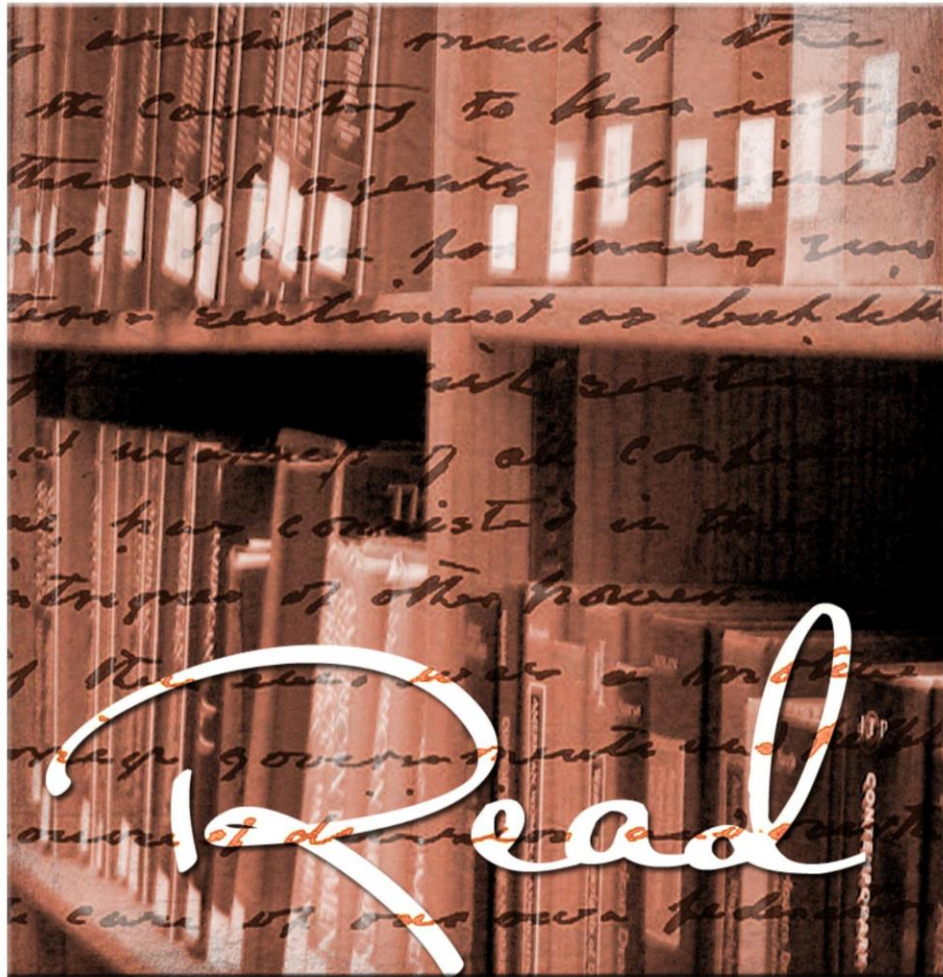


Brackett ISD  
EMPLOYEE HANDBOOK



2015-2016

## **BISD 2015-2016 Employee Handbook**

### **Introduction**

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Superintendent.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment.

These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.

For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed on line at:

<http://pol.tasb.org/home/index/773>

[Ctrl. + click to go to site]

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## 1. DISTRICT INFORMATION

### Texas Education Mission Goals and Objectives

*Policies AF, EA*

The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child. The objectives of public education are:

- Parents will be full partners with educators in the education of their children.
- Students will be encouraged and challenged to meet their educational potential.
- Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.
- A well-balanced and appropriate curriculum will be provided to all students.
- Qualified and highly effective personnel will be recruited, developed, and retained.
- Texas students will demonstrate exemplary performance in comparison to national and international standards.
- School campuses will maintain a safe and disciplined environment conducive to student learning.
- Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.
- Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

- **Goal 1** The reading and writing of the English language.
- **Goal 2** The understanding of mathematics.
- **Goal 3** The understanding of science.
- **Goal 4** The understanding of social studies.

Education Code 4.001, 4.002

## **Brackett ISD Mission Statement**

### *Policy AE*

The mission of the District, in partnership with parents and the community, is to enable all students to be safe and obtain the knowledge, desire, and integrity to pursue meaningful and productive lives.

## **Brackett ISD Vision Statement** (Revised 12/10/2013)

The District ensures graduates have diverse learning experiences, creating confidence to reach their full potential, and the honesty to own mistakes and the integrity to start again and achieve goals.

## **Core Beliefs**

We believe Brackett ISD instills confidence, honesty, and integrity in students to challenge, prepare, and empower students to succeed in life.

We believe our students desire to be productive citizens.

We believe in Brackett ISD that instruction should be flexible to meet each student's needs.

We believe that Brackett ISD attracts and retains highly qualified staff.

We believe the Brackett ISD school Board is open-minded, engaged, supportive, student-focused and provides the tools and resources necessary for success.

We believe the Brackett ISD community is a supporting, giving, and trusting community that deserves to be informed and involved.

## **Board of Trustees**

### *Policies BA, BB series, BD series, and BE series*

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected every year and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

**Current board members include:**

Dan Laws, Board President  
Theresa Quiroz, Vice-President  
Donna Schuster, Secretary  
Brad Coe, Member  
Sondra Meil, Member  
Michael Paxton, Member  
Jesse Terrazas Jr., Member

The board meets on a regular basis on the second Monday of each month, at 6:30 p.m., in the central office conference room. Special meetings may be called when necessary. A notice of all meetings, agenda, and agenda packet information will be posted on the district's website [www.brackettisd.net](http://www.brackettisd.net) (See: **Board**, sub-heading **BoardBook**). A written notice/agenda is also posted on the central office bulletin board. Both the website and bulletin board meeting notice are posted at least 72 hours before the scheduled meeting time. The notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending legislation.



## Board Meeting Schedule for 2015-2016

Unless posted changes are made, regular meetings are held on the second Monday of each month at 6:30 p.m.

August 10, 2015	February 8, 2016
September 14, 2015	*March 14, 2016
*October 12, 2015	April 11, 2016
November 9, 2015	** May 9, 2016
December 14, 2015	June 13, 2016
January 11, 2016	July 11, 2016

\* Subject to change – School Holiday    \*\* Subject to change - Election

## Administration

- Kevin Newsom, Superintendent
- Candy Hobbs, Jones Elementary/Intermediate Principal, Head Start/Grades PK-5
- Daron Worrell, Secondary Principal, Grades 6-12
- Christy Price, Principal, Grades 6-8
- Alma Gutierrez, Director of Special Programs and Grants
- Louisa Stone, Secondary Counselor/Academic Advisor
- Kimberly Ilse, Elementary Counselor
- Tyrell McCrea, Athletic Director
- Bonnie Brotherton, Librarian
- Savanah Molinar, School Nurse

## Central Office Staff

- Marla Madrid, CTSBO, Business Manager
- Susan Esparza, Secretary to Superintendent/Personnel
- Marci Resendez, Payroll Clerk/Employee Benefits
- Rosa Cantu, Accounts Payable/PEIMS

## Campus Staff

- Bertha Reyes, Campus Secretary, Head Start/GR PK-5
- Dalia Rangel, Secretary to Principal, Head Start/GR PK-5
- Kacie Williams, Campus Secretary, GR 6-12
- Tara Powell, Secretary to Principal, GR 6-12

## 2. EMPLOYMENT

### **Equal Employment Opportunity**

#### *Policies DAA, DIA*

The Brackett Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination for any of the reasons listed above should contact the superintendent, the district's Title IX coordinator.

