

# **BRACKETT ISD**

## **2025-2026 Employee Handbook**

If you have difficulty accessing the information in this document because of a disability, please email [veronica.ibanez@brackettisd.net](mailto:veronica.ibanez@brackettisd.net).



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# Employee Handbook Receipt

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Brackett ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. An electronic copy can be accessed at [www.brackettisd.net](http://www.brackettisd.net). For a hard copy, please contact Human Resources.

Please indicate your choice by checking the appropriate box below:

- ☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- ☐ I choose to receive a hard copy of the employee handbook and understand I am required to contact Human Resources to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or Human Resources if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to Human Resources.

# Introduction

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

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

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

For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed Online at [www.brackettisd.net](http://www.brackettisd.net)

# **District Information**

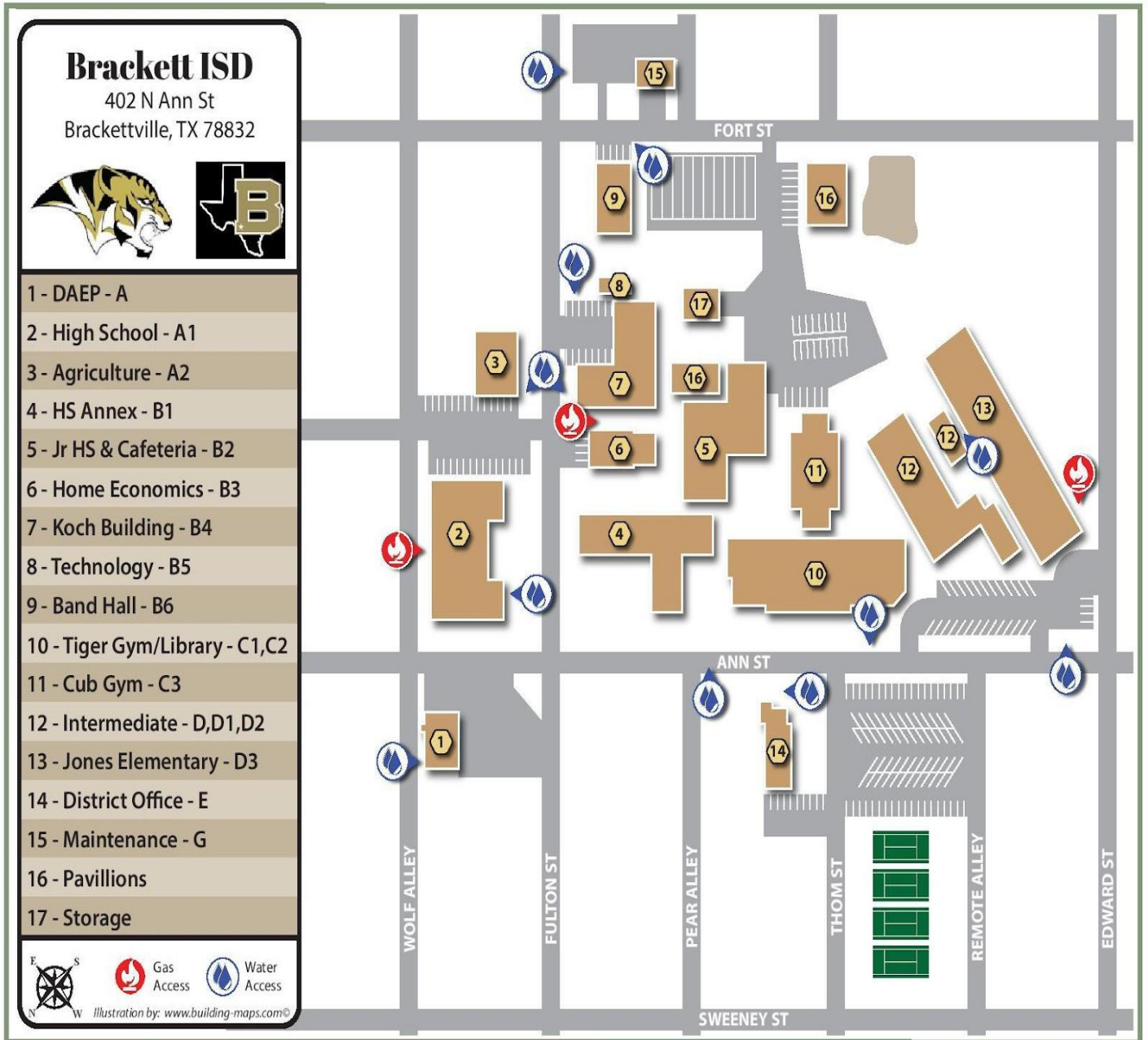
## **Description of the District**

Brackett ISD is a 2-A school district in Brackettville, TX located in Kinney County. On average, the district services 525 students in grades PreK - 12 at three campuses. Brackett ISD campuses include: Jones Elementary (PreK -- 5th), Brackett Junior High (6th - 8th) and Brackett High School (9th - 12th). There are approximately 120 staff members at Brackett ISD, including 48 teachers.

The most current data at the time (23-24 school year) indicates an average teacher's salary was \$52,162. On average, teachers had 14.7 years of experience.

Brackett ISD offers free breakfast and lunch to all students and maintains an average of over 50% economically disadvantaged students in our rural school district.

# District Map





## **Mission Statement, Goals, and Objectives**

### *Policy AE*

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

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

**Value/Belief Statement.** At Brackett ISD, it is our belief that every student can learn and every student has the right to the best education possible. As a district it is our policy to make sure that these beliefs can be fulfilled by every student.

## **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 the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

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

Current board members include:

- Whitney Massingill, President
- Jesse Terrazas, Jr., Vice President
- Guillermo Guzman, Secretary
- Ricky Sandoval, Trustee
- Matthew Benacci, Trustee
- Claudia Falcon, Tustee
- Edwina Perez, Trustee

The board usually meets the second Monday of each month at 6:00PM. In the event that large attendance is anticipated, the board may meet at an alternative location. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and bulletin board at least three business days 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 one-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 consulting with attorneys regarding pending litigation.

