# Special

Monday, August 11, 2014 12:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order - 12:00 PM - GISD Board Room**
2. **Convene in closed session under the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq.**

a. Chapter 551.074 - Personnel
1. Consider Staff Appointments
2. Consider Goals for Superintendent's Evaluation

b. Chapter 551.072 - Purchase, exchange, lease or value of real property

3. **Reconvene in open session**
4. **Discussion/Action**

a. Consider Consent Agenda Items
1. Consider Budget Amendments

b. Consider Granbury High School Grade Point Average and Class Rank Policies

c. Discuss Proposed Budget
d. Review Employee Handbook
e. Consider Teacher Data Portal of Assessment Management System Waiver

5. **Consider action on items discussed in closed session**

a. Consider Staff Appointments
b. Consider Goals for Superintendent's Evaluation
c. Consider purchase, exchange, lease or value of real property

6. **Adjourn**

**GRANBURY INDEPENDENT SCHOOL DISTRICT**

**INTEROFFICE MEMO**

**FINANCE AND BUSINESS AFFAIRS**

To: Board of Trustees
Date: August 11, 2014
For: Approval

**TO**: Dr. James Largent, Superintendent

**FROM**: Dobie Williams
Asst. Supt. for Finance and Operations
**DATE**: August 6, 2014
**RE**: Budget Amendment

**SUMMARY:**

Attached is a budget amendment for Board approval.

**RECOMMENDATION:**

I recommend the Board approve the amendment as presented.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Carrie Knight-Mapes

Date Submitted: August 6, 2014

**Revenue & Expense**

Fund 199, Mr. Dobie Williams, Originator
This amendment recognizes funds in the amount of $22,337 allocated to fund 199 function 51 (Plant Maintenance and Operations). These funds result from an insurance recovery due to water damage at Emma Roberson Elementary.

**OFFICE OF SUPERINTENDENT**

| | |
|---|---|
| **For:** | **Board of Trustees** |
| **Date:** | **July 21, 2014** |
| **Action:** | **Discussion/Action** |

| | | | |
|---|---|---|---|
| **To:** | **Board of Trustees** | **From:** | **Jeremy Ross, GHS Principal** |
| | | **Date:** | **July 14, 2014** |
| | | **RE:** | **Policy EIC Local** |

**SUMMARY:**

**Moving to the Foundation Program from the 4x4 Graduation Plan has inspired some necessary changes to our current Class Rank and GPA system. In our current system, students chase weighted points rather than take the courses that they need to prepare for post-secondary opportunities. Additionally, our students' GPAs are inflated because of the current system that applies 6 points to a 4- point scale.**
**We were charged with a updating the system to do the following:**

- **Incentivize the collection of *endorsements* rather than the collection of GPA points.**
- **Incentivize "fidelity to a program," which, in the eyes of post-secondary recruiters, is one of the highest indicators of collegiate success.**
- **Create a level baseline for which all students may have an equal opportunity to gain highest academic honors.**
- **Appropriately reward students who continue to pursue our highest rigor academic core courses.**
- **Provide our students with a GPA that is more reasonably aligned with the state (and with what colleges and universities expect).**

**The attached changes have been scrutinized by a teacher committee, parents, and students (especially recent graduates) who have provided input into this process.**
**Please note that this policy change, if approved, will need to run concurrently with the current system until the Class of 2017 graduates.**

**Respectfully submitted,**

# GRANBURY INDEPENDENT SCHOOL DISTRICT

**INTEROFFICE MEMO**

## FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 4, 2014
For: Discussion

**TO**: Dr. James Largent, Superintendent

**FROM**: Dobie Williams
**DATE**: August 4, 2014
**RE**: Budget Workshop

**SUMMARY:**

Budget information for the General Operating, Debt Service and Child Nutrition funds will be presented to the school board for discussion. Budget discussion materials will be presented at the workshop and will include current revenue calculations based on final certified tax values as well as current expenditure projections. Updated fund balance projections for 2013-14 and 2014-15 will also be presented.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Dr. James Largent

Date Submitted: August 4, 2014

# GRANBURY ISD

**Quality implementation of the TEKS**
**everyday, in every classroom,**
**for every student.**

# 2014 - 2015

# EMPLOYEE HANDBOOK

600 West Pearl
Granbury, Texas 76048
(817) 408-4000
www.granburyisd.org

# GRANBURY INDEPENDENT SCHOOL DISTRICT

## BOARD OF TRUSTEES

~~Micky Shearon~~**Mark Jackson** ..... President
~~Mark Jackson~~**Nancy Alana** ..... Vice President
~~Nancy Alana~~**Micky Shearon** ..... Secretary
Barbara Herrington, Ed. D. ..... Member
~~Wade Railsback~~**Joe Jones** ..... Member
B.J. Wallace ..... Member
Don Walton. ..... Member

### ADMINISTRATION

Dr. James Largent ..... Superintendent (408-4007)
Carol Howard ..... Assistant Superintendent of Schools (408-4009)
Tom Howard ..... Director of Human Resources (408-4181)
~~Sharay Boynton~~**Lewis "Dobie" Williams**~~Executive Director of Finance~~**Assistant Superintendent of Finance and Operations** (408-4015)
Amy Wood ..... Director of Technology (408-4100)
Sharon Williams ..... Director of Curriculum (408-4042)
Diane Fullerton ..... Director of Special Education (408-4056)
Dwight Butler ..... Director of Athletics/Community Education (408-4080)
Randy Leach ..... Director of Maintenance/Facilities (408-4075)
Terry Slemmons ..... Director of Transportation (408-4155)
Judy Gentry ..... Director of CTE (408-4282)
~~Alicia Hernandez~~**Linda Williams** ..... Director of Support Services (408-4085)
Jeff Meador ..... Public Information Officer (408-4006)
Amy Gilbert ..... Testing Coordinator/Advanced Academics (408-4041)
Becky Strain ..... Secondary Math & Social Studies Coordinator (408-4144)
Heather Dollins ..... Secondary ELA & Science Curriculum Coordinator (408-4040)
**Wendy Gandy** ..... **Dyslexia/Section 504 Curriculum Coordinator (408-4415)**
~~Kendall Condit~~ ..... ESL/Elementary Coordinator (408-4044)
Latrisha Suitt ..... Special Programs Coordinator (408-4068)
Sharon Williams ..... Extended Day Supervisor (408-4035)
Curtis Starnes ..... Network Administrator (408-4104)
Jeremy Ross ..... Principal, Granbury High School (408-4600)
Jimmy Dawson ..... Principal, Acton Middle School (408-4800)
Pat Yelverton ..... Principal, Granbury Middle School (408-4850)
Ron Holmgreen ..... Principal, Crossland 9th Grade Center (408-4700)
Stacie Brown ..... Principal, Brawner Intermediate (408-4950)
Donnie Cody ..... Principal, Oak Woods School (408-4750)
Dana Goode ..... Principal, Mambrino School (408-4900)
Anna Roe ..... Principal, Acton Elementary School (408-4200)
Leslie Tewell ..... Principal, Baccus Elementary School (408-4300)
Kellie Lambert ..... Principal, Roberson Elementary School (408-4500)
Edwin Young ..... Principal, STARS Academy (408-4450)
Edwin Young ..... Principal, Behavioral Transition Center (408-4400)

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# Employee Handbook Receipt

Name_____Campus/Department_____

I hereby acknowledge that I understand that the:

1. **Granbury ISD Policies**
2. **Granbury ISD Employee Handbook**
3. **Granbury ISD Parent-Student Handbook**
4. **GISD Computer Acceptable Use Policies**
5. **GISD Safety Manual**
6. **GISD Notification of Annualized Compensation**

are all on-line at *www.granburyisd.org* and accessible by me. I agree to read the handbook, the policies listed below, the Computer Acceptable Use Policy, and the appropriate Safety Manual for my position. I will abide by the standards, policies, and procedures defined or referenced in those documents. I understand I am responsible for preventing accidents by observing all established safety rules and regulations of the District. Additionally, I understand that violation of these policies and/or any safety procedures may result in disciplinary action, including possible termination and/or termination of rights to use the District network and/or possible civil and criminal penalties.

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

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

I understand that a computer and printer are readily accessible to me on the campus or in the department to which I have been assigned. I also understand that upon reasonable request, I can use a computer and printer to access and print any of the following listed policies and all other GISD policies and other official documents during regular working hours. I further understand that if I do not know how to use the computer, my supervisor will provide the means for me to access the information. Also, I understand that it is very important that I am aware of the information contained in all of the policies both (LEGAL) and (LOCAL) listed below. These are found on-line at *www.granburyisd.org*.

**Policy Code**

| | | | | | |
|---|---|---|---|---|---|
| AE | BA | BB | BD series | BE series | BQ series |
| CAA | CE | CFEA | CH | CK series | CLB |
| **CO** | CQ | CRD | CRE | CRF | DAA |
| **DBA** | DBAA | DBD | DC series | DEA | DEAA |
| DEE | DF series | DFA series | DFAC | DFB series | DFD |
| DFF | DG | DGA | DGBA | DH | DHE |
| DI | DIA | **DK** | DL | DMD | DN series |
| EFA | EFE | EIA | EIE | FB | FD series |
| FEB | FFAC | FFAD | FFG | FFH | FFI |
| FL | FN series | FNC series | FNG | FO series | GBA series |
| GKA | GKD series | GKG | GRA | | |

I understand that I have an obligation to inform my supervisor and the GISD HR office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the GISD Human Resources Office if I have any questions, concerns, or need further explanations. I also understand that I may request, in writing, a hard copy of this Employee Handbook from the Human Resources Office, or use the electronic access and/or use both methods to access this information.

I further understand that all certified employees are required to provide accurate contact information to the State Board of Educator Certification.

** Finally, I understand that as a salaried (professional or paraprofessional) employee that I will be paid on a 12 month basis. **

_____

Signature Date Note: Sign, date and return to your supervisor.

** Applies only to Professional and Paraprofessional employees.

# 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 included have been summarized. Suggestions for additions and improvements to this handbook are welcomed and may be faxed to Tom Howard, Director of Human Resources @ 817-408-4199.*

***This handbook is neither a contract nor a substitute for the official District Policy Manual. It is not intended to alter the at-will status of noncontract employees in any way. Rather, the handbook is a guide to and a brief explanation of various district policies and procedures related to employment****. District 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. Policy manuals are located in the Central Administration Office at 600 West Pearl Street and are available for employee review during normal working hours. Additionally, all GISD policies, forms and exhibits are available on-line at www.granburyisd.org and can be accessed and printed by all employees. Contact your immediate supervisor about access to computers during normal working hours.*

# District Information

## Description of the District

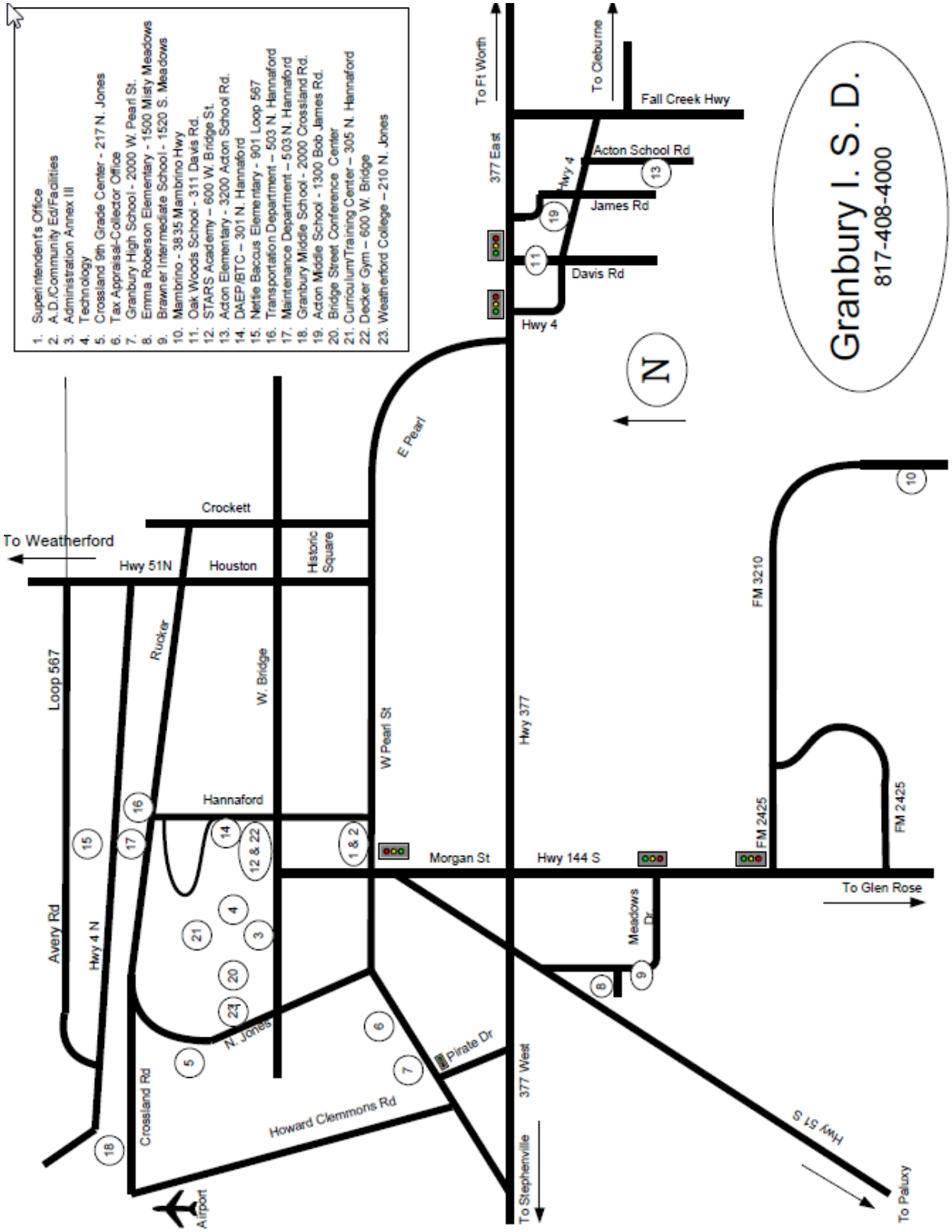
Granbury ISD has eleven campuses and serves approximately ~~6,456~~**6,600** students.