### **Job Vacancy Announcements**

#### *Policy DC*

Announcements of job vacancies by position and location are posted on the district's web site at, [www.brackettisd.net](http://www.brackettisd.net). See: *Employment Opportunities*.

### **Pre-Employment Physicals**

#### *Policy DBB*

A basic pre-employment physical is required for all auxiliary employees. A Fit for Duty form, with attached job description, will be provided by the Central Office for completion by a Health Care Provider. The Health Care Provider will assess the employee's ability to perform the duties associated with their position. The district will pay up to \$50.00 on a pre-employment physical reimbursement upon proof of payment.

### **Employment after Retirement**

#### *Policy DC*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances or on a part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*.

Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site [www.trs.state.tx.us](http://www.trs.state.tx.us).

### **Contract and Noncontract Employment**

#### *Policies DC series*

State law requires the district to employ all full-time professional employees in positions requiring a certificate from State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

**Term Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed on line or copies will be provided upon request.

**Noncertified Professional Employees.** Employees in professional positions that do not require SBEC certification are employed by a one-year contract that is not subject to the procedures for nonrenewal or termination under the Texas Education Code.

**Paraprofessional and Auxiliary Employees.** All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

## **Certification and Licenses**

### *Policies DBA, DF*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Secretary to the Supt./Personnel in a timely manner.

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Secretary to the Supt./Personnel if you have any questions regarding certification or licensure requirements.

## **Searches and Alcohol and Drug Testing**

### *Policy CQ, DHE*

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work

areas including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district business.

**Commercial Driver's License Holders.** Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing can access both legal and local district policy DHE on line at the link below.

<http://pol.tasb.org/home/index/773>

[Ctrl. + click to go to site]

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Superintendent.

## **Health Safety Training**

### *Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. **Employees subject to this annual requirement must submit documentation of their certification before the first day of instruction** to Personnel /Human Resources.

## **Reassignments and Transfers**

### *Policy DK*

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contracts. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer [See form: *Reassignment Request*]

must be completed and signed by the employee and the employee's supervisor. Teachers requesting a transfer to another campus before the school year begins must submit his or her request by May 1. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the superintendent and must be approved by the receiving supervisor.

## **Workload and Work Schedules**

*Policies DEA, DEAB, DK, DL*

**Professional Employees.** Professional employees and academic administrators are exempt from *comp time* or overtime pay and are employed on a 10 or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation, including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and will receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. [*Form: Request for Overtime, Comp. Time*]

## **Breaks for Expression of Breast Milk**

*Policies DEA, DEAB, DG*

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call the Texas Education Agency for Educator Certification Information and Support Center, 1-888-863-5880, Monday – Friday 7:00-5:30 CST, or through the Web at <http://www.tea.state.tx.us>.

## **Outside Employment and Tutoring**

### *Policy DBD*

Employees are required to disclose in writing to their immediate supervisor/administrator any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. The superintendent will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

## **Performance Evaluation**

### *Policies DN series*

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda can also be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation. Information about the PDAS process can be found at the link below. See policy DNA (Local).

<http://pol.tasb.org/home/index/773>

[Ctrl. + click to go to site]

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### **PDAS Observation Calendar 2015-2016 School Year**

August 17-31	Teacher PDAS Training
September 4	Teacher Self Report Section 1 due
Sept. 1 - May 6	Walk throughs
Sept. 14 - Dec. 4	Formative appraisals completed
Feb. 26	Teacher Self Reports Sections II & III due
April 1	Summative appraisals completed
April 14	All PDAS forms to Central Office
May 13	Last day to notify teachers of non-renewal

*NOTE: PDAS write up information must be returned to the teacher within 10 working days. Documentation from walk-throughs or other sources that will be used in the appraisal process must be given to the teacher within 10 working days from the time the administrator has knowledge of the information.*

### Local Policy DNA:

District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with law and the following local criteria. Eligible teachers shall:

1. Be on an educator term contract
2. Be SBEC certified
3. Not be on a District permit
4. Be employed by the District for at least three years;
5. Not be new to the teaching assignment; and
6. Not be new to the campus

Eligible teachers shall be appraised every third year. In the years that PDAS is not scheduled for an eligible teacher, an annual review process developed by the District- or campus-level decision-making committee shall consist of a summative conference. The summative conference shall include a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

## Employee Involvement

### *Policies BQA, BQB*

At both the campus and district levels, Brackett ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees *may either be asked or* elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office.

## Staff Development

### *Policy DMA*

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, and addressed in the campus improvement plan, which is approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

**Important. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.**

## Continuing Education Credit

Employees are responsible for logging continuing professional education and/or local continuing education hours earned using the appropriate district form. Employees will be asked to print a summary for placement in their employee file at the end of the school year. Continuing education certificates will no longer be kept in your personnel file.

### 3. COMPENSATION AND BENEFITS

#### **Salaries, Wages, and Stipends**

##### *Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive time or overtime pay for each hour worked beyond 40 in a work week. See section on *Overtime*.

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the Payroll office at 563-2491, ext.114, for more information about the district's pay schedules or their own pay.

**Educator Incentive Programs.** The Superintendent shall have authority to submit incentive plans and grant applications for incentive programs to TEA, on behalf of the board. The incentive plans shall address teacher eligibility, including any exclusions.

#### **Paychecks / Automatic Payroll Deposit**

Employees are paid monthly. All employees are required to submit the necessary form to activate direct deposit. Employee paychecks will be electronically deposited into an account at a bank of their choice that accepts direct deposit. Contact the Payroll Department at 563-2491, ext. 114, for additional information.

During the school year, payroll statements are delivered to each campus. During the summer, payroll statements are mailed.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

#### **Cut-Off Date**

Aug 7, 2015  
 Sept 4, 2015  
 Oct 2, 2015  
 Nov 6, 2015  
 Dec 4, 2015  
 Jan 8, 2016  
 Feb 5, 2016  
 Mar 4, 2016  
 Apr 8, 2016  
 May 6, 2016  
 Jun 3, 2016  
 Jul 8, 2016

#### **Pay Date**

Aug 25, 2015  
 Sept 25, 2015  
 Oct 23, 2015  
 Nov 24, 2015  
 Dec 18, 2015  
 Jan 25, 2016  
 Feb 25, 2016  
 Mar 25, 2016  
 Apr 25, 2016  
 May 25, 2016  
 Jun 23, 2016  
 Jul 25, 2016



## Payroll Deductions

### *Policy CFEA*

The district is required to make the following automatic payroll deductions:

- Texas Teacher Retirement System (TRS) or Social Security employee contributions
- Federal income tax
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)

Employees may elect to include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Employees also may request payroll deduction for payment of membership dues to professional organizations and the local BHS Scholarship for Tomorrow Fund. Salary deductions are automatically made for unauthorized or unpaid leave.

## Overtime Compensation

### *Policy DEAB*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are exempt from receiving overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. **Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.** [See form: *Request for Overtime, Comp. Time*]

Overtime is legally defined as all hours actually worked in excess of 37.5 to 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same work week.

