recovery

DEPOSITING FUNDS

Funds to be deposited must be counted, coins rolled, and checks endorsed with the name of the organization (NJHS, Student Council, Band, UIL, DI, etc..). The deposit slip should be made in duplicate with the school name written on both copies. Extreme care should be taken to ensure deposits are accurate and legible. The deposit should be turned in to the principal or assistant principal for safekeeping until the deposit is made. **Money is not to be kept in the classroom.** The deposit will not be entered in the ledger book until the receipt has been issued and the amount should be entered as of the date of receipt. This will help to eliminate differences in the monthly balances of accounts in the campus and central books. Sponsors are responsible for depositing all money to the central office.

DETENTION

Before school, afterschool and lunch detentions are assigned by the Principal/Assistant Principal for documented referrals. These detentions are monitored by the Principal's designee. Teachers may assign detention as a consequence as well, but are responsible for monitoring and notifying the parent.

DOCUMENTATION BY ADMINISTRATION

A carefully developed documentation system has become essential for conducting effective evaluations and making informed personnel decisions. In addition to legal considerations, the objectives of personnel documentation include:

1. Forming a basis for evaluations using the T-TESS model
2. Improving teacher performance
3. Making job expectations and duties clear
4. Providing a basis for proceeding with employment action, including non-renewal
5. Monitoring student performance and achievement.

DUTY

All teachers/paraprofessionals will be assigned duty throughout the school year as needed for student supervision. **Teachers assigned to duty must clock in prior to reporting for duty. Teachers must be at their assigned duty stations on time (7:30-7:50).** Teachers are also required to monitor the hallway in front of their classroom by standing at their door at the beginning and end of each school day and in between class periods. Once students report to the teacher's classroom, they are to remain in the classroom and not linger in the hallway in front of the room. **All teachers/paraprofessionals have after school duty, however, teachers will be excused from after school duty on their assigned day of tutoring.**
Paraprofessionals will be assigned a duty location and after school bus duty.

***Duty schedule will be provided.**

END OF YEAR CHECK OUT

District issued materials that are checked out either electronic or instructional that are not considered consumables must be turned in at the end of the school year or upon separation from the district. Failure to do so may result in a payroll deduction for the cost of material, electronic or instructional.

EXTRACURRICULAR ACTIVITIES

Teachers may be asked to sponsor clubs, UIL, DI, Robotics, etc. All are required to monitor students at all times and comply with any guidelines which have been developed to ensure the success of the clubs, events, etc. and the safety of the students. **On days of scheduled practices, teachers/coaches must remain with students outside until all students are picked up by a parent or guardian.**
Each Organization/Sponsor/Coach will provide a binder that will be turned in to the appropriate coordinator at the end of the appropriate season. Each binder may include the following: Member List, Activity Account (if applicable), Meetings (Sign-ins & Agenda), Disciplinary Action, Dues/Fees Paid (if applicable) in order to receive stipend. Organization coordinator will request required documentation for the binder.

EMPLOYEE DRESS CODE

San Diego ISD is committed to creating a positive learning environment that will enable every student to develop skills, which will assist in achieving maximum potential. A positive image is essential in supporting this type of environment.

1. Employees are expected to dress in a professional, non-casual manner for all school days and staff development days.
2. All clothing will contribute to the professional appearance of the employee. Clothing will fit properly, be cleaned and pressed, and be in good repair.
3. Appropriate undergarments **must be worn**. Undergarments should not be visible.

4. The length of dresses and skirts shall be no shorter than a line drawn **immediately above the knee, or approximately 1.5 inches above the knee.**
5. Jeans may be worn with a San Diego I.S.D. school or District spirit shirts on spirit day each Friday or on days designated in advance by the principal. Jeans with holes **will not be allowed.**
6. "Cropped pants" must be at mid-calf or below. "Fun wear" (beach attire, shorts, laid back wear) clothing is not appropriate.
7. Sleeveless shirts **are not allowed** for male staff. Female staff members may wear sleeveless tops/blouses, if **the garments fit closely under the arms.**
8. **No** tank tops are allowed.
9. Spandex materials do not present a professional appearance and **are not appropriate** for school. Suggestive, tight, form-fitting clothing is **not appropriate for any staff member.**
10. **No leggings** or shorts will be allowed.
11. Halter tops, spaghetti straps or any shirts/blouses that expose cleavage or bare midriff **are not permitted.** See through or mesh apparel is allowed if worn with a sleeveless (no less than 2" wide straps) top/blouse underneath.
12. Garments/shoes deemed necessary by a physician are acceptable, provided the guidelines are met.
13. **No** warm-up suits shall be allowed, **except for coaching staff when performing athletic duties (PE or athletic periods)**.
14. **"Flip flops" and sandals with the strap between the toes shall not be allowed**.
15. **No stiletto or wedge style shoes over 4 inches in height allowed.**
16. **No clog type Crocs will be allowed.**
17. Hair must be clean, neatly combed and out of the eyes and face. Male employees' hair length shall be **no longer** than the top of the shirt collar.