~~The District's only high school,~~ Granbury High School, ~~has an enrollment of 1,228~~ **serves** students in grades 10 ~~through~~ **-** 12 and provides a complete array of curricular and extra-curricular programs**, while all freshmen attend** ~~The~~ Crossland Ninth Grade Center ~~has 497 students. Each of the District's two middle schools,~~ **For students in grades 6-8,** Acton Middle School and Granbury Middle School provide extensive extra-curricular programs that complement the curriculum. ~~for approximately 727 and 782 students respectively in grades 6 through 8.~~ An Alternative Education Campus is provided for high school students through STARS ~~Academy.~~**Accelerated High School.** The Behavioral Transitional Center provides an alternative setting for students who must be removed from the regular instructional program for disciplinary reasons.

~~Brawner Intermediate School with 409 students serves only intermediate students in grades third, fourth and fifth. Oak Woods School, with 504 students and Mambrino School, with an enrollment of 560, Acton Elementary School, with 662 students, Baccus Elementary School, with 513 students, serves grades Pre-kindergarten through fifth. Emma Roberson Elementary School, with 529 students, serves elementary students in grades PK through second.~~**The school district is divided into five elementary attendance zones: Acton Elementary School (PK-5); Nettie Baccus Elementary School (PK-5); Mambrino School (PK-5); Oak Woods School (PK-5); Emma Roberson Elementary School (PK-2) and Brawner Intermediate School (3-5).**

The District covers more than 254 square miles of Hood County, with small areas of Somervell County, Parker County and Johnson County also within the District boundaries. More than 50 regular bus routes cover 5,500 miles daily and provide transportation to an average of 3,800 students daily.

*The District provides specialized instructional assistance through its* ***Career and Technical Education Department,*** *~~Special Programs and~~ Curriculum Department, Special Education Department and* ***Technology Department. Additional*** *Support ~~Services are also~~* ***is*** *provided through the Athletics and Community Education Department, Business ~~and Finance Department~~* ***Office****, Facilities and Maintenance Department ~~Energy and Safety Department~~, Human Resources Department,* ***Public Information Office, Support Services Department and*** *Transportation Department. ~~Child Nutrition Department and Custodial Department.~~*


Granbury I. S. D.
817-408-4000
1. Superintendent's Office
2. A.D./Community Ed/Facilities
3. Administration Annex III
4. Technology
5. Crossland 9th Grade Center - 217 N. Jones
6. Tax Appraisal-Collector Office
7. Granbury High School - 2000 W. Pearl St.
8. Emma Roberson Elementary - 1500 Misty Meadows
9. Brawner Intermediate School - 1520 S. Meadows
10. Mambrino - 3835 Mambrino Hwy
11. Oak Woods School - 311 Davis Rd.
12. STARS Academy – 600 W. Bridge St.
13. Acton Elementary - 3200 Acton School Rd.
14. DAEP/BTC – 301 N. Hannaford
15. Nettie Baccus Elementary - 901 Loop 567
16. Transportation Department – 503 N. Hannaford
17. Maintenance Department – 503 N. Hannaford
18. Granbury Middle School - 2000 Crossland Rd.
19. Acton Middle School - 1300 Bob James Rd.
20. Bridge Street Conference Center
21. Curriculum/Training Center – 305 N. Hannaford
22. Decker Gym – 600 W. Bridge
23. Weatherford College – 210 N. Jones
To Ft Worth
To Cleburne
Fall Creek Hwy
Acton School Rd
James Rd
Davis Rd
Hwy 4
377 East
N
E Pearl
Crockett
To Weatherford
Hwy 51N
Houston
Historic Square
Loop 567
Rucker
W. Bridge
W Pearl St
Hwy 377
Hannaford
Morgan St
Hwy 144 S
FM 3210
FM 2425
To Glen Rose
Avery Rd
Hwy 4 N
N. Jones
Meadows Dr
Pirate Dr
Crossland Rd
Howard Clemmons Rd
377 West
To Stephenville
Hwy 51 S
To Paluxy
Airport

## Public Education Mission, Goals and Objectives *(Policy AE)*

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:

OBJECTIVE 1: Parents will be full partners with educators in the education of their children.
OBJECTIVE 2: Students will be encouraged and challenged to meet their full educational potential.
OBJECTIVE 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.
OBJECTIVE 4: A well-balanced and appropriate curriculum will be provided to all students.
OBJECTIVE 5: Educators will prepare students to be thoughtful, active citizens who have an appreciation for the basic values of our state and national heritage and who can understand and productively function in a free enterprise society.
OBJECTIVE 6: Qualified and highly effective personnel will be recruited, developed and retained.
OBJECTIVE 7: Texas students will demonstrate exemplary performance in comparison to national and international standards.
OBJECTIVE 8: School campuses will maintain a safe and disciplined environmental conducive to student learning.
OBJECTIVE 9: 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.
OBJECTIVE 10: 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

## Board of Trustees *(Policies BA, BB series, BD series, and BE series)*

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

The Board of Trustees is elected by the citizens of the District to ensure a strong educational program for the District's children. Board Members are elected by position or place and serve three-year terms. Board Members serve without compensation, must be qualified voters, and must reside in the District.

Current Board members Include: ~~Micky Shearon~~**Mark Jackson**, President, Position ~~3~~**5**
~~Mark Jackson~~**Nancy Alana**, Vice President, Position ~~6~~**4**
~~Nancy Alana~~**Micky Shearon**, Secretary, Position ~~4~~**3**
Barbara Herrington, Ed.D., Member, Position 2
~~Wade Railsback~~**Joe Jones**, Member, Position ~~5~~**6**
B. J. Wallace, Member, Position 7
Don Walton, Member, Position 1

Regular meetings of the Board shall be scheduled in June of each year for a year in advance. Regular meetings shall be scheduled to begin with closed session at 5:00 p.m. and regular business to begin at 6:00 p.m. Workshops or Board training are also held, when needed, in the Board Room. Special meetings may be called when necessary. A written

notice of regular and special meetings will be posted on the district Web site and at the Superintendent's office 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. Under the following circumstances, Texas law permits the Board to meet in closed session to discuss the following topics: prospective gifts or donations, real property acquisition, personnel matters including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys.

## Board Meeting Schedule for ~~2013-2014~~2014-2015

July ~~15, 2013~~**21, 2014**
**August 11, 2014 Tentative Board Meeting**
August ~~26, 2013~~**25, 2014**
September ~~16, 2013~~**15, 2014**
October ~~14, 2013~~**20, 2014**
November ~~18, 2013~~**17, 2014**
December ~~16, 2013~~**15, 2014**

January ~~20, 2014~~**19, 2015**
February ~~10, 2014~~**16, 2015**
March ~~3, 2014~~**23, 2015**
April ~~14, 2014~~**20, 2015**
May ~~19, 2014~~**18, 2015**
June ~~16, 2014~~**15, 2015**

**Central Administration**:

| | |
|---|---|
| Dr. James Largent Superintendent | 408-4000 |
| Carol Howard, Assistant Superintendent of Schools | 408-4000 |
| Tom Howard, Director of Human Resources | 408-4181 |
| ~~Sharay Boynton, Executive Director of Finance~~**Lewis "Dobie" Williams, Assistant Superintendent of Finance and Operations** | 408-4015 |
| Amy Wood, Director of Technology | 408-4100 |
| Sharon Williams, Director of Curriculum | 408-4040 |
| Diane Fullerton, Director of Special Education | 408-4050 |
| Dwight Butler, Director of Athletics and Community Education | 408-4080 |
| Terry Slemmons, Director of Transportation | 408-4150 |
| Randy Leach, Director of Maintenance/Facilities | 408-4075 |
| Judy Gentry, Director of CTE | 408-4282 |
| ~~Alicia Hernandez~~**Linda Williams**, Director of Support Services | 408-4085 |
| Amy Gilbert, Coordinator, Testing/Advanced Academics | 408-4041 |
| Becky Strain, Coordinator, Secondary Math/Social Studies | 408-4144 |
| ~~Kendall Condit~~, Coordinator, ESL/Elementary | 408-4039 |
| Heather Dollins, Coordinator, Secondary ELA/Science | 408-4040 |
| Latrisha Suitt, Coordinator of Special Programs | 408-4070 |
| Sharon Williams, Extended School Day Program | 408-4072 |
| Curtis Starnes, Network Administrator | 408-4104 |

## Helpful Contacts

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

| | Dept # | Fax # | |
|---|---|---|---|
| Human Resources Department | 408-4185 | 4199 | Administrative Annex |
| Payroll Department | 408-4025 | 4033 | Administrative Annex |
| Business Office | 408-4015 | 4033 | Administrative Annex |

| | | | |
|---|---|---|---|
| Curriculum Office | 408-4035 | 4045 | Administrative Annex |
| Special Education | 408-4050 | 4067 | Administrative Annex |
| Employee Health Insurance Benefits | 408-4191 | 4199 | Administrative Annex |

**Campus Administration**

**Granbury High School**–408-4600
**2000 West Pearl**
Jeremy Ross, Principal
Tammy Clark, Assistant Principal
Dale Hunt, Assistant Principal
Patti Sanderson, Assistant Principal
~~Victor Sauceda~~**Amanda Burreul**, Assistant Principal

**Crossland Ninth Grade Center**–408-4700
**217 N. Jones**
Ron Holmgreen, Principal
~~John Dafoe, Assistant Principal~~
Ammie Hill, Assistant Principal

**Acton Middle School**–408-4800
**1300 James Road**
Jimmy Dawson, Principal
Kristie Berryman, Assistant Principal
~~John Hohnstreiter~~**John Dafoe**, Assistant Principal

**Granbury Middle School–**408-4850
**2000 Crossland**
Pat Yelverton, Principal
Jincy Ross, Assistant Principal
Margaret Flores, Assistant Principal

**Brawner Intermediate School**–408-4950
**1520 S. Meadows**
Stacie Brown, Principal
~~Brian Tewell~~**Kelley Phillips**, Assistant Principal

**Oak Woods School**–408-4750
**311 Davis Road**
Donnie Cody, Principal
Chelsey Gibson, Assistant Principal

**Mambrino School**–408-4900
**3835 Mambrino Highway**
Dana Goode Principal
Melinda Parker, Assistant Principal

**Acton Elementary School**–408-4200
**3200 Acton School Road**
Anna Roe, Principal
Karla Willmeth, Assistant Principal

**Nettie Baccus Elementary School**–408-4300
**901 Avery Road**
Leslie Tewell , Principal
Deanna Bledsoe, Assistant Principal

**Emma Roberson Elementary School**–408-4500
**1500 Misty Meadows**
Kellie Lambert, Principal
Jimmy Heffernan, Assistant Principal

**STARS Academy**–408-4450
**301 N. Hannaford**
Edwin Young, Principal

**Behavioral Transition Center–**408-4400
**301 N. Hannaford**
Edwin Young, Principal

**PDAS Appraisal Calendar and Timelines**

# GRANBURY ISD

## SCHOOL CALENDAR 2014-15

**July 2014**

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

**August 2014**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | NH | W | SC/WD | SC/WD | C/WD | 16 |
| 17 | WD | SD | SD | W | W | 23 |
| 24 | ~~25~~ | ~~26~~ | ~~27~~ | ~~28~~ | ~~29~~ | 30 |
| 31 | | | | | | |

**September 2014**

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

**October 2014**

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

**November 2014**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | ER | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | ~~21~~ | 22 |
| 23 | H | H | H | H | H | 29 |
| 30 | | | | | | |

**December 2014**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | ~~1~~ | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | ~~ER~~ | 20 |
| 21 | H | H | H | H | H | 27 |
| 28 | H | H | H | | | |

**January 2015**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | H | H | 3 |
| 4 | W | ~~6~~ | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**February 2015**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | ER | 14 |
| 15 | WD | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

**March 2015**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | ~~6~~ | 7 |
| 8 | H | H | H | H | H | 14 |
| 15 | ~~16~~ | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

**April 2015**

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

7 weeks

**May 2015**

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

**June 2015**

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

**CALENDAR KEYS**

- NH New Hire Orientation
- SC Summer Conference
- C/WD Convocation/Waiver Day
- SD Staff Development
- W Work Day/Student Holiday
- WD Waiver Day/Professional Service and Student Holiday
- ER Early Release Days
- First & Last Day of School
- H Student/Teacher Holiday
- Bad Weather Days
- Beginning of six weeks
- End of six weeks
- Graduation/Early Release

**DATES AT A GLANCE**

Aug 11 New Hire Orientation
Sept 1 Labor Day
Nov 24-28 Thanksgiving Break
Dec 22 - Jan 2 Christmas Break

Mar 9 - 13 Spring Break
May 25 Memorial Day
May 28 Graduation/
May 29 Last Day of School

**Bad Weather Days**

April 3 1st to be used
June 1 2nd to be used

**Grading Periods**

**First Semester - 78 days**
Grading Period - Aug 25 - Oct 3
Grading Period - Oct 6 - Nov 7
Grading Period - Nov 10 - Dec 19

**Second Semester - 97 days**
Grading Period - Jan 6 - Feb 13
Grading Period - Feb 17 - Apr 10
Grading Period - Apr 13 - May 29

www.granburyisd.org

**Policy DNA (Legal), DNA (Local)**

- New Teacher Orientation on PDAS: August ~~12~~**11**
- Teacher Orientation on PDAS: August 19 – August 22
- Teacher Self-Report I due: on or before September ~~6~~**12**

- Formal Observation: Unannounced and may occur any date shown on calendar not marked out. Formal Observations shall: not occur on days scheduled for TAKS, or other standardized tests or final exam days (All other campuses can schedule formal observation when the HS is giving Exit TAKS, etc.); be conducted in accordance with Texas Education Code, Subchapter H, section 21.351-21.356
- Walk through visits: Any date in which school is in session. (Documentation shared within 10 days)
- Teacher Self-Report II & III: April ~~11, 2014~~**24, 2015** deadline
- Summative Annual Conference: Before May ~~2, 2014~~**8, 2015**
- Policy DNA (Local)

▬ Indicates days on which appraisals cannot occur.

