

Guide to changes and additions in *Employee Handbook 2011-2012*

[Minor editorial changes are not listed.]

Index	4	[TASB] Added topic "Technology Resources"
-------	---	---

T

Teacher retirement, 23
 Technology resources, 40
 Telecommunication devices, 45
 Temporary disability leave, 30
 T

Board of Trustees	6	[LOCAL] Reflects new board Officers and member . Paragraph 3, Added reference to district website & BoardBook
-------------------	---	--

Current board members include:

Sondra Meil, Board President
 Dan Laws, Vice-President
 Tony Molinar, Secretary
 Rick Alvarado, Member
 Tony Ashley, Member
 Brad Coe, Member
 Mark Frerich, Member

The board meets on a regular basis on the second Monday of each month, at 6:30 p.m., in the central office boardroom. 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.

Board Meeting Schedule for 2011-2012	6	[LOCAL] Reflects new meeting dates
--------------------------------------	---	------------------------------------

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

August 8, 2011	January 9, 2012
September 12, 2011	February 13, 2012
October 10, 2011	* March 6, 2012
November 14, 2011	* April 9, 2012
December 12, 2011	May 14, 2012

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

Equal Employment Opportunity	8	[TASB] Added retaliation provision to the nondiscrimination statement in the first paragraph
------------------------------	---	--

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.

Job Vacancy Announcements	8	[TASB] Edited the text, changing "distributed" to "posted" to reflect district practice of posting notices on line
---------------------------	---	--

Announcements of job vacancies by position and location are posted on the district's web site at, www.brackettisd.net. See: *Personnel / Human Resources*.

Probationary Contracts	8	[TASB] Edited the text of last sentence changing "unclear" to "doubtful"
------------------------	---	--

Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one full school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Searches and Alcohol and Drug Testing	9	[TASB] Edited the texts adding "a commercial motor vehicle" to the end of the second paragraph
---------------------------------------	---	--

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.

Workload and Work Schedules	10	[TASB] Edited text in first paragraph changing "required days of service" to "start and end dates." As a result of a recent legal decision, <i>Kelley v. North East ISD</i> , TASB recommends that districts refrain from quoting a fixed number of duty days in employment documents for professional salaried personnel.
-----------------------------	----	--

		Documents need only include the months employed, the start and end dates of the contract period, and the total salary paid.
--	--	---

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

Notification to Parents Regarding Qualifications	11	[TASB] Edited the text in the second paragraph, deleting "also" in first sentence and changing "or" to "and" in the second sentence
--	----	---

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

PDAS Observation Calendar	12	[LOCAL] New calendar dates
---------------------------	----	----------------------------

August 15-31	Teacher Observation
September 9	Teacher Self Report Section 1 due
Sept. 6- May 11	Walk-throughs begin
Sept. 6- Dec. 9	Formative appraisals completed
March 2	Teacher Self Reports Sections II & III due
April 2	Summative appraisals completed
April 10	Last day to notify teachers of non-renewal
April 17	All PDAS forms to Central Office

Cut-Off Dates and Pay Dates	15	[LOCAL] New calendar dates
-----------------------------	----	----------------------------

CUT-OFF DATES

PAYDATES

Aug. 5, 2011	Aug. 25, 2011
Sept. 9, 2011	Sept. 23, 2011
Oct. 7, 2011	Oct. 25, 2011
Nov. 4, 2011	Nov. 22, 2011
Dec. 2, 2011	Dec. 21, 2011
Jan. 6, 2012	Jan. 25, 2012
Feb. 10, 2012	Feb. 24, 2012
Mar. 2, 2012	Mar. 23, 2012
Apr. 6, 2012	Apr. 25, 2012
May 4, 2012	May 25, 2012
June 1, 2012	June 25, 2012
July 6, 2012	July 25, 2012

Paraprofessional / Auxiliary Employee Hourly Rate Schedule 2011-2012	20	[LOCAL] Schedule reflects added step increase
---	----	--

