

BISD 2009-2010 Employee Handbook

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Introduction

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

This handbook is 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 on line at:

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

1. DISTRICT INFORMATION

Texas Education Mission Goals and Objectives

Policies AF, EA

The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child. The objectives of public education are:

- Parents will be full partners with educators in the education of their children.
- Students will be encouraged and challenged to meet their educational potential.
- Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.
- A well-balanced and appropriate curriculum will be provided to all students.
- Qualified and highly effective personnel will be recruited, developed, and retained.
- Texas students will demonstrate exemplary performance in comparison to national and international standards.
- School campuses will maintain a safe and disciplined environment conducive to student learning.
- Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.
- Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

- **Goal 1** The reading and writing of the English language.
- **Goal 2** The understanding of mathematics.
- **Goal 3** The understanding of science.
- **Goal 4** The understanding of social studies.

Education Code 4.001, 4.002

Brackett ISD Mission Statement, Goals

Policy AE

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

Board of Trustees

Policies BA, BB, BD, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

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

Current board members include:

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

The board meets on a regular basis on the second Monday of each month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the central office bulletin board at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending legislation.

Board Meeting Schedule for 2009-2010

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

August 10, 2009	January 11, 2010
September 14, 2009	February 8, 2010
October 12, 2009	March 8, 2010
November 9, 2009	April 12, 2010
December 14, 2009	*May 10, 2010

Watch for summer meetings to be posted.

* Subject to change – School Holiday

Administration

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

Central Office Staff

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

Campus Staff

- Dalia Rangel, Campus Secretary, GR PK-6
- Sandra Davis, Secretary to Principal, GR PK-6

- Kacie Williams, Campus Secretary, GR 7-12
- Alexandra Rosas, Secretary to Principal, GR 7-12

2. EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

The Brackett Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, disability, military status, genetic information, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination on the basis of race, color, religion, gender, national origin, or disability should contact the superintendent, the district's Title IX coordinator.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted at the central administration building on the bulletin board. *Employment opportunities for BISD are also available on the web at, www.brackett.k12.tx.us. See: Personnel / Human Resources.*

Employment after Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances or on a 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 Web Site www.trs.state.tx.us.

Contract and Noncontract Employment

Policies DC, DCA, DCB, DCD, DCE

State law requires the district to employ all full-time professional employees in positions requiring a certificate from 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 at least a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one full school year. For those with less experience, the probationary period will be three school years (i.e., three one-year

contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

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. Campus principals are employed under two-year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and employment policies.

Noncertified Professional Employees

Employees in professional positions that do not require SBEC certification are employed by a one-year contract that is not subject to the procedures for nonrenewal or termination under the Texas Education Code.

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.

Searches and Alcohol and Drug Testing

Policy DHE

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

Employees Required to Have a Commercial Driver's License

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing *can access both legal and local district policy DHE on line at the link below.*

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

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Superintendent.

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), 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 21, 2009.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent 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 contracts. 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).

Employees 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. Teachers requesting a transfer to another campus before the school year begins must submit his or her request by May 1. 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 DEA, 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 required days of service and scheduled holidays will be distributed each school year.

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 will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. [*Form: Request for Overtime, Comp. Time*]

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) or 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 State Board for Educator Certification Information and Support Center, 1-888-863-5880, Monday – Friday 7:00-5:30 CST, or through the Web at www.sbec.state.tx.us/SBECOnline/educator .

Outside Employment and Tutoring

Policy DBD

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. The superintendent will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance Evaluation

Policies DN, DNA, DNB

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 can also be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the

opportunity to respond to the evaluation. Information about the PDAS process can be found at the link below. See policy DNA (Local).