Employees must work more than 40 total hours in a work week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. **The following applies to all nonexempt employees.**

- Employees can accumulate pre-approved comp time only
- Comp time earned during the 1<sup>st</sup> semester must be used by the 2<sup>nd</sup> week in December. All comp time earned during the 2<sup>nd</sup> semester must be used by the 2<sup>nd</sup> week in May.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- **All pre-approved comp time must be reflected on weekly computer generated time sheets to receive compensation**

Holidays & sick or personal leave are considered **benefit time**. There is no FLSA requirement to pay employees for **benefit days**. Benefit time will not be combined with hours worked when determining hours worked for overtime purposes.

## Professional Salary Schedule

For Classroom Teachers, Full Time Librarians, Counselors & Nurses:

Includes \$5,000 above state base	
Total Years Experience Credited	Brackett ISD Annual Salary
0	\$33,080
1	\$33,690
2	\$34,290
3	\$34,890
4	\$36,170
5	\$37,440
6	\$38,720
7	\$39,900
8	\$41,020
9	\$42,080
10	\$43,080
11	\$44,020
12	\$44,930
13	\$45,760
14	\$46,560
15	\$47,310
16	\$48,030
17	\$48,700
18	\$49,340
19	\$49,940
20	\$50,510
21	\$51,080
22	\$51,650
23	\$52,220
24	\$52,790
25	\$53,360
26	\$53,930
27	\$54,500
28	\$55,070
29	\$55,640
30	\$56,210
31	\$56,780
32	\$57,350
33	\$57,920
34	\$58,490
35	\$59,060
36	\$59,630

Additional Pay Increments:

Bachelors +12 hrs towards masters.....\$500.00

Bachelors +24 hrs. towards masters.....\$ 750.00

Masters.....\$ 1000.00

### Masters Incentive Policy

<i><b>Bachelors</b></i>	<i><b>Bachelors +12</b></i>	<i><b>Bachelors +24</b></i>	<i><b>Masters</b></i>
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The hours above the bachelors degree are subject to the following criteria:

- a. The categories of BA+12 & BA+24 are stated in semester hours;
- b. The schedules do not apply to administrators who are on separate salary schedules;
- c. A teacher or counselor must have established certification with the Texas Education Agency before the hours above the bachelors degree will count for additional dollars;
- d. Hours earned to meet a deficiency plan for the first certification area will not count for additional dollars;
- e. Official transcripts must be received by the central office no later than October 15 to be considered for additional hours for that fiscal year;
- f. The same procedures will apply to those teachers who taught out-of-state. Initial certification is required and then hours may begin to count;
- g. Hours above the bachelors degree earned after May 31, 1999, must have prior written approval from the superintendent to be considered for salary schedule purposes;
- h. The master's degree should be in education or in another pre-approved field.

#### A. Master Degrees:

All masters degrees will count, regardless of when earned, if the degree is in the field of education.

#### B. Less Than Masters Degree:

If the employee has less than a masters degree, all hours must be in graduate level courses documented by a transcript OR by a letter from the University stating that graduate credit was given for a specific course. **Courses must be related to the teacher's teaching field, or counseling, or administrative mid-management.**

C No undergraduate classes taken before JUNE 1, 1999 can be counted toward the bachelors +12 or bachelors +24 columns.

D. Undergraduate classes taken after JUNE 1, 1999 can be counted if:

1. **Specific Need Classes:** Brackett ISD has a specific need for a specialized teaching field as certified in writing by the principal of the school where the need exists.
2. **Final Written Approval:** After a principal certifies the need for a specialized teaching field, the superintendent will review the written recommendation. If the superintendent concurs with the principal's recommendation, a written determination will be given to the employee and a copy of the determination will be kept in the employee's personnel file. All final action by the principal and superintendent shall be taken BEFORE the employee registers for any class that fits this category. If there is no written approval PRIOR to registration, the undergraduate hours CAN NOT be counted on the salary schedule.

## Hiring Step Placement Guidelines for Paraprofessional & Auxiliary Employees

### Hiring Step Placement:

- a) All new employees will be placed on the appropriate step based on prior work experience related to the position they are being hired into.
- b) Any experience from BISD or another school district in a position equal to or greater to the position being hired into will be given consideration for step placement.
- c) Any experience from another company in a position that is career related to the position being hired into will be given consideration for step placement.
- d) A new employee may be placed above step 7 with the approval of the superintendent.
- e) The only administrator authorized to deviate from the salary schedule is the superintendent.

**Reassignment to Higher Pay Grade.** Employees within the district who are assigned to a job in a higher pay grade shall be placed on the step in accordance with the following guidelines:

- Paraprofessional & Auxiliary Salary Pay Grade Increases

1 Pay Grade Increase	3-5%
2 Pay Grade Increases	5-10%
3 Pay Grade Increases	10-15%
4 Pay Grade Increases	15-20%

- a) The employee shall not be placed above other employees with the same or more experience in the job except when the promoted employee would make less than their current salary if already employed with the district.
- b) The calculations will be computed on the percent increase of the hourly rate.

**Reassignment to a Lower Grade.** Employees within the district who are assigned to a job in a lower pay grade shall be placed on the step as indicated below:

- Paraprofessional & Auxiliary Salary Pay Grade Decreases

1 Pay Grade Decrease	3-5%
2 Pay Grade Decreases	5-10%
3 Pay Grade Decreases	10-15%
4 Pay Grade Decreases	15-20%

- a) The calculations will be computed on the percent decrease of the hourly rate.

### Paraprofessional & Auxiliary Employee Work Days:

180 days	Bus Driver	
185 days	Food Service Worker	7 hours
187 days	Educational Aide	7 ½ hours
	Campus Secretary	7 ½ hours
	Library Aide	7 ½ hours
	Reading Aide	7 ½ hours
	Migrant Educational Aide	7 ½ hours
	Cafeteria Manager	7 ½ hours
207 days	Secretary to Principal- Elem.	7 ½ hours
217 days	Computer Technician II	7 ½ hours
226 days	Accounts Payable Clerk	7 ½ hours
	Payroll Clerk	7 ½ hours
	Secretary to Superintendent	7 ½ hours

243 days	Business Manager	7 ½ hours
	Secretary to Principal – HS	7 ½ hours
	Computer Tech I	7 ½ hours
	Technology Manager	7 ½ hours
	Custodian	8 hours
	Custodian/Maintenance Manager	8 hours
	Groundskeeper/Security	8 hours
	Maintenance Worker	8 hours
	Shop Foreman/Vehicle & Field Maint.	8 hours

### Paraprofessional & Auxiliary Employee Pay Grades:

10	Food Service Worker
	Custodian
	Groundskeeper/Security
	Maintenance Worker
	Maintenance/ Mechanic
11	Bus Driver
12	Educational Aide
	Office Clerk
	Campus Secretary
	Migrant Educational Aide
	Computer Technician I & II
13	Secretary to Principal - ELEM.
	Food Service Manager
14	Secretary to Superintendent
	Payroll Clerk
	Accounts Payable Clerk
	Secretary to Principal - HS
15	Custodian/Maintenance Manager
	Shop Foreman/Vehicle & Field Maint.
16	Business Manager
	Technology Manager

