

Guide to changes and additions in *Employee Handbook 2012-2013*

[Minor editorial changes are not listed.]

Introduction	Page 1	[LOCAL] Here and throughout the handbook, updated link to all policy references
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<http://pol.tasb.org/home/index/773>

[Ctrl. + click to go to site]

Index	Pages 2-4	[LOCAL] Add topics: Bereavement Leave and Vision Statement [TASB] Add topics: TEA Reports and Termination, Reports to TEA
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Brackett ISD Vision Statement	Page 6	[LOCAL] Add newly adopted statement
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Stakeholders will ensure diverse experiences resulting in productive, successful citizens.

Board of Trustees	Page 6	[LOCAL] Reflects new board members
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Current board members include:

Sondra Meil, Board President
Dan Laws, Vice-President
Tony Molinar, Secretary
Brad Coe, Member
Mark Frerich, Member
Theresa Quiroz, Member
Donna Schuster, Member

Board Meeting Schedule for 2012-2013	Page 7	[LOCAL] Reflects new meeting dates
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Unless posted changes are made, regular meetings are held on the second Monday of each month at 6:30 p.m.

August 13, 2012	February 11, 2013
September 10, 2012	* March 11, 2013
October 8, 2012	April 8, 2013
November 12, 2012	May 13, 2013
December 10, 2012	June 10, 2013
January 14, 2013	July 8, 2013

* Subject to change – School Holiday

Administration Campus Staff	Page 7	[LOCAL] Updated staff members
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- **Taylor Stephenson, Interim Superintendent**
- Alma Gutierrez, Jones Elementary/Intermediate Principal, Grades **PK-5**
- **Kevin Newsom, High School Principal, Grades 9-12**
- George Burks, Junior High Principal, Grades **6-8**
- **Farran Morris, R.N., School Nurse**
- **Bertha Reyes, Campus Secretary, GR PK-5**
- Dalia Rangel, **Secretary to Principal, GR PK-5**
- Kacie Williams, Campus Secretary, GR **6-12**
- Alexandra Rosas, Secretary to Principal, GR **6-12**

Certification and Licenses	Page 9	[TASB] Add policy code DF • Edited 1st sentence in 2nd paragraph to clarify failure to renew a certificate or permit may result in the voiding of a contract.
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A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to **renew or** extend a temporary certificate, emergency certificate, probationary certificate, or permit...

Health Safety Training	Page 10	[TASB] Add "concussion" to list of mandatory safety training as required by TEC 38.158
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Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), **concussion**, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Personnel/Human Resources by **August 20, 2012**.

Performance Evaluation	Page 12	[LOCAL] New PDAS calendar dates PENDING BRD. ACTION
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**PDAS Observation Calendar
2012-2013 School Year**

August 16-24
September 7
Sept. 4 - May 10
Sept. 17 - Dec. 7
March 1
April 5
April 19
May 17

Teacher PDAS Training
Teacher Self Report Section 1 due
Walk throughs
Formative appraisals completed
Teacher Self Reports Sections II & III due
Summative appraisals completed
All PDAS forms to Central Office
Last day to notify teachers of non-renewal

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

DNA (local) Policy:

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

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

Eligible teachers shall be appraised every third year.

Continuing Education Hours	Page 13	[LOCAL] New Region 11 link
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Employees are responsible for logging continuing professional education and/or local continuing education hours earned using the ESC Region 11 CPE Tracking Coop at www.esc11.net (See: Transcripts).

Annualized Compensation	Deleted	[TASB] Delete topic since IRS has since resolved the rules for annualized compensation do not apply to school districts
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Cut-Off Dates and Pay Dates	Page 14	[LOCAL] New calendar dates
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CUT-OFF DATES

PAYDATES

Aug. 3, 2012
 Sept. 7, 2012
 Oct. 5, 2012
 Nov. 2, 2012
 Dec. 7, 2012
 Jan. 11, 2013
 Feb. 1, 2013
 Mar. 1, 2013
 Apr. 5, 2013
 May 3, 2013
 Jun. 7, 2013
 July 5, 2013

Aug. 24, 2012
 Sept. 25, 2012
 Oct. 25, 2012
 Nov. 21, 2012
 Dec. 21, 2012
 Jan. 25, 2013
 Feb. 25, 2013
 Mar. 25, 2013
 Apr. 25, 2013
 May 24, 2013
 Jun. 25, 2013
 July 25, 2013

Payroll Deductions	Page 15	[TASB] edited 3 rd bullet to clarify employees hired after 3/31/1986 in the district are subject to Medicare tax
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- Medicare tax (applicable only to employees hired **in this district** after March 31, 1986)

Travel Expense Reimbursement	Page 21	[LOCAL] Revised to reflect new transportation request procedures
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Use of a district vehicle must be utilized first. Use of personal vehicles will be at the employee's expense. Any toll road fees, whether in a district or personal vehicle, will be paid by the employee.