## **Board Meeting Schedule**

*Location: Brackett ISD Board Room, 201 N Ann St., Administration Building*

July 14, 2025

August 11, 2025

September 08, 2025

October 13, 2025\*\*

November 10, 2025

December 8, 2025

January 12, 2026

February 09, 2026

March 09, 2026

April 13, 2026

May 11, 2026

June 08, 2026

\*\*Subject to change due to Spring Break, Holidays, and/ or at Board President's request

## Senior Administration

Eliza Diaz  
Superintendent of Schools  
830/563-2491 ext. 100  
[eliza.diaz@brackettisd.net](mailto:eliza.diaz@brackettisd.net)

Amalia Garza  
Director of Business & Finance  
830/563-2491 ext. 101  
[amalia.garza@brackettisd.net](mailto:amalia.garza@brackettisd.net)

Sergio Jimenez  
Secondary Principal  
830/563-2480 ext. 402  
[sergio.jimenez@brackettisd.net](mailto:sergio.jimenez@brackettisd.net)

Christy Price  
Director of Instruction/Accountability  
830/563-2491 ext. 105  
[christy.price@brackettisd.net](mailto:christy.price@brackettisd.net)

Kenneth Mueller  
Principal Elementary  
830/563-2492 ext. 203  
[kenneth.mueller@brackettisd.net](mailto:kenneth.mueller@brackettisd.net)

Holly Harris  
Secondary Assistant Principal  
830/563-2480 ext.504  
[holly.harris@brackettisd.net](mailto:holly.harris@brackettisd.net)

# School Calendar



## Brackett ISD 2025 - 2026 School Calendar

One District One Team One Community Committed to Excellence

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Fridays in July, 1st of Aug, and June '26- Campus/Offices Closed		
July	3rd	Holiday
	31st	New Teacher Orientation
August	4th - 11th	Professional Development
	12th	Curriculum Planning - NO Students
	13th - 15th	Teacher Workdays
	18th	First Day of School
	29th	Early Out ALL Comfort Game
September	1st	Holiday Labor Day
	5th	Early Out ALL Cotulla Game
	19th	Early Out ALL Falls City Game
	26th	End of Grading Period Early Out Students
October	3rd	Homecoming
	10th	Curriculum Planning - NO Students
	13th	Holiday Columbus/Indigenous Peoples Day
	31st	End of Grading Period Early Out Students
November	14th	Curriculum Planning - No Students
	24th - 28th	Fall Break
December	19th	End of Grading Period Early Out Students
	22nd - 31st	Winter Break
January	1st - 2nd	Winter Break
	2nd - 3rd	Kinney Co Junior Livestock Show
	5th	Curriculum Planning - NO Students
	6th	Teacher Workday
	19th	Holiday Martin L. King Day
February	13th	End of Grading Period Early out Students
	16th	Holiday Presidents' Day
March	13th	Holiday
	16th - 20th	Spring Break
April	2nd	End of Grading Period Early out Students
	3rd - 6th	Holiday Easter Break
	24th	Curriculum Planning - NO Students
May	25th	Holiday Memorial Day
	28th	End of Grading Period Early Out Students
	28th	Last Day of School
	29th	High School Graduation
	29th	Teacher Workday
Grading Periods:		
1st	August 18th - September 26th	
2nd	September 29th - October 31st	
3rd	November 3rd - December 19th	
4th	January 7th - February 13th	
5th	February 17th - April 2nd	
6th	April 7th - May 28th	
Total Days/Minutes 75,600 mins required		
Student Days	162	
Early Outs	9	465 Elem Student Min
Total Days	171	480 Secondary Student Min
Total Minutes	78,030	
Extra Minutes	2,430	(5.22 extra days)
Staff Total Day	187	

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Daily Schedule Times	
7:45 - 3:30	Elementary Student Day
7:45 - 3:45	Secondary Student Day
7:45 - 12:45	Early Out Day
7:30 - 4:00	Teacher's Day
8:30 - 3:30	PD, Curriculum, & Teacher Workday

Board Approved: March 10, 2025
Revised Board Approval: June 9, 2025
Revised Board Approval: June 30, 2025

	Campus/Offices Closed
	Professional Development
	Teacher Workday
	Curriculum Planning
	First/Last Day of School
	Early Out ALL
	End of Grading Period/ Early Out
	Holiday
	Homecoming/High School Graduation

STAAR TESTING Windows:	
EOC Retest - December 2nd - 12th	
TELPAS - Feb 16th - March 27th	
STAAR ALT 2 - March 2nd - April 17th	
STAAR - RLA & English April 7th - 17th	
STAAR - Science/Social Stud April 14th - 24th	
STAAR - Math April 21st - May 1st	
STAAR Summer Retest June 16th - 26th	

## Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Veronica Ibanez	Secretary to Supt/Trustees and HR	830/563-2491 ext. 106	<a href="mailto:veronica.ibanez@brackettisd.net">veronica.ibanez@brackettisd.net</a>
Bonnie Yeager	Central Office Clerk	830/563-2491 ext. 100	<a href="mailto:Bonnie.yeager@brackettisd.net">Bonnie.yeager@brackettisd.net</a>
Christy Perez	Payroll/PEIMS Coordinator	830/563-2491 ext. 103	<a href="mailto:christy.perez@brackettisd.net">christy.perez@brackettisd.net</a>
Dolores Garza	Finance Coordinator	830/563-2491 ext. 103	<a href="mailto:Dolores.garza@brackettisd.net">Dolores.garza@brackettisd.net</a>
Britney Castilla	Principal Secretary/Secondary	830/563-2480 ext. 401	<a href="mailto:Britney.castilla@brackettisd.net">Britney.castilla@brackettisd.net</a>
Lilianna Ortiz	Campus Secretary/Secondary	830/563-2480 ext. 400	<a href="mailto:Lily.ortiz@brackettisd.net">Lily.ortiz@brackettisd.net</a>
Kristina Balderas	Principal Secretary/Elementary	830/563-2492 ext. 201	<a href="mailto:Kristina.balderas@brackettisd.net">Kristina.balderas@brackettisd.net</a>
Lilliana Castillo	Campus Secretary/Elementary	830/563-2492 ext. 200	<a href="mailto:Lilliana.castillo@brackettisd.net">Lilliana.castillo@brackettisd.net</a>
Andrea Hyslop	Elementary Counselor	830/563-2492 ext. 230	<a href="mailto:Andrea.hyslop@brackettisd.net">Andrea.hyslop@brackettisd.net</a>
Cynthia Welch	Secondary Counselor/Academic Advisor	830/563-2480 ext. 405	<a href="mailto:Cindy.welch@brackettisd.net">Cindy.welch@brackettisd.net</a>
	School Health Nurse	830/563-2491 ext.224	
Kody Yeager	Athletic Director	830/563-2480 ext.623	<a href="mailto:Kody.yeager@brackettisd.net">Kody.yeager@brackettisd.net</a>
Javier Solis	Director of Facilities and Operations	830/563-2491 ext. 229	<a href="mailto:Javier.solis@brackettisd.net">Javier.solis@brackettisd.net</a>
Michael Munoz	Technology Manager	830/563-2491 ext. 600	<a href="mailto:Michael.munoz@brackettisd.net">Michael.munoz@brackettisd.net</a>
Yolanda Rueda	Food Service Manager	830/563-2491 ext. 610	<a href="mailto:Yolanda.rueda@brackettisd.net">Yolanda.rueda@brackettisd.net</a>
Ashley Sandoval	Library Manager	830/563-2491 ext. 603	<a href="mailto:ashley.sandoval@brackettisd.net">ashley.sandoval@brackettisd.net</a>

