



REQUIRED PROFESSIONAL DEVELOPMENT

2024 - 2025

Brownsville Independent School District

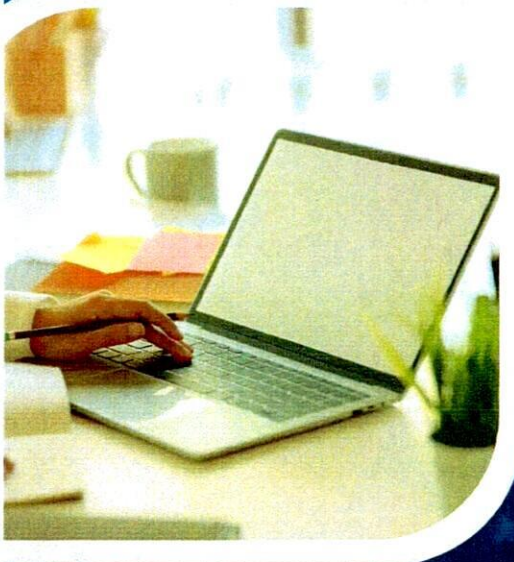


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Brownsville Independent School District

2024- 2025

AT A GLANCE

This manual is your complete guide to essential workshops and training sessions, designed for both new hires and seasoned employees. These sessions are customized to provide you with the necessary skills and knowledge to excel in your district responsibilities.

WELCOME

As a valued member of the Brownsville Independent School District, you play an integral role in fostering a culture of learning and excellence. To ensure that each employee is equipped with the necessary skills and knowledge aligned with district policies and regulations, individuals must review the comprehensive training sessions offered throughout the 2024-2025 academic school year to determine which ones apply to their roles and responsibilities. This requirement is in line with the Continuing Education and Training Clearinghouse Purpose, which encompasses best practices and industry recommendations for the frequency of training for educators and other school personnel, as well as the Texas Administrative Code.

TRAINING MODALITIES

Our training modalities include face-to-face sessions for personalized interaction, online courses for flexibility and self-paced learning, and synchronous training for real-time engagement and collaboration.



Face-to-Face



Online Courses



Synchronous

PROFESSIONALIZATION

Compliance with Regulatory Standards

Educators will gain the necessary knowledge and skills to adhere to compliance guidelines, ensuring the integrity and legality of their professional practices within the school system.

Strengthen School Community

Sessions will cultivate a stronger sense of cohesion and collaboration within the school community.

Who We Are

Brownsville Independent School District (BISD), encompassing 95 square miles, is the largest employer in the Rio Grande Valley.

Approximately 6,000 employees have accepted the challenge of serving a population of 37,898 students. BISD recognizes and addresses the unique cultural lifestyle of South Texas with a broad selection of academic activities and programs for all students.



Comprehensive Training Program Schedule



New Employees

Workshop/Title	Due Date	Hours	Additional Information	Contact
New Employee Orientation	8/2/24 1/18/25	4	Required of all new employees to the district. Classified employees must arrange with their supervisors about their working hours.	Human Resources Professional Development Department
T-TESS/GSPD/SLO New Teachers Tex. Educ. Code § 21.351; 19 Tex. Admin. Code § 150.1005; DNA(LLEGAL)	8/1/24 1/25/25	6	Required of all new teachers to the district.	Human Resources



Calendar Approved Development Days

Workshop/Title	Due Date	Hours	Additional Information	Contact
District Approved Trainings	1/8/24 1/6/25	6	Topics are determined by the district.	Various District Departments
Campus Approved Trainings	8/6/24 8/7/24 5/30/25	6	Topics are determined by the campus.	Various District Departments



Athletics / Fine Arts

Workshop/Title	Due Date	Hours	Additional Information	How Often
Concussion Training TEC, §38.154 (b-1), (c)	August 1, 2024 to the first day of instruction	1	<ul style="list-style-type: none"> • Concussion oversight team members required to complete training. • School nurses are eligible to join the concussion oversight team upon request. <p>Training is available on the UIL Portal Online.</p>	Annually
*Extracurricular Athletic Activity Training Program TEC, §33.202 and TAC, §76.1003	August 1, 2024 to the first day of instruction	1	<ul style="list-style-type: none"> • Required for coaches, trainers, and sponsors of extracurricular athletic activities, including the marching band directors. • Focus areas: emergency action planning, communication with 9-1-1, and recognition of symptoms of potentially catastrophic injuries. <p>Training is available on the UIL Portal Online.</p>	Annually
Illegal Steroid Use TEC, §33.091 (c-1)	August 1, 2024 to the first day of instruction	1	<ul style="list-style-type: none"> • Training is mandatory for all district employees who are athletic coaches for 7th grade or higher extracurricular activities. <p>Training is available on the UIL Portal Online.</p>	Annually