*****NO TEACHER APPRAISALS ON ANY DAY A CAMPUS IS STAAR TESTING*****

# Management Safety Statement

Granbury Independent School District is committed to the protection of its resources, including both employee and physical assets, against the human distress and financial costs resulting from accidental losses.

In the interest of promoting safety, Granbury Independent School District supports a formal safety program to actively reduce the frequency and severity of accidental losses. The program is designed to avoid accidents involving students, District employees, and the public.

The Superintendent is responsible for overseeing the assignment of responsibilities for accident prevention; however, all employees share the ultimate success of any safety program.

All employees have the individual responsibility of preventing accidental losses by observing all established safety rules and regulations, by following supervisory directives, and by reporting any unsafe conditions or acts. All employees are trained during orientation on safe work habits and will be required to attend regularly scheduled safety training sessions (as outlined in GISD's Accident Prevention Plan). Failure to comply with the Plan will result in disciplinary action and possible termination.

# Blood-borne Pathogen Training

All employees are required to attend the District training in dealing with the issue of blood-borne pathogens. Check with your supervisor for details.

# Employment

## Equal Employment Opportunity *(Policy DIA)*

The Granbury Independent School District does not discriminate against any employee or applicant for employment because of race, religion, color, gender, age, national origin, disability, military status, genetic information or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact James M. Largent Ed.D., Superintendent, at 408-4007 or Carol Howard, Assistant Superintendent, at 408-4009.

## Job Vacancy Announcements (*Policy DC*)

Announcements of job vacancies by position and location are posted on a regular basis and posted on the District's website at www.granburyisd.org.

## Employment after Retirement *(Policy DC)*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full or part-time basis without affecting their benefits according to TRS rules and state laws. 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 Non-Contract Employment (*Policies DC series,)*

In accordance with state law requirements, the District employs all full-time professional and administrative employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and Registered Nurses under probationary or term contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for non-renewal 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.

**Certification and Licenses** – *(Policies DBA, DF)*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner.

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

## Probationary Contracts

Registered Nurses and full-time professional employees new to the District and employed in positions requiring SBEC Certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e. three one-year contracts), with an optional fourth school year if the Board determines it is doubtful whether a term contract should be given. All coaches will be placed on a dual assignment contract. This means the coaching and teaching responsibilities are inseparable.

## Term Contracts

Full-time teachers and professionals employed in positions requiring SBEC certification, including Registered Nurses, will be employed by term contracts after they have successfully completed the probationary period. Campus principals and central office administrators are employed under 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. Access to all employment policies is provided on-line on each campus and in each department. A copy of all employment policies may be obtained from the Human Resources Office upon request or online.

## Non-Certified Professional and Administrative Employees

Employees in **certain** professional and administrative positions, including Licensed Vocational Nurses serving as Campus Nurses, that do not require State Board for Educator Certification (such as non-instructional administrators) are employed

by an annual contract that is not subject to the provisions for non-renewal or termination under the Texas Education Code, Section 21.

## 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, Alcohol and Drug Testing (*Policy **CO,** DHE)*

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, District-owned computers, e-mail, 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, lockers, and private vehicles parked on District premises or worksites or used in District business.

### Employees required to have a commercial driver's license

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

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, will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns related to alcohol and drug policies and related educational material should contact the Facilities/Safety Department at 408-4075.

### Health Safety Training *(Policies DBA, DMA)*

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their principal, manager, director, or direct supervisor by August 16.

### 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 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. When reassignments from campus to campus are due to enrollment shifts or program changes, the Superintendent has final placement authority. When transfers are voluntary or requested by the employee, the principal at the receiving campus must approve campus reassignments. 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). **Any employee on a growth plan or deficiency plan is not eligible for voluntary transfers.**

## Workload and Work Schedules (*Policies DEA, **DK,** DL*)

**Professional Employees**

Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-month, 11-month, or 12-month basis according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules, including start and end dates and scheduled holidays, will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation and 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 of 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.

Elementary/Intermediate classroom teachers are required to be on their campus from 7:30 am to 3:30 pm. Secondary classroom teachers are required to be on campus from 8:15 am to 4:15 pm. Periodically, teachers will be required to perform supervisory duty and/or participate in faculty/staff meetings held outside these prescribed times. Teachers may also be elected or assigned to various committees that require meeting time outside the regular school day. As contract personnel, teachers are not governed by the 40-hour workweek regulations set by the wage and hour laws.

**Paraprofessional and Auxiliary Employees** – *(Policy DL)*

Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and **are not authorized to work in excess of their assigned schedule without prior approval from their supervisor**.

**True Time**

All paraprofessionals and auxiliary employees scheduled for an 8 hour day are required to work a full 8 hours per day not including lunchtime. The lunch period is normally 30 minutes in length. (See Overtime). All paraprofessionals and auxiliary employees are required to keep a time sheet for each week of work. GISD utilizes the TrueTime Electronic Timekeeping system. Training in the use of this system is provided in each department. All timesheets, whether electronic or paper, are to be reviewed for accuracy and approved by the immediate supervisor on a weekly basis. Supervisors can adjust work schedules to suit the need of the department, school and/or students.

## 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 requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Karen Taylor, Certification Officer, at 408-4185.

## Outside Employment and Tutoring *(Policy DBD)*

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approval for outside employment will be determined by the Superintendent or his designee and based on whether outside employment interferes with the duties of the regular assignment. The form can be found on-line through Microsoft Outlook under Public Folders. Teachers are not allowed to privately tutor their students for pay, except during the summer months.

## Performance Evaluation *(Policy DN series)*

Evaluation of an employee's job performance should be a continual 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, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation. (See Appraisal Calendar for teacher evaluations).

## Employee Involvement *(Policy BQA, BQB)*

At both the campus and District levels, Granbury 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 are 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 or from the Office of the Assistant Superintendent.

## Staff Development *(Policy DMA)*

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

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

# Compensation and Benefits

## Salaries, Wages, and Stipends *(Policy DEA, DEAA)*

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

See Employee Access to view work & pay schedules. 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 extra duty pay or an athletic stipend in addition to their salary according to the district's extra-duty pay and stipend schedules.

Employees should contact the Human Resources Department (408-4185) for more information about the District's pay schedules or their own pay.

## Paychecks

Cafeteria personnel ESD aides, 190-day–custodians, and security guards are paid twice monthly during the months worked. All other employees are paid twice monthly over a twelve-month period. The District uses a completely paperless payroll system. Paychecks are deposited into employee designated accounts.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. See the illustrated guide, Exhibit A (page 61), if you have questions about your payroll statement or visit the Business Office website under payroll http://www.granburyisd.org/Page/1077 under How to view and print check information.

The deadlines associated with payroll processing are included on the Business Office website under payroll. http://www.granburyisd.org/Page/11276

The schedule of pay dates for the ~~2013-2014~~**2014-2015** school year is as follows:

| | |
|---|---|
| September ~~13, 2013~~**15, 2014** | March ~~14, 2013~~**13, 2015** |
| September ~~30, 2013~~**30, 2014** | March ~~31, 2014~~**31, 2015** |
| October ~~15, 2013~~**15, 2014** | April ~~15, 2014~~**15, 2015** |
| October ~~31. 2013~~**31, 2014** | April ~~30, 2014~~**30, 2015** |
| November ~~15, 2013~~**14, 2014** | May ~~15, 2014~~**15, 2015** |
| November ~~29, 2013~~**28, 2014** | May ~~30, 2014~~**29, 2015** |
| December ~~13, 2013~~**15, 2014** | June ~~13, 2014~~**15, 2015** |
| December ~~31, 2013~~**31, 2014** | June ~~30, 2014~~**30, 2015** |
| January ~~15, 2014~~**15, 2015** | July ~~15, 2014~~**15, 2015** |
| January ~~31, 2014~~**30, 2015** | July ~~31, 2014~~**31, 2015** |
| February ~~14, 2014~~**13, 2015** | August ~~15, 2014~~**14, 2015** |
| February ~~28, 2014~~**27, 2015** | August ~~29, 2014~~**31, 2015** |

## Automatic Payroll Deposit

The District offers employees automatic payroll deposit. Paychecks will be electronically deposited into an employee designated checking account, savings account or both as a condition of employment. Contact Payroll in the Business Office at 817-408-4015 for more information about the automatic payroll deposit system. Supervisor must clear an employee before a final paycheck will be issued.

## Payroll Deductions *(Policy CFEA)*

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) or Social Security (certain positions) and federal income tax are required for all full-time employees. Medicare tax deductions are also required for all employees hired in this district after March 31, 1986. By Federal Law, temporary and part-time employees who are not eligible for TRS membership must have 457 Deferred Compensation contributions deducted.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities or 403(b) funds; the higher education savings plans; child support; student loans; United Way; and savings bonds. Employees may also request payroll deduction for payment of membership dues to professional organizations. 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. A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

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. Nonexempt employees that are paid on a salary basis are paid for a 40 hour workweek and do not earn additional pay unless they work more than 40 hours.

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay in rare instances. The following applies to all nonexempt employees:

- Comp time earned by nonexempt employees may not accrue beyond a maximum of 30 hours. If an employee has a balance of more than 30 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.
- Comp time must be used in the duty year that it is earned, unless previously approved by the Supervisor.

- 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 available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- In calculating the 40-hour week, employees do not calculate the time used for lunch. Lunch should be taken somewhere other than the regular workstation.

## Travel Expense Reimbursement *(Policy DEE)*

Before an employee incurs any travel expenses, the employee's supervisor and Assistant Superintendent must give written approval on the District's "Travel Authorization" form. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District and the Internal Revenue Service. Employees must submit their request to be reimbursed, along with receipts for expenses other than mileage, to their supervisor on the approved Travel Expense Report form for approval. No reimbursement will be made without a receipt. All forms are available on-line at *www.granburyisd.org*.

## Health, Dental, and Life Insurance *(Policy CRD)*

***Group ~~health~~medical*** *insurance coverage is available to eligible employees. Detailed descriptions of insurance* coverage, costs, and eligibility requirements are provided to all employees in a benefits booklet available from the HR Department or online at *www.granburyisd.org/hr* ~~under the Insurance link~~.

Group ~~health~~**medical** insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. **The District currently contributes $350.00 for full-time regular employees and $254.00 for part-time employees.** 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 **medical** insurance plan year is from September 1 through August 31. ~~Current employees can make changes in their insurance coverage during open enrollment each spring.~~ Services are provided through ~~Blue Cross and Blue Shield of Texas~~**Aetna**. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in the enrollment guide. Employees should contact the following for more information and questions: ~~Blue Cross at 1-866-355-5999~~**Aetna 1-800-222-9205** or ~~www.trs.state.tx.us/TRS-ActiveCare/Index.htm~~ **www.trsactivecareaetna.com** or ~~www.bcbstx.com/trs~~ and ~~www.medco.com~~**www2.caremark.com/trsactivecare/**

## Supplemental Insurance Benefits *(Policy CRD)*

At their own expense, employees may enroll in supplemental insurance programs. Various insurance products are offered each year i.e. dental, vision, disability and accident, supplemental life and cancer and heart/stroke insurance. Premiums are paid by payroll deduction. Employees may contact the District's Third Party Administrator or the Human Resources Office for more information at 817-408-4185 and/or consult the Benefits Booklet available online at *www.granburyisd.org* under the Insurance Link.

Part-time employees are not eligible for Supplemental Insurance Benefits until they have been an employee of the District for five (5) years.

The Plan Year for all Supplemental insurance products is from January 1 through December 31.

## Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit annually during the open enrollment periods. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., medical, disability, vision, and dental insurance.) The District's third-party administrator handles employee claims made on these accounts.

