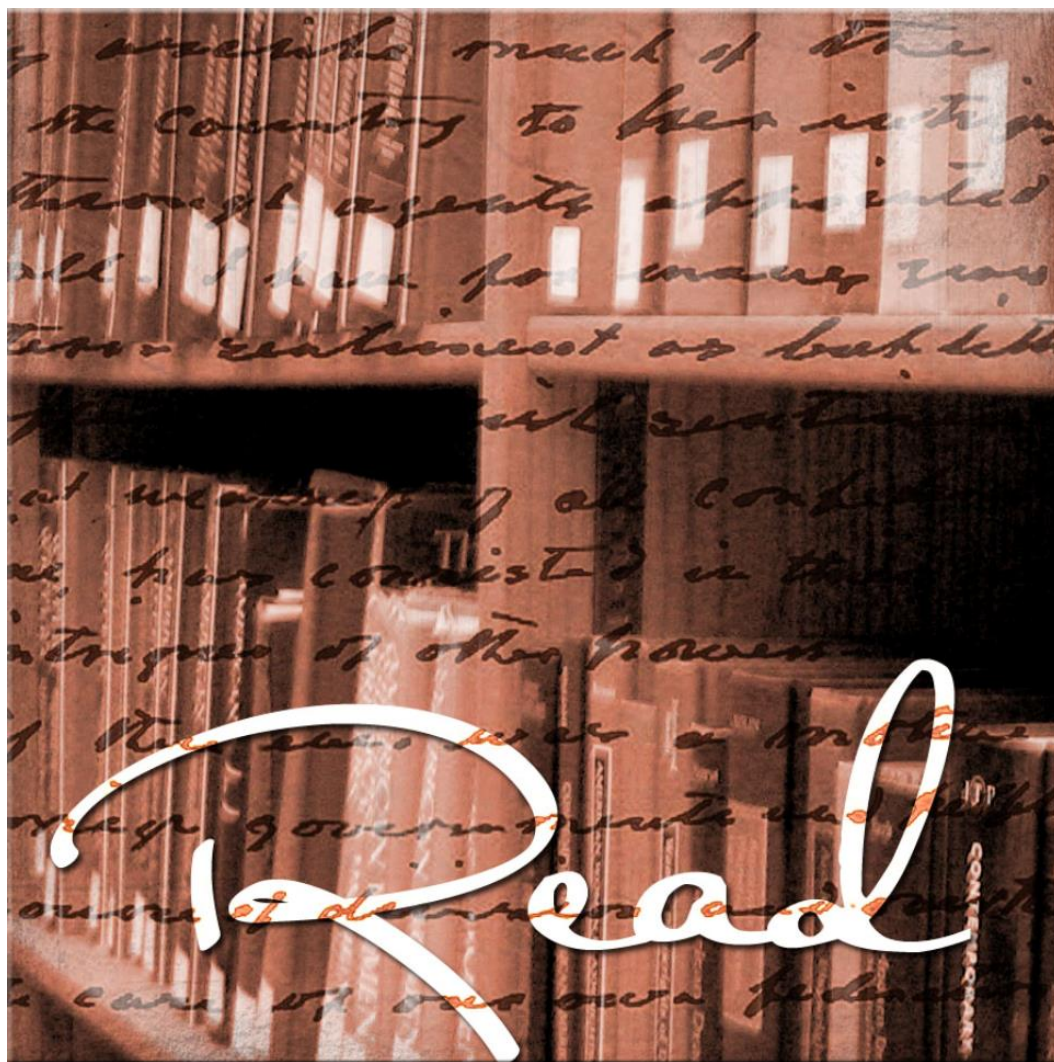


Brackett ISD SUBSTITUTE HANDBOOK



2015-2016

BISD 2015-2016 Substitute 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 not a substitute for the official district policy manual. 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, substitutes may refer to the policy codes that are associated with handbook topics, or call the appropriate campus office. District policies can be accessed on line at:

<http://pol.tasb.org/home/index/773>
[Ctrl. + click to go to site]

Note

The terms **substitute** and **employee**, though used interchangeably, are considered one and the same in this handbook.

