

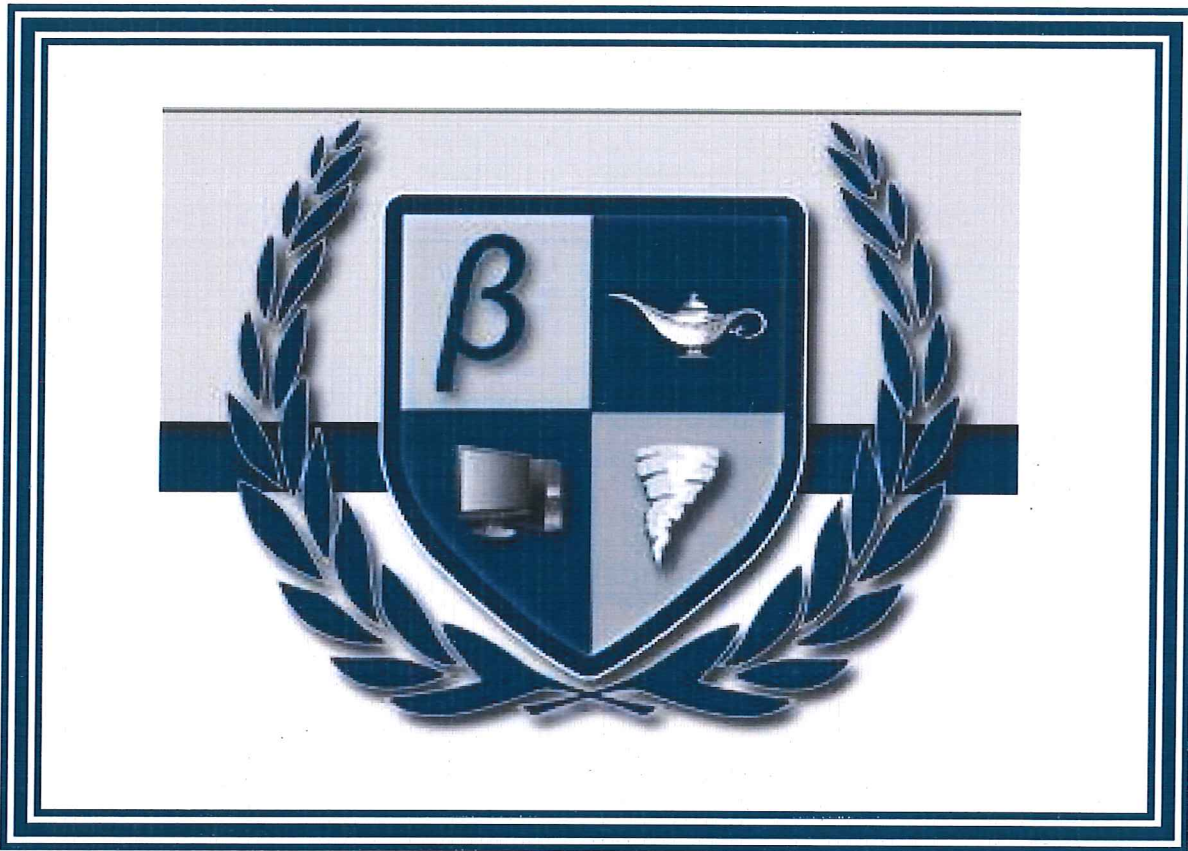
**Business, Education & Technology Academy**  
South Texas Independent School District  
**'2016-2017 Internship Prospectus**  
**“Bridging Our School to the Community”**

510 S. Sugar Road

Edinburg, Texas 78539

956.383.1684

[www.beta.stisd.net](http://www.beta.stisd.net)



**Leadership**

**Resourceful**

**Respectful**

**Skillful**

**Integrity**

**Innovative**

**Conscientious**

**Self-Motivated**

**Knowledgeable**

**Self-Less Service**



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**BUSINESS EDUCATION TECHNOLOGY ACADEMY**  
510 S. SUGAR ROAD • EDINBURG, TX 78539  
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**SOUTH TEXAS I.S.D. ▪ MAGNET SCHOOL DISTRICT**

September 27, 2016

Honorable Judge Ramon Garcia  
Hidalgo County Public Affairs Division  
Mrs. Julia Sullivan, Director  
Ms. Evana Vleck, Intern Coordinator  
100 E. Cano Street • 1<sup>st</sup> Floor  
Edinburg, TX 78539

RE: BETA H.S. Business Interns:

**Greg Mire:** County Clerk's Office ▪ **Saul Ibarra,** Hidalgo County Community Service Center

Dear Honorable Judge Garcia, Mrs. Sullivan and Ms. Vleck,

At South Texas' **B**usiness **E**ducation & **T**echnology **A**cademy (BETA), we strive to provide relevant real life experiences for our Practicum students that extend beyond the classroom. The Career and Technical Education Committee (CTE), with the cooperation of exemplary local businesses, have established a magnet school program that will enforce sectors of business administration, as well as, create hands-on workforce experiences for our students.