New employees must either enroll or decline participation in the Cafeteria Plan during their first month of eligibility. To amend or revoke an election under a 125 Cafeteria Plan within the Plan year, the participant must meet Qualifying Event requirements. A Qualifying Event is marriage, divorce, births, adoptions, death, disability, retirement, involuntary loss of employment or insurance for employee and/or spouse, leave of absence, or return from leave of absence and change in eligibility status of a dependent.

Employees may also elect to participate in the Medical Expense Reimbursement or Dependent Care Flexible Spending Account programs, which are a tax savings plan, for eligible out-of-pocket medical, dental, prescription, orthodontia and dependent care expenses. A third party administrator handles claims made on Flexible Spending Accounts (FSA).

## 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 injured on the job. The District has worker's compensation coverage from Claims Administration Services, Inc., effective September 2000. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.
All work-related accidents or injuries should be reported immediately to the employee's supervisor and to the Executive Director of Finance (Business Office) at 817-408-4015. 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 Worker's Compensation Benefits, page 24 for information on use of paid leave for such absences.

## Unemployment Compensation Insurance *(Policy CRF)*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources Department at 817-408-4185.

## Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Texas Teacher Retirement System (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 Payroll Department and the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available through both the Payroll Department and the Human Resources Department. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 1-800-223-8778 or 512-397-6400. If you have a TRS PIN number, you may call 1-888-877-0123 or website: www.trs.state.tx.us.

For information on restrictions of employment of retirees in Texas Public Schools see Section: Employment (Employment after Retirement).

## Other Benefit Programs

Children of non-resident District employees may attend District schools tuition free if approved by the Superintendent or designee. Placement in a specific school will be based upon the capacity and the current enrollment of the campus.

The District offers supervised, before and after school care for children of all GISD Employees at a discounted rate. The

service is offered for children Pre-K through 6th grade. Employees can check with his or her supervisor or contact Sharon Williams at 408-4035 or sharon.williams@granburyisd.org.

# Leaves and Absences *(Policy DEC, DECA, DECB)*

The District offers employees several types of paid leaves of absence for times of personal need. Federal and State law allow for several types of leave without pay such as Family and Medical Leave, Temporary Disability Leave and Workers' Compensation. 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 Human Resources Department at 817-408-4185 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

Unless an employee requests a different order through their Principal/Director, available paid state and local leave shall be used in the following order, as applicable:

1. State sick leave accumulated prior to the 1995-96 school year.
2. Local sick leave.
3. State personal leave.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

Employees who are eligible to receive an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave, authorized under the Family and Medical Leave Act, will be paid by the District, as they were when they were working. Otherwise, the District does not make benefit contributions for employees who are on unpaid leave.

Personal and local sick leave are earned at the rate of one-half (1/2) day of each for every 18 days employed up to 5 days of each type as per the following schedule:

| Number of Days Employed | Days Earned |
|---|---|
| 0-17 | 0 |
| 18-35 | 0.5 |
| 36-53 | 1.0 |
| 54-71 | 1.5 |
| 72-89 | 2.0 |
| 90-107 | 2.5 |
| 108-125 | 3.0 |
| 126-143 | 3.5 |
| 144-161 | 4.0 |
| 162-179 | 4.5 |
| 180 + | 5.0 |

**Use of Leave**. Leave is available for the employee's use immediately at the beginning of employment and at the beginning of each new applicable work year. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Leave must be used in half (1/2) day increments. However, if an employee is taking **intermittent** family and medical leave, if applicable, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave.

## Reporting Absences

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave procedures and forms. All employees must notify their immediate supervisor or his/her

designee and submit a time off request through Skyward Employee Access. Go to Employee Center, Skyward Employee Access. Help information can be found at Employee Center, Time Off Process. Auxiliary employees in the Child Nutrition, Custodial, Maintenance, and Transportation departments utilize a Leave Request Form. Procedures for reporting absences for these employees are handled through the Skyward Time Off Limited Access System. Training in the use of this form and procedure is provided in each department.

**Medical Certification**. Any employee who is absent 5 or more consecutive days because of a personal illness or illness in the immediate family; requests FMLA leave must submit a medical certification letter from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in case of personal illness the employee's fitness to return to work.

The employee shall submit a fitness-for-duty report from the treating health-care provider upon return to duty from any absence of more than five consecutive days for the employee's personal illness or injury. The District shall provide to the health-care provider the employee's job description, including essential functions of the employee's assignment.

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

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

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

At this time, the District has an absence reporting system, which all employees on campuses and Exempt Administration employees are required to use when the employee is absent from work. The absence reporting system records the employee's absence and calls a substitute for teachers and some paraprofessionals only. The telephone number of the absence reporting system is 800-942-3767. The help desk number is 817-408-4193.

Each employee is issued his/her own personal identification number or PIN number. To receive your PIN number, you will need to contact your Department/Campus Secretary.

**ABSENCE REASONS:**

1. Personal Illness
2. Family Illness
3. Personal Business
4. Bereavement
5. Jury Duty
6. Compensatory Time
7. 240 Non-Contract Days
8. Workers' Comp
9. 226 Non-Contract Days
10. School Business –(See Note below)

**Note**: School Business absences will be specifically described by your supervisor in advance. He/she will provide an appropriate code number for the absence reason before the employee calls or enters the absence reporting system.

Aesop

# Phone System Instructions for Employees

**1.800.942.3767**

Learn how to:

- Create absences by phone
- Review Upcoming Absences
- Personalize the phone system

FRONTLINE™ TECHNOLOGIES

www.aesopeducation.com




## Aesop Phone Menu at a Glance

## When you call Aesop

### To Review or Change your Personal Information, Press ⑤

- To review or change the recording of your name and title, Press ①
- To change your Pin number, Press ②
- To change your phone number, Press ③
- To return to the previous menu, Press *

### Special Things to Note

- If Aesop prompts you, you will need to make a voice recording. This should only be your Name and Title:
  1. Name (First and Last Name)
  2. Title (Grade Level and/or Subject Matter)
- You can create an absence up to one month in advance on the phone.
- In the review menu, if a substitute has accepted your absence Aesop will read off his or her name.
- If you work at multiple school locations please refer to the Employee Web guide for detailed instructions.

Pressing the star key (*) will always take you back one menu level anywhere in the phone system.

**1.800.942.3767**

## When you call Aesop

1. Dial 1.800.942.3767
2. Enter your **ID number** followed by the pound key ('#')
3. Enter your **PIN number** followed by the pound key ('#')

### To Create an Absence, Press 1

### 1. Select the Start Date

**To enter an absence for:**
- TODAY, Press ①
- Tomorrow, Press ②
- Another Day, Press ③
- Monday, Press ④

> If option ③ is selected then Aesop will prompt you to enter the DAY OF MONTH followed by the pound key ('#').

### 2. Enter the number of days

### 3. Enter the Start and End times
- For a Full Day, Press ①
- For a Half-Day in the Morning, Press ②
- For a Half-Day in the Afternoon, Press ③
- For Specific Start/End Times, Press ④

» If option ④ is selected then Aesop will prompt you to enter time in "hh:mm" format and the choice of AM or PM.

**For example: 8:00 AM**
a. Enter "800" followed by the pound key ('#')
b. Press ① for AM or Press ② for PM

www.AesopEducation.com

## When you call Aesop

### 4. Select Absence Reason

### 5. Confirm absence information
- If correct, Press ①
- To re-enter, Press ②
- To cancel, Press ③

### 6. For a multiple day absence
1. Enter the day of month followed by the pound sign ('#')
2. Aesop will ask the following:
- If the details are the same as the previous date, Press ①
- To change some of the details, Press ②
- To change all of the details, Press ③

### 7. Save your absence
**1. If you can decide whether a sub is needed:**
- If your absence requires a sub, Press ①
- If your absence does not require a sub, Press ②

**2. If you can assign a substitute:**
- If you want to select a specific sub to assign to the absence, Press ①

» **It is your responsibility to contact the sub to see if they are willing to accept this absence PRIOR to assigning.**
- If you want me (Aesop) to find a sub, Press ②

» if option ① is selected you will need to enter the sub's full 10-digit phone number.

1.800.942.3767

## When you call Aesop

When you have successfully created an assignment Aesop will play back the **confirmation number**.

### To Check Entitlement Balances, Press ②

Aesop will play back your entitlement balances.

### To Review or Cancel Your Upcoming Absences, Press ③
- To review your absences for the next 30 days, Press ③
- To return to the Main Menu, Press *

**Aesop will read off all absence details:**
- To hear this again, Press ②
- To cancel this absence, Press ③
- To listen to the next absence, Press ④
- To return to the Main Menu, Press ⑤

### To Review or Cancel a Specific Absence, Press ④

Enter the confirmation number followed by the pound key ('#').

**Aesop will read off the absence details:**
- To Hear again, Press ①
- To cancel this absence, Press ②
- To return to previous menu, Press ③

Available 24/7

# TYPES OF LEAVE

## State Personal Leave

State law entitles all employees receive up to five days of paid personal leave per year. Personal leave is earned at a rate of one-half (1/2) day for every 18 days employed (see chart on page 16), up to a total of five per year and is available for use at the beginning of the school year. A day of earned personal leave is equivalent to ~~an assigned workday~~**the number of hours per day in an employee's usual assignment, whether full-time or part-time.**. State personal leave accumulates without limit, is transferable to other Texas school districts. Personal leave may be used for two general purposes: non-discretionary and discretionary.

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

**Discretionary:** Leave 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 a request to his or her principal or supervisor five (5) days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of a substitute when applicable, will be considered by the principal or supervisor.

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

A **maximum** of ten percent of the campus employees in each job category will be permitted to take discretionary personal leave at the same time. Discretionary personal leave is to be granted only upon approval by the supervisor and shall not be granted if it creates a hardship in a department or on a campus.

Discretionary leave may not last more than five (5) consecutive workdays, except in extenuating circumstances as determined by the Superintendent or designee.

Discretionary leave may not be taken on the following key days: on the day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAKS tests, professional or staff development days or workdays, and the first or last day of a grading period. However, extenuating circumstances may be considered by the supervisor to evaluate exceptions. A request describing any extenuating circumstances must be submitted to his or her supervisor.

Use of discretionary personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary at least one workday prior to the requested leave date. When a person's state personal leave has been depleted, local sick leave is not available for personal reasons. Local sick leave can only be used for the reasons discussed below.

## State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in whole or half-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck. For Sick leave and Worker's Compensation Coordination (see Worker's Compensation Benefits section in this handbook below)

State sick leave may be used for the following reasons only:

- Employee personal illness.
- Illness in the employee's immediate family, defined in DEC (LOCAL) as:

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

For purposes of the Family and Medical Leave Act, the definition of "family" shall include only items 1, 2, and 3 on the above list, but shall exclude son- or daughter-in-law and parent-in-law

- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active Military Service

## Local Sick Leave

All employees, except bus drivers and bus attendants, shall earn an additional five equivalent workdays of local sick leave per school year, concurrently with state personal leave. Local sick leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to the 1997-98 school year, except as otherwise provided by DEC (LOCAL), and is available for the employee's use at the beginning of the school year. When an employee who ceases to be employed by the District has used more leave than he/she has accumulated or earned, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

Upon initial employment all eligible employees shall earn three (3) days of Local Sick Leave. Additionally, two (2) days of Local Sick Leave will be placed by the District in the Catastrophic Sick Leave Bank in the name of each eligible new employee.

During each subsequent year all eligible employees shall earn five workdays of paid local leave per school year in accordance with administrative regulations.

**If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed.**

**If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:**

1. **State personal leave the employee used beyond his or her pro rata entitlement for the school year; and**

2. **Local leave the employee used but had not earned as of the date of separation.**

## Temporary Disability – Certified Employees

Any full-time employee whose position requires certification from 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 leave is approved, the length of leave is no longer than 180 calendar days. If temporary disability leave is approved, it will run concurrent with any Family Medical leave for which the employee may be eligible and with all accrued sick and personal leave.

If it is determined to be in the best interest of the District, District officials can make the decision to place an eligible

employee on Temporary Disability Leave. 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. The request for hearing must be in writing to the Superintendent and must be filed within 15 days of when the employee knew or should have known of the action to place them on Temporary Disability Leave. The District will follow the procedures outlined in policy DGBA concerning Hearings before the Board.

The employee will be required to supply the District with periodic medical updates from an attending health care provider. This will be required at the beginning of the leave, every 30 days, and 30 days before returning to work.

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

## Family and Medical Leave (FML) – general provisions

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**

The 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**

An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 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.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered servicemember is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

**Benefits and Protections**

During FML, 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 FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Upon return to work, the employee will be required to pay the District for any insurance benefits that were paid by the

District while the employee was on unpaid 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.

*Special hours of service eligibility requirements apply to airline flight crew employees.

**Definition of a 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 may 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 FML. In order to use paid leave for FML, employees must comply with the employer's normal paid leave policies and procedures.

**Employee Responsibilities**

Employees must provide 30 days' advance notice of the need to take FML 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 FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave. GISD requires recertification every 30 days'.

The employee is responsible for notifying the District Human Resources Office when they are in need of FMLA information. Please call 817-408-4185 or send an email to human_resources@granburyisd.org requesting information.

All necessary forms and information will be given to the employee by the Human Resources personnel.

Employees are always encouraged to call the HR Office early and often for information, forms, and assistance about FMLA at 817-408-4185.