Bilingual / ESL

Workshop/Title	Due Date	Hours	Additional Information	How Often
Bilingual Sheltered Instruction Core Initial Training Code §89.1201.	Deadline May 30, 2025	12	<ul style="list-style-type: none"> • Training approved by the compensation plan. • Specifically for new teachers or those who have not previously completed it. • Consists of a 12-hour core training. • Grants lifetime credit upon completion. <p>Training Format: Face-to-Face</p>	Annually
Bilingual Sheltered Instruction (Ongoing) refresher Code §89.1201.	Deadline December 13, 2024	3	<ul style="list-style-type: none"> • Teachers who previously completed 12 sheltered core hours. • For those continuing to work with Emergent Bilingual students. <p>Training Format: Online Course PLS Course # 11918 PLS Section # 16441</p>	Annually
Language Proficiency Assessment Committee (LPAC) Tex. Educ. Code § 29.063(a); 19 Tex. Admin. Code § 89.1220(a)-(f); EHBE(LEGAL)	BOY Transitional MOY EOY	3	<ul style="list-style-type: none"> • LPAC members are required to be trained on LPAC procedures. • Includes updates from the Texas Education Agency. <p>Training Format: Face-to-Face</p>	Annually as per TEA
Bilingual / ESL Teacher Certification Preparation Trainings (Bilingual Supplemental, BTLPT, and ESL Supplemental) Code §89.1207	Ongoing Face to Face	6	<ul style="list-style-type: none"> • Exclusively for teachers without Bilingual (Elementary) or ESL (Secondary) certification. • Applicable to those teaching Emergent Bilingual students. <p>Training Format: Face-to-Face</p>	Annually



Curriculum, Instruction and Accountability

Workshop/Title	Due Date	Hours	Additional Information	How Often
AP Institute TAC §74.29 Curriculum and Instruction (Secondary Component)	Varied dates during summer (TBA)	Varies by content	<ul style="list-style-type: none"> • Training must be completed before assignment to the course. • Provided by The College Board. • All teachers must complete the College Board AP Institute for their subjects. • AP Summer Institute recommended every 3 years. 	Recommended every 3 years.
Training Format: Face-to-Face				
Assessment instrument administration Tex. Educ. Code § 39.304; 19 Tex. Admin. Code § 101.3031(a)(2), (c), (d); EKB(LEGAL); DMA(LEGAL)	Varied dates prior to STAAR administrations (TBA)	1	<ul style="list-style-type: none"> • Training mandatory for all school district employees involved in administering assessment instruments under Section 39.023. • Responsibility for training turnaround lies with the campus to its staff. • Training required prior to STAAR administrations and before handling secure test materials and content. 	Annually
Training Format: Face-to-Face				
Gifted/Talented Foundational Training TAC, §89.2	June 3-7, 2024 (Summer training) Fall semester (TBA)	30	<ul style="list-style-type: none"> • 30-hour training on gifted/talented student needs, identification, and curriculum required for relevant teachers. • Must be completed in one semester for teachers new to gifted/talented services. • Foundational training mandatory for all K-12 teachers in G/T programs, to be done in the first semester. (19 TAC §89.2(2)) 	Annually
Training Format: Face-to-Face				
Gifted/Talented Annual Update TAC, §89.2 TAC §233.1).	Varied dates during summer and Fall semester (TBA)	6	<ul style="list-style-type: none"> • Teachers in the district's gifted/talented program must complete at least 6 hours of annual professional development. • This training aligns with state standards for gifted/talented education. (19 TAC §89.2(3) and TAC §233.1). 	Annually
Training Format: Face-to-Face				



