

2021-2022

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**THOMAS JEFFERSON HIGH SCHOOL**  
**INTERNATIONAL BACCALAUREATE WORLD SCHOOL**  
FACULTY HANDBOOK



SAISD

# CAMPUS MISSION STATEMENT

The mission of Thomas Jefferson High School is to provide an inclusive, relevant, comprehensive education within a principled diverse community. We are committed to inspire in each Mustang a love of learning and an affinity for risk, empowering them to persevere as balanced and thoughtful global citizens.

## Our Core Beliefs and Commitments

In SAISD, we believe:

- **Every student can learn and achieve at high levels.**
  - We will make all decisions based on attaining student achievement at or above grade level.
- **We are responsible for the education and safety of every student.**
  - We will ensure that all decisions, actions and resource allocations are made in the best interest of the students.
  - We will ensure a safe learning and working environment for all students and employees.
- **We are responsible for the efficient and effective operation of the school system.**
  - We will ensure fiscal responsibility to the taxpayers of the District.
- **Everyone should be treated with respect.**
  - We will ensure a high level of professionalism, customer service and respect for everyone.
  - We will lead by example.
- **People support what they help create.**
  - We will maintain the collaborative process for decision-making.

## Our Core Values

In order to achieve our goals and attain our commitments, we expect the following values to guide the behavior of all employees:

- Student Centered
- High Expectations
- Commitment
- Passion
- Integrity
- Respect
- Teamwork

## **ADMINISTRATION**

Head of School .....	Ralf Halderman
Assoc. Principal C/I .....	DeeDee Kristan
Asst. Principal CTE/CCMR .....	Shelby Parker
Asst. Principal A-E .....	Gema Palos
Asst. Principal F-L .....	Robert Reyes
Asst. Principal M-Ri .....	Luis De La Garza
Asst. Principal Ro-Z .....	JoAnn Herrington

## **Academic Deans**

English .....	Paula Dolloff
Individuals and Societies .....	Stacy Carroll
Math .....	Bernadette Fulghum
Science .....	Sheridan Gillam

## **AVID / IB Coordinators**

AVID Coordinator .....	Mary Garcia
IB Coordinator (Middle Years Program) .....	Jennifer Love
IB Coordinator (Diploma Program) .....	Yareli Melendez

## **Department Chairs/Coordinators**

English .....	Mary Garcia
Individuals and Societies .....	Monica Rodriguez
Math .....	Natasha Benavides
Science .....	Sheridan Gillam
Fine Arts .....	Ronnie Sanders
LOTE .....	Luz Perez
CTE .....	Jennifer Ingram
Special Education .....	Rebecca Hartsfield

Girls Athletic Coordinator ..... Jennifer Gomez  
Boys Athletic Coordinator ..... Ed Cardenas  
JROTC ..... LTC Chavis/1SG Brown

**Counseling Department**

Lead Counselor IB/DP ..... Esperanza Garza  
Counselor A – L ..... Rita Beck  
Counselor F – L ..... Juli Gonzalez  
Counselor M – Ri ..... Sandra Gonzalez  
Counselor Ro – Z ..... TBA  
College Advisor ..... Johnathan Hernandez  
College Advisor ..... Liliana Vega  
Social Worker ..... Gloria Hulshof  
Social Worker ..... Vacant

**School Support Personnel**

School Secretary ..... Angie Koebke  
Main Office Clerk ..... Irene Campos  
Data Clerk ..... Patricia Johnson  
Registrar ..... Belinda Moreno  
Attendance Clerk ..... Shelby Rose  
Intake Clerk ..... Zonia Reyes  
Counselor Secretary ..... Veronica Martinez  
Bookkeeper ..... Minnie Collins  
Textbooks ..... Rudy Suarez  
SEMS/SERS Clerk ..... Theresa Aguilar  
SEMS/SERS Clerk ..... Melinda Eng  
LSSP ..... Jesus Perez  
Parent & Family Liaison ..... Rebecca Zertuche

Parent & Family Liaison ..... Dominique Acosta  
Nurse ..... Stephanie Garcia  
Nurse Assistant .....Malinda Stribling  
Librarian ..... Esperanza Danweber-Garza  
Testing Coordinator ..... Vacant  
Cafeteria Manager ..... Yadira Uvalle  
Head Custodian ..... Toni Perez

**School Resource Officers**

Police Officer ..... Hugo Cardona  
Police Officer .....Walter Gleason

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**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
THOMAS JEFFERSON HIGH SCHOOL  
INTERNATIONAL BACCALAUREATE WORLD SCHOOL**

**Policies and Procedures**

**Non-Negotiables**

- Collaborative Teams/Assessment Data & Backwards Design Planning
- Lesson Planning/Planbook
- Components: Learning Objective, Essential Question, Standards, IB Components (ATL, Learner Profiles, Global Context, WICOR Strategies, 7 Steps, Instructional Activities, Formative and/or Summative Assessments). Unit Planners for all 9th/10th grade courses.
- Be Visible in your hallway before school at 8:15AM and during transitions

Notes:

Be specific about what is posted in your classroom.

Review expectations of collaborative team time and PLC at the beginning of the year.

**Attendance – Staff**

Teacher workday: 8:15 AM - 4:15 PM. Teachers are expected to be at their doors greeting students at 8:15 AM.

Instructional Assistants will be assigned to work no more than 7 hours and 30 minutes per day. Clerical staff will be assigned to work no more than 8 hours per day. All paraprofessionals are to check in and out daily using the Frontline punch clock. NO overtime can be worked without prior approval from campus Principal – request forms are available through Angie Koebke, school secretary.

## Absences - Staff

In case of illness or some other emergency necessitating absence from school, follow the instructions outlined below:

### **FRONTLINE ABSENCE MANAGEMENT SYSTEM**

Login in to online absence system accessed through [www.saisd.net](http://www.saisd.net) employee page or <https://login.frontlineeducation.com>

#### **To Register:**

<https://login.frontlineeducation.com>

ID: Your district email address    PIN: 1212 (default PIN)

Once you log on to “Dashboard.” It is important to change your PIN. Click on your name in the upper right-hand corner.