Our goal is to place senior level business and technology students in short term career-shadowing positions which enable our highly motivated students to gain practical real world experience. It is our belief that this program will enrich the classroom experience; develop an interest for a college major and facilitate understanding of sound business and technology practices.

BETA works synergistically with an Advisory Committee which is comprised of business professionals who are committed to enriching curriculum and workforce skills. Together, we keep abreast of current trends and technological advances within the business community and reflect these trends in our academic tracks.

Our business track currently includes rigorous courses in business principles, personal finance, banking, management, office administration, business law, and accounting.

We truly appreciate the internship-placement of our students, GREG MIRE and SAUL IBARRA in the areas of each student's career interest-- within the Hidalgo County Government offices. This career-training will not only be a strong educational investment; it will build a vision for their future education and career- path interests in public administration and county health assistance.

Thank you for your consideration to partake in your mentorship for our Business Track Interns.

Sincerely,

Dr. Nora Casarez, Principal  
Business Education Technology Academy



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**S.T.I.S.D. Administration**

Dr. Marla Guerra, Superintendent of Schools  
Mr. Jeff Hembree, MS, Deputy Superintendent  
Ms. Marla Knaub, Chief Financial Officer



**B.E.T.A. Administration**

Dr. Nora Casarez, Principal  
Mrs. Miriam Valenzuela, Assistant Principal  
Ms. Lydia Gonzalez, Assistant Principal  
Mr. Mario Garcia, Counselor  
Mrs. Julie Ramos, Counselor  
Ms. Cristina Sprawls, Counselor



Mrs. Monica Longoria, Technology Internship Coordinator  
Ms. Nashla Showery~Stowe, M.Ed., MS., Business Internship Coordinator

**'2016 - '2017 BETA High School**  
**COMMUNITY PARTNERSHIPS**

**BOBBY GARCIA LAW FIRM**  
**BIC REAL ESTATE INVESTMENTS**  
**EXPRESS PRINTING OF EDINBURG**  
**UTRGV IT TECHNOLOGY DIVISION**  
**MARTIN'S FARM & RANCH SUPPLY**  
**HIDALGO COUNTY CLERK'S OFFICE**  
**CITY OF EDINBURG PUBLIC LIBRARY**  
**DOCTORS HOSPITAL AT RENAISSANCE**  
**UTRGV VIDEO PRODUCTION SERVICES**  
**IT MAINTENANCE OF STPA & BETA CAMPUSES**  
**HIDALGO COUNTY COMMUNITY SERVICE CENTER**  
**[TEA] REGION I HUMAN RESOURCE DEPARTMENT**



**VOLUNTEER TRAINING**  
**RIO GRANDE VALLEY DIABETES ASSOCIATION**  
**EDINBURG CHAMBER OF COMMERCE**  
**RGV HISPANIC CHAMBER OF COMMERCE**  
**THE UNITED WAY**



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- Student must be a senior enrolled in *Business Management & Administration Practicum*.
- Student will work with mentors of the interning firm to develop training skills, projects, as well as, make contributions that are of value to the internship site.
- Students will not displace regular employees, but they will intern under close supervision of an employee as designated by management or a delegated supervisor.
- Students are expected to contact supervisor via email or phone call when not able to attend on a site-day.
- Student will be trustworthy and responsible in handling proprietary and confidential information.
- Student will be transported to his/her job site on a school bus from the BETA campus. No personal transportation will be allowed.
- The job site will be designated by the Internship Coordinator & Administration based on the intern-career interest; interviews may be required by the selected sites.
- Student will receive a class grade for the internship; as well as adhere to the school dress code policy and student code of conduct. Students are **REQUIRED** to dress in uniformed business-casual attire.
- Student will be evaluated at the job site every 3-6 week grading periods. . A system of evaluation will be established to assess students' performance and improvement recommendations.
- Paid internships will NOT be allowed.
- The use of cell phones at the intern site is strictly prohibited. Site mentors are encouraged to discuss any type of personal cell phone use by the student when on a site assignment. This is not acceptable according to the guidelines of the Internship program. The use of cell phones on sites affects the interns' evaluation grade and places risks for the keeping a location.
- If a student is not meeting the required standard; a meeting will be called between the student, mentor and BETA teacher-coordinator. This is to reach an understanding for all. The results may call for establishing a re-learning growth plan / or / if agreed upon by the mentor and coordinator; the intern's student agreement will be cancelled and the intern will be re-assigned to an on-campus site on the BETA Campus.