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PLEDGE OF ALLEGIANCE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PLEDGE OF ALLEGIANCE TO THE STATE FLAG

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.



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. Trustees are elected every year and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Current board members:

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

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.

Qualifications / Selection

Policy DPB (Local)

The District shall attempt to hire certified teachers as classroom substitutes whenever possible; however, no person shall be employed as a substitute who does not have at least a high school diploma.

Principals shall give first consideration to the most qualified teachers on the approved substitute list and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.

At the beginning of each school year, a list is compiled of approved substitutes. Approved substitutes are those who:

- Have an application and accompanying required forms on file,
- Have a record on file of the highest education attained, including high school diploma, GED certificate, or transcript for all college work and/or Texas certificate,
- Have an "acceptable" background report on file with the Central Office,
- Have met state fingerprinting requirements,
- Attended a substitute orientation/workshop at the beginning of each school year.

Assignments

Substitutes are subject to campus assignment with the approval of the Superintendent only. Generally, substitutes must be a minimum of 18 years of age for grades K-5, and a minimum of 21 years of age for grades 6-12.

All classroom assignments and notification of days you will be needed to substitute are made by the campus secretary. Teachers may not contact substitutes to make arrangements for coverage of their classrooms.

A substitute shall be subject to all duties of a regular classroom teacher, except when changes are made at the discretion of the principal. (i.e. Cover another class during conference time.) There are no guaranteed conference periods for substitutes.

You may be removed from the district's substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if:

- you repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions
- once a commitment has been made to cover a class/specific campus assignment, you cancel to accept another campus assignment
- you do not timely return a letter of reasonable assurance

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.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted at the central administration building on the bulletin board, in the local newspaper, and on our website: www.brackettisd.net. See: Employment Opportunities

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Noninvestigatory 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, work areas, including district-owned computers, lockers, and private vehicles parked on district premises or worksites 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.

3. COMPENSATION

Pay

Policy DPB

Non-degreed classroom substitutes are paid \$55.00 per day. Degreed substitutes (holding a college degree) are paid \$70.00 per day. Long-term non-degreed substitutes 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 21st. 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 21st day. Each classroom substitute is required to attend an orientation/workshop held at the district before being added to the substitute list.

Cafeteria, custodian, and maintenance substitutes are subject to the minimum wage scale.

Days Worked

Verification of the number of days worked is done by way of a sign-in sheet located in each campus office. The campus secretary is responsible for verifying times and days worked, and turning substitute sheets in to the central office.

Sign-In

For all pre-scheduled substitutes, the day starts at 7:45 am. Those called the day of, are to report as soon as possible. The substitute is responsible for signing in at the appropriate campus office **before** going to the assigned classroom each day. Any campus news, schedule changes, or additional information will be given to the substitute at that time. Indicate whether working a half-day or full-day, by initialing in the appropriate space on the sign-in sheet. Substitutes that do not sign-in, will not be paid for that day.

Paychecks / Automatic Deposit

All employees, including substitutes, are paid monthly. (See schedule below.) Substitutes are required to submit the necessary form to activate direct deposit. Paychecks will be electronically deposited into an account at a bank of their choice that accepts direct deposit. Wage/earned income statements are mailed the night prior to the payday and contain detailed information including deductions and withholding information.

Cut-Off Dates

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 Dates

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

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

Substitutes are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have reasonable assurance of returning to service. Contact the payroll department at 563-2491, ext. 114, with questions about unemployment benefits.

Retirement

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 the Texas Retirement System. 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.

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.

4. COMPLAINTS AND GRIEVANCES

Policy DGBA

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees must follow when bringing formal complaints and grievances except in the case of sexual harassment complaints. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance 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 grievance procedures are exhausted, employees can bring grievances 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]

5. 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))

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. At a minimum, employees must meet the student dress code. Shorts, sweat-suits and/or warm-ups, are not appropriate dress for the classroom.