Click on tab PIN

### **REPORTING AN UNEXPECTED ABSENCE**

For unexpected absences, the employee or a family member should notify **Dept. Chair/Grade level Assistant/Associate Principal** no later than 6:30 AM on the day of the absence, if possible. This will ensure that the classroom/substitute will be prepared for your students. Submit absence in the Frontline System if possible and contact **Mrs. Campos** in the front office to submit the absence for you if time has elapsed for submission.

## LEAVING SCHOOL DURING THE SCHOOL DAY

While an employee is away from campus, situations arise when we must know your location and approximate time you will be returning to campus. This information could be needed for professional or emergency reasons.

It is imperative that each employee adhere to the following policy:

1. Notify the principal or designee that you must leave.
2. (A) Teachers sign out on the **Employee Daily Out-In Form** which is located on the counter in the main office any time you leave campus. Indicate by name which administrator gave approval. *(A sample of this form is included on page 15 of the Policies and Procedures section of this handbook.)*  
  
(B) Para's and clerical staff will use the Frontline Time Clock to punch out.
3. Sign in or clock in when you return.
4. If you are going to be gone for the remainder of the day, you must also sign out or punch out on the regular **Weekly Sign-In-Out** sheet, and the **Employee Daily Out-In** form, located on the counter in the main office.
5. **We understand that emergencies do occur, but to be fair to all employees, time taken during the school day will be reflected on the payroll.**

## TEACHERS' RESPONSIBILITIES IN REGARDS TO SUBSTITUTES

### TEACHERS' RESPONSIBILITIES:

The following items should be included in the substitute folder on the teacher's desk:

1. Bell Schedule
2. Class rosters
3. Seating Charts
4. Lesson Plans
5. Textbooks/Other materials (if needed)
6. Classroom management procedures and materials (Fire Drill and Emergency Procedures)
7. Instruct the Sub not to dismiss students early
8. Name of "buddy" teacher and department chair for assistance.
9. **DO NOT EXPECT** the SUB or Office Personnel to be **copying class materials**

## SCHOOL ACTIVITIES

Please give your careful attention to the following guidelines regarding student activities:

### SCHOOL ACTIVITIES

Student activities such as working on Christmas projects, putting up posters, and planning and practicing for extra-curricular activities **MUST BE LIMITED TO BEFORE OR AFTER SCHOOL**. Sponsors are not to interrupt other teachers by requesting students from their classes for such activities.

### ON-CAMPUS ACTIVITIES

1. All on-campus activities must be approved by the principal/designated administrator.
2. Two weeks' notice is necessary for approval (exceptions can be made).
3. Sponsors are required to arrange proper supervision, including the request of a police officer when appropriate. Forms for building requests must be submitted to Angie Koebke.
4. Sponsors are responsible for requesting AC/heating for events held after school hours.

### OFF-CAMPUS ACTIVITIES

1. All off-campus activities must be approved by the building principal/designated administrator and if out of Bexar County, the H.S. Asst. Superintendent.
2. One month's notice is necessary for approval (no exceptions can be made).

After approval has been obtained, it is the responsibility of the teacher/sponsor to provide a list of students to be excused (if during school time) to Mrs. Rose, Ms. Koebke, and Mr. Halderman at **least three days prior to the event (No exceptions)**. The list should be alphabetized, including ID numbers.

## FIELD TRIPS

Any class, club or organization wanting to sponsor a field trip should first clear the activity with the Principal/Designee and then complete and submit a Field Trip/Out-of-School Activity Approval Request Form three weeks prior to the event.

After approval has been obtained, it is the sponsor's responsibility to provide a list of students to be excused to Mrs. Shelby Rose in the attendance office, Ms. Koebke, and the Head of School **at least three days prior to the event.** The list should be alphabetized, including ID numbers.

Students who attend a school-sponsored activity off-campus are required to provide the sponsor with a signed **Permission Form** two days prior to the event.

**It is the responsibility of the coach/sponsor to ensure each participant is eligible to attend.**

**See Calendar for Blackout dates.**

## FUNDS - ACCOUNTING FOR MONEY

Ms. Minnie Collins is the campus bookkeeper. **All money** collected (fees, money from fundraisers, etc.) must be submitted **DAILY** to her for proper accounting. In the event of Ms. Collins' absence, all monies are to be submitted to the main office by 4:30 pm to be placed in the vault until she returns. **Do not leave money in the classroom or in the hands of students for safe keeping.**

All sponsors must be in-serviced by Mr. Halderman and Minnie Collins on accounting for money prior to requesting any fundraiser.

**DO NOT call the Central Office with questions concerning funds or procedures. All questions must be directed to Ms. Minnie Collins.**

## FUNDRAISING

***Any club, organization, or group wanting to have a fundraising project must submit an online application two weeks prior to the start of the requested activity.***

**NO ONE** is to enter into a **contract** that will involve the school with any outside agency without approval from the principal. Students are strictly prohibited from entering into any contract. To be valid, all contracts must be signed by the principal.

Under no circumstances is a group to hold money-making projects without prior approval.

### Fund-Raising Activities

1. All fund-raising activities must be approved by the principal and the Assistant Superintendent for High Schools.
2. No student group is authorized to sell anything on campus without first securing approval from the principal. Outside groups are totally forbidden from selling anything on campus. Selling on campus is reserved for Thomas Jefferson High School clubs, classes and organizations such as booster clubs. Please report any violations to the office.

**NOTE: After each fundraiser, a profit and loss statement must be completed and submitted to the campus bookkeeper, Ms. Collins. No additional fundraisers will be allowed until the previous fundraiser's documentation has been properly completed.**

## ANNOUNCEMENTS

All announcements must be turned in to the office by **4:30 PM** the day before the announcement is to be made. An announcement may be approved on an emergency basis if it is turned in before **8:30 AM** on the date the announcement is to be made.