## βETA H.S. Business Internship Student Agreement

- Student must be a senior. Students must abide by the uniform dress code
- Student must be highly motivated and focused on career and educational goals.
- Internship hours may not be used for volunteer hours. Paid internships will not be allowed.
- Students are required to be on-time in the classroom @8:25 to board the bus. If an absence is to occur; students are required to email their supervisor and cc their Instructor.
- All absences require an EXCUSE to be presented to the Attendance Campus Clerk to receive an EXCUSED ABSENCE.
- Student will work with mentors of the interning firm to develop projects and make contributions that are of value to the interning firm. All assignments are considered as training development.
- Students will not displace regular employees, but they will intern under close supervision of an employee as designated by management.
- Student will be trustworthy and responsible in handling proprietary and confidential information.
- Student will be transported to his/her job site on a school bus from the BETA campus. No personal transportation will be allowed. Students must report to class each site-day at 8:20 a.m.
- The job site will be designated by the school; interviews will be required by the interning firm.
- Student will receive a 2-credit class grade for the internship. (1) Academic (1) Internship Academic assignments are due at the time stated by instructor: After school tutorials are required.

Student will be evaluated once a month. A system of evaluation will be established to assess students' performance. Academic grades are averaged with final grade submissions.

- Student must adhere to the student code of conduct. Student will be required to dress in business casual attire if their Internship Uniform will not be worn due to unexpected circumstances.
- **The use of cell phones at the site is strictly prohibited. If reported by mentor, withdrawal may occur.**
- Upon the request of the business, a student who does not meet the required standards will be removed from their site assignment. A Growth Plan will be discussed with the coordinator & mentor if possible.
- Students involved in other school extra- curricular activities during **Enrichment:** must abide by the set bus schedule. NO EXCEPTIONS will be made for early pick-up to make a time-deadline on campus. Students, parents c/o of students that make verbal or written requests for such action will not qualify for the Practicum and be requested to —withdraw from the Internship Program.

Gregory Mire 1/10/27 Date /2016  
Student Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent Signature (on file)

Masha Shrestha, M.Ed., M.S.  
Teacher Signature

Class Assignments	35%
Participation/Uniform/	35%
Exc. Absences/On Time	30%
Semester Exam	100%
	100%

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Administrator Signature (on file)

## BETA H.S. Business Internship Student Agreement

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- Upon the request of the business, a student who does not meet the required standards will be removed from their site assignment. A Growth Plan will be discussed with the coordinator & mentor if possible.
- Students involved in other school extra- curricular activities during **Enrichment:** must abide by the set bus schedule. NO EXCEPTIONS will be made for early pick-up to make a time-deadline on campus. Students, parents c/o of students that make verbal or written requests for such action will not qualify for the Practicum and be requested to —withdraw from the Internship Program.

Samuel Aboumex      Date 10/27/2016  
Student Signature

\_\_\_\_\_ / \_\_\_\_\_ Date  
Parent Signature      (on file)

Yasmin Shoukry, M.Ed. MS.  
Teacher Signature

Class Assignments	35%
Participation/Uniform/	35%
Exc. Absences/On Time	30%
Semester Exam	100%
	100%

\_\_\_\_\_ / \_\_\_\_\_ Date  
Administrator Signature      (on file)



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## Internship Objectives

- The student will learn to communicate effectively with professionals in the Business and Technological work environment.
- The student will be exposed to the business culture and dynamics within a professional organization.
- The student will gain practical real world experience in a professional job environment.
- The student will establish long-term professional relationships through networking.
- The student will incorporate their professional experience in college application essays.

## Business & Technology Internship Operating Standards Guide

During the internship process we hope that our students will be exposed to the components that make a success in both business and technology standards. Below, we offer a guide to help you structure our students' experience. This is only a guide and together we can customize the standards to your type of business.