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

PDAS Observation Calendar 2009-2010 School Year

August 18 – August 31, 2009	Teacher orientation must be completed.
Sept. 11, 2009	Teacher Self-Report Section I due.
Sept. 8, 2009 – May 14, 2010	Walk through visits/documentation.
Sept. 8, 2009 – Dec. 11, 2009	Formative appraisals completed.
March 5, 2010	Teacher Self-Report Sections II & III due.
April 1, 2010	Summative appraisals completed.
April 16, 2010	All PDAS forms to Central Office.
April 6, 2010	Last day to notify teacher of nonrenewal.

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.

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 committees. Plans and detailed information about the shared decision-making process are available in each campus office.

Staff Development

Policies DMA, DMB

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, and addressed in the campus improvement plan, which is approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Important

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

Continuing Education Hours

Employees are responsible for logging continuing professional education and/or local continuing education hours earned using the ESC Region 11 CPE Tracking Coop. The system is internet-based and allows employees to maintain and track his or her own professional and non-professional training records. The system also allows the district to upload reports on individuals or by defined groups. 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.

A couple of things to remember:

- Any new record(s) added will not show up until you have logged out and logged back in.
- You can track hours under different categories if you hold more than one position.
- The program is for all employees, including lifetime certificate holders.
- If you have problems using the system, contact Noe Maldonado at ext. 406, or ESC Reg. 11 (817) 740-3656 or by email svanvleck@esc11.net .

<https://cpeweb.esc11.net/> [Ctrl. + click to go to site]

3. COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends

Policies DEA, DEAA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. 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 time or overtime pay for each hour worked beyond 40 in a work week. See section on *Overtime*.

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 Payroll Clerk Marci Resendez 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.

Annualized Compensation

Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly or bimonthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

All employees are paid monthly. During the school year, paychecks or payroll statements are delivered to each campus. ***Paychecks will not be released*** to any person other than the district employee named on the check ***without the employee's written authorization***. During summer breaks, employees will be asked to make arrangements with the payroll clerk as to their paycheck disbursement.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

See dates for payroll cut-off and paydays:

CUT-OFF DATES

Aug. 14, 2009
 Sept. 11, 2009
 Oct. 9, 2009
 Nov. 6, 2009
 Dec. 4, 2009
 Jan. 8, 2010
 Feb. 5, 2010
 Mar. 5, 2010
 Apr. 9, 2010
 May 7, 2010
 June 4, 2010
 July 9, 2010

PAYDATES

Aug. 25, 2009
 Sept. 25, 2009
 Oct. 23, 2009
 Nov. 20, 2009
 Dec. 18, 2009
 Jan. 25, 2010
 Feb. 25, 2010
 Mar. 25, 2010
 Apr. 23, 2010
 May 25, 2010
 June 22, 2010
 July 22, 2010

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into an account at a bank of their choice that accepts direct deposit. The employee must notify the payroll office by the 1st of the month, and submit the necessary form to activate direct deposit. Contact Payroll Clerk Marci Resendez for more information about the automatic payroll deposit service.

Payroll Deductions*Policy CFEA*

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

- Texas Teacher Retirement System (TRS) or Social Security employee contributions
- Federal income tax
- Medicare tax (applicable only to employees hired after March 31, 1986)

Other payroll deductions 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. 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.

Overtime Compensation*Policy DEA*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. 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.

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. 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 workweek.

Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

Employees may be compensated for overtime at 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 may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Weekly time cards will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Masters Incentive Policy

The salary schedule for BISD includes the following steps:

<i>Bachelors</i>	<i>Bachelors +12</i>	<i>Bachelors +24</i>	<i>Masters</i>
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The hours above the bachelors degree are subject to the following criteria:

- a. *The categories of BA+12 & BA+24 are stated in semester hours;*
- b. *The schedules do not apply to administrators who are on separate salary schedules;*
- c. *A teacher or counselor must have established certification with the Texas Education Agency before the hours above the bachelors degree will count for additional dollars;*
- d. *Hours earned to meet a deficiency plan for the first certification area will not count for additional dollars;*
- e. *Official transcripts must be received by the central office no later than October 15 to be considered for additional hours for that fiscal year;*
- f. *The same procedures will apply to those teachers who taught out-of-state. Initial certification is required and then hours may begin to count;*
- g. *Hours above the bachelors degree earned after May 31, 1999, must have prior written approval from the superintendent to be considered for salary schedule purposes;*
- h. *The master's degree should be in education or in another pre-approved field.*