## ATTENDANCE/COURSE CREDITS

According to the TEA regulations, a student may not be given credit for a class unless the student is in attendance at least 90% of the days the class is offered. A student will not receive credit after their **4th absence (Per Semester, per class)**. Each school campus shall establish an attendance committee(s) to review each student's progress once he/she attends fewer than the number of days required. Extenuating circumstances should be considered and policies establishing alternative methods for students to make up work missed or regain credit lost should be adopted.

If a student exceeds the number of allowable absences, he/she will not receive credit for the courses for which the limit has been exceeded. Exception: At the student's request, each case will be heard by an attendance committee; if the committee finds enough evidence to waive the ruling, credit will be granted. Students denied credit have an appeal process:

## STUDENT AND PARENT APPEAL

1. Attendance Committee
2. Assistant Superintendent for High Schools
3. Superintendent
4. Board of Education
5. T.E.A.

## RESPONSIBILITIES AND CONTACT PROCEDURES FOR FRONTLINE AND ATTENDANCE ISSUES

### **Teacher Responsibilities for Regular Attendance Posting in Frontline:**

1. Post attendance in Frontline within 10 minutes.
2. Official ADA Time - **10:00 AM**
3. If a change needs to be made after attendance has been posted, the teacher needs to notify the attendance clerk by email.

### **Teacher Responsibilities if unable to post attendance in Frontline:**

1. Contact the Attendance Clerk immediately.
2. Send a student to the attendance office to obtain a printed class roster.
3. The attendance clerk will give the student a printed roster.
4. Complete the printed attendance roster no later than 15 minutes after receiving the document from the attendance office.
5. Return the completed attendance roster to the attendance office.

### **Contact Procedures for Frontline Access or User Problems/Concerns**

1. Frontline Campus Contact – Mr. Luis De La Garza, Assistant Principal
2. Help Desk – 210-244-2929 / [helpdesk@saisd.net](mailto:helpdesk@saisd.net)

## TARDY POLICIES/PROCEDURES 2021 - 2022

**Faculty and staff working together = A Successful School Year!**

**EVERY STUDENT - EVERY DAY - EVERY CLASS - ON TIME**

A student is considered tardy if:

- A student is not in his/her assigned area when the class bell rings and the teacher is unaware of the student's whereabouts;
- A student enters his/her assigned area after the class bell rings without a pass.

Student tardiness creates a loss of instructional time for the student.

- 1-4th Tardy will be a warning
- 5-7th Tardy will result in a teacher assigned detention with a parent call/conference.
- 8th and above write a referral in Frontline and the administrator will address the issue.

\*Every month there will be a drawing from those students who have zero tardies.

## HALL PASSES

Students roaming the halls create a distraction for classes in session. Teachers must, therefore, keep their students in the classroom and not let them leave unless it is necessary. Please follow the guidelines listed below.

1. Students should not be allowed to leave class during the first until **15 minutes** and during the last **15 minutes** of any class.
2. Students may be released with a pass during the above time frames only in cases of extreme emergency. Getting a drink of water, visiting other teachers, making phone calls, etc., are not considered extreme emergencies.
3. Requests from the office for one of your students should be made on an official Office Conference Slip or Phone Call. Please do not allow a student to leave your class if you do not receive one of these.
4. Students found in the halls without a pass will be escorted back to your classroom.

**Students should not be able to leave class without a campus approved pass.**



## BUDGET INFORMATION/PURCHASING SUPPLIES

The following personnel are responsible for each section and **ONLY** the responsible personnel may request a purchase requisition out of the given account.

<b>General</b>	Mr. Halderman
<b>Title I</b>	Mr. Halderman
<b>IB Program Middle Years Program</b>	Jennifer Love
<b>IB Program Diploma Program</b>	Yareli Melendez
<b>Special Education</b>	Rebecca Hartsfield
<b>Career &amp; Technology</b>	Shelby Parker

The C.L.T. will work in conjunction with Mr. Halderman regarding the Title I budget. Requests for the purchase of supplies and materials will be made through the department chair and submitted to the Secretary for Principal's approval.

## REPORTING CHILD ABUSE OR NEGLECT

Administrative procedures F - Student No. 8.

If a person has cause to believe that a child has been or may be abused or neglected or has died of abuse or neglect, each citizen must immediately make a report to the proper authority within 48 hours. Please notify the Principal/Assistant Principal when making the report.

- **By Phone: 1-800-252-5400**
- **Online: [Texas Abuse Hotline](#)**

## CLINIC AND NURSE

Thomas Jefferson High School has a full-time registered nurse who is located in the clinic (Room 1201) in the administrative area of the building. The nurse maintains a health record on each student. In addition, she administers to those students who become ill or are injured at school by making arrangements for them to go home or receive further medical aid when needed. If any student in one of your classes becomes ill, he/she should be given a pass to go to the clinic. Also, if you should notice any apparent chronic medical problem in a student, such as poor eyesight, hearing difficulties, etc., you should notify the nurse of the nature of the problem so that appropriate action may be taken. All students must have a pass to see the nurse. Some students require more visits due to medical conditions; these students will be issued a laminated nurse pass.

## APPROPRIATE USE OF COMPUTERS

The use of computers to access the Internet is a privilege, not a right. Inappropriate use, including any violation of the conditions and rules, may result in disciplinary action.