# Employment

## Equal Employment Opportunity

*Policies DAA, DIA*

In its efforts to promote nondiscrimination and as required by law, Brackett ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, 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.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Eliza Diaz, Superintendent of Schools, 201 N. Ann st., Brackettville, TX 78832, [eliza.diaz@brackettisd.net](mailto:eliza.diaz@brackettisd.net), 830-563-2491. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Eliza Diaz, Superintendent of Schools, 201 N. Ann St., Brackettville, TX 78832, [eliza.diaz@brackettisd.net](mailto:eliza.diaz@brackettisd.net), 830-563-2491.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

## **Job Vacancy Announcements**

### *Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis to the district's website at, [www.brackettisd.net](http://www.brackettisd.net). See "Join our Team"

## **Auxiliary Employee Physicals**

### *Policy DBB*

The Superintendent or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

- Interferes with the employee's ability to perform essential job functions; or
- Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

## **Employment after Retirement**

### *Policy DC*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website ([www.trs.texas.gov](http://www.trs.texas.gov)).

## **Contract and Noncontract Employment**

### *Policy DC series*

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

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

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

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

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a Chapter 21 probationary or term contract.

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

## **Certification and Licenses**

### *Policies DBA, DF*

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Superintendent when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.



## **Recertification of Employment Authorization**

### *Policy DC*

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources at 830/563-2491 ext. 106, if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

## **Searches and Alcohol and Drug**

### *Policy CQ, DHE*

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing can access both legal and local district policy DHE online at [www.brackettisd.net](http://www.brackettisd.net).

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Human Resource at 830/563-2491 ext. 106.

## **Health Safety Training**

### *Policies DBA, DMA*

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

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, Online training regarding seizure disorder aware-ness, recognition, and related first aid.

## **Reassignments and Transfers**

### *Policy DK*

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer *[See form: Reassignment Request]* must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by May 1<sup>st</sup>. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Superintendent and must be approved by the receiving supervisor.

## **Workload and Work Schedules**

*Policies DEAB, DK, DL*

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

Professional employee work day hours are 7:30 a.m. to 4:00 p.m., with a 30-minute lunch. Staff development (including teacher “work days” and professional development) hours 8:30 a.m. – 3:30 p.m., with an hour lunch.

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

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned duty days. During staff development (teacher “work days” and professional development days), the work hours will be modified to be 8:30-3:30 with an hour lunch in accordance with your work schedule (exception for maintenance and custodial staff – Director of operations will provide official hours.)

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

**Bus Drivers.** Bus drivers who are full time employees must coordinate with their immediate supervisor regarding their schedule with final approval by the Superintendent. Time and pay for bus routes may vary from year to year depending on the needs of the district. Bus drivers get 5 days paid leave each year with a maximum of 20 days rollover.

## **ADA Accommodations**

*Policies DAA, DBB, DIA*

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Human Resource and identifying an adjustment or change at work that is needed because of a disability. An employee may also submit a written request to HR using the ADA Accommodation Request Form, which is available on the district website – HR department.

Upon receiving the reasonable accommodation request, HR or the Superintendent will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability and to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR or the Superintendent will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR or the Superintendent will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

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

*Policies DEAB, DG*

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

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

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Human Resources at 830/563-2491 ext. 106.

## **Pregnant Workers Fairness Act**

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Human Resources, at 830/563-2491 ext. 106 to begin the interactive process.

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

In schools receiving Title I funds, the district is required by Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

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 notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call the Director of Instruction and Accountability at 830.563.2491 x105 or Texas Education Agency for Educator Certification Information and Support Center, 1-888-8635880, Monday – Friday 7:00-5:30 CST, or through the Web at [http:// www.tea.state.tx.us](http://www.tea.state.tx.us).

## **Outside Employment and Tutoring**

*Policy DBD*

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

**Administrators.** An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district.

Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. Services must be performed on the administrator's personal time. Contact the Superintendent for more information.

## **Performance Evaluation**

### *Policy DN series*

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

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

**Adopted 08/13/2018**  
**DNA (LOCAL) T-TESS**  
**Annual Appraisal**

<i>Exception</i>	<p>The District shall appraise teachers using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law and administrative regulations.</p> <p>The Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher's supervisor.</p> <p>District teachers shall be appraised annually.</p>
<i>Less-Than-Annual Eligibility</i>	<p>Teachers who are eligible for less frequent evaluations in accordance with law [see DNA (Legal)] and the local criteria established in this policy shall be appraised in accordance with the provisions below.</p> <p>In addition to meeting the eligibility requirements in state rules, to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall:</p> <ol style="list-style-type: none"><li>1. Be employed on an educator term contract;</li><li>2. Hold SBEC certification;</li><li>3. Have been employed by the District for at least three years;</li><li>4. Have served in the current teaching assignment for at least one year; and</li><li>5. Have served at the current campus for at least one year.</li></ol>

Eligible teachers shall be appraised every three years.

During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

*Frequency*

A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule. In the years in which a T-TESS appraisal is not scheduled for an eligible teacher, the teacher shall participate in an annual review process that includes the elements listed in state rule.

*Annual Review*

The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

## **Employee Involvement**

*Policies BQA, BQB*

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

## **Staff Development**

*Policy DMA*

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



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

### **Continuing Education Credit**

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

## **Mental Health Training**

### *Policy DMA*

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

# Compensation and Benefits

## Salaries, Wages, and Stipends

*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 22)

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

Employees should contact the Payroll office at 830/563-2491, ext. 103, for more information about the district's pay schedules or their own pay.

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

## Paychecks/Automatic Payroll Deposit

All professional and salaried employees are paid monthly. All employees are required to submit the necessary form to activate direct deposit. Employees' paycheck will be electronically deposited into an account at a bank of their choice that accepts direct deposit. Employees are responsible for regularly reviewing the accuracy of their pay statement. Contact the Payroll office at 830/563-2491, ext. 103, for additional information.

The schedule of pay dates for the 2025-2026 school year follows:



Brackett ISD  
2025-2026  
Supplemental  
Pay Schedule

<i>Pay-Period</i>		<i>Pay Date</i>
Beginning	End	
June 22	July 05	July 15, 2025
*Summer School 6/23-7/15		*July 31, 2025
July 06	Aug 02	Aug 15, 2025
Aug 03	Sep 06	Sep 15, 2025
Sep 07	Oct 04	Oct 15, 2025
Oct 05	Nov 01	Nov 14, 2025
Nov 02	Dec 06	Dec 15, 2025
Dec 07	Jan 03	Jan 15, 2026
Jan 04	Jan 31	Feb 13, 2026
Feb 01	Feb 28	Mar 13, 2026
Mar 01	Apr 04	Apr 15, 2026
Apr 05	May 02	May 15, 2026
May 03	Jun 06	Jun 15, 2026
Jun 07	Jun 27	** Jun 30, 2026

\* All of ACE Summer School will be paid out July 31, 2025

\*\* Summer School Pay (dates pending)

Approved 7-1-2025

## **Payroll Deductions**

### *Policy CFEA*

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

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

**Overpayments.** Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

An agreement between an employee and the district must be in place in order to deduct any overpayment.