### Paraprofessional / Auxiliary Employee Hourly Rate 2015-2016

<i>Pay Grade Level</i>		10	11	12	13	14	15	16
<i>Pay Step</i>								
1	\$7.74	\$9.68	\$10.63	\$11.54	\$12.65	\$14.02	\$17.00	
2	\$8.02	\$10.01	\$11.00	\$11.94	\$13.10	\$14.52	\$17.55	
3	\$8.30	\$10.34	\$11.37	\$12.34	\$13.55	\$15.02	\$18.10	
4	\$8.58	\$10.67	\$11.74	\$12.74	\$14.00	\$15.52	\$18.65	
5	\$8.86	\$11.00	\$12.11	\$13.14	\$14.45	\$16.02	\$19.20	
6	\$9.14	\$11.33	\$12.48	\$13.54	\$14.90	\$16.52	\$19.75	
7	\$9.42	\$11.66	\$12.85	\$13.94	\$15.35	\$17.02	\$20.30	
8	\$9.70	\$11.99	\$13.22	\$14.34	\$15.80	\$17.52	\$20.85	
9	\$9.98	\$12.32	\$13.59	\$14.74	\$16.25	\$18.02	\$21.40	
10	\$10.26	\$12.65	\$13.96	\$15.14	\$16.70	\$18.52	\$21.95	
11	\$10.54	\$12.98	\$14.33	\$15.54	\$17.15	\$19.02	\$22.50	
12	\$10.82	\$13.31	\$14.70	\$15.94	\$17.60	\$19.52	\$23.05	
13	\$11.10	\$13.64	\$15.07	\$16.34	\$18.05	\$20.02	\$23.60	
14	\$11.38	\$13.97	\$15.44	\$16.74	\$18.50	\$20.52	\$24.15	

15	\$11.66	\$14.30	\$15.81	\$17.14	\$18.95	\$21.02	\$24.70
16	\$11.94	\$14.63	\$16.18	\$17.54	\$19.40	\$21.52	\$25.25
17	\$12.22	\$14.96	\$16.55	\$17.94	\$19.85	\$22.02	\$25.80
18	\$12.50	\$15.29	\$16.92	\$18.34	\$20.30	\$22.52	\$26.35
19	\$12.78	\$15.62	\$17.29	\$18.74	\$20.75	\$23.02	\$26.90
20	\$13.06	\$15.95	\$17.66	\$19.14	\$21.20	\$23.52	\$27.45
21	\$13.34	\$16.28	\$18.03	\$19.54	\$21.65	\$24.02	\$28.00
22	\$13.62	\$16.61	\$18.40	\$19.94	\$22.10	\$24.52	\$28.55
23	\$13.90	\$16.94	\$18.77	\$20.34	\$22.55	\$25.02	\$29.10
24	\$14.18	\$17.27	\$19.14	\$20.74	\$23.00	\$25.52	\$29.65
25	\$14.46	\$17.60	\$19.51	\$21.14	\$23.45	\$26.02	\$30.20
26	\$14.74	\$17.93	\$19.88	\$21.54	\$23.90	\$26.52	\$30.75
27	\$15.02	\$18.26	\$20.25	\$21.94	\$24.35	\$27.02	\$31.30
28	\$15.30	\$18.59	\$20.62	\$22.34	\$24.80	\$27.52	\$31.85
29	\$15.58	\$18.92	\$20.99	\$22.74	\$25.25	\$28.02	\$32.40
30	\$15.86	\$19.25	\$21.36	\$23.14	\$25.70	\$28.52	\$32.95
31	\$16.14	\$19.58	\$21.73	\$23.54	\$26.15	\$29.02	\$33.50
32	\$16.42	\$19.91	\$22.10	\$23.94	\$26.60	\$29.52	\$34.05

Increase (+.28) (+.33) (+.37) (+.40) (+.45) (+.50) (+.55)  
Per step

**Lunch Breaks.** All Educational Aides and Auxiliary employees shall take a minimum of a 30-minute lunch break daily, except in the case of special circumstances and with the approval of their supervisor. Secretaries shall take a 1-hour lunch. Lunch breaks should **not** be taken in the employee's office or at the employee's desk. Employees must clock-out or report the lunch break on their time sheet.

**Bus Drivers.** Bus drivers who are full time (8 hours or more) employees may adjust their work week for their regular job in order to accommodate bus arrival and departure times with the approval of the superintendent. Time and pay for bus routes may vary from year to year depending on the needs of the district. Bus drivers get 5 days paid leave each year.

**Substitutes.** Non-degreed classroom substitutes are paid \$55.00 per full day or \$27.50 per half day. Degreed substitutes (holding a college degree) are paid \$70.00 per full day or \$35.00 per half day. Long term non-degreed will be paid at a rate of 80% of the state minimum base amount after 20 consecutive working days for the same teacher. This new rate will begin on the 21<sup>st</sup>. day. Degreed substitutes will be paid a rate based on the state base minimum amount after 20 days consecutive working days for the same teacher. The new rate will begin on the 21<sup>st</sup> day. Each classroom substitute is required to attend a substitute orientation/workshop held at the district before being added to the substitute list.

Cafeteria, custodian, and maintenance substitutes are subject to a different pay scale.

Senate Bill 9 fingerprinting requirements apply to all classroom substitute teachers, whether certified or not, including substitute cafeteria workers and substitute custodians.

## Trip Requests and Expense Reimbursement

### *Policy DEE*

**Trip Approval.** Complete **Section I** of the ***Trip Approval/Vehicle Request*** form. All travel must be approved by your campus Principal or Supervisor first, and then the Superintendent, **seven business days** in advance of any scheduled trip. Fill in all requested information. Be specific on the name of the event and the educational purpose of any trip or travel.

Athletic teams, Band, and Cheerleaders are required to submit trip/vehicle requests at the beginning of each season. Teachers are responsible for collecting permission slips and emergency medical release forms on all students for field trips.

Travel expenses incurred by the district due to the fault of the employee, except for extenuating/emergency circumstances, such as late registration, or no-show for hotel and/or workshop/trainings, etc. are not considered to be reasonable or necessary; therefore, all such expenses shall be paid or reimbursed by the employee.

**Vehicle Request.** Complete **Section II** of the ***Trip Approval/Vehicle Request*** form if a vehicle is needed. Fill in all requested information. You may leave the name of the driver blank if a driver is needed. Otherwise, you must have a designated driver(s) listed. Fill in your departure time and estimated return time. Complete the Special Request section if a specific vehicle is needed, or if you have additional instructions for the Fleet Manager regarding your trip.

When requesting multiple vehicles for an activity, submit one vehicle request form per vehicle. If you will be going back and forth several days in a row (not staying overnight) you will need to submit a separate vehicle request for each day. If staying overnight, submit only one request.

**Keep in mind, district vehicles must be utilized first.** Any valet parking fees, whether in a district or personal vehicle, will be paid by the employee. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle.

Any employee that drives a district vehicle must have a copy of their valid driver's license on file in the central office. Vehicle keys can be checked out by the assigned or designated driver at the central office. Immediately following any trip, return the vehicle to the Bus Barn and place keys in the return slot located on the outside receiving room door (facing Ann Street) at the central office.

If needed, a gas card can be checked out at the central office. Employees are asked to return gas cards and all receipts within 24 hours of their trip.

**Employees who choose to use their personal vehicle do so at their own expense. The only exception is if the Fleet Manager verifies that a district vehicle is not available.**

**Meals and Lodging.** **Only meals for overnight trips will be reimbursed**, no snacks (i.e. candy, ice cream, drinks not included with a meal, etc). One receipt per meal will be accepted for each day out during the event. Meal allowance for travel is \$46.00 per day. Lodging allowance is \$85.00 per night.