### Acceptable use:

- 1) The use of all telecommunication and computer resources must be in support of education and research and consistent with the educational objectives of SAISD.
- 2) All electronic and telephone communications systems (including facsimiles, etc.) and all communication and information transmitted by, received from, or stored in District systems are the property of the District. As such, they are to be used for job-related purposes.
- 3) All email users shall follow the accepted “*etiquette for email*” which includes, but is not limited to the following actions:
  - a. Be polite: Users shall not send, or encourage others to send, abusive messages. District employees are expected to be courteous to one another and to the public, working together in a cooperative spirit to serve the best interests of the District. Employees are role models for our students, and as such, they shall treat all individuals with respect, dignity, good manners, and civility.
  - b. Use appropriate language: Users shall not swear or use vulgarities or other inappropriate language.
  - c. Protect privacy: Users shall be cautious about transmitting credit card numbers, account numbers of any kind, Social Security numbers, home addresses or phone numbers, or any other personal information about themselves or other individuals.

## COMPUTER TECHNICAL SUPPORT

*Technical computer problems should be reported to the.....*



***Help Desk at 210-244-2929.***

Visit the Technology Web Page at  
<http://www.saisd.net/ADMIN/tech/index.shtm>

## STUDENT SCHEDULE/ COURSE CHANGES

**Schedule changes will ONLY be made for the following reasons:**

- Already received credit for a course listed on your schedule
- A duplicate class is listed on your schedule (i.e. you have Geometry listed twice)
- Missing a class/course (i.e. you have 7 instead of 8 classes listed on your schedule)
- Need a course required for graduation
- Need credit recovery

***Do not send students down to the counselors' office during class time***

If students need to make a schedule change due to one of the reasons listed above, please provide them with a Schedule Change Request form.

- Students should complete the form and submit it to their teacher
- Teachers should submit any collected forms to Mrs. Martinez in the Counseling Center
- Counselors will review requests and process changes and send new schedules out to students
- If a change request is not approved, counselors will send students a notice informing them of the reason for the change denial

***Notes: If a student drops a class mid semester, the student must remain in the class until the semester is over.***

***Requesting a specific teacher or period is NOT an acceptable reason for changing your schedule.***

***Any changes to drop an AP or IB class will need to be facilitated by the teacher of record. A parent conference must be held with the student, parent, teacher, counselor and any coordinator necessary.***

**WE CANNOT MAKE SCHEDULE CHANGES TO FIT YOUR DESIRED LUNCH PERIOD!**

## DISCIPLINE POLICY

The responsibility of classroom discipline rests **with the classroom teacher**. Most authorities agree that without an effective discipline management style, the teacher's job can become unbearable, and as a result, little teaching or learning takes place. It is very important for each teacher to establish clearly the behavior pattern to be followed by the pupils in each class. Students welcome reasonable discipline and have respect for teachers who follow consistent policies. The administration of Thomas Jefferson High School supports the faculty in maintaining a positive learning environment.

## STUDENT CELL PHONE POLICY

The district allows students to possess cell phones while on campus; however, all cell phones must be on silent or vibrate during school hours. Cell phones, earbuds, and other electronic devices may only be used during non-instructional times such as lunch and before/after school. Cell phone use is **prohibited** in all locker rooms and restrooms. Cell phones are prohibited during all campus testing. A student may use a personal electronic device in a classroom for educational purposes with prior approval by the teacher or administration. If a student needs to leave the classroom during instructional time (restroom break, called to the office, etc.), the student's cell phone will remain with the teacher in the room until the student returns. Teachers have cell phone caddies in their room to store student devices for the class period if needed.

\*\*\*Cell phones can be confiscated by an Administrator if it is reported or determined that inappropriate, harassing or vulgar messages, images or the like has been displayed or viewed. Phones will be released to the parent after an in-person conference with an Administrator.

## ON CAMPUS INTERVENTION (OCI)

OCI (On Campus Intervention) was established to enable students to remain on campus rather than be sent home on suspension. Only administrators may assign students to OCI. While assigned, students will be confined to the OCI classroom. Therefore, it is necessary for teachers to send all assignments **by email to Art Vela in a timely manner. Teachers will be notified via email if one of their students has been assigned to OCI.**

## REFERRALS TO THE OFFICE

When referring a student to the office for disciplinary reasons, the teacher is required to complete an [Electronic Discipline Referral](#). Be specific and include all previous intervention strategies attempted.

Do not bring or send the student to the office. If in your judgement, you feel the student is a danger to himself or others, notify the main office by phone.

Under no circumstances should a teacher place a student in the hall or send to another teacher's room for discipline. All discipline matters **must** be referred to the appropriate administrator.

**Supervision:** No student is to be anywhere on campus without adult supervision. This includes classrooms, hallways, etc. Sponsors are responsible for each student until all students have vacated the premises.

## INTERCOM OPERATIONAL PROCEDURES

The call button should only be used in an emergency. An emergency is defined as a situation in which a teacher needs assistance from an administrator, police officer, or nurse to immediately remove a student from the classroom. In these situations, the student's misbehavior severely disrupts the learning environment, prevents the teacher from teaching, or jeopardizes the safety of others.

## SCHOOL DISTRICT POLICE

The school district police officer's primary purpose is to promote a safe learning environment and to interact with and positively influence students, so they become productive members of the community.

### **AUTHORITY**

Officers commissioned by the Board of Trustees of the SAISD have primary responsibility for all matters pertaining to law enforcement on school grounds. All needs for law enforcement assistance shall be coordinated through the SAISD Police Department.

### **JURISDICTION**

Commissioned peace officers of the District have jurisdiction within the geographical boundaries of the school district as it relates to the scope of duties as defined below.

## SCOPE OF GENERAL DUTIES:

1. The officer's enforcement duties include protection of people and property at school facilities. They are to ensure the immediate safety of students, staff, and property.
2. Officers will also take steps necessary to promote safety of others and control of emergency situations outside the normal scope of duties.
3. Officers are expected to positively interact and influence students and faculty.
4. Officers are responsible for ensuring that criminal matters are properly investigated on the campus.

