

BISD 2010-2011 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, Robert Westbrook.

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:

www.tasb.org/policy/pol/private/136901 [Ctrl. + click to go to site]

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2010-2011 BISD SCHOOL ADMINISTRATORS

Robert Westbrook
Superintendent of Schools
830/563-2491, ext. 100
robert.westbrook@brackettisd.net

Alma Gutierrez
Jones Elementary/Intermediate Principal
GR PK-6
830/563-2492

Frank Taylor
Secondary Principal
GR 7-12
830/563-2480

Kimberly Ilse
Counselor, GR Pk-6
830/563-2492

George Burks
Assistant Principal
GR 7-12
830/563-2480

Melanie Jones
Special Education Director
830/563-2480

Louisa Stone
Secondary Counselor/Academic Advisor
GR 7-12
830/563-2480

Greg Voyles
Athletic Director
830/563-9075

Nicole Frets
School Nurse
830/563-2491, ext. 182

Honey Bee Gomez
Food Service Director
830/563-2491, ext. 55

Susan Davis
Librarian
830/563-2491, ext. 604

BRACKETT ISD SECRETARIES

Susan Esparza
Secretary to Superintendent of Schools
830/563-2491, ext 100
susan.esparza@brackettisd.net

Dalia Rangel
Campus Secretary, GR PK-6
830/563-2492

Sandra Davis
Secretary to Principal, GR PK-6
830/563-2492

Kacie Williams
Campus Secretary, GR 7-12
830/563-2480

Alexandra Rosas
Secretary to Principal, GR 7-12
830/563-2480

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.

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:

- Sondra Meil, Board President
- John Paul Schuster, Vice-President
- Tony Molinar, Secretary
- Rick Alvarado, Member
- Tony Ashley, Member
- Brad Coe, Member
- Dan Laws, Member

The board meets on a regular basis on the second Monday of each month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and central office bulletin board at least 72 hours before the scheduled meeting time. The written 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 2010 / 2011

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

- | | |
|--------------------|-------------------|
| August 9, 2010 | January 10, 2011 |
| September 13, 2010 | February 14, 2011 |
| October 11, 2010 | * March 14, 2011 |
| November 8, 2010 | April 11, 2011 |
| December 13, 2010 | May 9, 2011 |

Watch for summer meetings to be posted.
* Subject to change – School Holiday

Administration

- Robert Westbrook, Superintendent
- Alma Gutierrez, Jones Elementary/Intermediate Principal, Grades PK-6
- Frank Taylor, Secondary Principal, Grades 7-12
- George Burks, Assistant Principal, Secondary
- Elizabeth Hodges, Director, Brackett Educational Academy
- Louisa Stone, Secondary Counselor / Academic Advisor
- Kimberly Ilse, Elementary/Interm. Counselor
- Greg Voyles, Athletic Director
- Susan Davis, Librarian
- Nicole Frets, R.N.
- Melanie Jones, Special Education Director

Central Office Staff

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

Campus Staff

- Dalia Rangel, Campus Secretary, GR PK-6
- Sandra Davis, Secretary to Principal, GR PK-6
- Kacie Williams, Campus Secretary, GR 7-12
- Alexandra Rosas, Secretary to Principal, GR 7-12

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. 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" criminal inquiry 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-6, and a minimum of 21 years of age for grades 7-12.

*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.***

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: *Personnel / Human Resources*

Searches and Alcohol and Drug Testing

Policy 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.

Employees Required to Have a Commercial Driver's License

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.

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.*

www.tasb.org/policy/pol/private/136901 [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 day's 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

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 not signed-in, will not be paid for that day.

Paychecks

All employees, including substitutes, are paid monthly. (See schedule below.) *Wage/earned income statements are mailed the night prior to the payday. For those substitutes who did not sign up for automatic deposit, paychecks will be mailed the night prior to payday.*

Paychecks will not be released to any person other than the substitute employee named on the check **without the substitute employee's written authorization.**

An employee's wage/earned income statement contains detailed information including deductions, and withholding information

CUT-OFF DATES

Aug. 13, 2010
Sept. 10, 2010
Oct. 8, 2010
Nov. 5, 2010
Dec. 3, 2010
Jan. 14, 2011
Feb. 11, 2011
Mar. 4, 2011
Apr. 8, 2011
May 6, 2011
June 3, 2011
July 7, 2011

PAYDATES

Aug. 25, 2010
Sept. 24, 2010
Oct. 25, 2010
Nov. 23, 2010
Dec. 22, 2010
Jan. 25, 2011
Feb. 25, 2011
Mar. 25, 2011
Apr. 25, 2011
May 25, 2011
June 23, 2011
July 25, 2011

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into an account at a bank of their choice, that accepts direct deposit. The employee must notify the payroll office by the 1st of the month, and submit the necessary form to activate direct deposit. With automatic deposit, an employee's pay is immediately available on the pay date. Contact the payroll office for more information about the automatic payroll deposit service.