1. Professionalism/Ethics	<ul style="list-style-type: none"> <li>• Professional Dress</li> <li>• Trustworthiness</li> <li>• Honesty</li> <li>• Being Pro-Active</li> <li>• Exhibit Diplomacy in Conflict</li> </ul>
2. Communication	<ul style="list-style-type: none"> <li>• Attending Staff Meetings</li> <li>• Active Listening</li> <li>• Trouble Shooting</li> <li>• Laws, Rules and Regulations specific to Technology</li> <li>• Professional Cooperation in verbal mannerisms.</li> </ul>
3. Time Management	<ul style="list-style-type: none"> <li>• Absences and Tardiness</li> <li>• Project Deadlines</li> <li>• Timeliness and Procrastination</li> <li>• Organization</li> </ul>
4. Project Design and Completion	<ul style="list-style-type: none"> <li>• Client Interviews</li> <li>• Project Planning</li> <li>• Review and Redesign Process</li> <li>• Project Completion/ Launch</li> </ul>



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**Business, Education & Technology Academy – Internship Evaluation**

Student Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Sponsor (person): \_\_\_\_\_

Number of Hours Served: \_\_\_\_\_ other (specify number of hours)

Brief Description of Intern's Experiences: \_\_\_\_\_

**This evaluation contributes to the academic credit for this Internship.**  
**Please, discuss this evaluation with the student - intern**  
**before returning it to the student's Career Internship Coordinator.**  
 Please evaluate an overall performance of the assigned Intern.

Personal Qualities	Exceptional	Meets Expectations	Satisfactory	Needs Improvement
1. Dependable and responsible for --completing tasks.				
2. Exercises good judgment in independent situations.				
3. Is friendly and respects others				
4. Is conscientious in fulfilling Assignments.				
5. Follows directions on a timely basis.				
6. Presents neat and accurate work.				
7. Asks appropriate questions in a professional manner.				
8. Is cooperative and industrious --in completing tasks.(productive)				
9. Is courteous to all Office Personnel.				
10. Is Pro-Active by asking questions If a directive is not understood.				
<b>11. Shows initiative</b>				

Circle one	10	9.5	9	8	8.5	7	6	5	4	3	2	1
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Comments: \_\_\_\_\_

Business/IT /Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_



# BUSINESS EDUCATION TECHNOLOGY ACADEMY

510 S. SUGAR RD. EDINBURG, TX 78539

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**SOUTH TEXAS ISD ▪ MAGNET SCHOOL DISTRICT**

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## AFFILIATION AGREEMENT FOR INTERNSHIP- PRECEPTORSHIP PROGRAM

The BETA campus of South Texas ISD's all Magnet School District presents this contract –of- agreement for the training of un-paid Senior Interns in the Business and Technology tracks. This program presents a great benefit to site-locations of the lower Rio Grande Valley with prepared students interested in careers of Business and Technology.

The intent of on-site learning experiences is to provide students opportunities that will contribute growth to their desired careers and higher learning; as well as, to aid in making wise career choices for their future.

This agreement is between South Texas · Business Education Technology Academy; hereinafter, referred to as BETA High School and your organization COUNTY OF HIDALGO, TEXAS hereinafter, referred to as the Affiliate.

This agreement will become effective immediately upon execution by the parties. This agreement may be cancelled at any time upon the written request of either party. This agreement is to be evaluated and reviewed annually by both parties, and revisions will be made, as they are deemed necessary.

### 1. Joint Responsibilities

- a. Both parties will cooperate to provide students with a proper learning opportunity.
- b. Both parties will agree on the number of students receiving preceptorship at the Affiliate with consideration given to the number of preceptorship sites available.

### 2. Responsibilities of BETA

- a. Instructors and students of BETA will abide by the policies of the Affiliate while using its facilities.
- b. BETA shall continually instruct and emphasize to the instructors and students, the importance of respecting the confidential nature of all information which may come to them with respect to the Affiliate members and records with which they work.
- c. BETA instructors and students shall sign the affiliate's Internship Agreement and Waiver of Liability, fully incorporated by reference here and attached as Exhibit "A", in addition to providing evidence of liability insurance for BETA instructors and students on a yearly basis.
- d. BETA shall evaluate and counsel students with regards to performance.
- e. BETA shall assume responsibility for administrative functions related to students, attendance, and evaluation sheets.
- f. BETA instructors and students will be subject to all rules and regulations pertaining regular employees of the Affiliate.