Pay Schedule Policy

<i>Increments will be:</i>	<i>Bachelors</i>	<i>Bachelors +12</i>	<i>Bachelors +24</i>	<i>Masters</i>	<i>Above the adopted BISD salary schedule.</i>
		<i>+500</i>	<i>+750</i>	<i>+1,000</i>	

- A. *Master Degrees:*
All masters degrees will count, regardless of when earned, if the degree is in the field of education.

- B. *Less Than Masters Degree:*
 If the employee has less than a masters degree, all hours must be in graduate level courses documented by a transcript OR by a letter from the University stating that graduate credit was given for a specific course. **Courses must be related to the teacher's teaching field, or counseling, or administrative mid-management.**
- C. *No undergraduate classes taken before JUNE 1, 1999 can be counted toward the bachelors +12 or bachelors +24 columns.*
- D. *Undergraduate classes taken after JUNE 1, 1999 can be counted if:*
1. **Specific Need Classes:** *Brackett ISD has a specific need for a specialized teaching field as certified in writing by the principal of the school where the need exists.*
 2. **Final Written Approval:** *After a principal certifies the need for a specialized teaching field, the superintendent will review the written recommendation. If the superintendent concurs with the principal's recommendation, a written determination will be given to the employee and a copy of the determination will be kept in the employee's personnel file. All final action by the principal and superintendent shall be taken BEFORE the employee registers for any class that fits this category. If there is no written approval PRIOR to registration, the undergraduate hours CAN NOT be counted on the salary schedule.*

Hiring Step Placement Guidelines for Paraprofessional & Auxiliary Employees

1. Hiring Step Placement

- a) *All new employees will be placed on the appropriate step based on prior work experience related to the position they are being hired into.*
- b) *Any experience from BISD or another school district in a position equal to or greater to the position being hired into will be given consideration for step placement.*
- c) *Any experience from another company in a position that is career related to the position being hired into will be given consideration for step placement.*
- d) *A new employee may be placed above step 7 with the approval of the superintendent.*
- e) *The only administrator authorized to deviate from the salary schedule is the superintendent.*

2. Reassignment to Higher Pay Grade

Employees within the district who are assigned to a job in a higher pay grade shall be placed on the step in accordance with the following table and guidelines:

Table 1: PARAPROFESSIONAL & AUXILIARY SALARY PAY GRADE INCREASED

<u>Change In Pay Grade</u>	<u>Increase</u>
1 Pay Grade Increase	3-5%
2 Pay Grade Increases	5-10%
3 Pay Grade Increases	10-15%
4 Pay Grade Increases	15-20%

- a) *The employee shall not be placed above other employees with the same or more experience in the job except when the promoted employee would make less than their current salary if already employed with the district.*
- b) *The calculations will be computed on the percent increase of the hourly rate.*

3. Reassignment to a Lower Grade

Employees within the district who are assigned to a job in a lower pay grade shall be placed on the step indicated by the table below:

Table 2: PARAPROFESSIONAL & AUXILIARY SALARY PAY GRADE DECREASES

<u>Change in Pay Grade</u>	<u>Decrease</u>
1 Pay Grade Decrease	3-5%
2 Pay Grade Decreases	5-10%
3 Pay Grade Decreases	10-15%
4 Pay Grade Decreases	15-20%

- a) *The calculations will be computed on the percent decrease of the hourly rate.*

4. Overtime (Policy DEA)

*The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees are entitled to overtime compensation. **Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.** [See form: Request for Overtime, Comp. Time]*

5. Lunch Breaks

All nonexempt 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. The lunch break should not be taken in the employee's office or at the employee's desk. Employees must clock-out or report the lunch break on their time sheet.