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>

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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 and DI (Local).

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

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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)]

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 (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.

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

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 authorized persons on campus and in the classroom, substitutes are required to wear ID badges during school hours. Employees, visitors and students are also required to wear the appropriate badge/pass for safety identification. Direct any person without a badge/pass to the central office or campus office to sign in. There is a \$3.00 fee for a lost or replaced ID badge.

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

Telecommunication Devices (Cell Phone Use)

Telecommunication devices, including paging devices or **cell 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 record 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 history and updates to the employee's subsequent history.

Fingerprinting Requirements

Senate Bill 9 (SB9) requires certain school employees to submit fingerprint information to the Texas Department of Public Safety (DPS). This requirement applies to the following:

- All certified educators [those holding an educator certification issued by the State Board for Educator Certification (SBEC)]
- All classroom substitute teachers and educational aides, whether certified or not
- Noncertified employees, including substitute cafeteria workers and substitute custodians, hired by a district on or after 1/1/08
- Charter school employees, whether certified or not, who are working in a teaching or professional position that would require certification if they were employed in a traditional school district

Texas Education Code (TEC) standards will be used to determine employability. Section 22.085(a) of the TEC applies to all public school employees and substitutes, allowing a public school to discharge or refuse to hire a substitute if:

1. the substitute has been convicted of:
 - A felony offense under Title 5, Penal Code (Offenses Against the Person);
 - An offense on conviction of which a defendant is required to register as a sex offender under Chapter 62, Code of Criminal Procedure; or
 - An offense under the laws of another state or federal law that is equivalent to an offense under Paragraph (A) or (B); and
2. at the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.

Contact the district's central office for information on the fingerprinting process.

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.

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.

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 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 sight as long as it does not take away from instructional time or programs.

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.

Computer Use

Policy CQ

Substitutes for Brackett ISD **do not have access to network services including Internet and e-mail**. Any substitute who accepts a long-term position will work with the building administrator and district technology manager for training and signing of the Employee Agreement for an Electronic Communications System Account.

Long-term substitutes who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the district's Technology Manager.

Substitutes are not to supervise students using network, Internet or e-mail unless they have signed an agreement form due to a need for a long-term substitute assignment.

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.

6. GENERAL PROCEDURES

Bad Weather Closing

Policy CKC

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 at 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 (AED) 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 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://iloveguys.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



Drills – Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency Bells

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

Name and Address Changes

Name, address, and phone number changes should be reported to the central office for payroll purposes.

Personnel Records

Policy 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. Otherwise, personal information will be released to the public.

Facility Use

Policy GKD

Staff and community organizations may also use district facilities for non-school events by submitting a "Facility Agreement" form to the central office for superintendent approval. Facility 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.

FEE SCHEDULE:

FACILITY

FLAT \$ FEE

Classroom(s)

50.00 allows use of
1 to 2 classrooms,

Number of rooms:	\$25 per each additional room
Concession Location:	50.00
Auditorium	50.00
Cafeteria Elementary or Secondary	50.00
Gymnasiums Tiger or Cub Gym	50.00 (per gym)
Tiger Stadium Main or Practice Field:	50.00 (per field)
Track Field	50.00
Other Facility Location:	50.00

BADER FIELD FEE SCHEDULE

<u>FACILITY</u>	<u>FLAT \$ FEE</u>
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 **cafeteria accounts must be paid in full monthly**, at any campus office or the Central Office.

7. 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.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Substitutes should take precautions to maintain the confidentiality of all student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

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. 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, stomach ache, 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.