Curriculum, Instruction and Accountability

Workshop/Title	Due Date	Hours	Additional Information	How Often
Gifted/Talented TAC, §89.2(4)). 19 TAC §89.2(4).	Varied dates during summer and Fall semester (TBA)	6	<ul style="list-style-type: none"> Teachers and administrators involved in service decisions need a minimum of 6 hours of professional development on gifted/talented students' nature, needs, and service options (19 TAC §89.2(4)). Training to be completed in the first semester. 	Once for lifetime credit for new administrators.
Training Format: Face-to-Face				
Gifted/Talented TAC, §89.2(4)). 19 TAC §89.2(4).	Varied dates during summer and Fall semester (TBA)	6	<ul style="list-style-type: none"> Counselors working with gifted/talented students must complete at least six (6) hours of professional development. Training topics include: <ul style="list-style-type: none"> Nature and needs of gifted/talented students. Service options for these students. Social-emotional learning. 	Once for lifetime credit for new counselor.
Training Format: Face-to-Face				
Texas English Language Proficiency Assessment System Tex. Educ. Code § 21.4571	Jan. 15, 2025 (TOT dates set by campus)	1	<ul style="list-style-type: none"> Pertains to professionals administering English language proficiency tests. Campus will facilitate training for staff. 	Annually
Training Format: Face-to-Face				



Computer Service and Instructional Technology

Workshop/Title	Due Date	Hours	Additional Information	How Often
Cybersecurity Training Tex. Educ. Code § 11.1513; Tex. Gov't Code §§ 2054.519, .5191(a-1)-(b); DMA(LEGAL), CQB(LEGAL)	August 12, 2024 – February 26, 2025	1	<ul style="list-style-type: none"> All Employees 	Computer Services
Training Format: Online Course PLS Course # 11284 PLS Section # 16583				



Finance

Workshop/Title	Due Date	Hours	Additional Information	How Often
Investment Training <i>Texas Government Code, §2256.008</i>	Completed by January or September of the current school year.	10	<ul style="list-style-type: none"> Roles include Chief Financial Officer and Investment Officer. Exclusion of Treasurer, CFO, or Investment Officers if the district does not participate in investment funds methods. Requirement to attend one training session from an approved independent source. Training sessions must include 10 hours of instruction within 12 months of assuming duties. It is mandatory to receive at least 8 hours of training at least once every two years. 	Finance Department

Training Format: Face-to-Face



Food and Nutrition

Workshop/Title	Due Date	Hours	Additional Information	How Often
Civil Rights Training <i>USDA, FNS Instruction Number 113-1, XI</i>	August 12, 2024	2	<ul style="list-style-type: none"> Training is required so that individuals involved in all levels of administration of Child Nutrition Programs that receive Federal financial assistance understand federal laws, regulations, instructions, policies and other guidance. The training is required for FNS Cafeteria Managers, Clerks, Workers, Custodians, and Supervisory Staff. Training is mandatory for all School Personnel administering the Breakfast in the Classroom (BIC) operational model and the Child and Adult Care Food Program (CACFP) Supper and Weekend Meals. The training consists of a Civil Rights Training video and quiz that must be completed before the start of the school year. 	Annually *New Employees must complete training within thirty (30) days of hire.

Training Format: Online Course
 PLS Course # 12076
 PLS Section # 16386



Guidance and Counseling

Workshop/Title	Due Date	Hours	Additional Information	How Often
Dating Violence Tex. Educ. Code § 37.0831; BQ(LEGAL).	9/20/2024	1	<ul style="list-style-type: none"> • All secondary staff: <ul style="list-style-type: none"> • Certified Personnel • Classified personnel Training Format: Online Course PLS Course # 11593 PLS Section # 16390	1 time life credit
DFPS Reporting Suspected Abuse or Neglect of a Child: A Guide for Professionals	9/20/2024	1	<ul style="list-style-type: none"> • Certified Personnel • Classified personnel Training Format: Online Course PLS Course # 11286 PLS Section # 16437	Annually
Threat Assessment Team and Safe and Supportive School Team Training Tex. Educ. Code § 37.115; FFB(LEGAL).	9/20/2024	7	<ul style="list-style-type: none"> • Members of School Behavioral Threat Assessment Teams (SBTA) • Members of Safe and Supportive School Teams (SSST) Training Format: Online Course Link: Texas School Safety Center	1 time life credit
*Suicide Prevention / Positive Behavior Supports / Conflict Resolution Tex. Educ. Code §§ 21.451(d)(3), (d-1), (d2), 38.351(a)-(e), (g), (h); 19 Tex. Admin. Code § 153.1013; DMA(LEGAL); FFB(LEGAL).	9/20/2024	1	<ul style="list-style-type: none"> • Certified Personnel • Classified personnel Training Format: Online Course PLS Course # 11473 PLS Section # 16438 District code: 031901	Annually
*Sexual Abuse, Sex Trafficking and Maltreatment Training Tex. Educ. Code § 38.0041(c)-(f); 19 TAC § 61.1051(c)-(d); DMA(LEGAL)	9/20/2024	1	<ul style="list-style-type: none"> • Certified Personnel • Classified personnel Training Format: Online Course PLS Course # 11474 PLS Section # 16439	Annually