6. Bus Drivers

Bus drivers who are full time (8 hours or more) employees may adjust their work week for their regular job in order to accommodate bus arrival and departure times with the approval of 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.

7. Substitutes

Non-degreed classroom substitutes are paid \$55.00 per full day or \$27.50 per half day. Degreed substitutes (holding a college degree) are paid \$70.00 per full day or \$35.00 per half day. Long term non-degreed will be paid at a rate of 80% of the state minimum base amount after 20 consecutive working days for the same teacher. This new rate will begin on the 21st. day. Degreed substitutes will be paid a rate based on the state base minimum amount after 20 days consecutive working days for the same teacher. The new rate will begin on the 21st day. Each classroom substitute is required to attend a substitute orientation/workshop held at the district before being added to the substitute list.

Cafeteria, custodian, and maintenance substitutes are subject to a different pay scale.

Senate Bill 9 fingerprinting requirements apply to all classroom substitute teachers, whether certified or not, including substitute cafeteria workers and substitute custodians.

Paraprofessional & Auxiliary Employee Work Days/Pay Grades

Work Days

180 days	<i>Bus Driver</i>	
185 days	<i>Food Service Worker</i>	7 hours
187 days	<i>Educational Aide</i>	7 1/2 hours
	<i>Campus Secretary</i>	7 1/2 hours
	<i>Reading Aide</i>	7 1/2 hours
	<i>Library Aide</i>	7 1/2 hours
	<i>Migrant Clerk</i>	7 1/2 hours
	<i>Cafeteria Manager</i>	7 1/2 hours
207 days	<i>Secretary to Prin. - ELEM</i>	7 1/2 hours
217 days	<i>Computer Technician</i>	7 1/2 hours
226 days	<i>Accounting Clerk</i>	7 1/2 hours
	<i>Payroll Clerk</i>	7 1/2 hours
	<i>Secretary to Superintendent</i>	7 1/2 hours
	<i>Business Manager</i>	7 1/2 hours
	<i>Secretary to Prin. – HS</i>	7 1/2 hours
	<i>Technology Manager</i>	7 1/2 hours
243 days	<i>Custodian</i>	8 hours
	<i>Custodian Manager</i>	8 hours
	<i>Groundskeeper/Security</i>	8 hours
	<i>Maintenance Worker</i>	8 hours
	<i>Maintenance Manager</i>	8 hours
	<i>Shop Foreman/Vehicle & Field Maint.</i>	8 hours

Pay Grades

10	<i>Food Service Worker</i>
	<i>Custodian</i>
	<i>Groundskeeper/Security</i>
	<i>Maintenance Worker</i>
11	<i>Bus Driver</i>
12	<i>Educational Aide</i>
	<i>Office Clerk</i>
	<i>Campus Secretary</i>
	<i>Migrant Clerk</i>
	<i>Computer Technician</i>
13	<i>Secretary to Principal – ELEM.</i>
	<i>Food Service Manager</i>
14	<i>Secretary to Superintendent</i>
	<i>Payroll Clerk</i>
	<i>Accounting Clerk</i>
	<i>Secretary to Principal - HS</i>
15	<i>Custodian Manager</i>
	<i>Maintenance Manager</i>
	<i>Shop Foreman/Vehicle & Field Maint.</i>
16	<i>Business Manager</i>
	<i>Technology Manager</i>

Auxiliary Employee Hourly Rate Schedule 2009-2010

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

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

Travel Expense Reimbursement Policy DEE

Use of a district vehicle must be utilized first. Use of personal vehicles will be at the employee's expense.

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 for approval by the administrator/supervisor and superintendent **seven business days** in advance of the scheduled trip. 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 own vehicle do so at their ***own expense**. Travel requests must be submitted for approval by the administrator/supervisor and superintendent **seven business days** in advance of the scheduled trip.*

* Exception: If notified by the Fleet Supervisor that a district vehicle is not available, an exception could be approved by the employee's administrator/supervisor.