### **Master Incentive Policy**

#### ***MASTERS***

The hours above the bachelor degree are subject to the following criteria:

- a) The schedules do not apply to administrators who are on separate salary schedules;
- b) Hours earned to meet a deficiency plan for the first certification area will not count for additional dollars;
- c) Official transcripts must be received by the central office no later than October 15 to be considered for additional hours for that fiscal year;

- d) The same procedures will apply to those teachers who taught out-of-state. Initial certification is required and then hours may begin to count;
- e) Hours above the bachelor degree earned after May 31, 1999, must have prior written approval from the superintendent to be considered for salary schedule purposes;
- f) The master's degree should be in education or in another pre-approved field.

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

**Substitutes.** Non-degreed classroom substitutes are paid \$80.00 per full day or \$40.00 per half day. Bachelor's Degree or higher substitutes are paid \$100.00 per full day. If a non-degreed substitute becomes degreed during the school year, the new pay rate will take effect the following school year. Proof of degree is required. Each classroom substitute is required to attend a substitute orientation/workshop before being added to the substitute list. Orientations/workshops are held twice a year or as needed.

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 21<sup>st</sup>. day. Degreed substitutes will be paid a rate based on the state base minimum amount after 20 days consecutive working days for the same teacher. The new rate will begin on the 21<sup>st</sup> day.

Cafeteria, custodian, maintenance, and bus driver substitutes are subject to the approved pay scale.

Senate Bill 9 fingerprinting requirements apply to all substitutes.

## **Overtime Compensation**

*Policies DEAB, DEC*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are exempt from receiving overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor and must have documented hours verified on a time clock. A nonexempt employee who works

overtime without prior approval will be subject to disciplinary action up to and including termination. *[See form: Request for Overtime, Comp. Time]*

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00a.m. Sunday and ends at 11:59p.m. Saturday.

Nonexempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at a time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same work week.

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

Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

- Employees can accumulate **pre-approved** comp time only
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).

- **All pre-approved comp time must be reflected on weekly computer-generated time sheets to receive compensation**
- Emergency comp time will be evaluated for compensation

## **Travel Expense Reimbursement**

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and Superintendent must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district with prior approval. Employees must submit receipts for allowable expenses other than mileage.

**Travel Requests.** Brackett ISD requires approval for all travel requests. Travel requests forms must be completed and submitted to the immediate supervisor. Travel requests shall include trip information, vehicle request and final approvals. Travel request forms can be found on the district website. District set time lines regarding travel requests must be followed to ensure approval. Forms should be submitted no later than 15 business days prior to the event date.

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

**Vehicle Request.** When requesting vehicles for student travel if more than one suburban is required a bus may be utilized. Keep in mind, district vehicles must be utilized first. Any valet parking fees, whether in a district or personal vehicle, will be paid by the employee unless other options were not available for parking. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. All district rules should be followed in the vehicle.

Any employee that drives a district vehicle must have a copy of their valid driver's license on file in the central office. Vehicle keys can be checked out by the assigned or designated driver through the Transportation Manager. Immediately following any trip, return the vehicle and keys to the Bus Barn. After hours, make sure the gate is locked.

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

**Meals and Lodging.** A district meal money and hotel request forms must be completed. An itinerary needs to be included with the travel request for training. Lodging for the night before is allowed if your travel time is over 3 hours in order to get to the training on time. 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 \$50.00 per day. If a meal is provided by the training/conference, reimbursement for that meal is not an allowable cost.

Lodging reimbursement rates for in-state and out-of-state travel are listed on the [federal per diem rate map](#). If the city you are traveling to is not listed, use the daily rate for the county. Follow the GSA guidelines based on location for room rates or as approved by the superintendent.

Itemized receipts are required for all meals and lodging. Credit or debit card “total only” receipts are not acceptable. Prior approval from the superintendent or business manager is required for any variation of reimbursement fees. *All receipts must be submitted for reimbursement within 3 business days of the event.*

- Registration: Registration/entry fees are only processed and paid for with the submission of a purchase requisition after your travel has been approved through the travel request form.
- If any travel expenses are paid with Federal funds, the expenses must only be paid during the grant year (travel expenses may never be pre-paid) in which the event occurs and other requirements may apply.

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

### *Policy CRD*

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

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience



a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Benefits/Payroll Dept. at 830/563-2491, ext. 103, for more information.

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for life annuities. Premiums for these programs can be paid by payroll deduction. Brackett ISD offers the following benefits:

Medical	Basic Life
HSA	Voluntary Group Life
Prescription Savings	MDLive + Behavioral Health
Hospital Indemnity	Plan AD&D
Telehealth	Individual Life
Dental	Identity Theft
Vision	Critical Illness
Disability	Emergency Transportation
Cancer	Reimbursement Plans
Accident	Financial Planning

Employees should contact the Payroll/Benefits Clerk, 830/563-2491 ext 103, for more additional information or visit benefits portal at <http://www.mybenefitshub.com/BrackettISD>

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

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

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

## **Workers' Compensation Insurance**

### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Texas Association of School Boards (TASB), renewed annually.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to supervisor and Human Resources. Employees who are unable to work because of 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 Human Resources 830/563-2491, ext 106.

## **Employee Retirement**

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

Employees who plan to retire under TRS should notify the Payroll/Benefits department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web ([www.trs.texas.gov](http://www.trs.texas.gov)).

## **Other Benefit Programs**

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

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

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

## Leaves and Absences

*Policies DEC, DECA, DECB*

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

Paid leave must be used in half day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

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

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 5 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

**Immediate Family.** For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse

- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in *loco parentis* to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA(LEGAL).

**Medical Certification.** Any employee, who is absent more than 5 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 district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

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

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

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

All absences must be submitted through the Ascender Employee portal and submitted for approval to your immediate supervisor or administrator prior to any anticipated leave of absence (i.e., appointments, vacation, training). Any unanticipated absences must be submitted through the Ascender Employee portal upon returning to work (i.e., sick day).