Guidance and Counseling

Workshop/Title	Due Date	Hours	Additional Information	How Often
Safe & Supportive School Program Recognizing Need for Mental Health and Substance Abuse Intervention Tex. Educ. Code § 38.351; DMA(LLEGAL); FFB(LLEGAL)	9/20/2024	1	<ul style="list-style-type: none">• Certified Personnel• Classified personnel Training Format: 🗣️ Face-to-Face Campus creates course and section # in the PLS system with the title: Safe & Supportive School Program Recognizing Need for Mental Health and Substance Abuse Intervention PowerPoint will be provided to campus administrators for training facilitation.	Annually
*Trauma Informed Care Texas Department of Family and Protective Services Tex. Educ. Code §§ 38.036, 38.351; DMA(LLEGAL), FFBA(LLEGAL).	9/20/2024	2	<ul style="list-style-type: none">• Certified Personnel• Classified personnel Training Format: 💻 Online Course PLS Course #11511 PLS Section # 16440	Annually



Health Services

Workshop/Title	Due Date	Hours	Additional Information	How Often
*Administration of Epinephrine Auto-Injectors <i>TEC §38, Subchapter E, Section 38.210 (b)</i>	September 20, 2024	1	Applicable to all school personnel. Includes school volunteers as required. Training Format: Online Course PLS Course # 11594 PLS Section # 16373	Annually
Automated external defibrillator <i>TEC, §22.902(a)(c)</i> <i>TEC, §21.4515</i> <i>Section 779.001, Health and Safety Code</i>	Dates are subject to change.	1	<ul style="list-style-type: none"> • Mandatory for: <ul style="list-style-type: none"> ○ District nurses ○ Health aides • Applies to District employees in roles such as: <ul style="list-style-type: none"> ○ Chief sponsors of extracurricular activities ○ Athletic coaches ○ Athletic trainers ○ Band directors ○ Cheerleading sponsors ○ Student club sponsors ○ Student Athletic Trainer Volunteers Training format: Face-to-Face.	Recertification every two years in conjunction with CPR recertification
Bleeding Control Stations <i>TEC, §38.030(b)(3)</i>	September 20, 2024	1	<ul style="list-style-type: none"> • Applicable to all school personnel. • Includes all district peace officers. Training Format: Online Course PLS Course # 11512 PLS Section # 16355	Annually
Bloodborne Pathogens <i>Tex. Health & Safety Code §§ 81.301-.307; 25 Tex. Admin. Code §§ 96.101-.501; DBB(LEGAL).</i>	September 20, 2024	1	<ul style="list-style-type: none"> • Applicable to all school personnel Training Format: Online Course PLS Course # 11136 PLS Section # 16141	Annually
Food Allergy Training <i>TEC, §38.0151;</i> <i>Commissioner of DSHS guidelines</i>	September 20, 2024	1	<ul style="list-style-type: none"> • Awareness training required for all staff. • Comprehensive training for staff responsible for individual students' care (e.g., teachers, coaches). • Training focus: Anaphylaxis and emergency response to anaphylactic reactions. Training Format: Online Course PLS Course # 14184 PLS Section # 16602	Annually