Meals & Lodging

*Meal allowance for travel is \$36.00 per day. Lodging allowance is \$85.00 per day. 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.*

The Texas Education Agency considers meal reimbursements for "day" trips a benefit and will be reimbursed through payroll. Overnight trips are unavoidable expenses so they will be reimbursed through the finance check run, which is done monthly on the 10th and 25th. Check requests are required for both.

Health, Dental, and Life Insurance Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school 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 regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week, are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are pro-

vided to all employees in a separate booklet. Employees should contact Benefits/Payroll Clerk Sherry Hall for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees can enroll in supplemental insurance programs for life annuities. Premiums for these programs can be paid by payroll deduction. Employees should contact the payroll clerk for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must accept 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 dreaded 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 must be reported immediately to their supervisor and superintendent's secretary. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits* for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Sherry Hall, Payroll Clerk, ext. 114.

Teacher 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 also eligible for

TRS membership and to purchase a year of creditable service. 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 Superintendent as soon as possible. Information on the application procedures for TRS benefits are available. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web www.trs.state.tx.us .

Other Benefit Programs

Tuition-Free Attendance

Children of nonresident district employees may attend district schools tuition free. See policy FDA (local).

4. 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 their supervisor for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Leave is available for the employee's use. However, state personal and local sick leave is earned on an annual basis. If an employee leaves the district before the end of the work year, the cost of any unearned leave days shall be deducted from the employee's final paycheck.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request *form. Any employee who is absent more than three consecutive 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.

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

***Absent From Duty Request Form** Must be filled out and submitted for approval, prior to any anticipated leave of absence (i.e., appointments, vacation, training, sick day, employee birthday).

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.

Personal Leave

Policy DEC

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one-half a workday for each 18 work days, for a maximum of five work days per year. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. There are two types of personal leave: non-discretionary and discretionary.

Non-discretionary

Leave that is taken for personal or family illness, family emergency, a death in the family, or active military service is considered non-discretionary leave. Reasons for this type of leave allows very little, if any advanced planning. Nondiscretionary leave will be granted to employees in the same manner as state sick leave.

Discretionary

Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit an *Absent From Duty* request for prior approval to his or her principal or supervisor. 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.

Local Leave*Policy DEC*

All employees shall earn an additional five equivalent workdays of local personal leave per school year, concurrently with state leave. Local personal leave shall be subject to the same limitations as state personal leave, at the same rate of one workday for each 18 workdays of employment. [See form: Absent From Duty Request]

Local personal leave shall be noncumulative and shall be taken with no loss of pay.

Additional Local Leave*Policy DEC*

All classroom teachers may earn two equivalent workdays of personal leave per year by completing 14 hours of approved workshop hours during the summer break. These days may accumulate without limit.

Birthdays

*In addition to any local leave, all employees are given their birthday off. Birthdays may be taken anytime within the school year **with prior approval** from your supervisor or campus principal. [See form: Absent From Duty Request]*

Sick Leave

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

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

Sick Leave Pool

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" includes the spouse, parent, and child only. This is the same definition of family that is used for the Family and Medical Leave Act – FMLA). 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. An employee may participate in the pool until s/he has used up the forty days from the pool.

Request for the establishment of the pool shall be made in writing to the Superintendent. Pooling may be requested after the employee has exhausted his state and personal leave. Leave from the pool must be used last after all leave has been used. Upon receiving a written request, the Superintendent shall call for a meeting of the Leave Pool Committee, which shall consist of one teacher selected by the campus committee from each of the campuses. The academy school shall be pooled with the high school for representation on this committee. There shall be three members – one from each campus committee. The superintendent shall act as an ex-officio member and shall advise the committee. Pooling may be requested when an employee has exhausted his or her state, local, personal, and emergency leave.

The pool ceases to exist when the employee returns to work, or when the voluntary contributions of local leave made by fellow employees have reached the maximum 40 days.