## Personal Leave

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

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

**Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 3 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

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

## State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

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

- Death in the immediate family
- Active military service

## **Local Leave**

All employees earn five, six, or seven paid local leave days per school year in accordance with administrative regulations. Local leave shall accumulate to a maximum of 20 workdays, and be used according to the terms and conditions of state personal leave, at the same rate of one workday for each 18 workdays of employment. [See online: Ascender Employee Portal]

## **Vacation**

*Policy DED*

Eligible employees in positions normally requiring 12 months of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria; Anyone on a 226 calendar or above (exempt & nonexempt)
2. Accrual rates and availability- Reviewed on annual basis and will not exceed 10 days
3. Request and approval processes; In accordance with local policy and approved calendar
4. Accumulation and carryover limits- no carryover or accumulation per fiscal year
5. Treatment of vacation days upon separation from service- balances will not be paid; a prorated shared based on days worked will be calculated.

## **Birthdays**

All employees receive one local day for their birthday. Birthdays can be taken any time during the school year. Summer birthdays apply to the district's fiscal year (July 1 to June 30) and must be taken during the fiscal year in which it falls. [See online: Ascender Employee Portal]

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

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

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

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

### **Sick Leave – Revised 06/25/2018**

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

The maximum number of days that may be pooled to help any one employee is forty (40).

Request for the establishment of the pool shall be made by submitting a Request for Sick Leave Pool Days form to Human Resources. Pooling may be requested after an employee has exhausted his or her state, local, personal, and emergency leave. Leave from the pool must be used last, after all leave has been used. Upon receiving a request, the Superintendent shall call for a meeting of the Leave Pool Committee, which shall consist of three members - one member from each campus. The superintendent shall act as an ex-officio member and shall advise the committee.

The pool ceases to exist when the voluntary contributions of local leave made by fellow employees has been exhausted.

If there are days left in the pool that are not needed and are not used by the staff member, the days will be returned to the contributor in proportion to the number of days given. Days will be returned in a minimum of half-day increments. Sick leave pool days do not roll over and end with the school year.

A staff member may not contribute more than two days to the pool. Employees may donate from their state and/or local days only.

### **Definition of Catastrophic Illness or Disability:**

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

## Family and Medical Leave Act (FMLA)—General Provisions

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

### What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor’s Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer’s paid leave policy covers the reason for which you need FMLA leave.

### Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and



- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different “hours of service” requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

### **How do I request FMLA leave?**

Generally, **to request FMLA leave you *must*:**

- Follow your employer’s normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do *not* have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must* also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

### **What does my employer need to do?**

If you are eligible for FMLA leave, your employer ***must*:**

- Allow you to take job-protected time off work for a qualifying reason,

- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot* interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

#### Where can I find more information?

Call **1-866-487-9243** or visit [dol.gov/fmla](https://dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



## Local Procedures for Implementing Family and Medical Leave Provisions

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

**Use of Paid Leave.** FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

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

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

**Fitness for Duty.** An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

**Reinstatement.** An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA(LEGAL)).

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

**District Contact.** Employees that require FML or have questions should contact Human Resources for details on eligibility, requirements, and limitations.

## Temporary Disability Leave

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave 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's immediate supervisor and superintendent 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 employee will be reinstated to a position at the original campus at the beginning of the following school year.

## **Workers' Compensation Benefits**

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

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

Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. [See CRD (Local) regarding payment of insurance contribution during employee absences].

## **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to your Administrator or Supervisor.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

## **Bereavement Leave**

*Leave Policy DEC*

All employees shall be eligible to receive up to five days of bereavement leave per year with no loss of pay upon the death of a member of the employee's immediate family. An employee shall provide documentation to determine eligibility in accordance with administrative procedures. Bereavement leave shall not accumulate.

## **Jury Duty**

*Policies DEC, DG*

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States.

Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and is required to provide the district a copy of the summons to document the need for leave prior to serving on the jury.

Employees are required to return to work immediately after being released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

## **Compliance 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 personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

## **Truancy Court Appearances**

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

## **Religious Observance**

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

## **Military Leave**

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact their immediate supervisor. In most cases, the length of federal military service cannot exceed five years.

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

# Employee Relations and Communications

## Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, special events, and activities to include teacher appreciation week, district faculty meetings, and campus recognitions.

## District Communications

Throughout the school year, the Superintendent's office publishes brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. Publications may be digital and/or electronic.

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

## Complaints and Grievances

### *Policy DGBA*

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

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



# 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 up to and including termination.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* for additional information.

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

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

#### **Purpose and Scope**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and

good moral 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. This chapter shall apply to educators and candidates for certification. (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 (SBECE) and its certification process.

**Standard 1.2** The educator shall not intentionally, knowingly, or recklessly 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 that are used 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, knowingly, or recklessly 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, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.

**Standard 1.13** The educator shall not be under the influence of alcohol or 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.

**Standard 2.8** The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

## **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 minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

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

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

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

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

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

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

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

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

## ***Dress and Grooming Code***

### ***Policy DH (Local)***

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, as determined by campus or central administration. Unless otherwise specified, the guidelines below apply to all employees.

Employees are expected to adhere to the following guidelines:

1. All district employees shall wear and display name badges.
  2. Hair shall be clean, neatly trimmed, and well groomed. No extreme haircuts will be allowed. Highlighting and color changes are permitted as long as they are considered to be natural hair colors.
  3. Beards, mustaches and facial hair will be allowed if they are neatly trimmed.
  4. Tattoos are allowed unless deemed inappropriate by the campus administration. Inappropriate tattoos will include those containing: nudity; references to tobacco, alcohol or controlled substances, including related symbols, phrases, slogans, or advertising; negative messages; and vulgar, offensive or obscene language. If deemed inappropriate, the tattoos must be covered during all school functions. Footwear shall exclude slippers, slides, and shower shoes.
  5. Dresses and all outer garments shall fit properly and be of an acceptable length – falling no higher than 3” above the knee.
  6. Halter tops, tank tops, see-through garments, or clothing with revealing, provocative necklines, bare backs, bare midriffs, bare shoulders, or spaghetti straps shall not be permitted. In addition, clothing containing the following is prohibited: nudity; references to tobacco, alcohol or controlled substances, including related symbols, phrases, slogans, or advertising; negative messages; and vulgar, offensive or obscene language. No undergarments shall show during the course of completing normal job duties to include bending, squatting, reaching or the like.
  7. No hats or caps shall be worn by classroom teachers and support staff in the building except when deemed appropriate by administration.
  8. Leggings, jeggings or tights are permitted if covered by a dress, skirt, or top garment–falling no higher than 5” above the knee.
  9. Jewelry - No gauges are allowed at all.
  10. Jeans are permitted; small frays and holes are permitted. No large holes exposing skin.
  11. Attire for teacher workdays may be designated by administration.
  12. The administration has the authority to determine any inappropriate dress or grooming of faculty and staff.
- In addition, cell phone use should be limited to emergency use and school business during the instructional day. When at all possible, cell phone devices should not be on the staff members person but rather set somewhere readily available.

