

ONALASKA ISD

2017–2018 Employee Handbook

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Introduction

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

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <http://pol.tasb.org/Home/Index/1002> or via the [District Information portion of the school website at http://www.onalaskaisd.net](#) .

District Information

Description of the District

Onalaska ISD is a 3A District that consists of two campuses that provide education to students in grades PK-12. The Elementary school has two buildings with one containing grades PK-3 and the other 4-6. The Elementary includes the Jackie R. Harvard Gymnasium, a Cafeteria and a Professional Development Center. The Junior-Senior High School contains a Gymnasium, Band Hall, Cafeteria, Agriculture Shop and Facilities, a Green House and athletic fields in addition to instructional classrooms.

Mission Statement, Goals, and Objectives

Policy AE

OISD VISION STATEMENT

Inspiring and empowering 21st century learners toward a standard of superior achievement.

OISD MISSION STATEMENT

The mission of the Onalaska Independent School District is to provide a safe and exceptional education that unlocks student potential to become responsible members of society.

OISD STRATEGIC GOALS

1. Provide and maintain current technology that meets the needs of 21st century learners.
2. To provide and maintain a safe and secure environment.
3. Provide opportunities that encourage community involvement.
4. To provide quality facilities that meet the needs of our district.
5. To offer challenging research-based curriculum and instruction.

Board of Trustees

Policies BA, BB series, BD series, and BE series

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are

elected in May and serve 3 year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Ted Wiggins, President
- Pobla Gallier, Vice President
- Dennis Hodge, Secretary
- Brandon Smith, Member
- Russell Jones, Member
- Tom Curran, Member
- John Haynes, Member

The board usually the third Monday of the month at 6 p.m. in the District's Administrative Office. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and outdoor board at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

Administration

DISTRICT:

Lynn Redden- Superintendent
Ashley Porter- Executive Assistant to Superintendent
Robyn Thornton- Director of Curriculum and Special Programs
Angela Foster- Business Manager
Timmie Smith- Business Specialist
Mike Skaggs- Director of Transportation
James Ard- Director of Auxiliary Services
Charles Boyce- Director of Technology
Tony Mireles- Network Manager
Bonnie Hensley- District Technician
Robyn Arce-Shipping/Receiving Clerk
Stephanie Schubert - Textbook Custodian/Administrative Assistant

JSHS CAMPUS:

Anthony Roberts- Principal
Donald Meekins-Assistant Principal
Candance Jones- Administrative Assistant
Jessica Caso- Counselor
Miriam Babun- Nurse
Wanda Ebert- Registrar

ELEMENTARY CAMPUS

David Murphy- Principal
Larissa Grubbs- Assistant Principal
Crystal Byrd- Assistant Principal
Peggy Samuels- Administrative Assistant
Jodi Adkins- Counselor
Amber Anderson- Nurse
Donna Ellison -Registrar
Jacqueline Randolph- Librarian

School Calendar

The most recent school calendar is available at www.onalaskaisd.net

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Angela Foster, Business Manager.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC series

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

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

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

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

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

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 the Administrative Office Human Resources Department 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 the District Human Resources Office if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the District Human Resources Office if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

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

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 the District by the start of each applicable school year.

Reassignments and Transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request prior to the end of the current school year. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the District Personnel office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, 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 including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on for additional information.

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

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

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Human Resource Department.

Outside Employment and Tutoring

Policy DBD

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

Performance Evaluation

Policy DN series

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

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Onalaska 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 District Administration.

Staff Development

Policy DMA

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

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

Every effort will be made to coordinate activities during the regular school day; however activities may occur after the school day, on Saturdays and/or during the summer months. Attendance may be mandatory if stated so by the Campus Principal or designee. Staff Development opportunities outside of the District must be pre-approved by the Campus Principal prior to registration. Check with your campus office for the appropriate form necessary to complete for approval.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

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

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

Employees should contact the Personnel Office for more information about the district's pay schedules or their own pay.

Paychecks

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

All employees are paid semi-monthly on the 1st and 15th. Employees will have their paychecks electronically deposited into any account at a financial institution of their choice. An employee may change the account in which their pay is deposited; however the employee must provide the new account information at least (5) days prior to the next payroll. With direct deposit, an employee's pay will be available before the close of business on the pay date. Paychecks may be divided into multiple accounts such as checking, savings, etc. even if the accounts are not at the same financial institution. Contact the Personnel Office for more information about direct deposit.

Automatic Payroll Deposit

Employees will have their paychecks electronically deposited into a designated account. Changes to this account can be made in TXEIS Employee Access. For more information on this process please contact the Payroll Department.

Payroll Deductions

Policy CFEA

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

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

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and certain charitable contributions approved by the board. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policy DEAB

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

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 work week and do not earn additional pay unless they work more than 40 hours.