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.

No staff member may contribute more than two days to the pool.

Definition of Catastrophic Illness or Disability

This is considered to be a life threatening crisis caused by 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 this criteria shall be final after the committee meets and makes its determination.

Family and Medical Leave (FMLA)

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

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or

- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FLMA 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. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness injured in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C., Sec. 2619) required FMLA covered employers to post the text of this notice. Regulations 29 C.F.R., Sec., 25.300 (a) may require additional disclosures.

For additional information:
 1-866-4US-WAGE (1-866-487-9243) TTY; 1-877-889-5627
www.wagehour.dol.gov

Local FMLA 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

Family and medical leave 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 family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses

A husband and wife who are both employed by the district are limited to a combined total of 12 weeks of FMLA leave 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-scheduled leave for the care of a newborn child or for adoption or placement of a child with the employee.

Employees requiring family and medical leave should contact Payroll/Benefits Clerk Marci Resendez, ext. 114, for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified employees

Any full-time employee whose position requires certification by the State Board for Educator Certification (SBEC) 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 is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, the employee supervisor should be notified at least thirty (30) days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Professional employees returning from leave will be reinstated to the school to which

they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated 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.

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 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 nonresponsible 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.

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present jury duty documentation *prior to serving on the jury*, to their supervisor.

Employees are required to return to work immediately after being released from jury service.

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees may be required to submit documentation of their need for leave for court appearances.

Military Leave

Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the United States Armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days each federal fiscal year (October 1-September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Re-Employment After Military Leave

Employees who leave the district to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the central office.

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 Benefits/Payroll Clerk Sherry Hall for details on eligibility, requirements, and limitations.

5. 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, and through special events and activities.

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.

6. 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 link below. See policy DGBA (Local).

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

7. EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

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

All district employees must perform their duties in accordance with state and federal law, district policy, and ethical standards. Violation of policies, regulations or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification* for additional information.

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

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

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

educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

3. Ethical Conduct toward Students

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

Standard 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3 The educator shall not deliberately or knowingly misrepresent facts regarding a student.

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

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

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

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

Dress and Grooming

Policy DH (Local)

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent.

Employees are expected to dress professionally if the regular assignment is in the classroom or office. At a minimum, employees must meet the student dress code. Shorts, sweat-suits and/or warm-ups, are not appropriate dress for the classroom or office.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found at the link below. See policies DH and DIA (Local).

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

Harassment of Students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students

and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, for additional information.

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

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

Alcohol and Drug Abuse Prevention

Policies DH, DI

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

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

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies at DH and DHE] 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

[This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201)]

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with

malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

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 includes 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
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Conflict of Interest

Policies BBFA, DBD

Employees are required to disclose to their supervisor 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

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 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.

Associations and Political Activities

Policy DGA

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

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

Use of district resources, including work time, for political activities is prohibited.

Safety

Policy CK

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve district equipment, employees must comply with the following requirement:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

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

Visitors in the Workplace

Policy CLA

Parents and patrons of the district are welcome to visit district schools and attend district events as allowed by district policy. [However, all visitors to a school campus must sign or](#)

check in at the campus administrative office, list the reason for the visit, and display his or her driver's license or other government-issued form of photographic identification prior to proceeding elsewhere on campus. This requirement applies to parents, social service workers, volunteers, board members, invited speakers, maintenance and repair persons not employed by the district, vendors, representatives of the news media, former students, and any other visitors. This policy will be available in each campus' administrative office.

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

Employee Name Tags

To help with the identification of unauthorized persons on campus and in the classroom, employees are required to wear name tags during school hours. Substitutes, visitors, and students are also required to wear the appropriate tag/pass for safety identification. Employees are asked to direct any person without a tag/ pass to the central office or campus office to sign in.

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

Telecommunication Devices (Cell Phone Use)

Telecommunication devices, including paging devices or cellular phones, shall not be used during class time.