Mohawks, ducktails or rat tails/ponytails **will not be allowed** on male employees. Mustaches, beard, and sideburns must be neatly trimmed (no Manchu-style mustaches). Hair on both females and males that is styled in a manner that is extreme, outlandish, distracting or draws attention to the individual is not allowed. Hair coloring, including highlights, and extensions, on both maile and female employees is limited only to natural hair colors (human hair color that is produced in nature). Hair colors, including highlights, that are not acceptable, include, but are limited to purple, blue, green, pink, orange, fluorescent red, yellow, neon yellow. Any hair color that is determined by the Principal or Supervisor not to be a natural hair color is not acceptable.

18. Men and women may wear dress button-front or polo-type shirts.
19. Docker-style pants or dress slacks are acceptable and must be worn with a belt.
20. Males should wear shirts with shirt tails tucked in. Ties and jackets are encouraged.
21. Male employees or male substitute employees **shall not be allowed** to wear earrings (clip on or pierced) or jewelry that requires body piercing.
22. Female employees or female substitute employees may wear earrings, **but shall not be allowed to** wear any other jewelry that requires body piercing.
23. Tattoos, except make-up tattoos such as eyeliner, eyeshadow, and lip liner, are **not allowed** to be visible. **Tattoos should be covered** (make-up, Band-Aid, etc.)

Exemplary conduct, personal appearance, and appropriate attire are the rule, not the exception, for the staff of San Diego I.S.D. Please keep in mind the image you project, to both students and community, is greatly enhanced by your clothing selections. **Therefore, please remember that if it is not allowed for the student, it is not allowed for the staff.**

DRESS CODE IMPLEMENTATION PROCESS

1. The Principal at each campus and the Department Supervisor at each Department will be responsible to review dress code policy with all staff members at the beginning of the school year to ensure the staff is aware. All employees must sign in to attend the meeting.
2. A PowerPoint Presentation has been created by the District Illustrating, with pictures, what is allowable and what is not allowable.
3. A district created employee dress code regulation letter regarding allowables has been posted on the district website.
4. The Dress Code Policy and Dress Code Administrative Regulations will be included in the Employee Handbook. By signing the employee handbook acknowledgment form the employee is stating that he has read the Handbook

and will abide by the standards, policies and procedures defined or referenced in the handbook including dress code regulations.

5. If the Principal determines that an employee has violated the Dress Code, the Principal will follow this process:
    - **1st <u>Violation</u>**-Written warning-The Principal will send the employee home to change. No absence leave will be charged to the employee if the employee returns to work within a two-hour period.
    - **2nd <u>Violation</u>**-Written warning-The Principal will send the employee home to change. Personal leave will be charged to employees according to the time it takes to return to work.
    - **3rd <u>Violation</u>**-Official written reprimand will be placed in file, and the employee will be recommended for Non-Renewal at the end of the School year. The Principal will send the employee home to change. Personal leave will be charged to employees according to the time it takes to return.
6. In order to seek a solution to the lowest possible administrative level, an employee may appeal after the third violation to the District Dress Code Committee.
7. The District Dress Code Committee will consist of administrators.
8. The District Dress Code Committee must schedule a meeting to consider the appeal within seven work days of the date it was submitted to the Human Resources Departments.
9. The employee will present his/her appeal to the District Dress Code Committee. The Committee will make a recommendation to the administrator or supervisor and inform the employee of their decision.
10. If the employee does not agree with the recommendation, the employee may file a grievance.

Be aware that these standards apply to all employees including full-time, part-time, as well as substitute personnel. Failure to adhere to staff dress code policy may result in disciplinary action. San Diego ISD believes that educating our children to be productive in a changing society necessitates an excellent educational system characterized by quality, equity, and accountability. By following set dress code standards and using sound personal judgment, this can be accomplished.

FACULTY AND STAFF DEVELOPMENT MEETINGS

Faculty meetings will be held after school on Wednesday's in the school library, during conference periods or via video. Additional faculty meetings may be called at the principal's discretion. All faculty members will be expected to attend all meetings and

attend content area meetings. Faculty members are required to inform the principal when they will be unable to attend scheduled meetings.