Health Services

Workshop/Title	Due Date	Hours	Additional Information	How Often
CPR and First Aid Tex. Educ. Code § 33.086; DBA(LLEGAL)	Dates are subject to change.	1	<ul style="list-style-type: none"> Employees who serve in specific roles must maintain and submit proof of current first aid and CPR certification: <ul style="list-style-type: none"> Head directors of marching bands. Head coaches or chief sponsors of extracurricular athletic activities, including cheerleading. Certifications must be from: <ul style="list-style-type: none"> American Red Cross. American Heart Association. Other organizations with equivalent training and certification. <p>Training Format: Face-to-Face</p>	Recertification is required every two years.
Diabetes Texas Health and Safety Code, §168.005	September 20, 2024	1	<ul style="list-style-type: none"> Training to be provided before the start of the school year. If a school nurse is assigned to a campus, they are responsible for coordinating the training of school employees acting as unlicensed diabetes care assistants. <p>Training Format: Face-to-Face</p>	Annually
Seizure Disorders TEC §38.033	September 20, 2024	1	<ul style="list-style-type: none"> Applies to: <ul style="list-style-type: none"> School nurses Health aides School district employees with regular student contact (e.g., teachers, coaches, band directors, extra-curricular activity sponsors) Requirement: Completion of a TEA-approved online course on managing students with seizure disorders. <p>Seizure training for School Personnel Training Format: Online Course PLS Course # 11513 PLS Section # 16463</p> <p>Seizure training for Nurses only Training Format: Online Course PLS Course # 11518 PLS Section # 16465</p>	Annually by the first day of class.



Human Resource

Workshop/Title	Due Date	Hours	Additional Information	How Often
T-TESS/GSPD/SLO Tex. Educ. Code § 21.351; 19 Tex. Admin. Code § 150.1005; DNA(LEGAL)	Within the first 3 week of school starting	1	<ul style="list-style-type: none"> All teachers required to attend a 1-hour T-TESS/SLO Refresher. Training to be provided no later than the final day of the first three weeks of school. Scheduled at least three weeks before the first observation. Recommended to be included in Beginning Of Year (BOY) Professional Development Days. Training Format: 🗣️ Face-to-Face	Annually
Teacher Incentive Allotment	November, 2024	1	<ul style="list-style-type: none"> It is mandatory for all teachers and campus administrators to view the training video. Training Format: 💻 Online Course PLS Course # 14176 PLS Section # 16588	Annually
Employee Standards of Conduct / Progressive Discipline / Employee-on- Employee Harassment 20 U.S.C. §§ 1681- 1688; 34 C.F.R. §§ 106.30, .45(b); FFH(LEGAL).	Campus does turn around training.	1	<ul style="list-style-type: none"> Training as outlined in DH Legal, Local, & Exhibit are provided by the Human Resources Department. Recommended to include this training in the Beginning Of Year (BOY) Professional Development Days. Administrators will receive their training as part of their BOY PD days. Campus does turn around training Training Format: 🗣️ Face-to-Face	Annually
Mentor Training TEC, §21.458(b)(1)(2); TAC, §153.1011 (b)(1)(B) and (b)(3)	October, 2024 February, 2025	6	<ul style="list-style-type: none"> Training targeted at experienced teachers (3 years or more). Intended for those who will mentor first-year teachers or new teachers to the district. Participation is recommended by campus administration. Training Format: 🗣️ Face-to-Face	1 time per semester
T-PESS Orientation TAC, §150.1025	Before the school year starts.	3	<ul style="list-style-type: none"> Orientation to be conducted at the beginning of each school year for: <ul style="list-style-type: none"> Campus Administration Orientation content includes: <ul style="list-style-type: none"> Clarification of the T-PESS rubric. District's expectations for practice and performance. Timelines, materials, forms. Additional rollout information. Recommended to be part of the Beginning Of Year (BOY) Administrator's Academy Training Format: 🗣️ Face-to-Face 	Annually



ISET and Professional Development

Workshop/Title	Due Date	Hours	Additional Information	How Often
Technology Training	Campus Recommendation	*6	<ul style="list-style-type: none"> Recommendation: 6 hours of technology training. 	Annually



Police and Security

Workshop/Title	Due Date	Hours	Additional Information	How Often
Emergency Operations Plan Tex. Gov't Code § 418.005; Tex. Educ. Code § 37.108(a); CKC(LEGAL)	Campus-determined dates.	1	<ul style="list-style-type: none"> All district employees 45 Minute (SB11) Mandatory Training Campus must schedule with BISD PD. Training Format: Face-to-Face	Annually