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

### **Classroom Requirements and Non-allowable.**

- Classroom non-allowable: fridges, microwaves and decorative lighting to include lamps, Christmas lights and electrical candle type lighting (scentsy, plug-ins) : no painting of rooms (this must be approved and completed by district work order); animals/aquariums with admin approval only.

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

### *Policies DH, DIA*

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

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

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found at the site below. See *Policies DH and DIA(LOCAL)* [www.brackettisd.net](http://www.brackettisd.net)

## **Harassment of Students**

*Policies DF, DH, DHB, FFG, FFH, FFI*

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. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

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 has reasonable cause to believe that code of or neglect occurred 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.

Procedures for reporting and investigating harassment of students can be found at the site below. See policies DH, DHB, FFG, and FFH (Local) (to be updated in Policy update 126).

[www.brackettisd.net](http://www.brackettisd.net)

## **Reporting Suspected Child Abuse**

*Policies DG, FFG, GRA*

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 24 hours after the employee has reasonable cause to believe that the child has been abused or neglected. Law enforcement agencies include the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS even if a report is made to law enforcement.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to DFPS can be made using the Texas Abuse Hotline (<https://www.txabusehotline.org/Login/Default.aspx> or 800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, a 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 taking an adverse employment action against a certified or licensed professional 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 make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

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

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

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed through the campus counselors. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a



reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe 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 following the procedures described above in *Reporting Suspected Child Abuse*.

## **Reports to Texas Education Agency**

*Policies DF, DHB, DHC*

The conduct of an employee must be reported to TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

**For a certified employee the conduct below must also be reported:**

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

## **Crime**

*Policy DG*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel

action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

## **Scope and Sequence**

### *Policy DG*

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

## **Technology Resources**

### *Policy CQ*

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

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact district Technology Manager at 830/563-2491, ext 600.

### ***BISD POLICY FOR INTERNET ACCESS***

We are very pleased to bring internet access to Brackett ISD and believe the network offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this

service to teachers and students is to promote educational excellence in the Brackett Schools by facilitating resource sharing, innovation, and communication.

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

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

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

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

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

for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

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

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

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

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

**Reliability.** Brackett ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Brackett ISD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information

obtained via Brackett ISD network is at your own risk. Brackett ISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

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

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

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

## ***BISD INTERNET SAFETY POLICY***

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

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

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

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

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

**Inappropriate Network Usage.** To the extent practical, steps shall be taken to promote the safety and security of users of the Brackett ISD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

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

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

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

The standards and acceptable use of Internet services as set forth in the Brackett ISD Internet Safety Policy; Student safety with regard to:

- safety on the Internet;
- appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
- cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

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

## **Personal Use of Electronic Communications**

*Policy CQ, CY, DH*

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when

communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records. [See Policy FL]
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH(EXHIBIT)]
- Confidentiality of district records, including educator evaluations and private email 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 DH(EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

## **Electronic Communications between Employees, Students, and Parents**

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

Employees are not required to provide students with their personal phone number or email address.

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

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and



- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page

("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.

- The employee shall not communicate directly with any student between the hours of 11:00p.m. and 5:00a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

### ***Cell Phone/Technology Device Use***

Cell phones and/or personal technology devices should not be used for personal reasons by employees during work or class time. They may be used during break/lunch or conference time. When at all possible, especially during instructional time in the classroom, cell phones should not be on your person but rather readily available in case of an emergency and/or alert notice.

## **Public Information on Private Devices**

*Policy DH, GB*

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

## **Criminal History Background Checks**

*Policy DBAA*

All employees are 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 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.

## **Employee Arrests and Convictions**

*Policy DH, DHB, DHC*

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

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

Moral turpitude includes 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.

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

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

## **Alcohol and Drug-Abuse Prevention**

### *Policy DH*

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: [www.brackettisd.net](http://www.brackettisd.net) see policy DH(LOCAL)

## **Tobacco and Nicotine Products and E-Cigarette Use**

### *Policies DH, FNCD, GKA*

State law prohibits smoking, using tobacco, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school 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, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school

property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

## **Fraud and Financial Impropriety**

### *Policy CAA*

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

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

## **Conflict of Interest**

### *Policy CB, DBD*

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

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

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

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

## **Copyrighted Materials**

### *Policy CY*

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

## **Associations and Political Activities**

### *Policy DGA*

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

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

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

## **Charitable Contributions**

### *Policy DG*

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

## **Safety and Security**

### *Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See *Emergencies* for additional information.

Employees must follow established protocols and response to emergencies for each campus and department (SRP). Refer to written security procedures specific to your location and work area. District employees are required to download and utilize RAPTOR.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- 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.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

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

## **Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

Pursuant to its authority under state law, the Board authorizes specific District officials and employees to possess certain firearms at Board meetings and at school-sponsored or school-related events on Brackett ISD property, to the extent allowed by law.

Only a District official or employee who maintains a current license to carry a handgun issued by the state of Texas, in accordance with state law, shall be eligible through the guardian program for authorization to possess a firearm on District property.

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. 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 supervisor or call the Superintendent immediately.

## **Visitors in the Workplace**

*Policy GKC*

Parents and patrons of the district are welcome to visit district schools and attend district events as allowed by district policy. However, all visitors to a school campus must sign or check in at the campus administrative office, prior to proceeding elsewhere on campus. All visitors will be asked to display his or her driver's license or other government-issued form of photographic identification. This requirement applies to parents, social service workers, volunteers, board members, invited speakers, maintenance and repair persons not employed by the district, vendors, representatives of the news media, former students, and any other visitors. This policy will be available in each campus' administrative office.

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

### ***ID Badges***

To help with the identification of unauthorized persons on campus and in the classroom, employees are required to wear employee ID badges during school hours. Substitutes,



volunteers, visitors, and students are also required to wear the appropriate ID badges for safety identification. Employees are asked to direct any person without a badge/pass to the central office or campus office to sign in. There is a \$5.00 fee to replace a lost or damaged badge.

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

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

### ***Non-School Sales***

### ***Local Administrative Guidelines***

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

## **Asbestos Management Plan**

### ***Policy CSC***

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

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

# General Procedures

## Emergency School Closing

*Policy EB*

The district may close schools because of severe weather, epidemics, or other 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 platforms will be utilized: District Website, Facebook, School Messenger, Remind and Dojo as well as the following television stations:

KSAT 12 – ABC San Antonio  
KENS 5 - CBS San  
Antonio WOAI 4 - NBC  
San Antonio

## Emergencies

*Policies CKC, CKD*

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. 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:**

- Boys Athletics – Mobile Unit
- Girls Athletics – Mobile Unit
- Elementary Workroom (across from elementary office)
- Tiger Gym (by the ice machine)
- Cub Gym
- High School Office
- High School Annex
- Cafeteria
- Admin. Central Office
- Health Office – Nurse Mobile Unit

**Emergency Procedures.** In each classroom and campus office, there is a Standard Response Protocol (SRP) notice showing what to do when emergencies occur. Each employee should know where this notice is located and be aware of

the needed response. There are five components, Hold, Secure, Lockdown, Evacuate, and Shelter.