II Paraprofessional / Auxiliary Employee Hourly Rate Schedule 2011-2012

		Pay Grade Level						
		10	11	12	13	14	15	16
Pay Step								
1		\$7.46	\$9.35	\$10.26	\$11.14	\$12.20	\$13.52	\$16.45
2		\$7.74	\$9.68	\$10.63	\$11.54	\$12.65	\$14.02	\$17.00
3		\$8.02	\$10.01	\$11.00	\$11.94	\$13.10	\$14.52	\$17.55
4		\$8.30	\$10.34	\$11.37	\$12.34	\$13.55	\$15.02	\$18.10
5		\$8.58	\$10.67	\$11.74	\$12.74	\$14.00	\$15.52	\$18.65
6		\$8.86	\$11.00	\$12.11	\$13.14	\$14.45	\$16.02	\$19.20
7		\$9.14	\$11.33	\$12.48	\$13.54	\$14.90	\$16.52	\$19.75
8		\$9.42	\$11.66	\$12.85	\$13.94	\$15.35	\$17.02	\$20.30
9		\$9.70	\$11.99	\$13.22	\$14.34	\$15.80	\$17.52	\$20.85
10		\$9.98	\$12.32	\$13.59	\$14.74	\$16.25	\$18.02	\$21.40
11		\$10.26	\$12.65	\$13.96	\$15.14	\$16.70	\$18.52	\$21.95
12		\$10.54	\$12.98	\$14.33	\$15.54	\$17.15	\$19.02	\$22.50
13		\$10.82	\$13.31	\$14.70	\$15.94	\$17.60	\$19.52	\$23.05
14		\$11.10	\$13.64	\$15.07	\$16.34	\$18.05	\$20.02	\$23.60
15		\$11.38	\$13.97	\$15.44	\$16.74	\$18.50	\$20.52	\$24.15
16		\$11.66	\$14.30	\$15.81	\$17.14	\$18.95	\$21.02	\$24.70
17		\$11.94	\$14.63	\$16.18	\$17.54	\$19.40	\$21.52	\$25.25
18		\$12.22	\$14.96	\$16.55	\$17.94	\$19.85	\$22.02	\$25.80
19		\$12.50	\$15.29	\$16.92	\$18.34	\$20.30	\$22.52	\$26.35
20		\$12.78	\$15.62	\$17.29	\$18.74	\$20.75	\$23.02	\$26.90
21		\$13.06	\$15.95	\$17.66	\$19.14	\$21.20	\$23.52	\$27.45
22		\$13.34	\$16.28	\$18.03	\$19.54	\$21.65	\$24.02	\$28.00
23		\$13.62	\$16.61	\$18.40	\$19.94	\$22.10	\$24.52	\$28.55
24		\$13.90	\$16.94	\$18.77	\$20.34	\$22.55	\$25.02	\$29.10
25		\$14.18	\$17.27	\$19.14	\$20.74	\$23.00	\$25.52	\$29.65
26		\$14.46	\$17.60	\$19.51	\$21.14	\$23.45	\$26.02	\$30.20
27		\$14.74	\$17.93	\$19.88	\$21.54	\$23.90	\$26.52	\$30.75
28		\$15.02	\$18.26	\$20.25	\$21.94	\$24.35	\$27.02	\$31.30
29		\$15.30	\$18.59	\$20.62	\$22.34	\$24.80	\$27.52	\$31.85
30		\$15.58	\$18.92	\$20.99	\$22.74	\$25.25	\$28.02	\$32.40

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

Travel Expense Reimbursement	22	[LOCAL] Under Meals & Lodging added "Only meals for overnight trips will be reimbursed..." . Rearranged paragraphs
------------------------------	----	---

Only meals for overnight trips will be reimbursed, no snacks (i.e. candy, ice cream, drinks not included with a meal, etc). One receipt per meal will be accepted for each day out during the event. Meal allowance for travel is \$36.00 per day. Lodging allowance is \$85.00 per day.

Health, Dental, and Life Insurance	22	[TASB] Edited the text adding “employee” to the first sentence
------------------------------------	----	--

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

Other Benefit Programs	24	[LOCAL] Added benefit of free admission... with exception of fund raisers
------------------------	----	---

Free Admission – All Fall & Spring Sports Events

*Employees must show their valid BISD ID badge to receive *free admission into any local district sporting event.*

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

Leaves and Absences	25	[TASB] Added the bolded heading “Medical Certification” . Added paragraph two under Medical Certification to address the safe harbor provisions of the Genetic Information Nondiscrimination Act regarding the inadvertent receipt of an employee’s genetic information . Added the bolded heading “Continuation of Health Insurance”
---------------------	----	---

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

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

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

State Sick Leave	26	[TASB] Edited the first sentence to clarify that this topic only refers to state sick leave for district employees that was accumulated before 1995
------------------	----	---

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

Birthdays	26	[LOCAL] Edited to clarify summer birthdays must be taken during the fiscal school year
-----------	----	--

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

Local Leave	27	[LOCAL] Deleted local leave PENDING BRD. ACTION
-------------	----	---

Temporary Disability Leave	30	[TASB] Edited the text of the second and fourth paragraphs to clarify the process for reinstating employees at the end of leave
----------------------------	----	---

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability is approved, the length of leave is no longer than 180 calendar days.