**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 FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

**Unlawful Acts by Employers**

The FMLA makes it unlawful for any employer to:

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

**Enforcement**

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

The 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. §2619) required FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. §825.300 (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 Family and Medical provisions**

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

**Use of Paid Leave**

FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

**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 FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child **(bonding)**. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

**Intermittent Leave**

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

**District Contact**

Employees that require FML or have questions should contact Human Resources at 817-408-4185 for details on eligibility, requirements, and limitations.

## 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 pre–injury wage.

All injuries that occur at work should be reported immediately (on the day of the injury) to the immediate supervisor. Any questions should be directed to The Executive Director of Finance (Business Office) at 817-408-4015.

You may elect to retain your common law right of action if, no later than five (5) days after you begin employment or within five (5) days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain worker's compensation income or medical benefits if you are injured.

**Special Notice:** You may elect to retain your common law right of action if, no later than five (5) days after you begin employment or within five (5) days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain worker's compensation income or medical benefits if you are injured.

## 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 non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained.

At the request of an employee, the District will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits.

Upon investigation the District may change the assault leave status and charge leave used against the employee's accrued paid leave. If accrued paid leave is not available, the cost of the leave days used while on assault leave shall be deducted from the employee's next paycheck at the employee's regular daily rate of pay.

## Return to work

Upon return to work, after five or more consecutive days of absence resulting from a disabling disease or injury and before an employee can return to regular duties, each employee must present his/her supervisor with a medical release from the employee's attending physician stating the employee is able to perform the duties of the employee's regular assignment. The supervisor must send a copy of the medical release to the Human Resources Office immediately.

## Bereavement Leave

Use of state leave and/or local sick leave for death in the immediate family (as defined in Local Policy DEC) shall not exceed five (5) workdays per occurrence, subject to the approval of the District.

## Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation for this service. Employees not selected for jury duty or employees released early are expected to return to work if at least three hours of their workday remains.

## Other Court Appearances

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

Absences for court appearances, without a valid subpoena, related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need of leave for court appearances.

## Sick Leave Bank (or Pool)

The purpose of the Sick Leave Bank is to provide additional paid sick leave days to eligible employees who experience a disabling catastrophic event. Days may be requested from the bank only after the member has exhausted all accumulated state leave and local sick leave days and has taken five days of leave without pay.

Eligible employees are all GISD employees except bus drivers and bus attendants.

A disabling catastrophic event is an unexpected and unavoidable illness, surgery, or injury that is critical, debilitating, and/or life threatening. Pregnancy, childbirth, and maternity leave shall not be covered by the bank. Exceptions due to complications of a pregnancy may be considered on an individual basis. [See below.]

For purposes herein, Bank shall refer to the District Sick Leave Bank. ~~DAC shall mean the District Advisory Council,~~ Committee shall refer to the ~~seven member~~ Catastrophic **Leave** Committee.

Except for bus drivers and bus attendants, all new employees shall earn three workdays of local leave per school year. Additionally, two days of local leave shall be contributed to the Sick Leave Bank (Bank) in the name of each new employee.

All returning employees who have previously joined the Bank will continue as members of the Bank until termination of employment. See Policy DEC under ADDITIONAL LOCAL LEAVE for complete details of membership.

The governing committee that approves or disapproves all requests for sick leave bank days shall be the ~~seven member~~ Catastrophic **Leave** Committee. **The Superintendent shall vote only if necessary to break a tie.**

**The Catastrophic Leave Committee shall evaluate applications, consider all available information and cast a vote concerning applications for use of the Bank.**

All members shall be eligible for benefits beginning with the first official day of work for that school year.

For Bank purposes, the school year shall begin on the first official day of work for ten-month employees.

Any member of the Bank who uses days from the Bank shall earn three (3) workdays of local sick leave the following school year. Additionally, the District shall contribute two (2) workdays of local sick leave to the Bank in the name of each of these employees during the following year.

All local sick leave days placed in the Bank for membership remain the property of the Bank. Termination of employment will end an employee's membership in the Bank. ~~If an employee leaves the District, but is rehired within the same school year or calendar year, the employee will not have to rejoin the CSLB.~~

## GRANTING OF DAYS

Requests for Bank days shall be made within thirty (30) days of the absence to be considered.

Days from the Bank shall be granted based on the following:

1) Bank days shall be granted only for absences from working days and shall not be granted for holidays, vacation

days, or noncontract days.

2) Pre-existing medical conditions will not be accepted. Pre-existing conditions shall include, but shall not be limited to, any condition for which the member received treatment during the 12-month period preceding the member's enrollment in the Bank. Charter members shall be exempt from meeting these conditions.

3) Unless there is a related complication, pregnancy shall not be covered. Complications arising from childbirth shall be considered on an individual basis, providing the recovery period requires longer than six weeks.

4) Bank days shall not be authorized for illness or disability resulting from substance abuse rehabilitation (including injuries resulting from substance abuse), self-inflicted injury, or act of war.

5) The ~~seven member Catastrophic~~ Committee shall be authorized to approve up to 30 days per request only for a member's personal illness or injury or for the care of a spouse or a dependent child. Subsequent request for days and additional days shall require the recommendation of the ~~Sub~~ Committee~~, the DAC,~~ and the Superintendent, and the approval of the Board. Each request must be preceded by a mandatory 5 day dock. Requests are limited to 60 days per year and 120 days per Lifetime.

6) The ~~seven member Catastrophic~~ Committee may consider a request by a member for up to ten (10) days to assist other critically or terminally ill immediate family members per Bank year. (See DEFINITIONS/FAMILY above)

7) The ~~Bank~~**Committee** shall not grant more days than the District has contributed.

8) The ~~seven member Catastrophic~~ Committee may request a medical review by a physician of the committee's choice at the member's expense.

9) At the end of the Bank year, all unused sick leave days in the Bank shall be carried over to the next Bank year.

10) A member shall lose the right to use the benefits of the Bank by:

- Termination or suspension of employment in the District
- Attempted abuse of the Bank and/or its policies

Grants of days from the Bank shall be considered only for a catastrophic illness lasting five (5) consecutive days or longer.

## PROCEDURES

The application procedure shall be as follows:

1) Members should call the Human Resource Department at 817-408-419~~3~~**0** for application procedures.

2) The employee will complete the appropriate request forms and questionnaire provided by the Human Resources Office.

3) The Committee shall review individually all requests for Bank days. ~~The seven member Catastrophic Committee, as a whole, may review all applications for Bank days if it desires to do so.~~

4) The ~~seven member catastrophic~~ Committee may request that a member appear before the Committee to substantiate the validity of the request.

5) The ~~seven member Catastrophic~~ Committee shall determine the number of days approved and shall reserve the right to approve, deny, or modify the days requested.

6) No member of the ~~seven member Catastrophic~~ Committee shall participate on the Committee when making a personal request for Bank days or when the committee is considering a request made by a family member.

7) ~~The Superintendent shall ensure that the Human Resources Office is notified of the outcome of all requests~~

~~for Bank days.~~ The Human Resources Office shall notify the member of the outcome.

# Military Leave

## Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to a paid leave for authorized training or duty orders. Paid military leave is limited to 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 duty as a member of the military force of any state (e.g. National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be re-employed provided they can be qualified to perform the required duties. To be eligible for re-employment, 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 re-employment within the period of time specified by law to Granbury ISD Human Resources Department. In most cases, the length of federal military service cannot exceed five years.

**Continuation of health insurance** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Human Resources Department at 817-408-4185 for details on eligibility, requirements, and limitations.

# Employee Relations and Communications

## Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include an annual awards banquet hosted by the Superintendent and Board of Trustees to present service pins for 5-year increments and to honor the District's elementary and secondary Teachers of the Year and current retirees. Employees of the Year from various Departments will also be honored at the banquet.

## District Communications

Throughout the school year, the Superintendent's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements, as well as Board action. All of these publications can be found on the District website at *www.granburyisd.org.*

# 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 grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the Board of Trustees. For ease of reference, the District's procedure concerning the process of bringing complaints and concerns is printed as follows:

This policy and procedure shall not be construed to create new or additional rights beyond those granted by Board policy

or law.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, or to require a full evidentiary hearing or "mini-trial" at any level.

For a new version of Policy DGBA, contact the Human Resources office at 817-408-4185. All District employees will be notified when policy is online. The website for District policies is www.granburyisd.org. You will go to School Board and then District Policy.

## An employee should also carefully read policy DGBA (Local) for more complete information about this process.

For purpose of this policy, "days" shall mean official District "business" days.

**LEVEL ONE.** Complaint forms must be filed:

1) Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2) With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.
If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall hold a conference with the employee within ten days after receipt of the written complaint.

The administrator shall have ten days following the conference to provide the employee a written response.

**LEVEL TWO.** If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level One.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. At the conference, the Superintendent or designee shall consider only the issues and documents presented at Level One and identified in the Level Two appeal notice. The Superintendent or designee shall have ten days following the conference to provide the employee a written response.

**LEVEL THREE.** If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level Two.

The Superintendent or designee shall inform the employee of the date, time and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board with copies of the complaint form, all responses, all appeal

notices, and all written documentation previously submitted by the employee or the administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. (See BE)

The presiding officer may set reasonable time limits and guidelines for the presentation. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.
The terms "complaint" and "grievance" shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

1. Grievances concerning an employee's wages, hours, or conditions of work.
2. Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, color, religion, national origin, age, or disability.
3. Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights.
4. "Whistleblower" complaints. [See DG]
5. Complaints arising from the dismissal or termination of an at-will employee. [See DCD]
6. Complaints arising from the "termination at end-of-year" of the probationary contract of a professional employee. [See DFAA]

Initial procedures and information regarding sexual harassment by other employees are found in DIA (LOCAL) and information regarding federal nondiscrimination is found in DAA (LOCAL).
An employee's dismissal or non-renewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a review of the matter.

The following are governed by other review processes and are not subject to this policy:
1. Grievances regarding suspension of a contractual employee without pay: DF series.
2. Grievances regarding termination of an employment contract governed by Chapter 21 of the Education Code: DF Series.
3. Grievances against a District peace officer: CKE
4. Grievances regarding instructional materials: EFA

The principal of each campus and other supervisory personnel shall ensure that employees under their supervision are informed of this policy.

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a grievance under this policy. [See DG (LEGAL)]

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy.

# 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 and property of students, parents, members of the community.
- Report to work according to the assigned schedule.

- Maintain confidentiality in all matters relating to students and coworkers.
- Express concerns, complaints or criticism through appropriate channels.
- Notify their immediate supervisor in advance 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 procedures and policies.
- 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.
- Refrain from making comments of a negative, degrading, disparaging, hurtful, or destructive nature toward coworkers or students.
- Cursing, obscene or abusive language will not be tolerated under any circumstances.
- All GISD administrators will use and model positive leadership styles with teachers, staff, parents, students and community members that will foster a positive, nurturing and caring learning environment and workplace.

All District employees should perform their duties in accordance with state and federal law, District policy, procedures and ethical standards for professional educators. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent first learns of the incident. See *Reports to the Texas Education Agency,* page 53 for additional information.

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

## *Texas Educator's Code of Ethics*

***Purpose and Scope***

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

***Enforceable Standards***

***1. PROFESSIONAL ETHICAL CONDUCT, PRACTICES, and PERFORMANCE***

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

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

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

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

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

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

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

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

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

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

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

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

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

***2. ETHICAL CONDUCT TOWARD PROFESSIONAL COLLEAGUES***

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

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

***Standard 2.3*** *The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.*
***Standard 2.4*** *The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.*
***Standard 2.5*** *The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status or sexual orientation.*
***Standard 2.6*** *The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.*
***Standard 2.7*** *The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.*

***3. ETHICAL CONDUCT TOWARD STUDENTS***

***Standard 3.1*** *The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.*
***Standard 3.2*** *The educator shall not intentionally knowingly or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.*
***Standard 3.3*** *The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.*
***Standard 3.4*** *The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status or sexual orientation.*
***Standard 3.5*** *The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.*
***Standard 3.6*** *The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.*
***Standard 3.7*** *The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.*
***Standard 3.8*** *The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.*
***Standard 3.9*** *The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:*

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

## Discrimination, Harassment, and Retaliation *(Policies DH, DIA Local and Legal) (Note – This policy addresses harassment of District employees. For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG)*

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 should report the complaint directly to the Assistant 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 is reprinted below.

### SEXUAL HARASSMENT *(Policy DIA Local)*

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

## OTHER PROHIBITED HARASSMENT *(Policy DIA Local)*

Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's employment opportunities.

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

## REPORTING PROCEDURES *(Policy DIA Local)*

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

## TIMELY REPORTING *(Policy DIA Local)*

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

## DISTRICT OFFICIALS *(Policy DIA Local)*

1. For sexual harassment, the Title IX coordinator (See DAA (LOCAL)), Carol Howard, Assistant Superintendent.
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

## NOTIFICATION OF REPORT *(Policy DIA Local)*

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official

listed above.

## CONFIDENTIALITY *(Policy DIA Local)*

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

## INVESTIGATION OF THE REPORT *(Policy DIA Local)*

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

## CONCLUDING THE INVESTIGATION *(Policy DIA Local)*

If there are no extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

## DISTRICT ACTION *(Policy DIA Local)*

If the results of an investigation indicate the prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

## APPEAL *(Policy DIA Local)*

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level.