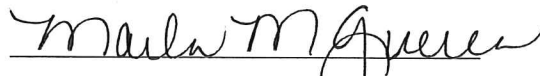


**STISD MAGNET SCHOOL DISTRICT**

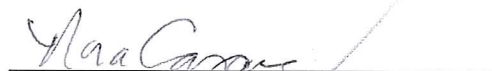
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**3. Responsibilities of the Affiliate**

- a. The Affiliate will permit said student/s to observe and/or assist in department routines and procedures under direct supervision of licensed or qualified employees of the facility.
- b. The Affiliate agrees to assist the program by providing through its supervisory personnel, assistance with attendance and evaluation sheets, at intervals to be agreed upon.
- c. The Affiliate will inform its professional staff of its participation in the various preceptorship sites.
- d. The Affiliate will orient BETA faculty to their facilities and policies.
- e. The Affiliate reserves the right in its absolute and sole discretion to refuse its facilities and services to any instructor or student who does not meet the professional standards proposed by the Affiliate.
- f. This program agreement is subject to all terms and conditions of the Hidalgo County Internship Policy, fully incorporated by reference here and attached as Exhibit "A", and this Affiliation Agreement. In the event of a conflict, the Hidalgo County Internship Policy shall supersede this agreement.

  
\_\_\_\_\_  
Dr. Marla Guerra, Superintendent

Date: 10-3-16

  
\_\_\_\_\_  
Dr. Nora Casarez, BETA H.S. Principal

Date: 9-30-16

\*It is the policy of South Texas Independent School District to comply with nondiscrimination provisions and regulations of all federal and state laws by assuring that no person be denied any benefits of participation in any programs or activities which it operates on the ground of race, religion, color, national origin, sex, handicap, or age.

---

**THE COUNTY OF HIDALGO, TEXAS**

\_\_\_\_\_  
Ramon Garcia, County Judge

\_\_\_\_\_  
Julia Sullivan, Director  
Office of Hidalgo County Public Affairs

**ATTEST**

\_\_\_\_\_  
Arturo Guajardo, Jr., County Clerk

**APPROVED AS TO FORM:**

Office of Hidalgo County Criminal District Attorney,  
Ricardo Rodriguez, Jr.

By: \_\_\_\_\_  
Josephine Ramirez Solis  
Assistant District Attorney

## Hidalgo County Internship Policy

The participating office/department will be responsible for orienting students to the organization. Orientation should include:

- A clear list of expectations, job duties and goals;
- Departmental-specific policies and procedures;
- A list of the resources available to the student intern (i.e., a workstation that has been set up for the student-intern, supplies and items needed by the intern); and
- Any other relevant information for the intern to be successful in the performance of their job duties.

### **STANDARDS OF CONDUCT**

All interns must abide by the standards of conduct as outlined in the Hidalgo County Personnel Policy Manual and/or Hidalgo County Civil Service Commission Rules (as applicable), and are responsible for complying with the required standards of conduct.

At a minimum, all interns are required to conduct themselves in a professional manner at all times and to use discretion when dealing with sensitive matters and confidential information. Students must maintain professional attire, hygiene and grooming in a professional business-like manner that is appropriate to the field of placement and which reflects positively on the County.

If any policy or standard of conduct is violated by the intern during the internship period, the intern will be terminated at the discretion of the County.

### **EVALUATION**

All interns should be provided with ongoing feedback on how well they are meeting the goals and expectations of their position. Participating offices/departments should provide interns with a formal written evaluation at the end of the internship. If applicable, participating offices/departments will be responsible for abiding by the requirements of the education institution as per the agreement.

### **TERMINATION/COMPLETION**

All interns are considered at-will placements, and the placement can be terminated at any time at the discretion of the County. Upon completion of the internship period, interns are not automatically entitled to a paid position within the County.

## Hidalgo County Internship Policy

## INTERNSHIP AGREEMENT AND WAIVER OF LIABILITY

I, Saul Ibarra Saul Ibarra, agree to participate in an internship with The County of Hidalgo, Texas in either a paid or unpaid capacity, as outlined in this agreement. I hereby certify that I am at least 18 years of age at this time, and I am a student at STISD: BETA H.S. Business Education & Technology Academy

I hereby agree to comply with all relevant policies, procedures and requirements as outlined in the Hidalgo County Internship Policy, Personnel Policy Manual and/or Civil Service Commission Rules. I understand that I may or may not receive compensation for my services provided during the internship period, and that no other benefits will be provided. I understand that my placement in this internship is at-will and that I may be terminated at any time at the discretion of the County.