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

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

Other Court Appearances	31	[TASB] Edited the text to clarify that employees will not be required to use paid leave when complying with a subpoena
-------------------------	----	--

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

District Communications	33	[LOCAL] Added statement all news releases must be pre-approved through the Central Office
-------------------------	----	---

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

Standards of Conduct	35-37	[TASB] Edited the text to include changes to the Educators' Code of Ethics, as adopted by the State Board for Educator Certification that became effective 12/26/2010 . Added <i>new standards</i> 1.9 through 1.13 . Added <i>new standards</i> 3.8 and 3.9
----------------------	-------	--

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

Texas Educators' Code of Ethics

Purpose and Scope

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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.

Harassment of Students	38	[TASB] Edited the fourth sentence in the first paragraph to clarify the requirement to report harassment of a student by an employee or adult . Added a reference to the topic "Bullying" in the last sentence
------------------------	----	---

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).

Reporting Suspected Child Abuse	38-39	[TASB] Added four bullets, definition of abuse as included in Update 90 . Divided the last paragraph into two paragraphs
---------------------------------	-------	---

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 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 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.

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.

Technology Resources	40	[TASB] Changed the title from "Computer Use and Data Management" to "Technology Resources" . Replaced "electronic communications systems" with "technology resources"
----------------------	----	--

Technology Resources
Policy CQ

The district's technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's technology resources

- Has no adverse effect on job performance or on a student’s academic performance

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

Employees and long-term substitutes who are authorized to use the systems are required to abide by the provisions of the district’s acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact district Technology Manager at 563-2491, ext. 406.

Personal Use of Electronic Media	43-44	[TASB] Edited the policy reference in the fourth item in the second level bulleted list on page 44 changing “EFE” to “CY”
----------------------------------	-------	---

- Confidentiality of student records. [See Policy FL]
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
- Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

Employee Arrests and Convictions	46	[TASB] Edited the first paragraph deleting “any offense involving moral turpitude” . Edited the second bulleted list, bullets 8 & 9, to include the definition of drug- or alcohol-related offenses included in 19 TAC § 249.3 (27) and § 249.16 (b)
----------------------------------	----	---

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 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
- 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 the Texas Family Code

Alcohol and Drug Abuse Prevention	46	[TASB] Added reference to Policy DI (Local) to the last sentence in the first paragraph
-----------------------------------	----	---

Alcohol and Drug Abuse Prevention

Policies DH, DI

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

Gifts and Favors	48	[TASB] Edited the text to include additional types of instructional materials that a district may select (e.g., electronic textbooks or technology equipment
------------------	----	--

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

Copyrighted Materials	48	[TASB] Added policy reference to Policy CY and deleted reference to Policy EFE . Edited the text, replacing “Rented videos” with “Electronic media, including motion pictures and other audiovisual works”
-----------------------	----	--

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.

Pest Control Treatment	50	[TASB] Edited the second paragraph to include description of process for notifying individual employees of pesticide applications
------------------------	----	---

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.

Volunteers	53	[LOCAL] Added age requirement of at least 21 years of age, revised instructions
------------	----	---

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

To become a Volunteer:

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

Chaperones	53	[LOCAL] Added requirement only volunteers on pre-approved list may serve as chaperones, sign up is through the campus on a "trip by trip" basis with Principal approval
------------	----	---

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

To become a Chaperone:

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

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

Exit Interviews and Procedures	55	[TASB] Added policy reference to Policy CY . Edited the last sentence to clarify that property that must be returned includes intellectual property
--------------------------------	----	--

Exit Interviews and Procedures

Policies DC and CY

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding

address and phone number and complete a questionnaire that provides the district with feedback on their employment experience. All district keys, books, property including intellectual property, and equipment must be returned upon separation from employment.