The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

## RETALIATION PROHIBITED *(Policy DIA Local)*

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliations for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate

discipline.

## RECORDS RETENTION *(Policy DIA Local)*

Retention of records shall be in accordance with DAA (LOCAL).

## ACCESS TO POLICY *(Policy DIA Local)*

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices and online at www.granburyisd.org. You will then go to School Board and then District Policy.

## Harassment of students *(Policies DF, DH, FFG, FFH) (Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect see FFG)* You will find District policy under School Board at www.granburyisd.org.

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse,* page 39, and *Bullying,* page 55, for additional information.

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

*DF(Legal) http://www.tasb.org/policy/pol/private/111901/pol.cfm?DisplayPage=DF(LEGAL).pdf*
*FFH(Local) http://www.tasb.org/policy/pol/private/111901/pol.cfm?DisplayPage=FFH(LOCAL).pdf*

## SEXUAL HARASSMENT BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:

    a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
    b. Creates an intimidating, threatening, hostile, or abusive educational environment

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

## SEXUAL HARASSMENT BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so sever, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating; threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

### EXAMPLES OF SEXUAL HARASSMENT

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

## OTHER PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities

### EXAMPLES

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

## REPORTING PROCEDURE

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. (See FFG)

## TIMELY REPORTING

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

## DISTRICT OFFICIALS

1. For sexual harassment, the Title IX coordinator (See FB (LOCAL)), Carol Howard, Assistant Superintendent.
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

## NOTICE TO PARENTS

The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

## CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

## INVESTIGATION OF THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

## CONCLUDING THE INVESTIGATION

If there are no extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

## DISTRICT ACTION

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

## APPEAL

A student, including a complainant, may appeal through FNG (LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

## RETALIATION PROHIBITED

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

## RECORDS RETENTION

Retention of records shall be in accordance with FB (LOCAL)

## ACCESS TO POLICY

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices and online at www.granburyisd.org. You will go to School Board and then to District Policy.

## Staff Dress Code

A dress code for employees is established to ensure modeling of good grooming and hygiene and appropriate dress for work. Staff shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the supervisor's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.

All GISD staff members should maintain a neat, professional appearance. The public tends to judge a school and community, in part, by the staff member's dress (condition, appropriateness, neatness, cleanliness, and the manner in which it is worn); therefore, all staff is expected to comply with professional standards. Some specific examples of what will and will not be considered appropriate at GISD are as follows:

1. No revealing apparel will be permitted. Sheer fabrics or see-through materials without proper under clothing will not be permitted. Proper underclothing should be worn at all times.
2. Shoes or sandals shall be worn while at school. Flip-Flops are not permitted.
3. Hats and caps are not to be worn inside the building before, during, or after school.
4. All apparel including dresses, skirts, shorts, capris and skorts can be worn fingertip plus one inch in length and must be hemmed. However, three inches above the knee is the shortest allowed. Slits cannot open higher than 3 inches above the knee.
5. Pants are to be appropriately fitted.
6. Jogging suits, biking shorts or leggings are not allowed.
7. Stirrup pants will be allowed, however, the top (i.e. the shirt or blouse) must cover the wearer's bottom.
8. Hair will be clean and neatly styled, non-distracting. Ponytails are acceptable.
9. Male staff may wear neatly trimmed, established beards and mustaches.
10. Facial jewelry is limited to earrings worn in the ear only. The number of earrings one may wear will be left to the discretion of the individual.
11. Coaches may be allowed to wear coaching clothing in academic settings only if there is not sufficient time, in the principal's opinion, to change clothes.
12. Substitutes must comply with the dress code.

**NOTE:** Staff should wear appropriate clothing for special events such as field trips, field days, etc.

## Alcohol- and Drug Abuse Prevention *(Policies DH, DI)*

Granbury ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol or illegal drugs in the workplace. 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 alcohol and drug abuse and alcohol- and drug-free schools follows:

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. If the supervisor has reasonable suspicion that an employee is under the influence of alcohol or drugs, the supervisor may send the employee to be tested for drugs immediately. The employee will be accompanied to the testing site by the supervisor or his designee. See Policy on Line at www.granburyisd.org. You will go to School Board and then to District Policy.

**EXCEPTION:** An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

**DRUG ABATEMENT *(policy DI (LOCAL))***

The District shall maintain a drug-free environment and shall establish, as needed, a program complying with federal and state requirements. The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment.
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

## DRUG-FREE SCHOOLS REQUIREMENTS

The District prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol on school premises or as part of any of the District's activities.

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)

## 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

## Reporting Suspected Child Abuse *(Policy 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 SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning:
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning:
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

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

Reports to Child Protective Services can be made to the Children's Advocacy Center of Hood and Somervell Counties (817-573-0292) or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.
Under state law, 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 make the required report may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators Code of Ethics.

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

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

### Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children,, which may be

accessed at www.granburyisd.org. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse.*

## 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 of 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

Any person who suspects fraud or financial impropriety in the District shall report suspicions to any supervisor, the Superintendent, designee or the Board President.

Reported fraud shall be investigated and findings promptly reported to the Board. If an employee is found to have committed fraud or financial impropriety, disciplinary action shall be taken up to and including termination of employment.

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

## Conflict of Interest *(Policy 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, electronic textbooks, instructional materials or technical equipment may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets that convey information to students or contribute to the learning process.

## 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.

**Charitable Contributions** – *(Policy DG)*

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

## Safety *(Policy CK series)*

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

- Read the safety manual appropriate for the position held.
- Attend all required safety meetings.
- 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 the District Safety Officer at 817-408-4015.

## Tobacco Use *(Policies DH, FNCD, GKA)*

**State law prohibits smoking or using tobacco products including electronic cigarettes, or any other electronic vaporizing device on all District-owned property and at school-related or school-sanctioned activities, on or off campus**. This includes all buildings, playground areas, parking facilities, and facilities owned by the District or used by the District for athletics and all 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. District vehicles shall be considered district property; therefore, an employee shall not use, possess, or transport alcohol or tobacco products in District vehicles. Violation of this provision may result in disciplinary action and up to and including termination.

## 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) LOCAL*

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI) ~~or driving under the influence (DUI)~~ of drugs or alcohol
- Acts constituting abuse or neglect under the SBEC rules

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

## Alcohol-and Drug-Abuse Prevention (*Policies DH, DI)*

Granbury 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 follows:

http://www.tasb.org/policy/pol/private/111901/pol.cfm?DisplayPage=DH(LOCAL).pdf
http://www.tasb.org/policy/pol/private/111901/pol.cfm?DisplayPage=DI(LOCAL).pdf
http://www.tasb.org/policy/pol/private/111901/pol.cfm?DisplayPage=DI(XHIBIT).pdf

## Possession of Firearms and Weapons *(Policies FNCG, GKA)*

Employees, visitors, and students, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e. building, or portion of a building) or any grounds or building where a school-sponsored activity takes place. 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 principal or building supervisor immediately.

## Visitors in the Workplace *(Policy GKC)*

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. 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.

## Copyrighted Materials *(Policy CY)*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data

and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes.

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies. A computer program may be legally copied only if:

1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded) or
2. The new copy is a backup; Backup cannot be used simultaneously with the original and must be erased if the original is resold.

District employees shall not use the same program on more than one computer at a time unless the purchase agreement or written permission from the vendor allows the District to network the program or allows other specified multiple use of the single copy. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

The Technology Coordinator must approve software before it can be ordered and all software must be loaded by an employee of the Technology Department or with the express written approval of the Technology Department.

## Technology Resources *(Policy CQ)*

The District's technology resources, including its network**s e-mail accounts, devices connected to its networks and all district-owned devices used on or off of school property** ~~access to the Internet,~~ are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

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

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

Employees ~~who are authorized to use the systems~~ are required to abide by the provisions of the District's acceptable use ~~policy~~**agreement** and administrative procedures. It is a privilege for students and employees to use the District computer resource. GISD must have on file a signed "Acknowledgement of Understanding" of the "GISD Computer Network and Internet Access Policy" from each employee before he/she can use the District's computers. The "Employee Handbook Receipt" in the front of this book, serves as the "Acknowledgement of Understanding". The policy, the procedures, and the "Acknowledgement of Understanding" sheet are also all available on-line. Your immediate supervisor will provide you a copy of all related items. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Director of Technology at 817-408-4100.

**Personal Use of Electronic Media** *(Policy CQ, DH)*

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Face book, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

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

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

**Use of Electronic Media with Students** *(Policy DH)*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Face book, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication:* however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media,* above. Unsolicited contact from a student through electronic means is not a *communication.*
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an

employee with extracurricular duty, matters relating to the extracurricular activity).

- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right of privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPS and FL]
    - Copyright law [Policy CY]
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

# Granbury Independent School District
# Responsible Use Technology Agreement for FACULTY & STAFF

**Please return the last page of this agreement, signed by you, to your principal/supervisor.**
The Granbury Independent School District provides an array of technology resources for faculty and staff use to enhance the learning environment, facilitate resource sharing and to promote communication. This agreement outlines appropriate use and prohibited activities when using technology resources. Every faculty and staff member is expected to follow all guidelines stated below, as well as those given verbally by your principal or supervisor, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, faculty and staff acknowledge the following rules and conditions:

**GOVERNMENT LAWS:**
I will use computers in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

- **CRIMINAL ACTS –** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, harassing email, cyber bullying, cyber stalking, child pornography, obscenity, vandalism, interception of electronic communications, and/or unauthorized tampering with computer systems. (Policy CQ (Legal) describes the Legal Framework for Technology Resources.)

- **LIBEL LAWS –** Publicly defaming people through the published material on the internet, email, etc…

- **COPYRIGHT VIOLATIONS –** Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

**NETIQUETTE and APPROPRIATE USE GUIDELINES:**

**TECHNOLOGY RESOURCES –** The use of the District's technology resources is a privilege, not a right. All users are required to acknowledge receipt and understand of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary actions consistent with District policies. Faculty/staff are personally responsible for his/her actions when utilizing the school's technology resources.

**MONITORED USE –** All technology resources are the property of the school district. The District Technology Department staff may review any technology resource of to maintain system integrity and to ensure that faculty/staff are using the system responsibly. No one can claim a right to privacy or unrestricted speech in the use of the District's systems. Public Information or open records requests can be obtained for all records on technology resources including email. Faculty/Staff are NOT permitted to intrude into others' files.

**SECURITY –** Accounts are never to be shared, and should never be left unattended or open. Users will be required to change passwords regularly. Faculty/Staff will restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

**PERSONAL USE –** Limited personal use is permitted as long as this does not increase the cost to the District or interfere with operations of the network or with the performance of the employee's duties. Use of the district's computer (i.e. laptop), at home, can become a potential risk for viruses and spyware into the school network. Please use extreme caution when using district resources at home.

**INAPPROPRIATE MATERIALS OR LANGUAGE –** Faculty/Staff are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate for educators. Despite our best efforts and beyond the limits of filtering technology, you may run across areas of adult content and some material you might find objectionable for the educational setting. You should report these websites to the technology department to include in the filtering process. Faculty or staff should not seek to access sites that are inappropriate for the public school

environment. The use of district online systems for personal gain, commercial use, political lobbying or any other purpose which is illegal or against district policy or contrary to the district's best interest is NOT permitted. The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

**ELECTRONIC MAIL –** While electronic mail can be a valuable tool, it is impossible to guarantee that it will be private. Deleted files can be undeleted. Do not send messages that are abusive, threatening, harassing, obscene, sexually oriented, discriminatory, damaging, illegal, false, or contain profanity. Do not send chain letters, virus warnings, urban legends or other unsubstantiated scares. Use the forward button with care (copy/paste is preferred). Do not use the system for commercial purposes, financial gain, political lobbying or any illegal purposes. Do not open attachments without first checking the validity of the attachment with the sender. If the sender is unknown, don't open the attachment.

**RECORD RETENTION – Employees shall retain electronic records, whether created or maintained using the District's technology resources or personal technology resources, in accordance with the District's management program. The District archives email for 30 days.**

**FACULTY/STAFF UNDERSTANDING:**

- I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others. I understand that my school network and email accounts are owned by the District and are not private. Granbury ISD has the right to access my information at any time.

- I understand that all student use of the Internet, using District technology resources or personal devices, is to be vigilantly supervised, and that I am responsible for such supervision in my classroom or whenever I am supervising students elsewhere.

- I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators. I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use district-owned or personal technology devices to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about colleagues, supervisors, students, or parents, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.

- I understand that I represent the school district in all my online activities. I understand that what I do on social networking websites should not reflect negatively on my fellow employees, supervisors, staff, students, or on the District. I understand that I will be held responsible for how I represent myself and my school, department or District on the Internet, and that I may be disciplined for any use that is in any way disruptive to school operations, interferes with school operations, or that adversely affects or interferes with the performance of my school-related duties, or that negatively impacts any students achievement.

- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.

- I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of Granbury ISD's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify the technology department immediately if by accident I encounter materials which violate appropriate use.

- I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users. This includes intentionally wasting resources, printing excessive quantities, downloading music during school hours, playing online games, creating or printing inappropriate materials, tampering with computer parts, erasing programs or others' files, introducing viruses, hacking, attempting to gain unauthorized access and modifying settings without permission.

- I will refrain from attempting to bypass, or circumvent security settings or Internet filters, or interfering with the operation of the network by installing illegal software, or web-based services and software not approved by the Granbury ISD Administrators or Technology Department.

- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.

- I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my principal/supervisor.

- I will follow all guidelines set forth by the District when publishing student work and/or pictures online

- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet. I agree to abide by all Internet safety guidelines that are provided by the school and to attend staff development related to Internet Safety.

- I will refrain from attempting to bypass, or circumvent, security settings or Internet filters.

- I understand that vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.

- Personal devices are not allowed on the GISD domain. These devices may use the Guest Network to access some outside resources. The Guest Network is filtered.

- I understand that I must abide by policies and guidelines outlined by Granbury ISD, whether I am using school or personal devices.

- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

- I will refrain from any behavior that could be deemed as bullying to colleagues, students, parents or staff and I will monitor and report instances that come to my attention.

- I understand it is my responsibility to educate my students on Internet safety, according to the GISD Internet Safety Policy

***The Board of Granbury Independent School District adopted this internet safety policy at a public meeting following normal public notice on May 21, 2012.***

**ALL FACULTY/STAFF ARE REQUIRED TO SIGN AND RETURN THIS PAGE BEFORE THE USE OF ANY TECHNOLOGY EQUIPMENT (PERSONAL OR DISTRICT-OWNED IS ALLOWED AT GRANBURY ISD.**

FACULTY/STAFF AGREEMENT:

As a user of the School's technology resources, I understand and agree to comply with the responsible use guidelines outlined in the Responsible Use Technology Agreement for Faculty/Staff.

I have read the Technology Resources Policy [CQ (LOCAL)], Internet Safety Policy, the Responsible Use Technology Agreement for Faculty/Staff, and the Acceptable Use Policy for Students. I understand the conditions for the use of the technology resources, including the Internet, provided by the Granbury ISD.

I understand that access to technology resources are provided for the purpose of promoting education excellence in keeping with the academic goals of the District, and that faculty/staff use for any other purpose is inappropriate. I recognize it is impossible for the District to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network.

I understand that I am responsible for supervising student use of technology resources, including personal devices when in my classroom or when I am supervising students elsewhere.

I agree to abide by all policies and guidelines outlined by Granbury ISD, whether I am using school or personal digital devices.

**CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT**:

I understand that I am responsible for any transactions that occur under my user ID or account. Should I commit a violation, I understand that consequences of my actions could include suspension of access to the system, loss of computer privileges or data and files, revocation of the computer system account, disciplinary action, and/or referral to law enforcement.

**Faculty/Staff Name (print):**_____

**Faculty/Staff Signature:**_____ **Date:**_____

# General Procedures

**Asbestos Management Plan** *(Policy CKA)*

Granbury ISD is working hard to maintain compliance mandated by both Federal and State laws governing asbestos in school buildings. A copy of the Asbestos Management Plan can be found in the main office at each campus. If you have any questions or would like to examine the district's Asbestos Management Plan in more detail, please contact Scott Campbell, the district's Asbestos Designated Person at 817-408-4170.

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**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 in the Maintenance Department at 408-4170. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in each building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone written or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

**Bad Weather Closing**

The District may close schools for a full day or part of a day 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. Employees and/or parents may call 817-408-4000 for a recorded message with regard to school closures. This information can also be found at the District web site @ www.granburyisd.org and e-mails and text messages will be sent to employees along with telephone calls. When it becomes necessary to close the school, to open late, or to release students early, the following radio and television stations will be notified by school officials:

- WBAP AM 820
- KXAS Channel 5

When schools are officially closed, non-exempt employees are required to report to work or call the employee Absence Reporting System at 800-942-3767 or put in for time off for said missed day(s) with supervisor.

**Emergencies** *(Policies CKC, CKD)*

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

## Purchasing Procedures *(Policy CH)*

All requests for purchases of goods or services must be submitted through the principal or budget manager to the Business Office as an electronic Request for Purchase Order. Appropriate electronic approvals shall be included. The Business Office will issue a Purchase Order. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. **The District will not assume responsibility or reimburse employees for purchases made without authorization and employees will not be reimbursed for case purchases made outside the normal purchasing procedures.** Employees are not permitted to purchase supplies or equipment for personal use through the District's business office and no supplies, material, or equipment shall be shipped to any employee's home address. Contact Debbie Johnson, Purchasing Supervisor, at 817-408-4015 for additional information on purchasing procedures.

## Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Human Resources Department @ 817-408-4185 or online under Public Folders in Outlook. This information should also be supplied to the employee's immediate supervisor. Employees may go to Skyward Employee Access to update their email and phone number. In addition, certified employees are responsible for maintaining current, accurate personal data with the SBEC by accessing the website at www.sbec.state.tx.us.

## Personnel Records *(Policy **DBA,** GBA)*

Most District records including personnel records are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose at any time to have the following personal information withheld.

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information may be made at any time by submitting a written request to the Human Resources Department. New or terminat~~ing~~**ed** employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

**Important Note: Educator Must Update Their Mailing Address**

Effective December 2, 2002 every educator, certificate holder, or applicant must maintain a current mailing address with the State Board for Educator Certification (SBEC). The address must be able to receive mail delivered by the United States Postal Service. Failure to maintain a current mailing address with SBEC may result in the following:

- Failure to receive important information or notice of a proceeding regarding an individual's certification or application status, including renewal requirements for a Standard Educator Certificate;
- Failure to receive a certificate; or
- Certificate sanction or denial.

## Building Use *(Policies DGA, GKD)*

Employees who wish to use District facilities after school hours must follow established procedures. The current school campus secretary is responsible for scheduling the use of facilities in their building. To obtain information on the fees charged you may refer to www.granburyisd.org, choose Facilities/Maintenance under Department heading, then choose Facility Use.

Contacts for more information:

- Athletic Use – Amanda Rankin at 817-408-4008 or amanda.rankin@granburyisd.org
- Facility Use – Randall Murphy at 817-408-4084 or randall.murphy@granburyisd.org

# 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 **at least** 45 days before the first day of instruction of the following school year. A written notice of resignation should be

submitted to the immediate supervisor and the Human Resources Department. The Superintendent must officially accept all resignations of contract personnel. Contract employees may resign at any other time only with the approval of the Superintendent or the board of trustees. Resignation without the consent of the Superintendent may result in disciplinary action by the State Board for Educator Certification. Acceptance of a resignation after the deadline established by law is contingent on finding a suitable replacement.

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 under *Reports to* Texas Education Agency on page 53.

## Non-Contract Employees

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the employee's immediate supervisor and the Human Resources Department 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 Non-Renewal of Contract Employees *(Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF, DFFA, DFFB, DFFC)*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal 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 when the employee's certification is revoked for misconduct.

Contracts are **NULL AND VOID** for employees who do not hold or obtain in a timely manner as defined by the District the appropriate certificate for the position to which they have been assigned. **Dismissed and/or Non-Renewal procedures are not required when a contract is NULL AND VOID.**

Information on the timelines and procedures can be found in the DF series policies that are provided to employees or online at www.granburyisd.org or in the Superintendent's office.

## Dismissal of Non-Contract Employees *(Policy DCD)*

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. To present a grievance, the employee must follow the District process outlined in this handbook. (See Complaints and Grievances).

## Exit Interviews and Procedures *(Policies DC and CY)*

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

All District keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

## Probationary Status *(Policy DCA)*

The following persons shall be employed under a probationary contract when the person is employed by the District for the first time or if the person has not been employed by the District for two consecutive school years subsequent to August 28, 1967: Principal; Supervisor; Classroom Teacher; Counselor; Other full-time professional employees who are required to hold a certificate issued under Education Code Chapter 21, Subchapter B; and Registered Nurse.

A probationary contract may not be for a term exceeding one school year. A probationary contract may be renewed for two additional one-year periods, for a maximum permissible probationary contract period of three school years, except that the probationary period may not exceed one year for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District.
An exception may be made for a probationary contract period to be extended beyond the third consecutive year of employment if, during the third year of the probationary period, the Board determines that it is doubtful whether a term contract should be given. If the Board makes such a determination, the District may offer a probationary contract for a term ending with the fourth consecutive school year.

## Return to Probationary Status *(Policy DFAC)*

In lieu of discharging, terminating, or not renewing a term contract, the District may, with written consent of the employee, return the employee to probationary contract status. Before any employee agrees to be returned to probationary status, the employee must receive written notice of the proposed discharge, termination, or non-renewal. An employee returned to probationary status must serve a new probationary period as if the employee were employed by the District for the first time.

## Hearings before Hearing Examiner *(Policy DFD)*

Information on hearings before a hearing examiner is found in Policy DFD.

## Reduction in Force *(Policy DFF)*

A reduction in force may take place when the Board determines that financial exigency or a program change requires the discharge or non-renewal of one or more employees. Information on reduction in force may be found in Policy DFF.

## Reports to Texas Education Agency *(Policy DF)*

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

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

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

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

## 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

# Student Issues

## Equal Educational Opportunities *(Policies FB, FFH)*

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to Carol Howard, Assistant Superintendent 600 West Pearl Street, Granbury Texas, 76048 or by phone at 817-408-4009.

## Student Records *(Policy FL)*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

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

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal or designee 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 to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

## Administering Medication to Students *(Policy FFAC)*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g. EgiPen) and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any medication during the school day must have a Medication Permit Form completed and on file in the nurses office, and the medicine in its original, properly labeled container. A Medication Permit Form is required to be on file in nurse's office for all medication, prescription and over the counter. Contact the

principal or school nurse for information on procedures that must be followed when administering medication to students. Over the counter drugs cannot be dispensed to students without a doctor's note giving permission to do so.

## Dietary Supplements (*Policies DH, FFAC)*

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

## Psychotropic Drugs (*Policy FFAC)*

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

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

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

## Student Conduct and Discipline *(Policies in the FN series and FO series)*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and 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 policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the Student Handbook. Contact the campus principal for additional information.

## Student Bullying *(Policy FFI)*

All employees are required to report student complaints of bullying to the campus principal or supervisor. The District's policy includes definitions and procedures for reporting and investigating bullying of students can be found online at www.granburyisd.org.

## Student Hazing *(Policy FNCC)*

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

## Student Dress Code

All staff members are responsible for knowing what student dress is appropriate under the dress code in the Student Handbook, as well as enforcing the student dress code. A copy of the Granbury ISD Student Handbook is on-line in the public folder section of the Granbury Independent School District web page.

## Student Code of Conduct

All staff members are responsible for having knowledge of and assisting in the enforcement of the student Code of Conduct, as printed in the Granbury ISD Student Handbook.

## Student Field Trips

All student field trips must have prior approval by the District and the Supervisor. Once approval has been gained, several forms are required for such trips. These forms can be found in your Campus front office.

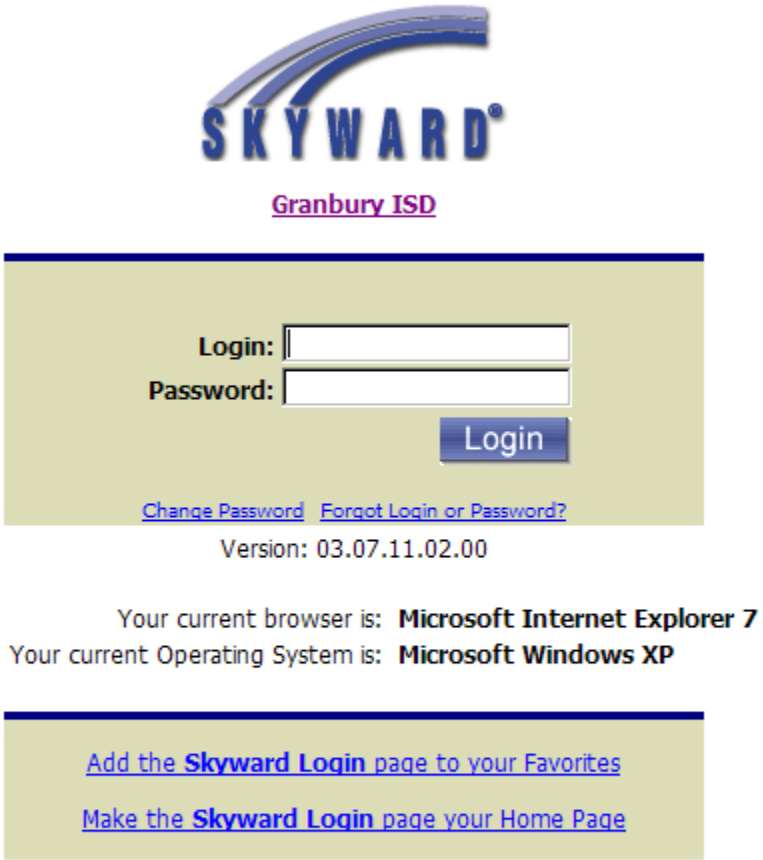
**Employee sponsors must accompany students on all buses on all field trips at all times.**