Food and Drink

Students shall not eat or drink in classrooms. Exception: 1) holidays or special occasions, 2) food labs. On these occasions, care should be taken to keep food and drinks away from computers. **Students are not permitted to chew gum when school is in regular session.**

Dress and Grooming

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

General Guidelines: The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, and teach respect for authority. Students shall be dressed and groomed in a clean and neat manner that will not be a health or safety hazard to themselves or others. The district prohibits any clothing or grooming that cause disruption or interference with normal school operations. Student's personal dress and grooming standards should comply with the general guidelines set out below. All dress code concerns will have final approval by the building principal.

BOYS: Guidelines for boys are as follows:

- ❖ Hair should be clean, combed, off the collar and above the eyebrows. Hair length should not extend below the bottom of the student's ears when straightened. Excessive curls or flips or Extreme or unusually colored hair and/or haircuts, as determined by the principal, are prohibited. No spiked hair over 2". No mohawks, or shaved designs.
- ❖ Clean shaven with no mustaches, no sideburns below the ears and no beards
- ❖ No makeup and/or colored/clear nail polish.
- ❖ No tank tops, see-through shirts, sleeveless shirts, or oversized shirts (which extend below the bottom of the buttocks). Shirts that might reveal the midriff will not be allowed. Shirts with tails will be tucked in.
- ❖ Shoes with laces or buckles shall be laced, tied or buckled. Flip flop or thong type shoes, leather or otherwise, are not permitted (no shower shoes). Leather sandals with a heel strap are permitted.
- ❖ Extremely short, tight fitting shorts or pants are not appropriate and will not be allowed. Baggy (sagging) pants and shorts are prohibited. Pants must not drag the ground. Pants and shorts should be worn secured around the waist not revealing undergarments. Athletic sports shorts (Biker, Wind, Grays, etc.) are not allowed. Knit athletic sweat suits will be allowed but must meet the campus rules for length and fit. Pants with frays and small holes are permitted any hole/fray above the knee will not show skin; however, the final decision on appropriateness of "pants with holes" will rest with the school principal. The decision concerning appropriateness will focus primarily on "modesty".
- ❖ Letters, monograms, patches, or accessories (including jewelry) that are suggestive or contain advertisement for alcoholic beverages, drugs, gang related symbols, or satanic symbols will not be allowed.
- ❖ Chains (pocket, boot, etc.) exceeding 12" in length will not be permitted.
- ❖ Earrings or other body piercing jewelry will not be allowed.
- ❖ Tattoos or tattoo simulations must be covered.
- ❖ Caps, hats, other headgear, and sunglasses (unless specifically prescribed by a doctor) will not be allowed in classes or in any school buildings during school-related activities except at athletic activities in the gyms. (Hats and caps must be worn appropriately. No skullcaps headwear will be allowed at athletic activities.)
- ❖ Coats and cold weather clothing are to be worn seasonally.
- ❖ No pajama wear of any kind except on designated days.

GIRLS: Guidelines for girls are as follows:

- ❖ Hair should be clean, brushed, and out of the eyes. Extreme or unusual colored hair and/or haircuts, as determined by the principal, are prohibited.
- ❖ Undergarments shall be worn at all times.
- ❖ Extremely short, split, tight-fitting skirts, pants, dresses, or shorts are inappropriate and not allowed. Skirts, shorts and dresses should be no shorter than 3" above the knee. Baggy (sagging) pants and shorts are prohibited. No leggings, jeggings or workout pants may be worn without a skirt, blouse or top garment that exceeds 3" above the knee.
- ❖ Pants must not drag the ground. Pants and shorts should be worn secured around the waist not revealing undergarments. Shorts (no athletic shorts) of an appropriate length (no shorter than 3" above the knee) are allowed. Athletic sports shorts (Biker, Wind, Grays, etc.) are not allowed. Knit athletic sweat suits/pants will be allowed but must meet the campus rules for length and fit. Pants with frays and small holes are permitted any hole/fray above the knee will not show skin; however, the final decision on appropriateness of "pants with holes" will rest with the school principal. The decision concerning appropriateness will focus primarily on "modesty".