FIELD TRIPS

Field trips that are relevant to program and course objectives may be scheduled on a limited basis with principal approval. These trips should be scheduled at least one month in advance. The principal will require evidence that the trips are well planned and supervised; including trip itinerary, chaperone and student to teacher ratio.

FIRE AND SAFETY DRILLS

Fire and safety drills will be conducted at least once a month. A fire exit map should be clearly posted and visible in every classroom. Fire drill procedures should be reviewed with your class and strictly followed.

FUNDRAISING CAMPAIGNS

Classes or organizations will NOT hold fundraising campaigns without prior written approval of the principal/Central office. This approval is necessary in order to avoid overlapping of activities and so that appropriate dates for the fundraising can be placed on the district calendar. Such approval is necessary not only for money making projects carried out by students and their sponsors, but by parents for the purpose of aiding students and sponsors. **Organizations must follow the fundraising calendar. The Finance Director will give final approval for fundraising events.**

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline under what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

GRADE BOOK

All teachers are required to utilize Ascender to maintain their student performance records. **A minimum of 2 grades must be posted weekly (Friday, 4:00pm).** Campus administration will run a gradebook audit weekly to ensure grades are posted. Progress reports will be distributed after the third week of each grading period. GRADING GUIDELINES

GUEST SPEAKERS

The principal, prior to the presentation, must review all requests for guest speakers along with their subject matter.

INSTRUCTION

Instruction should address the needs of all learners. Every teacher is responsible for the implementation of the school curriculum. All teachers will be responsible for the instruction of their content area. Every effort should be made to integrate all core areas as well as technology, handwriting, fine arts, cultural and character education. In addition, each class period will consist of 45 minutes.

The S.D.I.S.D. Administrative Team will continue to monitor the instructional process. The T-TESS instrument will be utilized primarily focusing on student centered instruction. Feedback acquired through the Administrative Team walkthroughs will be provided in a timely manner. In addition to this, the principal and assistant principal will also continue to conduct informal walk-throughs per grading period.

A daily content objective and an exit ticket should be posted and visible in the classroom. Lessons for all areas should begin with a bell ringer and should end with an exit ticket. Timelines developed should be modified and adjusted at the beginning of each year based on assessment data of the previous academic year. Teachers should utilize DMAC for student data and interventions. Pacing guides and lesson plans should be in the pocket folder on the inside of your door. Pacing guides need to be updated weekly.

LENGTH OF SCHOOL DAY

Teachers are required to clock in by 7:45 a.m. and remain on campus until 4:15 p.m. Teachers assigned to duty are expected to be in their assigned areas by 7:30 a.m. and remain on duty until 7:50 a.m. All instructional assistants will assist with different door entrances and hallways and will report to campus at their assigned time.

LESSON PLANS

A weekly lesson plan should be submitted for review utilizing Google Classroom the Wednesday prior to instruction. This requirement will be monitored weekly for compliance. In addition, content area teachers should collaborate with resource and inclusion teachers when planning instruction.

LUNCH

All teachers are provided with a 30 minute duty-free lunch. Paraprofessional staff must clock out and back in from lunch at the front office for their allotted duty-free lunch time. If necessary because of a personnel shortage, extreme economic conditions, or

unavoidable or unforeseen circumstances, the District may require a classroom teacher or librarian to supervise students during lunch. A classroom teacher or librarian may not be required to supervise students under this exception more than one day in any school week. *Education Code 21.405*

PARENT CONTACTS

Documentation of (at a minimum 10) parent contacts are **required** to be completed on a weekly basis. A parent contact log will be placed in the Google Classroom for teachers to fill out electronically or paper log. All teachers must submit all parent contacts at the end of each grading period to the assistant principal. Teachers should make parent contact when they are having disciplinary issues with students in the classroom, to make positive contact with students, and immediately when a student falls below a grade of 70 in the class. Teachers should not wait for progress report or end of the grading period to make failure parent contacts.

PARTIES

There will be **NO parties** of any kind for any reason without prior approval of the principal. This includes the serving of refreshments and/or the use of classroom incentives.

NOTE: Students are not allowed to be eating or chewing anything in class (flower seeds, blow pops, gum, etc.)

PARKING

Faculty and staff members of BJJH can choose to park in front of the school but must leave the five parking spaces next to the counselor parking spot for campus visitors.

PEP RALLIES

All teachers will be active, visible, and in charge of crowd control, seating, and student conduct during pep rallies. Pep rallies will be scheduled ahead of time and the campus will run on a modified bell schedule.