Drills will be done monthly on various components so that teachers, students, and staff members are familiar with and practice each possible situation.

Brackett ISD also provides panic buttons in the classroom as well as the RAPTOR alert system.

Brackett ISD administrators and designated personnel also utilize two way radios. The radio system is checked twice a year (beginning of the school year and returning from Christmas break). In addition, morning radio checks are done by the Director of Operations and Facilities on a daily basis at 7:20; all designated personnel are required to respond.

Brackett ISD utilizes a badge system for door entry. The badge system is checked twice a year (beginning of the school year and returning from Christmas break) and door checks are done weekly and documented.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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## **Purchasing Procedures**

### *Policy CH*

All requests for purchases must be submitted to the business office department on an official district purchase order (PO) requisition with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the business office at 563-2491, ext. 102, for additional information on purchasing procedures.

### ***Money Handling Procedures***

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

### ***Use of Copy Machines***

### ***Local Administrative Guidelines***

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

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees are responsible for notifying human resources if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, beneficiary, or driver's license. [See online: Ascender Employee Portal]

## **Personnel Records**

### *Policy DBA, GBA*

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address

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

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to human resources. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

## **Facility Use**

### *Policies DGA, GKD*

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

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

An employee's participation in community, political, or employee organization activities shall be entirely voluntary and shall not:

- Interfere with the employee's performance of assigned duties and responsibilities.
- Result in any political or social pressure being placed on students, parents, or staff.
- Involve trading on the employee's position or title with the District.

Organizations representing professional, paraprofessional, or support employees may use District facilities with prior approval of the appropriate administrator. Other groups composed of District employees may use District facilities in accordance with policy GKD. The district

facility approved fee schedule will be followed. Fees may vary depending on time, location and electricity (AC/lights/etc.)

### ***Equipment Use***

Staff and members of the community may request the use of district equipment by submitting a “Use of District Equipment and Supplies” form to the central office. Equipment fees must be paid before approval is granted. Staff members should not use or lend out equipment for personal use unless approved through the rental/equipment use form. 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 the 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. Employees are encouraged to eat in the cafeteria when possible. Your presence offers a sense of security to students. You are welcome to bring a sack lunch or prepay for a meal in the campus office. The cafeteria cannot accept payments. Employees may charge meals by setting up an account with the Cafeteria Manager.

Breakfast	\$3.50
Lunch	\$5.50
All Drinks	\$0.50

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

**In the classroom** - Employees must follow guidelines for the *National School Lunch Program* (NSLP) when serving/distributing food to students. The Food Services Manager will administer and provide training and guidance for the NSLP.

### **Visitors – Require Raptor Check-in**

Visitors must follow campus procedures and report to the campus office for a Raptor check-in and are required to wear their raptor badge. Visitor duties include but are not limited to eating lunch with your child, attending a pep-rally and class parties.

### **Volunteers – Require Raptor Volunteer Application and Check-in**



Volunteers must be at least 18 to volunteer at the elementary and 21 for the secondary. A list of approved volunteers can be obtained through raptor. Volunteers are required to sign-in and sign-out at the campus office. Proper identification must be worn while on campus, on field trips, or other school sponsored events. All volunteers must be approved on an annual basis.

Volunteer duties include but are not limited to assisting staff members with parties, classroom events (homecoming), it does not include being assigned to work or monitor a group of children

To become a Volunteer:

-Complete the Raptor Volunteer Application at Central Office & Check-in at the campus level

### **Chaperones – Require Raptor Volunteer/DPS Background Check/Supt. Approval**

Chaperones are designated at the campus level. Only volunteers on the approved list can serve as chaperones for field trips or other school sponsored events where the chaperone will be assigned to monitor or work with a group of students. 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 the Raptor Volunteer Application – Central Office
2. Complete Chaperone Request form – Campus Office
3. Return the form to the campus office for Principal approval.
4. Complete the DPS Background Verification Form/ Superintendent Approval
5. Teachers will be notified by the campus office once a chaperone has been approved by the Principal.

## **Termination of Employment**

### **Resignations**

*Policy DFE, DHB*

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The superintendent is required to report such conduct to SBEC.

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

The principal or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to SBEC.

## **Dismissal or Nonrenewal of Contract Employees**

*Policies DF Series, DHB, DP*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against

them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The reporting requirements for termination of a contract are the same as those listed above in Resignations/Contract Employees.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available Online.

## **Dismissal of Noncontract Employees**

*Policies DHC, DP*

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

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct or abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

## **Discharge of Convicted Employees**

*Policy DF*

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor

- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

## **Exit Interviews and Procedures**

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 his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

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

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

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

# **Student Issues**

## **Equal Educational Opportunities**

*Policies FB, FFH*

In an effort to promote nondiscrimination and as required by law, Brackett ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) 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. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

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

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

### ***Reason for Absence***

#### *Policy FEB*

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

### ***Auditorium & Band Hall***

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

## **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 teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to

their satisfaction 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.

## **Administering Medication to Students**

*Policy FFAC, FFAF*

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

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

*Local Administrative Guidelines*

Send student with form that is filled out by the sending teacher/staff. Information should include the student's name, teacher, time, date, and reason.

Notification of parents by nurse:

- Will call parents/guardian or designated contact for vomiting, fever, diarrhea, and head related injury.

If the nurse is not in the health office when a student is sent, the student can check with the campus office who will notify the nurse.

## **Dietary Supplements**

*Policies DH, FFAC*

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

## **Psychotropic Drugs**

### *Policy FFAC*

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

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

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

## **Student Conduct and Discipline**

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

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

## **Student Attendance**

### *Policy FEB*

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

### ***Student Travel***

#### *Policy FMG*

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exceptions 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 or coach prior to leaving the event. The district shall not be

liable for any injuries that occur to students riding in vehicles that are not provided by the school.

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

**Meals.** Breakfast and lunch should be requested from the cafeteria for student trips that take place before 1:00pm. on a school day. Otherwise, the cost allowance per student meals is \$13.00 per meal, or not more than \$39.00 for the day. On student trips, all employees follow the above guidelines.

**Lodging:** As appropriate, sponsors should attempt to have four students per room; two sponsors per room and one school bus driver per room.

## **Bullying**

### *Policy FFI*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to their campus administrator or supervisor. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below: See policy FFI(LOCAL) [www.brackettisd.net](http://www.brackettisd.net)

### ***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**

*Policy FNCC*

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

### ***Closed Campus***

The Junior High and High School, has closed campus for grades 6<sup>th</sup> – 10<sup>th</sup>. Students in these grades may not leave campus at lunchtime unless their parents pick them up at school. Students in grades 11<sup>th</sup> - 12<sup>th</sup> may be allowed to leave for lunch if grading and attendance requirements have been met. Students who leave for lunch must sign out at the secondary office prior to leaving campus to ensure eligibility and for safety documentation.