- Class time is defined as the designated period of time for which students are assigned to a class. During class time the ringer shall be turned off. Any cell phone abuse that results in an educational distraction shall be considered a violation of this policy.
- Use is defined as having a device ring or sound, activating the device, allowing others to use the device, or exhibiting the device to others.

Tobacco Use

Policies DH, GKA, FNCD

State law prohibits smoking or using tobacco products on all district-owned property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug- or alcohol-related offenses
- Acts constituting abuse or neglect under the Texas Family Code

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call the Superintendent immediately.

Non-School Sales

Local Administrative Guidelines

Employees and/or people who want to sell on-site must be 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.

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.

Copyrighted Materials

Policy EFE

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Computer Use and Data Management

Policy CQ

The district's electronic communications systems, including its network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

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

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

BRACKETT I.S.D. 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.

BRACKETT ISD 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 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 administration, 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:

- A. *Be polite. Do not write or send abusive messages to others.*
- B. *Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.*
- C. ***Never reveal your last name, address, or phone number, or that of students or other colleagues.***
- .D. *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.*
- E. *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).*

- F. *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, nondeliveries, miss-deliveries, or service interruptions caused by it's 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 Your 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 supersedes 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.

Supervision and Monitoring

It shall be the responsibility of all members of the Brackett ISD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

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

Adoption

This Internet Safety Policy was adopted by the BISD Board of Trustees at a public meeting, following public notice, on April 8, 2002.

Asbestos Management Plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the Superintendent's office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be emailed to personnel and posted in a district building 48 hours before the treatment begins. Notices are generally located at the

central office. Pest control information sheets are available from the maintenance supervisor upon request.

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

8. GENERAL PROCEDURES

Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials:

- **Del Rio Radio KDLK** (830)775-9583
- **KSAT 12** – ABC San Antonio
OR
- You may call the school at 563-2491, extension 570, for a recorded weather message.
- Go on line at www.brackett.k12.tx.us .

Emergencies

Policy CKC

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

Emergency Procedures

In each classroom and campus office, there is a yellow & red flip chart showing what to do when emergencies occur. Each employee should know where this chart is located and be aware of the needed response. In most instances, immediately notifying the principal and office staff is required for any emergency.

Emergency Bells

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the business office department on an official district purchase order (PO) form 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 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees are responsible for notifying the superintendent's secretary if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary.

Personnel Records

Policy GBA

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members.

The choice to not allow public access to this information may be done at any time by submitting a written request to the superintendent's secretary. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Facility Use

Policies DGA, GKD

For school related events, the auditorium must be reserved by submitting an "Auditorium Reservation" form to the central office. Reservations are awarded on a first come first serve basis, exception is One Act Play use. If reserved, you may set-up one day prior to your event (providing there are no reservations for that day). Do not staple the curtains, floors, or walls. No tape on the curtains, floors, or walls. Teachers are responsible for removing all props, equipment, etc, within 24 hours following use of the auditorium. Custodians are not responsible for items left by accident that are lost or damaged during cleanup. Check with your campus secretary for open dates.

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

Equipment Use

Staff and members of the community may request the use of district equipment by submitting a "Use of District Equipment and Supplies" form to the central office. Use of district equipment will be on a first come first serve basis with approval of the superintendent or business manager. The person submitting the request will be responsible for the care of any and all district equipment loaned or borrowed and will

bear the cost of repair or replacement if it is damaged, lost, or stolen. All equipment or supplies will be returned to BISD within 24 hours following date of use. If applicable, all equipment or supplies will be cleaned before returning.

Cafeteria

Breakfast and lunch are served in the cafeteria at various times throughout the day. Teachers are encouraged to bring a sack lunch or purchase a meal in the cafeteria. *Your presence offers a sense of security to students.*

Breakfast	\$1.00
Lunch	\$2.25
All Drinks	\$.25

All employee cafeteria accounts must be paid in full monthly at the district Central Office.