- ❖ Dresses/blouses should not reveal bras or be see-through. No tight fitting and/or spaghetti strap blouses/dresses or shirts/blouses that might reveal the midriff are to be worn. Straps on all shirts, blouses, and clothing tops must be a minimum of 2.5".
- ❖ Shoes with laces or buckles shall be laced, tied or buckled. Students may wear sandals, no high heels or wedges. Shower shoes and athletic sports slides are not allowed.
- ❖ Letters, monograms, patches or accessories (including jewelry) that are suggestive or contain advertisement for alcoholic beverages, drugs, gang related symbols, or satanic symbols will not be allowed.
- ❖ Chains (pocket, boot, etc.) exceeding 12" in length will not be permitted.
- ❖ No body piercing jewelry except earrings in ears only. Earrings are limited to two per ear. No hoop earrings exceeding 1" in diameter.
- ❖ Tattoos or tattoo simulations must be covered.
- ❖ Caps, hats, other headgear, and sunglasses (unless prescribed by a doctor) are not allowed in classes or in any school buildings during activities except at athletic activities in the gyms. (Hats and caps must be worn appropriately. No skullcaps headwear will be allowed at athletic activities.)
- ❖ Coats and cold weather clothing are to be worn seasonally.
- ❖ No pajama wear of any kind except on designated days.

Consequences for Dress Code Violations: If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the **Student Code of Conduct**. When students come to the office for violation of Dress Code he/she will sign a log. The log will stay on file and any dress code violation will be documented. When a student gets 3 violations they will receive lunch detentions. When they accumulate 6 violations they receive after school detentions, 9 violations in school suspension, 12 violations Saturday school and thereafter disciplinary consequences upon principal decision.

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games

For safety purposes, the district permits students to possess personal cell phones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.] In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** and policy FNF.] Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

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. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the board of trustees.

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 procedures 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.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student's parents within 24 hours.

Primary (Grades PRE-K Through 3RD) Discipline Plan. The primary level will be using the behavior accountability card system for their discipline plan. Offenses related to the Student Code of Conduct that are not listed as serious offenses will be handled using the color coded cards.

The purpose of the behavior accountability card system is to involve each child in the responsibility for his/her own actions. The cards are a visual reminder of what is expected of each classroom member's behavior and how well each child is meeting those standards. The card system is the same for all primary students and is inherently fair.

The Plan. Student responsibilities will be discussed with the class during the first days of school. These general responsibilities will be stated as behavioral objectives and will be posted in each classroom.

1. We will be safe.
2. We will be prepared for class.
3. We will be respectful of others and their property.
4. We will listen, follow directions, and stay on task.

Progression of Color Coded Cards:

Green (0 Card Change) Responsible behavior.

Yellow (1 Card Change) Student broke a rule.

Consequences – Warning and reminder of responsibilities.
Loss of privilege.

Blue (2 Card Changes) Second rule broken

Consequences – Any but not limited to the following:
Loss of privilege,
Conference with student,
Change Seating.

Red (3 Card Changes) Third rule broken

Consequences – Conduct Referral Form and phone call.
Student will lose peer interaction privileges in his/her classroom
for the remainder of the school day.
Parents will be informed.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to their campus administrator or supervisor. The district's policy that includes definitions and procedures for reporting and investigating bullying of students 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]

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 discipline person.

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 *written* 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.

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.

Closed Campus

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

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
11:00 a.m. – 12:30 p.m.	LUNCH – Students have a 30 minute lunch, grades staggered
12:30 p.m.	Instruction continues
3:00 p.m.	Dismissal for PK – 5 th
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 st Bell
1 st Period	8:00 – 8:49
2 nd Period	8:54 – 9:43
3 rd Period	9:48 – 10:37
4 th Period	10:42 – 11:31
5 th Period	11:36 – 12:25
LUNCH	12:25 – 1:00
6 th Period	1:05 – 1:50
7 th Period	1:55 – 2:40
8 th Period	2:45 – 3:30

Dual Credit Courses

Times will be determined by SWTJC and BISD.