## PLACEMENT REVIEW COMMITTEE

*The Texas Education Code 37.003 requires that each campus have a Placement Review Committee established to serve in two capacities related to student placement. The committee is to:*

1. Determine the placement of a student after a teacher formally requests the removal of the student with appropriate documentation as allowed by Texas Education Code 37.002 (b) and then refuses readmittance of the student. The committee shall convene to review the case and the student may be returned to the removing teacher's class if the committee determines that such placement is the best or only alternative.
2. Make recommendations to the principal regarding classroom placement of expelled students upon readmission to the school following the expulsion period when the reason expulsion was a severe offense against a teacher. The principal may convene the committee and consider their recommendations along with those of the Student Support Team made at the re-entry conference.

The principal will ensure that a 3-member Placement Review Committee is established at the beginning of each school year to serve for the remainder of the year.

## DRESS AND PERSONAL APPEARANCE

### Teachers

Teachers should always dress in a professional manner. There are certain assignments which necessitate a more informal mode of dress. However, it is important to always look professional in your given setting.

Jeans are permitted on Wednesdays with College T-Shirts and Fridays with Spirit Shirt (Fundraiser: Professionals \$25, Paras \$20).

## Students

Please refer to: Thomas Jefferson High School Dress Code Policy 2021 - 2022

**All faculty and staff are expected to know the student dress code and are expected to enforce the dress code in their classrooms/offices.**

### NO SMOKING POLICY

District policy states that smoking on school property is **PROHIBITED**. This policy will be enforced. This includes e-cigarettes and/or vaporizers.

### PERSONAL PHONE CALLS

Personal phone calls should be limited. Emergency calls can be accepted anytime, but other calls should be handled during the conference period or lunch period.

### INJURIES

Employees who are injured on the job should report the injury to the school Main Office Secretary as soon as possible on the day the injury was sustained. The proper form should be filled out on the same day in case a physician needs to be seen by the employee.

### FACULTY MEETINGS

**Faculty meetings will be scheduled as needed. Teachers will meet once a month during with campus administration.**

All faculty and staff members are required to attend. If for any reason you are unable to attend, a written explanation must be submitted to the Principal.

If the situation warrants, emergency faculty meetings may be called.

### DUTY - PARAS

All paraprofessionals will have one 15-minute break in the morning, one 15-minute break in the afternoon, and a 30-minute duty-free lunch. Duty assignments will be issued during your assigned teacher's conference period.

## DUTY - TEACHERS

*Teachers are expected to be at their door each morning (8:20) and during all passing periods greeting and engaging students. This practice will enable teachers to build positive relationships with students.*

## GUEST SPEAKERS

Guest speakers can provide additional insight into a concept or lesson while exposing our students to a different presentation style. If you choose to utilize this valuable resource, you must complete the SAISD Request for Approval Regarding Speaker, Performance, or Presenter and submit to the campus secretary for the approval of the principal at least two weeks prior to the date of presentation. [Form found in the Forms section of this handbook]

## VIDEOS/MOVIES

Any video to be used for instructional purposes must link directly to the objectives of the current lesson and be so noted in the lesson plans. The teacher shall include in the lesson plans pre-activities and post-activities to strengthen the impact of the movie/video.

## INSTRUCTIONAL ASSISTANCE

At the end of each nine-week grading period, teachers' failure rates will be reviewed. A meeting will be scheduled with the appropriate Asst. Principal, for teachers with a 10% or higher failure rate. Areas of concern will be addressed through individualized staff development opportunities and student intervention plans. Administrative support will be provided in the areas of classroom management, planning and delivery of instruction. Additional assistance will be offered throughout the District and Region 20.

## SYLLABUS

**Copies of the syllabus shall be submitted to your Academic Dean for English, Math, Individuals and Societies. Fine Arts, CTE, LOTE, PE, JROTC will submit their syllabus to their respective administrators. Each student should receive a syllabus on or before the Friday of the first week of school for the first semester, and the Friday of the first week back from Winter Break, for the second semester.**