Itemized receipts are required for all meals and lodging. Credit or debit card "total only" receipts are not acceptable. Prior approval from the superintendent or business manager is required for any variation of reimbursement fees. ***All receipts must be submitted for reimbursement within 30 days of the event.***

## **Health, Dental, and Life Insurance**

### *Policy CRD*

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Benefits/Payroll Dept. at 563-2491, ext. 114, for more information.

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees can enroll in supplemental insurance programs for life annuities. Premiums for these programs can be paid by payroll deduction. Employees should contact the payroll clerk for more information.

## **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must accept this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dreaded disease, dental and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

## **Workers' Compensation Insurance**

### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Texas Association of School Boards (TASB), renewed annually. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries must be reported immediately to their supervisor and superintendent's secretary. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits* for information on use of paid leave for such absences.



## **Unemployment Compensation Insurance**

### *Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Payroll Clerk, 563-2491, ext. 114.

## **Retirement**

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Superintendent as soon as possible. Information on the application procedures for TRS benefits are available. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web [www.trs.state.tx.us](http://www.trs.state.tx.us).

## **Other Benefit Programs**

**Tuition-Free Attendance.** Children of nonresident district employees may attend district schools tuition free. See policy FDA (local).

**Free Admission – All Fall & Spring Sports Events.** Employees must show their valid BISD ID badge to receive \*free admission into any local district sporting event.

***\*Exception, this does not include fundraisers. Employees are expected to pay regular admission for any fundraising event(s).***

## 4. LEAVES AND ABSENCES

### *Policies DEC, DECA, DECB*

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the payroll department for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Leave must be used in half day increments. However, if an employee is taking intermittent family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave (If applicable)
- State sick leave accumulated before 1995-1996 school year
- State Personal Leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

**Medical Certification.** Any employee who is absent more than five days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance.** Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

**\*Absent From Duty Request Form.** Must be filled out and submitted for approval, prior to any anticipated leave of absence (i.e., appointments, vacation, training, sick day).

## Personal Leave

### *Policy DEC*

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

**Nondiscretionary.** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary leave may be used in the same manner as state sick leave.

**Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

**Leave Proration.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

## State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in half-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

## Local Leave

### *Policy DEC*

All employees earn five workdays of paid local leave per school year in accordance with administrative regulations. Local leave shall accumulate to a maximum of 20 workdays, and used according to the terms and conditions of state personal leave, at the same rate of one workday for each 18 workdays of employment. [See form: Absent From Duty Request]

## **Birthdays**

All employees receive one local day for their birthday. Birthdays can be taken any time during the school year. Summer birthdays apply to the districts fiscal year (July 1 to June 30) and must be taken during the fiscal year in which it falls. [See form: Absent From Duty Request]

## **Additional 2 for 2**

During the summer break, classroom teachers may earn two equivalent workdays of personal leave per year by completing 2 full days of workshops, training, or certifications related to your academic teaching assignment. Pre-approval of 2 for 2 days is required by both campus administrator and the superintendent. Submit documentation or verification of attendance following the training/workshop.

## **Planning/Conference/Break Periods**

Employees may leave campus to conduct personal business during their conference/ planning or break periods with approval from their principal or supervisor. If leave from the school for personal business is one hour or more, employees will be charged one-half day of leave.

## **Coverage of Classes-Non Emergency Basis**

Employees (teachers) may not arrange for other employees (teachers) to cover their classes unless it is an emergency. Non-emergency coverage must have prior approval by the principal.

## **Sick Leave Pool**

A sick leave pool may be established from voluntary donations by district staff to assist a fellow employee or their family suffering from catastrophic illness or disability and whose leave is exhausted. The definition of "family" includes the spouse, parent, and child only. This is the same definition of family that is used for the Family and Medical Leave Act – FMLA). It may not be used to extend leave due to maternity or childbirth without complications.

The maximum number of days that may be pooled to help any one employee is forty. An employee may participate in the pool until s/he has used up the forty days from the pool.

Request for the establishment of the pool shall be made in writing to the Superintendent. Pooling may be requested after the employee has exhausted his state and personal leave. Leave from the pool must be used last after all leave has been used. Upon receiving a written request, the Superintendent shall call for a meeting of the Leave Pool Committee, which shall consist of one teacher selected by the campus committee from each of the campuses. The academy school shall be pooled with the high school for representation on this committee. There shall be three members – one from each campus committee. The superintendent shall act as an ex-officio member and shall advise the committee. Pooling may be requested when an employee has exhausted his or her state, local, personal, and emergency leave.

The pool ceases to exist when the employee returns to work, or when the voluntary contributions of local leave made by fellow employees have reached the maximum 40 days.

If there are days left in the pool that are not needed and are not used by the staff member, the days will be returned to the contributor in proportion to the number of days given. Days will be returned in a minimum of half-day increments.

No staff member may contribute more than two days to the pool.

**Definition of Catastrophic Illness or Disability.** This is considered to be a life threatening crisis caused by accident or disease requiring hospitalization and/or therapy which prevents the employee from coming to work and performing his/her job. The definition is broad, and the decision of whether requests meet this criteria shall be final after the committee meets and makes its determination.

## Family and Medical Leave (FML)

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

**Basic Leave Entitlement.** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

**Military Family Leave Entitlements.** An eligible employee whose spouse, son, daughter, or parent is on covered active military duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".**

**Benefits and Protections.** During FML, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**Eligibility Requirements.** Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

\*Special hours of service eligibility requirements apply to airline flight crew employees.

**Definition of Serious Health Condition.** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave.** An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave.** Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the district's normal paid leave policies.

**Employee Responsibilities.** Employees must provide 30 days advance notice of the need to take FML-when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities.** Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

**Unlawful Acts by Employers.** The FMLA makes it unlawful for any employer to:

interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

**Enforcement.** An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

## Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

**Use of Paid Leave.** FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

**Combined Leave for Spouses.** Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

**Intermittent Leave.** When medically necessary, or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-scheduled leave for the care of a newborn child or for adoption or placement of a child with the employee.

**District Contact.** Employees that require FML or have questions should contact the Payroll/Benefits Dept. at 563-2491, ext. 114, for details on eligibility, requirements, and limitations.

## Temporary Disability Leave

**Certified Employees.** Any full-time employee whose position requires certification by the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be

accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the employee supervisor should be notified at least thirty (30) days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employees will be reinstated to a position at the original campus at the beginning of the following school year.

## **Workers' Compensation Benefits**

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

## **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

## **Bereavement Leave**

### *Policy DEC*

All employees shall be eligible to receive up to three days of bereavement leave with no loss of pay upon the death of a member of the employee's immediate family. An



employee shall provide documentation to determine eligibility in accordance with administrative procedures. Bereavement leave shall not accumulate.

## **Jury Duty**

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present jury duty documentation **prior to serving on the jury**, to their supervisor.

**Employees are required to return to work immediately after being released from jury service.**

## **Other Court Appearances**

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use paid leave. Employees may be required to submit documentation of their need for leave for court appearances.

## **Military Leave**

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment After Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the time specified by law to the administrative Central Office. In most cases, the length of federal military service cannot exceed five years.

**Continuation of Health Insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the payroll/employee benefits clerk for details on eligibility, requirements, and limitations.