SEXUAL HARASSMENT REPORTING

Employees shall not engage in conduct constituting sexual harassment of other employees and/or students. An employee who believes he or she has been or is being subject to any form of sexual harassment shall bring the matter to the attention of the principal, immediate supervisor, or Title IX coordinator in accordance with the procedures in the district's employee complaint policy (DGBA-LOCAL). Employees are also encouraged to come forward with any information about sexual harassment of a student.

SEXUAL HARASSMENT REPORTING

Staff members are required to attend special student activities and other events as requested by the administration.

SPECIAL CAMPUS ACTIVITIES

Professional staff members are required to attend special student activities and other events as requested by the administration. Other events that professional staff will be required to work include, but is not limited to, open house/meet the teachers, academic nights, report card events, promotion, etc. Paraprofessional staff may be asked to assist in special campus activities and will be compensated accordingly.

10. **Performance Pay Stipend**

This incentive program is a pay structure that will reward educators for their commitment and dedication to San Diego ISD.

The program is tied to student academic performance aimed at boosting student success as well as improving teacher collaboration, retention, and morale.

Structure:

Definition of Teacher: Teacher of record for at least 10 students in a tested area

1. A teacher in a **tested area** can earn between $1000-$4000. If the team on the campus all score above the state average, each teacher of that team will earn $1000. If the district scores at or above state average, the teachers in that subject area earn $1000.

2. Teachers in a non-tested area can earn up to $500. If the campus scores at or above state average in all tested areas, non-tested area teachers and Counselors will earn $500.

3. Campus Principals earn $500.00 per distinction earned by their campus.

4. Assistant Principals earn $250.00 per distinction earned by their campus.

STUDENTS LEAVING CLASS

Students are not allowed to leave class, except in an emergency and must have a hall pass (provided by the principal's office and issued by the teacher) at all times. Students not in class during instructional time and/or in the hall without a pass will be subject to disciplinary action. Teachers will be responsible for keeping students in the hallway to a minimum.

Teachers are not allowed to send students on errands without the approval of the principal. Due to the confidentiality of information often placed in teacher's mailboxes

(including attendance cards) students are not allowed in the teacher's workroom to pick up teachers mail or copies.

STUDENT WITHDRAWALS

Student withdrawals will be handled through the attendance office. The attendance office will collect all school materials before the student is withdrawn and obtain withdrawal grades from the teacher.

TEACHERS LEAVING CLASS

Teachers must remain with their classes at all times – in classroom, the library, traveling to and from any special assemblies, etc. Teachers are reminded that they are liable for anything that happens if they leave their students unattended.

Teachers should inform their neighboring teacher if they need to leave their classroom for emergencies.

TEACHER DOCUMENTATION

Teachers should maintain student documentation (DMAC reports, tutorial logs, discipline notes, parent/teacher conference forms, failure lists, etc.) in a data notebook to reference whenever necessary. It may also include anything else that the principal deems necessary.

TUTORIALS

Tested area teachers will be required to tutor two hours a week and non-tested areas will be required to tutor one hour a week. Tutorials can be held before or after school hours. All who tutor after 4:15pm will be compensated appropriately.

ADMINISTRATIVE PROCEDURES:

Hallway team effort: Administrators, counselors, teachers, and paraprofessionals will all be in the hallways monitoring movement and ensuring smooth transition into the next class period. Teachers are teaching at the bell: Since class time is limited, teachers are expected to begin instruction immediately for each period of the day.
Administration will specifically be looking for implementation of current campus initiatives, high yield strategies, use of technology, grade level appropriate material, pacing guides, teacher use of Curriculum and other district initiatives. **Please make sure to note this on your weekly lesson plans.**
Hallway traffic during class time will be strictly monitored. Students are ENCOURAGED to use the restroom during the 10/10 rule. Restroom breaks during class time should be limited to emergencies only.

Bernarda Jaime Jr. High School

ACKNOWLEDGEMENT OF RECEIPT

FACULTY HANDBOOK and ADMINISTRATIVE PROCEDURES

2025-2026

Employees shall comply with the standards of conduct set out in this policy and with other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as district employees and district policy. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination or nonrenewal of employment
(DH – LOCAL)

I have received access to a copy of the 2025-2026 Bernarda Junior High School Faculty Handbook and Administrative Procedures. I have read and/or reviewed the handbook and administrative procedures and I am knowledgeable of the contents of the handbook.

_____

EMPLOYEE'S SIGNATURE **DATE**

_____

PRINCIPAL'S SIGNATURE **DATE**