9. TERMINATION OF EMPLOYMENT

Resignations

Policy DFE

Contract Employees

Contract employees may resign their position without penalty at the end of any school year if written notice is received 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 board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification.

The superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed below. [See *Reports to the State Board for Educator Certification*]

Noncontract Employees

Noncontract employees may resign their positions 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.

Dismissal or Nonrenewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

Employees on probationary, term, and continuing contracts can be dismissed during the school year or nonrenewed at the end of the year according to the procedures outlined in district policies. 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. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the timelines and procedures can be found at the link below. See policy DF series (Local).

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

Dismissal of Noncontract Employees

Policy DCD

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, religion, sex, national origin, disability, military status, 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 a grievance hearing before the board. To present a grievance, the employee must follow the district process outlined in the link below. See policy DGBA (Local).

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

Exit Interviews and Procedures

Policy DC

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on their employment experience.

All district keys, books, property, and equipment must be returned upon separation from employment.

Reports to the State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal 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 school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

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 to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- 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

10. STUDENT ISSUES

Equal Educational Opportunities

Policies FB, FFH

Brackett ISD does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students on any of the bases listed above should be directed to the superintendent.

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.

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 (if 18 or older or emancipated by a court)
- School officials with legitimate education 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.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process

provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

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

Local Administrative Guidelines

Send student with form that is filled out by the sending teacher/staff. Should include the student's name, teacher, time, date, and reason. Have a place for the nurse to write in what type of treatment was administered and time released. This form is to be returned to the teacher for placement in the student's file.

Notification of parents by nurse:

- *Will be in writing for general problems such as colds, stomachache, etc.*
- *Will call parents/guardian or designated contact for vomiting, bleeding, sprains, swelling, or any injury requiring application of an ice pack or ace bandage.*

If no one is home or no contact made when the nurse calls, or if the student does not have a phone, the nurse will complete the written form and notify the school secretary. The secretary will be given a copy of the written form.

If the nurse is not in the health office when a student is sent, the student will leave the form completed by the teacher in the box on the health office door. It is the nurse's responsibility to pick up the forms when she returns to the office and follow through with checking on each student as soon as possible.

Administering Medication to Students

Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Discipline

Policies in the FN and FO series

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Handbook and Code of Conduct located in the back of the student handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management 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 policy 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. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The district shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

Students may be permitted to take school-sponsored overnight trips for the following purposes:

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

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

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

Bullying

Policy FFI

All employees are required to report student complaints of bullying to their campus administrator or supervisor. The district's policy that includes definitions and procedures for reporting and investigating bullying of students can be found at the link listed below. See policy FFI (Local).

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

Dating Violence, Discrimination, Harassment, & Retaliation

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect. The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Hazing

Policies FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher,

administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus discipline person.

Student Schedules

Jones Elementary/Intermediate Schedule

7:30 a.m. – 7:55 a.m.	Breakfast in Cafeteria
7:45 a.m.	Teachers' day begins
8:00 a.m.	Morning routine / announcements
8:05 a.m.	Students are marked tardy / instruction time begins
11:00 a.m. – 12:30 p.m.	LUNCH – Students have a 30 minute lunch period / PK-6 th
12:30 p.m.	Instruction Time continues
3:00 p.m.	Dismissal for K – 6 th
3:30 p.m.	Pre-K dismissal/ Tutorials
3:40 p.m.	Buses depart
3:45 p.m.	Day ends for Teachers

Students need to be dropped off and picked up from one of the following locations:

- Students may be dropped off in the back parking lot or in front of Jones Elementary School.
- All students except afternoon Pre-K and Tutorials will be dismissed in the back parking lot
- Pre-K and Tutorials will be dismissed at 3:30pm in front of the school across from Lopez Bakery
- Families will be assigned a number to be used during pick up time in order to expedite pick up procedures.

Junior High & High School Daily Schedule

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

Dual Credit -

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