I hereby voluntarily release, discharge, waive and relinquish any and all action or causes of action for personal injury, property damage, or wrongful death occurring to me as a result of my internship with Hidalgo County. I hereby release, waive, discharge and relinquish any actions or causes of actions aforementioned, which may hereafter arise for me and my estate, and agree that under no circumstances will I prosecute or present any claim for personal injury, property damage or wrongful death against Hidalgo County or any of its agents and employees for any said cause of action, whether the same shall arise by negligence of any said persons, or otherwise. It is my intent by this instrument to exempt and release, indemnify and hold harmless Hidalgo County and any of its employees, its elected or appointed officials, employees and agents for any personal injury, property damage, or wrongful death cause by negligence.

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING PARAGRAPHS AND HAVE BEEN FULLY AND COMPLETELY ADVISED OF THE POTENTIAL DANGERS INCIDENTAL TO PARTICIPATING IN AN INTERNSHIP AND AM FULLY AWARE OF THE LEGAL CONSEQUENCES OF SIGNING THIS INSTRUMENT.

Saul Ibarra

Signature

10-27-16

Date

## Hidalgo County Internship Policy

## INTERNSHIP AGREEMENT AND WAIVER OF LIABILITY

I, Gregory Mire Gregory Mire, agree to participate in an internship with The County of Hidalgo, Texas in either a paid or unpaid capacity, as outlined in this agreement. I hereby certify that I am at least 18 years of age at this time, and I am a student at STISD: BETA H.S. Business, Education, & Technology Academy

I hereby agree to comply with all relevant policies, procedures and requirements as outlined in the Hidalgo County Internship Policy, Personnel Policy Manual and/or Civil Service Commission Rules. I understand that I may or may not receive compensation for my services provided during the internship period, and that no other benefits will be provided. I understand that my placement in this internship is at-will and that I may be terminated at any time at the discretion of the County.

I hereby voluntarily release, discharge, waive and relinquish any and all action or causes of action for personal injury, property damage, or wrongful death occurring to me as a result of my internship with Hidalgo County. I hereby release, waive, discharge and relinquish any actions or causes of actions aforementioned, which may hereafter arise for me and my estate, and agree that under no circumstances will I prosecute or present any claim for personal injury, property damage or wrongful death against Hidalgo County or any of its agents and employees for any said cause of action, whether the same shall arise by negligence of any said persons, or otherwise. It is my intent by this instrument to exempt and release, indemnify and hold harmless Hidalgo County and any of its employees, its elected or appointed officials, employees and agents for any personal injury, property damage, or wrongful death cause by negligence.

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING PARAGRAPHS AND HAVE BEEN FULLY AND COMPLETELY ADVISED OF THE POTENTIAL DANGERS INCIDENTAL TO PARTICIPATING IN AN INTERNSHIP AND AM FULLY AWARE OF THE LEGAL CONSEQUENCES OF SIGNING THIS INSTRUMENT.

Gregory Mire

Signature

10/27/16

Date



# CERTIFICATE OF LIABILITY INSURANCE

SOUT-60

OP ID: DA

DATE (MM/DD/YYYY)

09/09/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Shepard Walton King Ins. Group 121 W. Pecan McAllen, TX 78501 R. Raul Cabaza, III	<b>CONTACT NAME:</b> R. Raul Cabaza, III <b>PHONE (A/C, No, Ext):</b> 956-682-2841 <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b> 956-630-4015
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> South Texas Ind School Distric 100 Med High Drive Mercedes, TX 78570	<b>INSURER A :</b> Starr Indemnity & Liability	
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

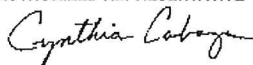
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	<b>Student Accident</b>			BAP272369	09/01/2016	09/01/2017	<b>Aggregate 250,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Off Campus Intership  
 Flag Football

**CERTIFICATE HOLDER****CANCELLATION**

South Texas ISD 100 Med High Dr Mercedes, TX 78570	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# SOUTH TEXAS ISD 2016-2017 CALENDAR

## A Days

July 2016							August 2016							September 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
October 2016							November 2016							December 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