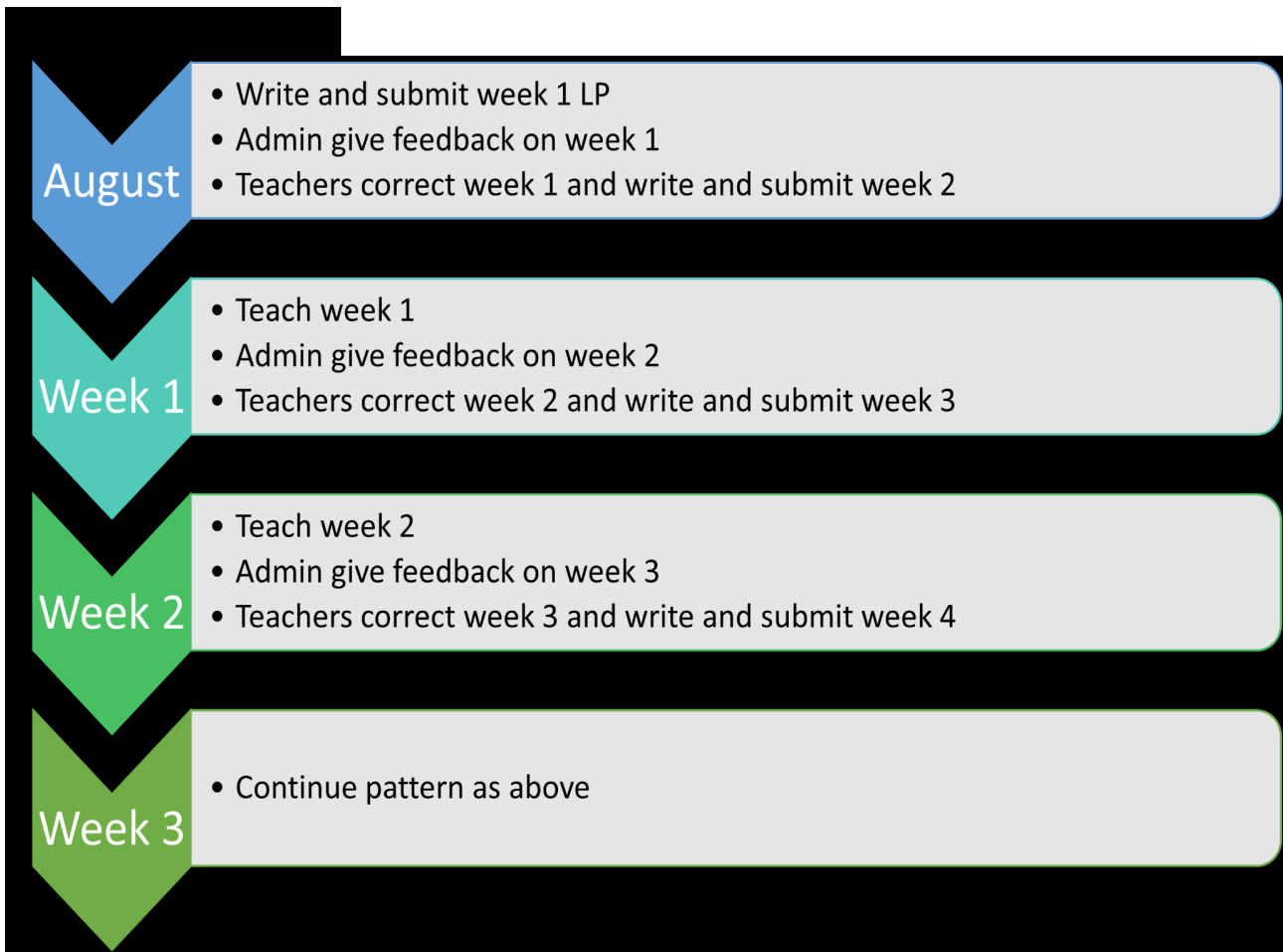
## RELOCATION OF CLASSES

At times during the year you may wish to enrich your students' educational experience by taking them to the library, joining another class for a guest speaker presentation, etc. Please be sure you notify your Assistant Principal and Main Office at least one week in advance, using the appropriate form and leave a note on your classroom door stating your whereabouts. This will assist the attendance office and help students who forgot or were absent to find their class.

# CURRICULUM MANAGEMENT EXPECTATIONS

## Backwards Design Model

1. **Identify desired results - What knowledge and skills do we want students to master?**
2. **Determine acceptable evidence - Create assessments or performance tasks to determine whether or not students have mastered learning objectives(s).**
3. **Plan Learning Experiences and Instruction - Develop engaging, relevant lesson plans that adhere to the Standards and support our vision of student centered classrooms.**
4. **Lesson Plan Components: Learning Objective, Essential Question, Standards, IB Components (ATL, Learner Profiles, Global Context, WICOR Strategies, 7 Steps, Instructional Activities, Formative and/or Summative Assessments). Unit Planners for all 9th/10th grade courses.**
5. **See below for Lesson Plan Timeline:**



## FINAL EXAMS

A schedule will be issued detailing testing dates and procedures. **All teachers are directed to strictly adhere to testing schedules.** A copy of the final exams must be submitted to the Academic Deans(our Cores) / Administrators(CTE,FA, JROTC,PE, LOTE) by the last class day prior to testing.

## LIBRARY POLICY

The Thomas Jefferson High School library is open from 8:30 a.m. to 4:30 p.m. for student and teacher use.

### Library Procedure

1. Books are checked out for two weeks and may be renewed. All books are to be turned in to the circulation desk. Fines for overdue materials will be charged for school days only (not more than ten cents per day: not more than \$1.00 for any overdue book).
2. Orientations will be conducted for all students. **All teachers new to Thomas Jefferson will participate in an orientation about library procedures.**
3. Magazines will be on display. To ensure that current issues are accessible for all library patrons, current magazines may not be checked out.
4. All Region 20 materials will be distributed from the library.
5. Teachers who wish to bring classes for research/projects/activities will need to reserve their time in advance. A monthly calendar schedule will be displayed at the circulation desk. Teachers who wish to send small groups for specific assignments or instruction should plan with the librarian in advance. Library space will determine how many groups can be accommodated at the same time. For needed materials to be assembled in advance, the teacher and librarian should schedule joint planning time prior to research projects.
6. The librarian will seek recommendations from teachers, staff, students, and parents for materials to be included in the library collection. Print and non-print materials, purchased with library funds, are permanent items of the library inventory.
7. **There will be routine library book checks.**
8. Ms. Esperanza Garza-Danweber, the school librarian, will issue a memorandum regarding specific check-out dates and procedures for audio/visual equipment/software.

## TEACHER/PARA MAILBOXES

Every teacher and paraprofessional are provided a mailbox in the main office. All mailboxes are to be checked and emptied daily.

**Administrative approval must be obtained before placing memos, notifications, etc. in teacher/para mailboxes except for teacher organizations.**

## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT TITLE II, TITLE VII, TITLE IX, AND 504 COORDINATORS

The San Antonio Independent School District strongly supports and will comply with all Federal laws prohibiting discrimination as outlined in Title II of the Americans with Disabilities Act of 1990, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. (School Board Policy DAA Legal and Local)

Federal law requires that there be no discrimination against an employee or applicant for employment because of the person's race, color, religion, sex, national origin, age or disability with respect to hiring, compensation, promotion, discharge or other terms, conditions or privileges of employment. To ensure equal employment opportunities, the District designates the following persons to coordinate its efforts to comply with:

### **Title II of the Americans with Disabilities Act of 1990 (ADA as amended)**

Name: Lorena Rios  
Position: Senior Director, Employee Benefits/Risk Management  
Address: 141 Lavaca Street, San Antonio, 78210  
Telephone: (210) 554-8669

### **Title IX of the Education Amendments of 1972 and the Age Discrimination in Employment Act (ADEA), as amended**

Name: Toni Thompson  
Position: Associate Superintendent, Human Resources  
Address: 141 Lavaca Street, San Antonio, 78210  
Telephone: (210) 554-8410

To insure equal educational opportunities for **students**, the District designates the following persons to coordinate its efforts to comply with:

### **Title II Section 504 of the Rehabilitation Act of 1973, as amended**

Name: Julie Ann Gonzalez  
Position: Director, Dyslexia/504  
Address: 406 Barrera Rm#24, San Antonio 78210  
Telephone: (210) 554-2570

## **Title IX of the Education Amendments of 1972, as amended**

Name: Tiffany Venzor  
Position: Executive Director - Guidance and Counseling  
Address: 406 Barrera Rm#34, San Antonio, 78210  
Telephone: (210) 554-2580

### **TRIP/CONFERENCE SUMMARY**

Upon returning from a trip/conference, you are to complete a Trip Summary Form [form found in section on Form in this handbook] and return the completed form to Ms. Koebke within seven working days. These completed forms will be kept on file to provide professional evaluations on the relevance/importance/worth of all trips/conferences we attend.