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 department at 563-2491, ext. 114.

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).

www.tasb.org/policy/pol/private/136901 [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.

As your child's principal or teacher, I will treat your child fairly, with respect and dignity. I will communicate effectively with parents. I will encourage your child to reach his/her highest potential socially and academically. (Taken from Elementary/Intermediate and Secondary compacts.)

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 first learns of the incident. See *Reports to the State Board for Educator Certification* for additional information.

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

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

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. 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.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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, 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 applicable 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.

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, sex, disability, or family status.

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 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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3 The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

Standard 3.5 The educator shall not engage in physical mistreatment of a student.

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

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

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.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees 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.

Employees 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 employee shall report the complaint 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).

www.tasb.org/policy/pol/private/136901 [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 or abuse of a student 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*, for additional information.

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

www.tasb.org/policy/pol/private/136901 [Ctrl. + click to go to site]

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).

www.tasb.org/policy/pol/private/136901 [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)]

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 Texas Family Code and includes any sexual conduct involving an educator and a student or minor. 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 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 for the commission of a Class B 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 Code of Ethics and Standard Practices for Texas Educators.

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. 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.

Child Sexual Abuse

The district has established a plan for addressing child sexual abuse, 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. 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. 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*.

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, list the reason for the visit, and **display his or her driver's license or other government-issued form of photographic identification** prior to proceeding elsewhere on campus. 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.

Substitute Name Badges

To help with the identification of authorized persons on campus and in the classroom, employees/substitutes are required to wear nametags during school hours. Visitors and students are also required to wear the appropriate tag/pass for safety identification. Employees are asked to direct any person without a tag/ pass to the central office or Campus Office to sign in.

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 cellular phones, shall not be used 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.

Tobacco Use

Policies DH, GKA, FNCD

State law prohibits smoking or using tobacco products on all district-owned property. 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 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.

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history 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 criminal history and updates to the employee's subsequent criminal 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.

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, any offense involving moral turpitude, 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 of 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
- Drug- or alcohol-related offenses
- Acts constituting abuse or neglect under the Texas Family Code

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students 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 EFE

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.). Rented videos are to be used in the classroom for educational 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. 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.

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 (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 yellow & red flip chart showing what to do when emergencies occur. Substitutes should locate the chart and be aware of the needed response. In most instances, immediately notifying the principal and office staff is required for any emergency. The next response is to work with a teacher who is located close by for assistance.

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.

Facility Use

Policy GKD

Staff and community organizations may use district facilities for non-school events by submitting a "Facility Agreement" form to the central office for superintendent approval. A \$100.00 security deposit and proof of liability insurance coverage will be required before approval is granted. In some instances, the superintendent may waive the deposit or liability insurance. Following the event, the facility will be inspected. If left in its original state and no damages are reported, a check will be issued for the full amount of the deposit.

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. 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.

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	\$2.25
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 can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take 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.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

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 shall not 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: IN ALL CASES, THE CAMPUS PRINCIPAL SHALL BE THE ULTIMATE JUDGE.

All students are expected to dress modestly, decently and in good taste. While attending classes or representing the school on official trips, a neat, orderly and well-groomed appearance shall be expected of each student. Students should select school clothes

that are attractive, becoming, and appropriate. Choice of clothing is a reflection upon the student and the school he/she attends. Clothing and hairstyles should not be improper, conspicuous, or of such a nature as to draw attention to or distract students or disrupt classroom routine. Students in violation of dress and grooming practices are expected to correct the situation; repeated violations shall result in appropriate disciplinary actions. If the campus principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day or until the problem is corrected. A student whose clothing violates the dress code may be assigned to in-house suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases in accordance with the Student Code of Conduct.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

The following pertain to all students and are not allowed:

- Wearing or possessing any apparel, accessory, or manner of grooming that denotes gang related membership, hate groups, or cults.
- Fads and styles in dress which differ extremely from conventionally accepted standards are prohibited.
- Mesh, nylon, or athletic shorts are not permitted in the classroom. These type shorts may be worn during P.E. classes only.
- No sagging clothes, size appropriate pants- Pants must be worn at the waist. (No baggy pants will be allowed)
- Sleeveless shirts with large armholes (including but not limited to athletic sports jerseys) are not allowed.
- Wearing clothing that is inappropriately revealing of the physical body or which displays offensive writing or gestures (such as see-through clothing, suggestive writing, pornography, immoral questions, advertising of illicit drugs or alcoholic beverages).
- Underclothing worn as outer wear, tank tops, or halter type tops. (Straps on all shirts, blouses, and clothing tops must be a minimum of 2 1/2".)
- Clothing that reveals the midriff (bare skin above the waist) or chest.
- Wearing of sunglasses/shades in buildings, unless prescribed by a doctor.
- Wearing caps, hats, bandanas, or skullcaps inside school facilities during school related activities, such as assemblies, programs, and during class time.
- Bare feet. (No student will be permitted to attend class or school related activities without shoes.)
- Haircuts that are distracting in color or style.
- Body, tongue, or facial jewelry piercings.
- Boys are prohibited from wearing earrings. Girls are only allowed to wear earrings.
- Cut-Offs, parachute shorts, short-shorts, or gym type shorts. (Shorts are allowed with the following exception: must have a minimum length of 3" from the top of the knee while standing, or 6" from the floor while kneeling.)
- Spandex or rolled-up jeans.
- Tattoos. (Cannot be exposed. These must be covered while attending school activities.)

In Addition to the Above, BOYS

Will be expected to have a well-groomed hairstyle. Hair will not extend below the eyebrows in front and will not cover the ears nor extend below the top of the collar when standing. BOYS WILL BE CLEAN SHAVEN, NO MUSTACHE OR BEARD. Sideburns will be no longer than the ear lobe. Earrings are not allowed. Boys should show good taste in selecting a school wardrobe. Shirttail type shirts (withdrawn or ragged hemlines) are to be tucked into jeans or slacks. Shirts worn over t-shirts or undershirts must be buttoned. Overalls are permitted if they meet all requirements of the dress code. Overalls must have both straps snapped, buttoned, or attached and placed over the shoulder.

In Addition to the Above, GIRLS

Will also show good taste in selecting a school wardrobe. Suggested apparel includes dresses with suitable hemlines, skirts and blouses, pant suits, slacks and jeans. Shorts and skirt / dress lengths must be a minimum of 3" from the top of the knee while standing, or 6" from the floor while kneeling. Leggings must be worn with skirts, shorts, or long tops. Sleeveless shirts are allowed as long as the arms are fitted and straps meet the required width of 2 1/2". Overalls are permitted if they meet all requirements of the dress code. Overalls must have both straps snapped, buttoned, or attached and placed over the shoulder., No skin should be exposed between shirt and pants and no skin tight or low cut revealing blouses.

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

Students are not permitted to possess, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item.

Students may possess but are prohibited from displaying, turning on, or using a cellular telephone or other telecommunications device on school property during the school day. In rare instances, an exception may be made by the campus principal.

Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as pagers, in which a third party retains a legal right of ownership, the school may charge for releasing the pager to the third party.

**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).

www.tasb.org/policy/pol/private/136901 [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 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. 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 may be permitted to take school-sponsored overnight trips for the following purposes:

- 1. Activities of school-sponsored or -sanctioned clubs or organizations. Approval for the trip shall be from the Superintendent.*

UIL or other sanctioned competitions. Approval for the trip shall be from the superintendent.

The district reimbursement rate for student meals is \$7.00 per meal. (Note: To clarify district policy, student meal reimbursement is \$7.00 per meal, or not more than \$21.00 for the day.)

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 time begins
11:00 a.m. – 12:30 p.m.	LUNCH – Students have a 30 minute lunch period / PK-6 th
12:30 p.m.	Instruction Time continues
3:00 p.m.	Dismissal for K – 6 th
3:30 p.m.	Pre-K dismissal/ Tutorials
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 or in front of Jones Elementary School.
- All students except afternoon Pre-K and Tutorials will be dismissed in the back parking lot
- Pre-K and Tutorials will be dismissed at 3:30pm in front of the school across from Lopez Bakery
- Families will be assigned a number to be used during pick up time in order to expedite pick up procedures.

Junior High & High School Daily Schedule

8:00 – 8:50 am	1 st Period
8:55 – 9:50 am	2 nd Period
9:55 – 10:45 am	3 rd Period
10:50 – 11:40 am	4 th Period
11:44 – 12:30 pm	5 th Period
12:30 – 1:05 pm	LUNCH
1:10 – 1:56 pm	6 th Period
2:00 – 2:46 pm	7 th Period
2:50 – 3:36 pm	8 th Period

Dual Credit -

8:00 – 8:50 am	Criminal Justice
9:00 – 9:50 am	US History / College Algebra
10:00 – 10:50 am	Economics / Gov't
11:00 – 11:50 am	English Comp. / Lit.