## **5. EMPLOYEE RELATIONS AND COMMUNICATIONS**

### **Employee Recognition and Appreciation**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, and through special events and activities.

### **District Communications**

Throughout the school year, the superintendent's office publishes brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

***All news releases must be pre-approved through the Central Office.***

## **6. COMPLAINTS AND GRIEVANCES**

### *Policy DGBA*

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. The district's policy concerning the process of bringing concerns and complaints can be found at the link below. See policy DGBA (Local).

<http://pol.tasb.org/home/index/773>

[Ctrl. + click to go to site]

## 7. EMPLOYEE CONDUCT AND WELFARE

### Standards of Conduct

#### *Policy DH*

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees must perform their duties in accordance with state and federal law, district policy, and ethical standards. Violation of policies, regulations or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

### **Texas Educators' Code of Ethics**

**Purpose and Scope.** The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b) )

### **Enforceable Standards**

#### **1. Professional Ethical Conduct, Practices, and Performance**

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

**Standard 1.2** The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

**Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

**Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

**Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.

**Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

**Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

**Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

**Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

**Standard 1.11** The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

**Standard 1.12** The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

**Standard 1.13** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

## **2. Ethical Conduct toward Professional Colleagues**

**Standard 2.1** The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

**Standard 2.2** The educator shall not harm others by knowingly making false statements about a colleague or the school system.

**Standard 2.3** The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

**Standard 2.4** The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

**Standard 2.5** The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

**Standard 2.6** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

**Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

### 3. Ethical Conduct toward Students

**Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or a minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

**Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

**Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

**Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

### Dress and Grooming

#### *Policy DH (Local)*

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent.

Employees are expected to dress professionally if the regular assignment is in the classroom or office. At a minimum, employees must meet the student dress code. Shorts, sweat-suits and/or warm-ups, are not appropriate dress for the classroom or office.

**Uniforms.** Maintenance personnel and custodians are required to wear uniforms provided by the district.

## **Discrimination, Harassment, and Retaliation**

*Policies DH, DIA*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found at the link below. See policies DH and DIA (Local).

<http://pol.tasb.org/home/index/773>

[Ctrl. + click to go to site]

## **Harassment of Students**

*Policies DF, DH, FFG, FFH*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* and *bullying*, for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students and bullying can be found at the link below. See policies DE, DH, FFG, and FFH (Local).

<http://pol.tasb.org/home/index/773>

[Ctrl. + click to go to site]

## **Reporting Suspected Child Abuse**

*Policies DF, DG, DH, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency.

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

## **Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at [www.brackettisd.net](http://www.brackettisd.net) (See: Campus & District Improvement Plans). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).



Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

## **Reporting Crime**

### *Policy DG*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

## **Technology Resources**

### *Policy CQ*

The district's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's technology resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees (including authorized long-term substitutes) are required to abide by the provisions of the district's acceptable use agreement and administrative procedures.

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact district Technology Manager at 563-2491, ext. 406.

## **BISD POLICY FOR INTERNET ACCESS**

We are very pleased to bring internet access to Brackett ISD and believe the network offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Brackett Schools by facilitating resource sharing, innovation, and communication.

The Brackett ISD network is an electronic network which accesses the Internet. The Internet is an electronic highway connecting thousands of computers all over the world, and millions of individual subscribers. Students and teachers have access to electronic mail, communication with people all over the world.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. Brackett ISD has taken precautions, which are limited, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (Brackett ISD) firmly believe that the valuable information and interaction available on this worldwide network far

outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

The smooth operation of the network relies upon the proper conduct of users who adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Brackett ISD user violates any of these provisions, his or her account with Brackett ISD network will be terminated and future access could be denied. Your signature(s) on the attached contract is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## **BISD NETWORK - TERMS AND CONDITIONS**

**Acceptable Use.** The purpose of the Brackett ISD network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Brackett School District. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

**Privileges.** The use of Brackett ISD network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a Brackett ISD faculty member pertaining to the proper use of the network.) Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Brackett ISD may request the system administrator to deny, revoke, or suspend specific user accounts.

**No individual student may have a web page linked to BISD. Faculty links must be approved by the principal and technology director before being put on the internet.**

**Network Etiquette.** You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- A. Be polite. Do not write or send abusive messages to others.
- B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- C. **Never reveal your last name, address, or phone number, or that of students or other colleagues.**
- D. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- E. Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time; sending mass e-mail messages; annoying other users using the talk or write functions).
- F. All communications and information accessible via the network should be assumed to be private property.

**Reliability.** Brackett ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Brackett ISD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by it's own negligence or your errors or omissions. Use of any information obtained via Brackett ISD network is at your own risk. Brackett ISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Security.** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Brackett ISD network, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Do not give your password to any other individual. Attempts to log in to the system as any other user will result in cancellation of user privileges. Attempts to log in to Brackett ISD network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Brackett ISD network.

**Vandalism.** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Brackett ISD network, or any other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

**Updating User Information.** Brackett ISD network may occasionally require new registration and account information from you to continue the service. You must notify the Brackett ISD network of any changes in your account information (address, etc.). Currently, there are no user fees for this service.

**Exception of Terms and Conditions.** All terms and conditions as stated in this document are applicable to the Brackett School District. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties.

## **BISD INTERNET SAFETY POLICY**

**Introduction.** It is the policy of Brackett ISD to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**Definitions.** Key terms are as defined in the Children's Internet Protection Act.

**Access to Inappropriate Material.** To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage.** To the extent practical, steps shall be taken to promote the safety and security of users of the Brackett ISD online computer network when using

electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Education, Supervision and Monitoring.** It shall be the responsibility of all members of the Brackett ISD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Manager or designated representatives.

The Counselors or designated representatives will provide age appropriate training for students who use the Brackett ISD Internet facilities. The training provided will be designed to promote the Brackett ISD commitment to:

- A. The standards and acceptable use of Internet services as set forth in the Brackett ISD Internet Safety Policy;
- B. Student safety with regard to:
  - I. safety on the Internet;
  - II. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - III. cyberbullying awareness and response.
- C. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

## **Personal Use of Electronic Media**

### *Policies CQ, DH*

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

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

### ***Policy DH***

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a communication.
- Certified or licensed employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.

- The employee shall not communicate directly with any student between the hours of 11:00 p.m. and 5:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

## **Telecommunication Devices / Cell Phone Use**

***Telecommunication devices, including paging devices or cellular phones, shall not be used by employees during class time.***

- Class time is defined as the designated period of time for which students are assigned to a class. During class time the ringer shall be turned off. Any cell phone abuse that results in an educational distraction shall be considered a violation of this policy.
- Use is defined as having a device ring or sound, activating the device, allowing others to use the device, or exhibiting the device to others.

## **Background Checks**

### ***Policy DBAA***

Employees may be subject to a review of their background information at any time during employment. National background checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national background information and updates to the employee's subsequent history.

## **Employee Arrests and Convictions**

### ***Policy DH***

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds

- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under SBEC rules

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

## **Alcohol and Drug Abuse Prevention**

### *Policies DH, DI*

Brackett ISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use can be found at the link below. See policy DH, DI (Local), and DI (Exhibit).