### **VENDING MACHINE REFUNDS**

In the event you lose money in one of the vending machines, please complete the “Vending Machine Refund Form” and return it to Ms. Minnie Collins. [Form found in the Forms section of this handbook.]

### **VISITORS TO CAMPUS**

Thomas Jefferson High School is a closed campus. All visitors are to report to the main office for approval. Upon approval, a pass will be issued. Visitors must check out in the main office before leaving campus. Prior approval must be obtained for guest speakers and special program coordinators. Please be alert to outsiders on our campus and report anyone who doesn't belong to the nearest administrator/police officer as soon as possible.

# GRADING POLICIES AND PROCEDURES

## GRADING SYSTEM

The following system of grading is used at Thomas Jefferson High School:

90 to 100 = A

80 to 89 = B

75 to 79 = C

70 to 74 = D

69 and below = F

**WEIGHTS** Grade weights shall be assigned to grades earned by high school students for purposes of class ranking, in accordance with the following scale:

<u>Course</u>	<u>Weight</u>
AP/IB/DC/On Ramps	+10
MYP Honors	+5

**HONORS:** To be recognized for scholastic honors, GRADUATES are required to maintain a numeric average of 90 or more during the four-year high school program, excluding the last semester of the senior year.

### Credit Standards for Grade Placement

Credit standards for grade placement of students at the high school level are:

9th Grade	0 – 5.5 units	11th Grade	12 - 17.5 units
10th Grade	6.0 - 11.5 units	12th Grade	18+ units

Student grading is based on a minimum of 40% assessments, and 60% spread between class assignments, projects, homework, etc. Each 9 week grading period should have a minimum of 15 grades with 1 to 2 grades being added weekly to the gradebook for students/parents to view academic progress. Please refer to the forms section of the Faculty Handbook for the SAISD Administrative Procedure on Grading (Admin Procedure E20).

# THOMAS JEFFERSON GRADUATION REQUIREMENTS

<i>Course</i>	<i>Foundation</i>	<i>Endorsement</i>	<i>Distinguished</i>
<b>English</b>	4 Credits	4 Credits	4 Credits
<b>Mathematics</b>	3 Credits	4 Credits	4 Credits including Alg. II
<b>Science</b>	3 Credits	4 Credits	4 Credits
<b>Social Studies</b>	3 Credits	4 Credits	4 Credits
<b>Foreign Language</b>	2 Credits	2 Credits	2 Credits
<b>Fine Arts</b>	1 Credit	1 Credit	1 Credit
<b>Physical Education</b>	1 Credit	1 Credit	1 Credit
<b>Electives</b>	5 Credits	6 Credits	6 Credits
<b>Credits Required for Graduation</b>	<b>22</b>	<b>26</b>	<b>26</b>

## REQUIREMENTS FOR ENDORSEMENTS

<b>STEM</b>	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> <li>- CTE COURSES WITH A FINAL COURSE FROM THE STEM CAREER CLUSTER</li> <li>- COMPUTER SCIENCE</li> <li>- MATHEMATICS</li> <li>- SCIENCE</li> <li>- ANY COMBINATION OF TWO OF THE ABOVE</li> </ul>
<b>Business &amp; Industry</b>	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> <li>- CTE courses with a final course from the Agriculture, Food, &amp; Natural Resources; Architecture &amp; Construction; Arts, Audio/Video, Technology, &amp; Communications; Business Management &amp; Administration; Finance; Hospitality &amp; Tourism; Information Technology; Manufacturing; Marketing; Transportation; or Distribution &amp; Logistics CTE career cluster</li> <li>- The following English electives: public speaking, debate, advanced broadcast journalism including newspaper and yearbook</li> <li>- Technology applications</li> <li>- A combination of credits from the categories listed above</li> </ul>
<b>Public Services</b>	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> <li>- CTE courses with a final course from the Education &amp; Training; Government &amp; Public Administration; Health Science; Human Services; or Law, Public Safety, Corrections, &amp; Security career cluster</li> <li>- JROTC</li> </ul>
<b>Arts &amp; Humanities</b>	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> <li>- Social studies</li> <li>- The same language in languages other than English</li> <li>- Two levels in each of two languages in languages other than English</li> <li>- American Sign Language (ASL)</li> <li>- Courses from one or two categories (art, dance, music, and theater) in fine arts</li> <li>- English electives that are not part of Business &amp; Industry</li> </ul>
<b>Multidisciplinary Studies</b>	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> <li>- Four advanced courses that prepare a student to enter the workforce or postsecondary education without remediation from within one endorsement area or among endorsement areas that are not in a coherent sequence</li> <li>- Four credits in each of the four foundation subject areas to include English IV and chemistry and/or physics</li> <li>- Four credits in AP, IB, or dual credit selected from English, mathematics, science, social studies, economics, languages other than English, or fine arts</li> </ul>

## PARENT/TEACHER CONFERENCES

Conferences between teacher and parents are expected. In cases where there has been considerable difficulty with the student, or where the teacher feels he/she needs support in dealing with the situation, the student's counselor or administrator should be invited to attend the conference.