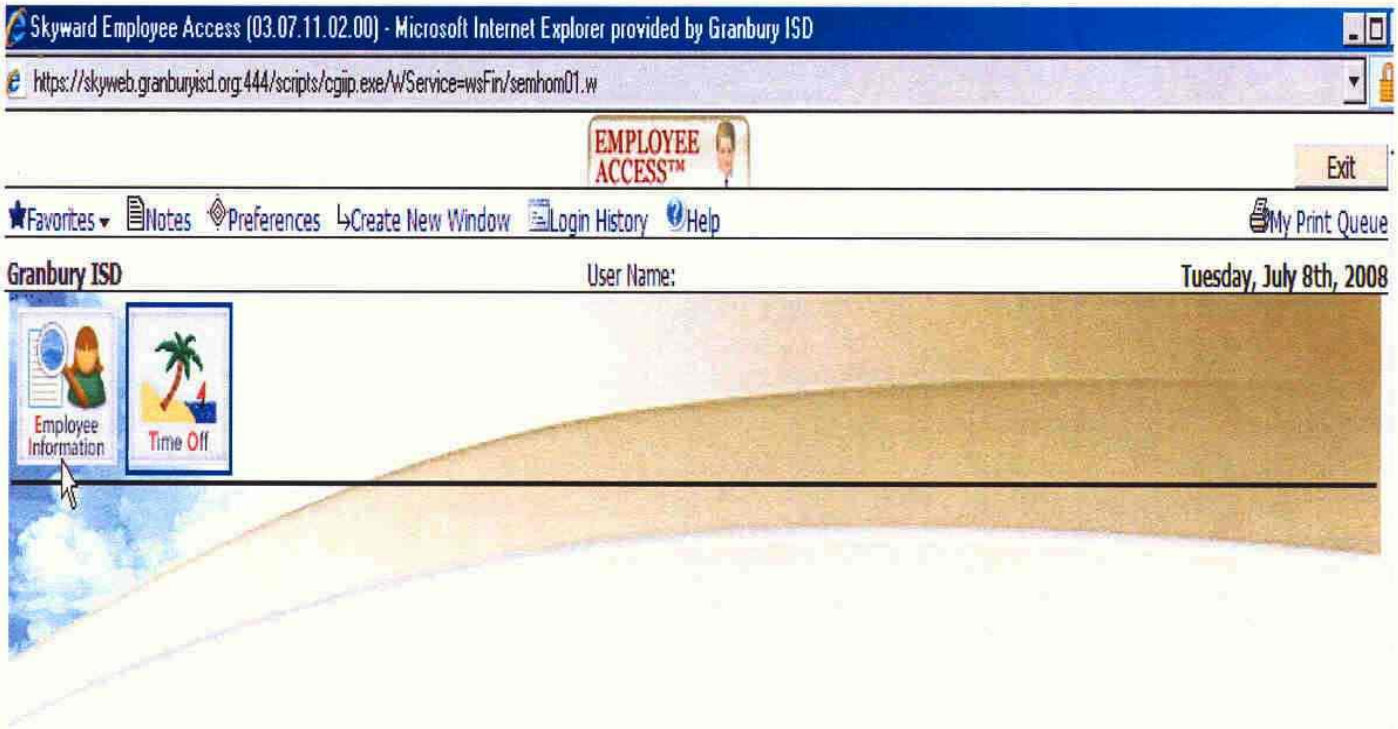
# EXHIBITS

**GO TO THIS LINK AND THEN FOLLOW THE ARROWS ON THE EXAMPLES TO GET PAYSTUB INFORMATION.**

www.granburyisd.org/employeeaccess

**CONTACT BUSINESS OFFICE FOR LOGIN INFORMATION.**



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School Management Systems

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SKYWARD®

Skyward Employee Access (03.07.11.02.00) - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburyisd.org:444/scripts/cgiip.exe/WService=wsFin/semhom01.w

EMPLOYEE ACCESS™

Exit

Favorites Notes Preferences Create New Window Login History Help My Print Queue

Granbury ISD User Name: Tuesday, July 8th, 2008

Employee Information | Time Off | General Information | CAlendar | PayRoll

PaC School Management Systems

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Skyward Employee Access (03.07.11.02.00) - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburyisd.org:444/scripts/cgiip.exe/w/Service=wsFin/semhom01.w

EMPLOYEE ACCESS™

Exit

Favorites ▾ Notes Preferences Create New Window Login History Help My Print Queue

Granbury ISD User Name: Tuesday, July 8th, 2008

Employee Information | Time Off

General Information | CAlendar | PayRoll

Check History | Check Estimator | Calendar YTD | Fiscal YTD | W2 Information | W4 Information

PaC School Management Systems

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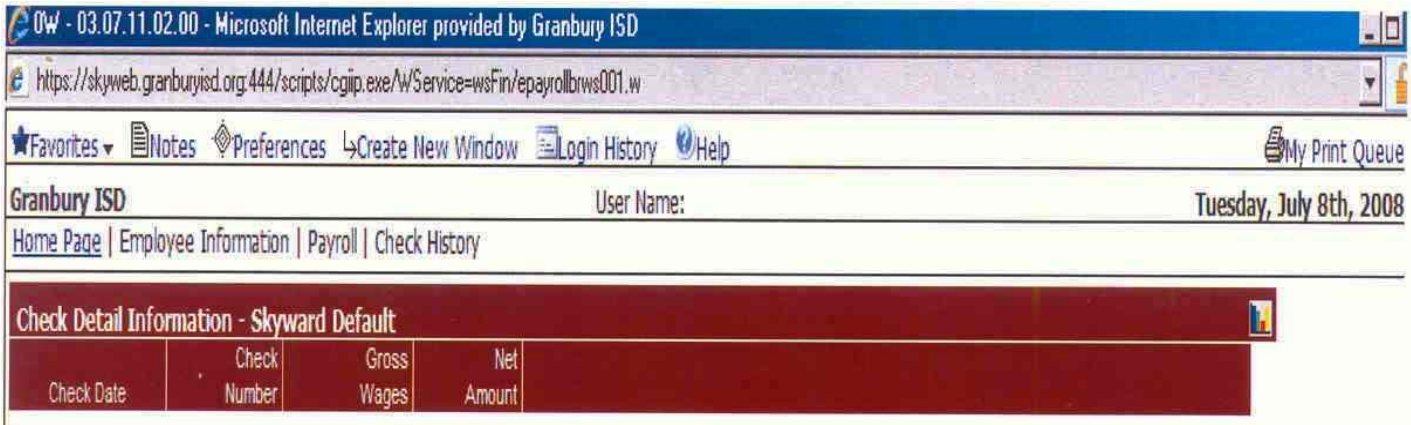
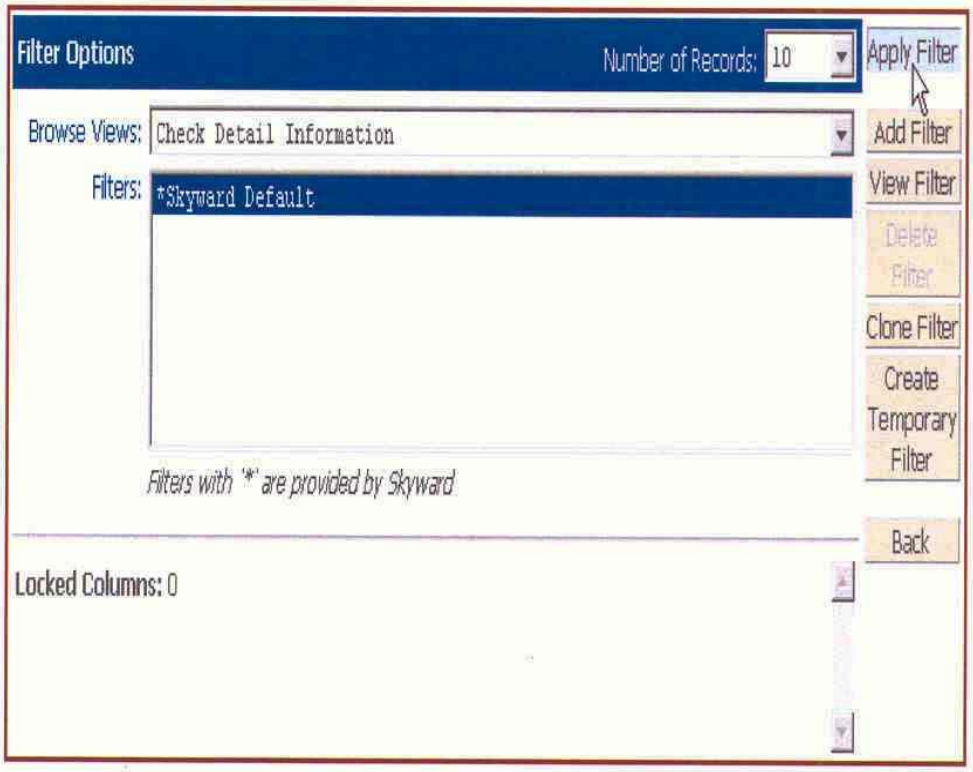

0W - 03.07.11.02.00 - Microsoft Internet Explorer provided by Granbury ISD
https://skyweb.granburyisd.org:444/scripts/cgiip.exe/WService=wsFin/epayrollbrws001.w
Favorites
Notes
Preferences
Create New Window
Login History
Help
My Print Queue
Granbury ISD
User Name:
Tuesday, July 8th, 2008
Home Page | Employee Information | Payroll | Check History
Check Detail Information - Skyward Default
Check Date
Check Number
Gross Wages
Net Amount


Filter Options
Number of Records: 10
Apply Filter
Browse Views: Check Detail Information
Add Filter
Filters: *Skyward Default
View Filter
Delete Filter
Clone Filter
Create Temporary Filter
Filters with '*' are provided by Skyward
Back
Locked Columns: 0

OW - 03.07.11.02.00 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburyisd.org:444/scripts/cgiip.exe/WService=wsFin/epayrollbrws001.w

Favorites Notes Preferences Create New Window Login History Help My Print Queue

Granbury ISD User Name: Tuesday, July 8th, 2008

Home Page | Employee Information | Payroll | Check History

Back

Check Detail Information - Skyward Default

Filter Options

Show Check

Show Detailed View of Check

| Check Date | Check Number | Gross Wages | Net Amount |
|---|---|---|---|
| 06/30/2008 | | | |
| 06/13/2008 | | | |
| 05/30/2008 | | | |
| 05/15/2008 | | | |
| 04/30/2008 | | | |
| 04/15/2008 | | | |
| 03/31/2008 | | | |
| 03/14/2008 | | | |
| 02/29/2008 | | | |
| 02/15/2008 | | | |

10 records displayed

Check Date:

0W - 03.07.11.02.00 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburyisd.org:444/scripts/cgiip.exe/w/Service=wsFin/epayrolledit002.w?isPopup=true

Home Page | Employee Information | Payroll | Check History | Check Number 900009

Print

Back

## Check Information for

### Employer Information

Name: Granbury ISD

Address: 600 w Pearl

Granbury, TX 76048

### Employee Information

Name:

Address:

Social Security Number: XXX-XX-XXXX

### Check Detail Information

Check Date: 06/30/2008 Gross Wages:

Check Number: Net Amount:

Check Type: Regular

### Taxable Wage Information

| | Federal | State | FICA | Medicare |
|---|---|---|---|---|
| Gross Wages: | | | | |
| Minus Tax Sheltered Deductions: | | | | |
| Plus Taxable Benefits: | | | | |
| Taxable Gross Wages: | | | | |

### Pays

| Description | Rate | Factor/Hours | Amount | Retire Hours | Period End |
|---|---|---|---|---|---|
| Para/Clerical | | | | | 06/30/2008 |

### Deductions

| | | --Tax Sheltered-- | | |
|---|---|---|---|---|
| Description | Amount | Fed | St | F/M |
| MEDICARE | | | | |
| TRS CARE | | | | |
| TRS DEDUCTION | | Y | Y | |
| FEDERAL TAX | | | | |
| DENTL EMPLEE 12 | | Y | Y | Y |
| MEDICAL EXP REI | | Y | Y | Y |
| HLTH 2 EMPLOYEE | | Y | Y | Y |
| VSP EMP 12 | | Y | Y | Y |
| Total: | | | | |

### Benefits

| | | ------Taxable------ | | |
|---|---|---|---|---|
| Description | Amount | Fed | St | F/M |
| MEDICARE | | | | |
| TRS DIST CONTRB | | | | |
| DIST LIFE INSUR | | | | |
| HLTH 2 EMPLOYEE | | | | |
| UNEMPLOY COMP | | | | |
| WORKERS COMP | | | | |
| Total: | | | | |

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## GRANBURY INDEPENDENT SCHOOL DISTRICT

## INTEROFFICE MEMO

## CURRICULUM AND INSTRUCTION

| | |
|---|---|
| **TO**: Dr. James Largent, Superintendent | **FROM**: Sharon Williams<br>**DATE**: July 23, 2013<br>**RE**: Teacher Data Portal of Assessment Management System Waiver |

**SUMMARY:**

In 2009, the 81st Texas Legislature enacted legislation to provide greater access to student assessment data for students, parents, educators, and the general public. The assessment data portal of the Texas Assessment Management System will be fully operational in October 2011 and will comply with the requirements of Texas Education Code (TEC), §32.258, as enacted by House Bill 3, 81st Legislature. Districts that are interested in fulfilling the requirement of TEC, §32.258 to provide teacher access to student assessment data through a local student data system must apply for an expedited waiver from the Texas Education Agency (TEA).

The portal that is used by GISD teachers and staff is DMAC. We have links on our website for stakeholders to access the campuses, district, and state accountability data.

**RECOMMENDATION:**

It is recommended that the Teacher Data Portal of Assessment Management System Waiver be approved for the 2014-15, 2015-16, and 2016-17 school years.

Respectfully submitted,

Sharon Williams
Director of Curriculum and Instruction