<http://pol.tasb.org/home/index/773>

[Ctrl. + click to go to site]

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies at DH and DHE] 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

[This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201)]



## **Tobacco and Related Products / E-Cigarette Use**

*Policies DH, FNCD, GKA*

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school sanctioned activities, on or off school property. Also prohibited is the use of any other electronic vaporizing device. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

## **Fraud and Financial Impropriety**

*Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Money Handling Procedures**

Any money collected must be turned into the campus office on a daily basis. All deposits must be verified by the campus secretary, who will then issue you a receipt for the amount submitted. **Do not keep money in the classroom, your desk or file cabinet for any reason.**

## **Conflict of Interest**

*Policy CBB, DBD*

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities

or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets that convey information to students or contribute to the learning process.

## **Charitable Contributions**

### *Policy DG*

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **Copyrighted Materials**

### *Policy CY*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

## **Associations and Political Activities**

### *Policy DGA*

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of district resources, including work time, for political activities is prohibited.

## **Safety**

### *Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve district equipment, employees must comply with the following requirement:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact their supervisor.

## **Visitors in the Workplace**

### *Policies CLA, GKC*

Parents and patrons of the district are welcome to visit district schools and attend district events as allowed by district policy. However, all visitors to a school campus must sign or check in at the campus administrative office, prior to proceeding elsewhere on campus.

**All visitors will be asked to display his or her driver's license or other government-issued form of photographic identification.** This requirement applies to parents, social service workers, volunteers, board members, invited speakers, maintenance and repair persons not employed by the district, vendors, representatives of the news media, former students, and any other visitors. This policy will be available in each campus' administrative office.

Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

## **ID Badges**

To help with the identification of unauthorized persons on campus and in the classroom, employees are required to wear employee ID badges during school hours. Substitutes, volunteers, visitors, and students are also required to wear the appropriate badges/pass for safety identification. Employees are asked to direct any person without a badge/pass to the central office or campus office to sign in. There is \$3.00 fee to replace a lost badge.

For safety reasons, custodians and maintenance personnel will continue to be identified by the required BISD uniform.

For \*free admission into any local district sporting event, all employees must show their valid ID badge. This **\*does not apply to fundraisers.**

## **Possession of Firearms and Weapons**

### *Policies FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call the Superintendent immediately.

## **Non-School Sales**

### *Local Administrative Guidelines*

Employees and/or people who want to sell on-site must be pre-approved by the superintendent and then by the campus administrator. Orders may be taken over the Internet or by posting a sign-up sheet in the campus teachers' lounge. Deliveries may be made on-site as long as it does not take away from instructional time or programs.

## **Use of Copy Machines**

### *Local Administrative Guidelines*

No copies will be made by individuals for personal gain. If an employee and/or person needs copies for a civic organization, church, etc, and the amount needed is over 50 copies, they will need to check with the building principal. For 50 copies and over the organization may be charged a rate of 2 cents per copy.

## **Asbestos Management Plan**

### *Policy CKA*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Superintendent's office and is available for inspection during normal business hours.

## **Pest Control Treatment**

### *Policies CLB, DI*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be emailed to personnel and posted in a district building 48 hours before the treatment begins. Notices are generally located at the central office. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. Pest control information sheets are available from the maintenance supervisor upon request.

Employees are to submit a Work Order for pest control problems to their Administrator or Supervisor.

## 8. GENERAL PROCEDURES

### Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials:

- **Del Rio Radio KDLK** (830)775-9583
- **KSAT 12** – ABC San Antonio  
OR
- You may call the school at 563-2491, extension 570, for a recorded weather message.
- Go to the district's web site for an emergency notice, [www.brackettisd.net](http://www.brackettisd.net).

### Emergencies

#### *Policies CKC, CKD*

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an \*automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

#### **\*Automatic External Defibrillators (A.E.D.) Locations:**

- Elementary Work Room (across from elementary office)
- Tiger Gym (by the ice machine)
- High School Office
- Cafeteria
- Brackett Educational Academy
- Portable Unit With Coaches

**Emergency Procedures.** In each classroom and campus office, there is a **Standard Response Protocol (SRP)** notice showing what to do when emergencies occur. Each employee should know where this notice is located and be aware of the needed response. There are four components, Lockout, Lockdown, Evacuate, and Shelter. Drills will be done monthly on various components so that teachers, students, and staff members are familiar with and practice each possible situation.



# standard<sup>TM</sup> response protocol

## Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**Lockout** - "Secure the Perimeter"

**Lockdown** - "Locks, Lights, Out of Sight"

**Evacuate** - "To the Announced Location"

**Shelter** - "Using Announced Type and Method"

## Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveugays.org>



## Lockout Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

### Students:

- Return to inside of building
- Do business as usual

### Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



## Lockdown Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

### Students:

- Move away from sight
- Maintain silence

### Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



## Evacuate To the Announced Location

Evacuate is called to move students and staff from one location to another.

### Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

### Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



## Shelter Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

### Types:

- For Tornado
- For Bomb
- For Hazmat

### Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

### Students:

- Use Appropriate Method

### Teachers:

- Use Appropriate Method
- Take roll, account for students



**Emergency Bells:**

Evacuate	4 LONG
Fire	3 LONG
Tornado	2 LONG
Return	1 LONG

**Purchasing Procedures***Policy CH*

All requests for purchases must be submitted to the business office department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the business office at 563-2491, ext. 113, for additional information on purchasing procedures.

**Name and Address Changes**

Employees are responsible for notifying the central office of any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, beneficiary, or driver's license.

**Personnel Records***Policies DBA, GBA*

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members
- Personal email address

The choice to not allow public access to this information may be made at any time by submitting a written request to the superintendent's secretary. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

**Building / Facility Use***Policies DGA, GKD*

For school related events, all facilities must be reserved by submitting a ***District In-House Reservation*** form to the central office. Reservations are awarded on a first come first serve basis. If reserved, you may set-up one day prior to your event (providing there are no reservations for that day). The employee reserving the facility is responsible for leaving the facility in the same condition as it was found. Custodians are not responsible for items left by accident, or that are lost or damaged during any cleanup. **Do not staple or use tape on the curtains, floors, or walls in the Auditorium.** See Facility

Reservations on the district web site for availability of facilities before submitting a request.

Staff and community organizations may also use district facilities for non-school events by submitting a ***Rental Use Agreement*** form to the central office for superintendent approval. Rental fees must be paid before approval is granted. In some instances, the superintendent may waive liability insurance and/or fees. Following the event, the facility will be inspected. Any major damages will be the responsibility of the person/organization requesting the facility.

#### **FACILITIES FEE SCHEDULE**

<b><u>FACILITY</u></b>	<b><u>FLAT \$ FEE</u></b>
Classroom(s) Number of rooms:	50.00 allows use of 1 to 2 classrooms, \$25 per each additional room
Concession Location:	50.00
Auditorium	50.00
Cafeteria Elem. or Secondary:	50.00
Gymnasiums Tiger or Cub Gym:	50.00 (per gym)
Tiger Stadium Main or Practice:	50.00 (per field)
Track Field	50.00
Other Facility Location:	50.00

#### **BADER FIELD FEE SCHEDULE**

<b><u>FACILITY</u></b>	<b><u>FLAT \$ FEE</u></b>
Concession	50.00
Baseball Field	50.00
Softball Field	50.00

#### **Equipment Use**

Staff and members of the community may request the use of district equipment by submitting a "Use of District Equipment and Supplies" form to the central office.