In such cases, it would be advisable to notify the counselor or administrator in advance so that he/she can make arrangements to be available at the time of the conference. All conferences between parents and teachers should be held during the teacher's conference period, before, or after school. Please provide the parent/guardian with at least two alternate dates/times for the conference. Please do not hesitate to notify your students' parents when difficulties arise; their cooperation and support can be of great assistance in resolving the problem.

## EXTRACURRICULAR ACTIVITIES

Extracurricular activities are school-sponsored activities which are not directly related to the instruction of the essential elements, but they may have an indirect relationship to some areas of the curriculum. They offer worthwhile and significant contributions to a student's personal, physical, and social development.

*Participation in extracurricular activities is a privilege, not a right, and students must meet specific requirements in order to participate.*

### Specific Requirements:

- a. A student must maintain a grade of 70 or above in each level course to be eligible for participation in any extracurricular activity.
- b. A student enrolled in an IB, Dual Credit, Advanced Placement, On-Ramps and MYP Honors may maintain their eligibility if their grade is below a 70 but not lower than 60.

## FACILITIES USAGE REQUEST

Any faculty or staff member may request to use the auditorium, Sub Room, Cafeteria for an assembly or special program. To request, complete the Thomas Jefferson Facility Usage Request Form [found in Forms section of this handbook] and submit to the Principal's secretary.



## INVENTORY

Mrs. Palos, Assistant Principal, is responsible for inventory. Teachers and staff are not to exchange furniture or equipment without the assistant principal's approval. Teachers are to keep an accurate inventory of their classrooms and should **immediately** report any missing items, personal or district owned, to the assistant principal. For safety reasons, please do not place any broken furniture or equipment, or any items that you no longer want, in the hallway. Instead, notify the assistant principal and head custodian, Ms. Toni Perez.

## KEYS

Keys checked out to a teacher should be safeguarded throughout the year. Please do not be forgetful and leave keys on your desk, in the copy room, etc. Do not loan or give your keys to anyone, for any reason.

Mr. Reyes, Assistant Principal, is responsible for keys. All keys in your possession must be inventoried with him. If you should break or lose your key(s), contact Mr. Reyes immediately, using email or the Lock/Key Work Request Form.

***School district policy strictly prohibits making copies of school keys.***

## POSTERS/BANNERS/SIGNS

Posters/banners/signs are not to be glued to any painted walls. **Painters tape is the only acceptable tape for adhering posters to walls.** Before a poster/banner/ sign may be displayed, it must be approved by an administrator.

## VOICE MAIL

Voice mailbox numbers will remain the same for all returning staff members. All staff members with a telephone extension are required to check for voicemail messages, and clear all unnecessary messages, a minimum of two times each week. This will assist you in parent/teacher relations and will keep the system from overloading.

To report problems with your phone/voice mail, please email Irene Campos, Main Office Clerk.

## WORKROOM

Teacher workrooms are for teachers use only. Students are **NOT** permitted in these areas. **DO NOT** send students to purchase drinks, snacks, etc.

Each teacher is responsible for leaving the copy machines in proper order and for removing any paper, stencils, etc. If you are uncertain how to clear paper from the machine, please ask for assistance. **DO NOT** send students or student assistants to make copies.

Keep your workrooms clean. You are responsible for returning items brought from the cafeteria (dishes, cups, trays, etc.), and removing excess paper/materials from tables/machines.

**NOTE:** Refrigerators in the teacher's lounges will be cleaned out each Friday afternoon. Please take anything you do not want discarded.

## MAKE-UP WORK POLICY

- Students are entitled to make-up assignments or tests after any absence, regardless of the reason for the absence. Whether the absence is “excused” or “unexcused” has no effect on the make-up work or the assigned credit for the work.
- Students who are suspended from school for disciplinary reasons are also entitled to make-up the work in accordance with the following procedures:
  1. A student is allowed one instructional day for each day missed with a maximum of six (6) days during which make-up work may be completed or to schedule a make-up assignment.
  2. An extension of this time may be granted, if, in the opinion of his/her teacher(s) and with the approval of the principal, an individual student's request or case warrants an extension.
  3. Teachers are to inform students of the time allotted for completing the make-up work.
  4. It is the student's responsibility to get the assignments and to complete the work within the allotted time.
  5. Students are to be allowed to make-up both class work and homework.
  6. Academic sanctions CANNOT be imposed on make-up work or late work submitted after an absence from school. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions may be imposed.

## CAMPUS PARKING POLICY

### **Teacher Parking**

- Teachers must display their parking pass any time they are on campus

### **Student Parking**

- Students must provide a valid driver's license and proof of insurance to obtain a parking pass (\$5.00)
- Any student who parks in the teacher's parking lot will be assessed a \$10 fine. Failure to pay the fine or an issuance of a third fine will result in the student forfeiting all campus parking rights and their automobile will be towed from the lot at the owner's expense.

## **OFFICIAL CREED OF THOMAS JEFFERSON HIGH SCHOOL**

*(Adopted in 1934 by the student body – Revived in 2011 by the faculty, staff and student body)*

**“I believe in sincere effort, in faithful fellowship, in kind and generous friendship and hearty cooperation. I believe in upholding the ideals and standards of Thomas Jefferson High School and in loyalty to this school and its activities.”**

We believe in Thomas Jefferson High School & we believe in you –

**YOU ARE TJHS!**

## ACKNOWLEDGEMENT

I acknowledge that I have been offered the option to receive a paper copy or to electronically access the 2021-2022 Thomas Jefferson Faculty Handbook through the campus website. I am responsible for reading and understanding the information contained in this publication, as well as utilizing forms.

I have chosen to (CHECK ONE BOX):

Access the Thomas Jefferson Faculty Handbook on the campus website.

Or

Receive a paper copy of the Thomas Jefferson Faculty Handbook.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Submit to Main Office no later than Friday, August 6<sup>th</sup>, 2021**