	<p><b>Note:</b> This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.</p> <p>For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.</p>
<b>Bullying Prohibited</b>	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
<b>Minimum Standards</b>	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
<b>Retaliation</b>	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
<b>False Claim</b>	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
<b>Timely Reporting</b>	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
<b>Reporting Procedures</b>	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	

DATE ISSUED: 5/25/2023  
UPDATE 121  
FFI(LOCAL)-A

Adopted:  
6/12/2023

1 of 3

<b>Employee Report</b>	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
<b>Report Format</b>	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
<b>Periodic Monitoring</b>	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
<b>Notice of Report</b>	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
<b>Prohibited Conduct</b>	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
<b>Investigation of Report</b>	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
<b>Concluding the Investigation</b>	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.
	The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
<b>Notice to Parents</b>	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

<b>District Action</b>	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Bullying</i>	
<i>Discipline</i>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.  The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
<i>Improper Conduct</i>	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
<b>Confidentiality</b>	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
<b>Appeal</b>	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
<b>Records Retention</b>	Retention of records shall be in accordance with CPC(LOCAL).
<b>Access to Policy and Procedures</b>	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.



## **Campus/Student Schedules**

2025-2026

### **Jones Elementary/Intermediate Schedule:**

First Bell: 7:40 am

Start time: 7:45 am

Grade level lunches between 10:45 am - 12:10pm

End of day: 3:30pm

### **Brackett Junior/High School Schedule (Secondary):**

#### **Free Breakfast 7:30am – 7:45am**

**First Bell** 7:40am

1st Period 7:45am – 8:33am

2nd Period 8:36am – 9:15am - Tiger Period

3rd Period 9:18am– 10:06am

4th Period 10:09am – 10:57am

5th Period 11:00am – 11:48am

6th Period 11:51am– 12:39pm

**Lunch** 12:42pm – 1:12pm

7th Period 1:15 -2:03pm

8th Period 2:06 -2:54pm

9th Period 2:57- 3:45pm

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## Appendix

### General Information – Requirements for Substitutes

The Brackett Independent School District prefers that an applicant for substitute teacher have a bachelor's degree and a valid Texas teacher certificate; however, academic college hours, high school diploma or equivalent are acceptable.

Each applicant must be of good moral character and is expected to abide by all standards listed in the employee handbook to include but not limited dress code, code of ethics and standards of conduct and the allowable use of communication and media devices.

Each applicant must be a citizen of the United State or must be eligible for employment through verification of the I-9 form.

### Application Procedures

Applicants for substitute teacher must complete the application online at [www.brackettisd.net](http://www.brackettisd.net).

Applicants must submit a copy of either a Texas Teacher Certificate, an official college transcript, a high school diploma or equivalent with the application.

A criminal history check will be conducted for each applicant.

A mandatory orientation will be held twice a year or when needed.

Upon completion of the following: (1) application (2) submission of documents (3) background check (4) orientations, a roster of eligible applicants will be provided to the campus for review and final selection for filling substitute needs.

### Age Limit for Secondary Campus

If you are under the age of 21 you are not eligible to work at the Secondary Campus. You will be placed on the substitute list for Elementary only.

### Renewal of Service

In April of each year, Human Resources will mail all current and active substitutes a ***Letter of Reasonable Assurance*** for the next school year. You MUST complete this form and return it to Human Resources by the date indicated. **FAILURE TO RETURN THIS FORM WILL AUTOMATICALLY BE VIEWED AS A RESIGNATION AND WILL REMOVE YOUR NAME FROM THE ACTIVE SUBSTITUTE LIST.** If your name is removed from the list, you may be required to go through the entire application process.

### Resignation Procedure

Substitutes must notify Human Resources in writing of their intent to resign from the active BISD substitute list.

### **Substitute/Part-Time Eligibility for Health Insurance Coverage**

Brackett ISD provides health coverage to employees through TRS-ActiveCare. A district substitute/part time employee is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute/part time employee to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute/part time employee is eligible for benefits through Brackett ISD.

Although the district reasonably expects substitutes/part time employees to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district's need for substitutes/part time employees varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

If you are a new or returning substitute/part time employee, you must **enroll in or decline medical coverage within 31 days from date of hire**. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event.

If you elect to enroll, **you will be responsible for the full premium**. You must submit payment for one calendar month with your enrollment form. The premiums for subsequent months will be expected to be paid in full to the district on the 1st of every month that you have health insurance coverage. If the 1<sup>st</sup> day falls on a weekend or a day the district is closed, the payment must be made the preceding business day. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRS- ActiveCare.

A substitute who is enrolled in TRS-Active Care and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non- payment is considered a voluntary drop: Therefore, you would not be eligible for COBRA.

Please come by the administration office to either enroll or decline coverage. Contact Payroll Clerk/District Benefits Administrator at, 830-563-2491, ext. 103, for further information.

### **Retirement**

Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in the Texas Retirement System. TRS provides

members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Information on the application procedures for TRS benefits are available. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web [www.trs.texas.gov](http://www.trs.texas.gov).

### **Removal from the Substitute Roster**

Failure to comply with the district policies, the guidelines established in the Employee Handbook, and/or the expectations of the substitute teacher's supervisor may result in adverse employment action against the substitute teacher including, but not limited to, termination/removal from the district substitute list.

Other actions that may result in removal from the Substitute Teacher System are:

- a) Substitute teachers may be removed from service to the district at any time it is deemed necessary and appropriate. Removal from the system or deactivation may also result from not accepting jobs, declining too many jobs, not keeping up with the daily availability/unavailability, not keeping personal information current or for other reasons deemed necessary and appropriate.
- b) Any single incident determined by the district to be inappropriate in carrying out the substitute teachers' responsibilities/duties.
- c) Poor performance as noted in a substitute teacher evaluation report submitted by a Principal/campus administrator.
- d) Any and all campus requests for Substitute Teacher Removal, may result in discontinuation as a substitute teacher with BISD, provided the reason is validated by the Superintendent.
- e) The substitute teacher may be restricted immediately from service to the district, should there be an investigation of policy violation. The substitute teacher may also be excluded from working at a particular campus, if the school Principal and the Superintendent concur with this decision.

### **Statement of Confidentiality**

I acknowledge that as an employee, consultant, volunteer, or student intern, all information gathered verbally or in writing concerning the Brackett Independent School District students and their families is to be handled with the utmost confidentiality and such information will remain the property of the Brackett Independent School District. This information is gathered solely to provide the students and their families with any academic assistance and social skills they may need. At no time is a student or family to be discussed with anyone other than the student's teacher, counselor, or principal.