Equipment fees must be paid before approval is granted. Use of district equipment will be on a first come first serve basis with approval of the superintendent or business manager. The person submitting the request will be responsible for the care of any and all district equipment loaned or borrowed and will bear the cost of repair or replacement if it is damaged, lost, or stolen. All equipment or supplies will be returned to BISD within 24 hours following date of use. If applicable, all equipment or supplies will be cleaned before returning.

### **EQUIPMENT FEES**

Tables	\$5.00 per table, \$25.00 Maximum fee charged
Chairs	\$1.00 per chair, \$25.00 Maximum fee charged

### **Cafeteria**

Breakfast and lunch are served in the cafeteria at various times throughout the day. Teachers are encouraged to bring a sack lunch or purchase a meal in the cafeteria. Your presence offers a sense of security to students.

Breakfast	\$1.00
Lunch	\$2.75
All Drinks	\$.25

**All employee cafeteria accounts must be paid in full monthly at any campus office or the Central Office.**

### **Volunteers**

All volunteers must be at least 21 years of age and approved by the Superintendent. A list of approved volunteers will be provided to each campus office. Volunteers are required to sign-in and sign-out at the campus office. Proper identification must be worn while on campus, on field trips, or other school sponsored events. All volunteers must be approved on an annual basis.

To become a Volunteer:

1. Complete a Volunteer Agreement form.
2. Sign and date a DPS Computerized Criminal History (CCH) Verification form.
3. Return both forms to the Administrative Central Office for Superintendent approval.

### **Chaperones**

Only volunteers on the approved list can serve as chaperones for field trips or other school sponsored events. Sign up is done at the campus office and approved by the Principal on a "trip by trip" basis. All chaperones must wear proper identification while on field trips, or other school sponsored events.

To become a Chaperone:

1. Complete a Chaperone Request form.
2. Return the form to the campus office for Principal approval.

Teachers will be notified by the campus office once a chaperone has been approved by the Principal.

## 9. TERMINATION OF EMPLOYMENT

### Resignations

#### *Policy DFE*

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. Contract employees may resign at any other time only with the approval of the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to Texas Education Agency.

**Noncontract Employees.** Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to their supervisor at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

### Dismissal or Nonrenewal of Contract Employees

#### *Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF, DFFA, DFFB, DFFC*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found at the link below. See policy DF series (Local).

<http://pol.tasb.org/home/index/773>

[Ctrl. + click to go to site]

### Dismissal of Noncontract Employees

#### *Policy DCD*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. See policy DGBA (Local).

<http://pol.tasb.org/home/index/773>

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## **Exit Interviews and Procedures**

### *Policies DC and CY*

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on their employment experience. All district keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

## **Reports to the Texas Education Agency**

### *Policy DF*

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The superintendent is also required to notify TEA when a certified employee resigns and there is evidence that the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction.

## **Reports Concerning Court-Ordered Withholding**

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

## **10. STUDENT ISSUES**

### **Equal Educational Opportunities**

*Policies FB, FFH*

Brackett ISD does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the superintendent.

### **Reason for Absence**

*Policy FEB*

A student absent from school shall provide a note that describes the reason for absence. The note shall be signed by the student's parent or guardian. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian.

### **Auditorium & Band Hall**

Absolutely no food or drinks shall be allowed in the Auditorium or Band Hall at any time.

### **Student Records**

*Policy FL*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

### **Parent and Student Complaints**

*Policy FNG*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for

handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

## **Sending Students to the Nurse / Procedures for Notifying Parents & Students**

### *Local Administrative Guidelines*

Send student with form that is filled out by the sending teacher/staff. Information should include the student's name, teacher, time, date, and reason. Have a place for the nurse to write in what type of treatment was administered and time released. This form is to be returned to the teacher for placement in the student's file.

Notification of parents by nurse:

- Will be in writing for general problems such as colds, stomachache, etc.
- Will call parents/guardian or designated contact for vomiting, bleeding, sprains, swelling, or any injury requiring application of an ice pack or ace bandage.

If no one is home or no contact made when the nurse calls, or if the student does not have a phone, the nurse will complete the written form and notify the school secretary. The secretary will be given a copy of the written form.

If the nurse is not in the health office when a student is sent, the student will leave the form completed by the teacher in the box on the health office door. It is the nurse's responsibility to pick up the forms when she returns to the office and follow through with checking on each student as soon as possible.

## **Administering Medication to Students**

### *Policy FFAC*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary Supplements**

### *Policies DH, FFAC*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

## **Psychotropic Drugs**

### *Policy FFAC*

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood-or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student.

## **Student Conduct and Discipline**

### *Policies in the FN and FO series*

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Handbook and Code of Conduct located in the back of the student handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

## **Student Attendance**

### *Policy FEB*

Teachers and staff should be familiar with the district's policy and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Student Travel**

### *Policy FMG*

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The district shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

Students of school-sponsored or sanctioned clubs, organizations, and UIL may be permitted to take overnight trips with approval from the Superintendent.

**Meals.** The district reimbursement rate for student meals is \$7.00 per meal, or not more than \$21.00 for the day.

## **Bullying**

### *Policy FFI*

All employees are required to report student complaints of bullying to their campus administrator or supervisor. The district's policy includes definitions and procedures for reporting and investigating bullying of students and can be found at the link listed below. See policy FFI (Local).

<http://pol.tasb.org/home/index/773>

[Ctrl. + click to go to site]

## **Dating Violence, Discrimination, Harassment, & Retaliation**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect. The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

**Dating Violence.** Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

## **Hazing**

### *Policies FNCC*

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

## **Closed Campus**

The Junior High and High School, has closed campus for grades 6<sup>th</sup> – 10<sup>th</sup>. Students in these grades may not leave campus at lunchtime unless their parents pick them up at school.

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## Campus/Student Schedules

### Jones Elementary/Intermediate Schedule:

7:30 a.m. – 7:55 a.m.	Breakfast in Cafeteria
7:45 a.m.	Teachers' day begins
8:00 a.m.	Morning routine / announcements
8:05 a.m.	Students are marked tardy / instruction begins
<b>11:00 a.m. – 12:30 p.m.</b>	<b>LUNCH</b> – Students have a 30 minute lunch, grades staggered
12:30 p.m.	Instruction continues
3:00 p.m.	Dismissal for PK – 5 <sup>th</sup>
3:30 p.m.	Dismissal for Tutorials (accelerated instruction)
3:40 p.m.	Buses depart
3:45 p.m.	Day ends for teachers

Students need to be dropped off and picked up from one of the following locations:

- Students may be dropped off in the back parking lot of Jones Elementary School.
- All students will be dismissed in the back parking lot
- Tutorial students will be dismissed at 3:30pm in the back parking lot

### Brackett Junior/High School Schedule:

	7:55 1 <sup>st</sup> Bell
1 <sup>st</sup> Period	8:00 – 8:49
2 <sup>nd</sup> Period	8:54 – 9:43
3 <sup>rd</sup> Period	9:48 – 10:37
4 <sup>th</sup> Period	10:42 – 11:31
5 <sup>th</sup> Period	11:36 – 12:25
<b>LUNCH</b>	<b>12:25 – 1:00</b>
6 <sup>th</sup> Period	1:05 – 1:50
7 <sup>th</sup> Period	1:55 – 2:40
8 <sup>th</sup> Period	2:45 – 3:30

### Dual Credit Courses

Times will be determined by SWTJC and BISD.