<p style="text-align: center; background-color: #e91e63; color: white; padding: 5px;"><b>Holidays</b></p> <p>September 5      Labor Day              October 10      Columbus Day              November 21-25    Thanksgiving              December 19-30    Christmas              February 20      President's Day              March 13-17      Spring Break              April 14,17      Easter Break              Weather Make-Up Days (2)              If Needed; Feb 20, April 17</p> <p style="background-color: #3f51b5; color: white; padding: 5px; text-align: center;">Enrichment Days              Oct 21, Nov 18, Jan 27, Feb 24              Campus May Change Dates</p> <p style="background-color: #ffc107; padding: 5px; text-align: center;">STAAR, AP, &amp; IB Student Assessment Days</p> <p style="background-color: #e91e63; color: white; padding: 5px; text-align: center;">Exam Tutorial Days              Dec 1, 2; May 25, 26              Campus May Change Dates</p>	<p><b>First Day of Instruction</b>    August 22</p> <p><b>Last Day of Instruction</b>      June 1</p> <p><b>Grade Reporting Periods End</b>              October 14                      March 10              December 16                    June 1</p> <p><b>Exam Release Days</b>              December 13, 14, 15, 16              May 29, 30, 31, June 1</p> <p><b>Monthly Payday</b></p> <table style="width: 100%; border: none;"> <tr> <td>July 25</td><td>Nov. 22</td><td>Mar. 24</td></tr> <tr> <td>Aug. 25</td><td>Dec. 16</td><td>Apr. 25</td></tr> <tr> <td>Sep. 23</td><td>Jan. 25</td><td>May 25</td></tr> <tr> <td>Oct. 25</td><td>Feb. 24</td><td>June 22</td></tr> </table>	July 25	Nov. 22	Mar. 24	Aug. 25	Dec. 16	Apr. 25	Sep. 23	Jan. 25	May 25	Oct. 25	Feb. 24	June 22	<p style="background-color: #0070c0; color: white; padding: 5px; text-align: center;"><b>Staff Development (4)</b>              August 15, 16, 17, 18</p> <p style="background-color: #99c2ff; padding: 5px; text-align: center;"><b>Teacher Work Days (5)</b>              Aug 19, Jan 2, June 2, and              Two Flex Teacher Work Days</p> <p style="background-color: #0070c0; color: white; padding: 5px; text-align: center;"><b>New Teacher Induction (2)</b>              August 11-12</p> <p style="text-align: center;"><b>Credit by Exam Test Dates</b>              Aug. 9-11; Nov. 15-17; Feb. 21-23; June 6-8</p> <p style="background-color: #4f7942; color: white; padding: 5px; text-align: center;"><b>226 Non-Contract Days</b>              July 1-8, 2016 and June 26-30, 2017              One Flex 226 Work Day</p> <p style="background-color: #4f7942; color: white; padding: 5px; text-align: center;"><b>Instructional Design Days</b>              (no school for students) Jan 16, 17</p>
July 25	Nov. 22	Mar. 24												
Aug. 25	Dec. 16	Apr. 25												
Sep. 23	Jan. 25	May 25												
Oct. 25	Feb. 24	June 22												

January 2017							February 2017							March 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4				1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
April 2017							May 2017							June 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

South Texas ISD Board approved on April 26, 2016. Instructional time for the 2016-2017 STISD school year is 79,200 minutes. The state requirement is for 75,600 minutes of instruction.