Pupil Services

Workshop/Title	Due Date	Hours	Additional Information	How Often
Student Discipline Tex. Educ. Code §§ 37.0181, .002; DMA(LEGAL)	Before beginning of the academic school year.	3	<ul style="list-style-type: none"> Mandatory training for every principal or appropriate administrator overseeing student discipline. Training focus: Professional development on alternative settings for behavior management. Training Format: Face-to-Face	Annually
*Student-on-Student Bullying and Harassment Tex. Educ. Code §§ 21.451(d)(3)(C), 38.351; FFI(LEGAL); FDB(LEGAL); FFF(LEGAL); FO(LEGAL); CQA(LEGAL); DMA(LEGAL); FOF(LEGAL);	Before beginning of the academic school year.	3	Campus Administrators Training in preventing, identifying responding to, and reporting incidents of bullying. (DMA Legal) / Discipline Management / Student Code of Conduct Training Format: Face-to-Face	Annually



Section 504 / RTI

Workshop/Title	Due Date	Hours	Additional Information	How Often
Section 504 of the Rehabilitation Act 29 U.S.C. § 794; FB(LLEGAL); FNG(LLEGAL); FOF(LLEGAL); EIF(LLEGAL); DAA(LLEGAL); EHB(LLEGAL); EHDE(LLEGAL)	Completed at beginning of school year (BOY).	1	<ul style="list-style-type: none">• Campus Rtl/504 Coordinator to conduct annual Training of Trainers (TOT) for school staff on Section 504 and Response to Intervention (Rtl) procedures.• The training will cover relevant aspects of Section 504 of the Rehabilitation Act.• Specifically aimed at the Section 504/Rtl coordinator and staff working with students with disabilities and approach to the early identification and support of students with academic and/or behavior needs.• Will address policies FB, EIE, and FFE in relation to students with disabilities.	Annually

Training Format:  Face-to-Face



Special Education

Workshop/Title	Due Date	Hours	Additional Information	How Often
Dyslexia <i>TAC, §74.28(d)(e)</i> <i>TEC, §29.027</i>	Completed by October of the current school year.	1	<ul style="list-style-type: none"> Annual Training of Trainers (TOT) on Dyslexia Updates provided by Campus Dyslexia Teacher for school staff. Teachers and administrators involved in screening and treating dyslexia and related disorders, specifically in districts receiving grants under TEC, §29.027. 	Annually
Senate Bill 1196	BOY Campus Staff Development Day	1	<p>Training Format: Face-to-Face</p> <p>A state requirement must be provided by campuses during the beginning of year district staff development activities.</p>	Annually
Continuing professional education in special education strategies and methodology	Provided during designated District Staff Development days as approved by the district- adopted calendar	12	<p>Training Format: Face-to-Face</p> <p>As per DMA Local, all special education and non-special education professional staff in specific instructional arrangements shall obtain 12 hours of continuing professional education in special education strategies and methodology. Sample areas include co-teaching, modifications, crisis prevention, behavior-improvement management plan, content mastery, and the like. These hours shall be required annually as part of the district staff development for special education staff in specific instructional arrangements.</p>	Annually
Use of restraint / Use of time-out <i>Tex. Educ. Code §</i> <i>37.0021(d); 19 Tex.</i> <i>Admin. Code §</i> <i>89.1053(d); FOF(LEGAL)</i>	Ongoing	Varies by campus needs, typically 6 hours	<p>Training Format: Face-to-Face</p> <p>A core team of personnel on each campus must be trained and must contain an administrator or designee. Personnel using restraints in an emergency must receive training within 30 school days of their use.</p>	As needed

*Continuing Education and Training Clearinghouse

All other training courses are required by the Texas Education Code and/or Texas Administrative Code.

Modes of Training

Face-to-Face

Online Course

Synchronous

Professional Development Committee

Adrianna Lippa	Director for Special Education
Alonso Guerrero	Director of Health Services
Carlos Olvera	Director of Bilingual Education
Cindy Paz	Sergeant for Police/Security
Dolores Emerson	Executive Director, Elementary
Dr. Cynthia S. Castro-Rodriguez	Director for Professional Development
Dr. Norma Ibarra-Cantu	Executive Director, Secondary
Emiliano Camarillo	HR Coordinator
Gilbert Leal	Director for Athletics
Joaquina Cruz	Director for Food and Nutrition
Julie Salinas	Director of Assessment/Research/Evaluation, Section 504/Dyslexia/RtI/Title IX
Maricela Franco	Director of Human Resources
Michael Garcia	Director, Fine Arts
Miguel Molina	Educational Technology Specialist
Randy Park	Director of Pupil Services
Sara Garza	Director for Guidance and Counseling
Todd Nichols	Assistant Directive of Technology Services

** Calendar dates may be subjected to changes by the district **