District Vehicle Use

A copy of the employee's valid driver's license must be on file in the central office. Travel requests must be submitted to the District Fleet / Transportation Manager seven business days in advance of the scheduled trip.

Assigned or designated driver's will check out vehicle keys at the Central Office. Immediately following any trip, keys are to be placed in a return slot on the Receiving Room door at the Central Office.

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

OR

Personal Vehicle Use

*Employees who opt to use their personal vehicle do so at their *own expense.*

* Exception: Verification by Fleet Manager that a district vehicle is not available.

Leaves and Absences	Page 24	[TASB] Medical Certification – Edited 1 st sentence of 2 nd paragraph to clarify which districts are covered by GINA • Continuation of Health Insurance – Added a 2nd paragraph that describes limitations imposed by TRS
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Medical Certification...

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.

Continuation of Health Insurance ...

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.

Family and Medical Leave (FML)	Page 27	[TASB] Edited last paragraph under "Military Family Leave" to clarify which employees are eligible to care for a family member injured in the line of duty
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The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. **An**

eligible employee under this provision is the spouse, son, daughter, parent, or next of kin of the covered service member. ...

Bereavement Leave	Page 30-31	[LOCAL] Add new adopted policy
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All employees shall be eligible to receive up to three days of bereavement leave with no loss of pay upon the death of a member of the employee's immediate family. An employee shall provide documentation to determine eligibility in accordance with administrative procedures. Bereavement leave shall not accumulate.

Standards of Conduct	Page 36	[TASB] Edited standard 3.6 adding "or minor"
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Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student **or minor**.

Reporting Suspected Child Abuse	Page 38	[TASB] Edited 3 rd paragraph following bullets, substituting "Texas Educators' Code of Ethics" for "Code of Ethics and Standard Practices for Texas Educators"
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In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the **Texas Educators' Code of Ethics**.

BISD Internet Safety Policy	Page 42	[LOCAL] Revised last paragraph of internet safety policy PENDING BRD. ACTION
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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 21st Century Act.

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

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

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

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

Employee Arrests and Convictions	Page 45	[TASB] Edited third bullet of the 1 st list, substituting “on” for “off” • Edited list that defines moral turpitude, adding “driving under the influence (DUI) of drugs or alcohol to 9th bullet and substituted “SBEC rules” for “Texas Family Code” • Added sentence to the end of the topic that describes the superintendent’s obligation to report an employee’s arrest or criminal charge
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- Crimes that occur wholly or in part **on** school property or at a school-sponsored activity

Moral turpitude...

- Felonies involving driving while intoxicated (DWI) or **driving under the influence (DUI) of drugs or alcohol**
- Acts constituting abuse or neglect under **SBEC rules**

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

Possession of Firearms and Weapons	Page 49	[TASB] Edited 1 st sentence to clarify a district’s right to prohibit individuals with a license to carry a concealed handgun from bringing a gun onto school premises
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Employees, visitors, and students, **including those with a license to carry a concealed 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. ...

Resignations	Page 54	[TASB] Edited 2 nd paragraph substituting “Texas Education Agency” for “State Board for Educator Certification”
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The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to **Texas Education Agency**.

Dismissal or Nonrenewal of Contract Employees	Page 54	[TASB] Add policies DFFA, DFFB, and DFFC • Edited last sentence substituting “when the employee’s” for “whose”
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Dismissal or Nonrenewal of Contract Employees
*Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF, **DFFA, DFFB, DFFC** ...*

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. ...

Reports to Texas Education Agency	Page 55	[TASB] Edited title substituting “Texas Education Agency” for “State Board for Educator Certification” • Edited text to clarify the circumstances when the superintendent is required to notify the Division of Investigations at Texas Education Agency of a certified employee’s termination or resignation
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Reports to the **Texas Education Agency**
Policy DF

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

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

The superintendent is also required to notify TEA when a certified employee resigns and there is reasonable evidence that would support a recommendation to terminate employment because of the conduct listed above.

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

Student Records	Page 57	[TASB] Edited 2 nd bullet to clarify a student’s right of access to his or her records
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- 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.**

Administering Medication to Students	Page 58	[TASB] Edited text to include exceptions for students to self administer certain medications
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Only designated employees **may** administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. **Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district**

policy and procedures. A student who must take **any other** medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. ...