# Business, Education & Technology Academy

## South Texas Business Education and Technology Academy (BETA) Four-Year Course Sequence 2016 - 2017

9th Grade	10th Grade	11th Grade	12th Grade
For 1 credit: English I Pre- AP English I SOL	For 1 credit: English II Pre-AP English II SOL	For 1 credit: English III AP	For 1 credit: English IV AP
For 1 credit: Algebra I Pre-AP Geometry Pre-AP Algebra II Pre-AP	For 1 credit: Geometry Pre-AP Algebra II Pre-AP Pre-Calculus Pre-AP	For 1 credit: Algebra II Pre-AP Pre-Calculus Pre-AP Calculus I, II AP Statistics AP	For 1 credit: Pre-Calculus PAP Calculus I, II AP Statistics AP Statistic & Risk Mgmt.
For 1 credit: Biology Pre-AP Chemistry Pre-AP Integrated Physics & Chemistry (IPC)	For 1 credit: Chemistry Pre-AP Physics Pre-AP	For 1 credit: Physics Pre-AP Chemistry II AP Biology II AP Physics II AP	For 1 credit: Biology II AP Chemistry II AP Physics II AP
For 1 credit: World Geography Pre-AP	For 1 credit: World History Pre-AP World History AP	For 1 credit: U.S. History AP	For 1 credit: Government AP ( ½ credit) & Economics AP ( ½ credit)
For 1 credit: Spanish I Pre-AP Spanish II Pre-AP Spanish III – AP/D	For 1 credit: Spanish II, Spanish III, Spanish III AP Language	For 1 credit: Spanish III Spanish III AP Language	For 1 credit: Spanish III Spanish III AP Language Spanish IV AP Literature
For 1 credit: Fine Arts (art, theater, music) Mariachi	For 1 credit: Research/Technical Writing ( ½ credit) Aerobic Activity ( ½ to 1credit)	For 1 credit: SAT/ACT ( ½ credit) Team Sports ( ½ credit)	For 1 credit: Cross Track Elective Choice
<p><b>Business</b> Principles of Business (1 credit) and Money Matters (1 credit)</p> <p><b>Education</b> Principles of Education &amp; Training (1 credit) and Principles of Human Services (1 credit)</p> <p><b>Technology</b> Introduction to Engineering (1 credit) and Principles of Information Technology (1 credit)</p>	<p><b>Business</b> Banking and Finance (1/2 credit) Virtual Business (1/2 credit) Business Information Management (1 credit)</p> <p><b>Education</b> Business Information Management (1 credit) Human Growth and Dev. (1 credit)</p> <p><b>Technology</b> Computer Science Pre-AP (1 credit) Digital and Interactive Media (1 credit) Civil Engineering and Architecture (PLTW)</p>	<p><b>Business</b> Accounting 1 (1 credit) Business Mgmt. (1 credit)</p> <p><b>Education</b> Instructional Practice in Ed &amp; Training (2 credit) Child Development (1 credit) Family /Community Services (1 credit)</p> <p><b>Technology</b> Computer Science AP (1 credit) Computer Maintenance (2 credits) Web Technologies (1 credit) Robotics &amp; Animation (1 credit) Web Design (1 credit)</p>	<p><b>Business</b> Practicum in Bus Mgmt. (2 credits) Accounting 2 (1 credit) Business Law (1 credit)</p> <p><b>Education</b> Practicum in Education (2 credits) Nutrition &amp; Lifetime Wellness (1 credit) Child Development (1 credit) Child Guidance (2 credits)</p> <p><b>Technology</b> Computer Science 3 (1 credit) Computer Science for Engineers (PLTW) Research in IT Solutions or IT Practicum (2 -3 credits) Animation 1 (2 credits) Web Design (1 credit) Robotics &amp; Automation- Part 2 (1 credit)</p>
<p><b>STISD Requirements:</b> English, Math, Science, and Social Studies classes are required each of the four years. (Ex. Algebra 1 taken in junior high will require advance Math, such as Pre-Calculus, Calculus, Statistics, etc. in the 4th year). <b>Campus Information:</b> Once all course requirements and offerings are met, students will be allowed to choose from other track courses, or other electives, or independent study courses.</p>	<p><b>Graduation Plans:</b> Graduation plans will be incumbent on new endorsements set forth by House Bill 5 and state exams, such as STAAR- EOCs. <b>All 5 Endorsements offered at BETA:</b> STEM (Science, Technology, Engineering, &amp; Math), Business &amp; Industry, Arts &amp; Humanities, Public Services, and Multi-Disciplinary Studies.</p>	<p><b>Other CTE Electives:</b> Journalism – (1 credit) Jour. News 1, 2, or 3 (1 credit) Jour. Yr. Bk. 1, 2 or 3 (1 credit) Photojournalism (1 credit) Touch System Data Entry (½ credit) E-Commerce (1 credit) Revenue Taxation &amp; Regulation (½ -1 credit) Human Res Mgmt. ( ½ -1 credit) Securities &amp; Investment ( ½ -1 credit) Financial Analysis (1 credit) Principles of Arts, A/V Technology &amp; Communication (1 credit) Education Law ( ½ - 1 credit) Principles of Engineering (PLTW) Animation</p>	<p><b>Other Electives:</b> Sociology/Psychology (½ credit) Reading 1 or 2 (1 credit) Math Models (1 credit) Research/Tech Writing (½ credit) Mandarin Chinese I, II, or III (1 credit) Humanities (1 credit) Individual Sports /Health (½ credit) Creative Technical Writing (1 credit) Dollars &amp; Sense (½ -1 credit) Communication App American Sign Language</p>

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