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

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using 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.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. District Policy is to reimburse an employee for actual documented travel expenses for approved overnight travel. Employees must submit a requisition with detailed receipts in order to receive reimbursement. Employees that do not have detailed receipts will not be reimbursed. Note that a detailed receipt means an itemized list of the items or meal(s) purchased.

Health, Dental, and Life Insurance

Policy CRD

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

- Employees who are active, contributing TRS members

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

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Personnel Office for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for Dental, Supplemental Life, Medical Expense Account, Cancer, Long-term Life, 403(b) or 457 Annuities, Disability Income Replacement, and Vision. Premiums for these programs can be paid by payroll deduction. Employees should contact the Personnel Office for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts. Those employees that qualify are automatically enrolled in the Cafeteria Plan unless written notice of rejection is provided to the Personnel Office at the time of benefit enrollment.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. 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 employees immediate supervisor and the Personnel Office. Employees who are unable to work because of

a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits* for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

Policy DEG

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

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

Other Benefit Programs

The District offers many other benefit programs for its staff. The following represent a list of those programs with a brief description of each. For detailed information please contact the Personnel Office.

Test Registration and Certification Fees The District has a practice of reimbursing the cost of test registration and certification fees for teachers that the district has extended a written contract to teachers that are required by the District to obtain additional certification in a particular area. Those simply choosing to add certification without the district's request to do so are not subject to reimbursement.

Employee Wellness Program The District has a Wellness Center full of various fitness equipment located at the Professional Development Center on FM 356 South. Entrance to the facility may be gained at any hour simply by entering the four digit pin number assigned to you at the time of employment in the keypad of the building's exterior door. You will need to follow your four digit pin with a (*). Please report any entry issues with the door to the Maintenance Department. Exercise classes may be offered at various times throughout the year. Contact Angela Kennedy at the JSHS for more detail.

The Wellness Center is available for use by OISD Employees and immediate family members only. The OISD Employee must accompany any immediate family members entering the Wellness Center. Additionally; everyone (employee and family member) must sign a waiver of liability prior to use. These forms are available at the campus and central office.

Leaves and Absences

Policies DEC, DECA, DECB

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

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

- Earned Compensatory Time
- Local Leave
- State 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.

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

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

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

Medical Certification. Any employee who is absent more than three days because of a personal or family illness must submit a medical certification from a qualified health care provider

confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

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

Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the 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.

Personal Leave

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

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

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

supervisor. Discretionary personal leave may be granted on a first come – first served basis and will be subject to the following limitations:

- Discretionary leave may not be taken for more than three consecutive days.
- Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for State Assessment Exams, days scheduled for end-of-semester or end-of –year exams.
- Discretionary leave shall not be allowed on days of Professional Development.

Departure from Work Early. Employees are expected to inform the campus as early as possible for any planned departures. Please reference the list below for any questions regarding how days are calculated:

Departure prior to 11:30 a.m.	=	1 Personal/Sick Day
Departure 11:30 a.m. to 1:45 p.m.	=	½ Personal/Sick Day
Departure 1:45 p.m. to 2:45 p.m.	=	0 Personal/Sick Day
Excessive requests (2) between 1:45-2:45 p.m.	=	½ Personal/Sick Day
Excessive requests (4) after 2:45 p.m.	=	½ Personal/Sick Day

Substitute and Leave. During School Hours- If you become ill at school, please inform the Campus Secretary. All efforts will be made to cover your class as soon as possible. Your absence will be logged in Aesop for you.

Before or after School Hours- If you become ill or unable to work, please immediately log into AESOP and complete a vacancy notice. Please keep in mind that it is very hard to acquire a substitute on short notice.

Messages left on the school phone line are not received in a timely manner and are not the appropriate method of requesting a substitute.

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

State Sick Leave

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

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

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

Local Leave

Local Leave is earned at the equivalent of 1 day per semester within the school year to a total of 2 days per year. Leave is available for the employee's use immediately after the start of the school year. If an employee leaves the District before the end of the work year, the cost of any unearned leave days used shall be deducted from the employee's final paycheck, Local leave does not accumulate if unused. When taken, local leave will be charged in no less than ½ day or whole day increments.

Sick Leave Bank (or Pool)

The District has established a catastrophic leave sick bank for the purpose of employees who have exhausted all available leave in the course of a catastrophic illness of the employee or immediate family member. Membership will be available between the start of each school year and September 15. Membership and the ability to request use of the sick bank requires that at least one local leave day be donated to the bank in the year in which the request is made.

Family and Medical Leave Act (FMLA)—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.

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

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

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Substitution of Paid Leave for Unpaid Leave. Employees are required to use accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the district's normal paid leave policies.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or 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 that provides greater family or medical leave rights.

For additional information:

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

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year.

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

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

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

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

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

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of

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

District Contact. Employees that require FML or have questions should contact the Personnel Office for details on eligibility, requirements, and limitations.

Temporary Disability Leave

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

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

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

When an employee is ready to return to work the Personnel Office 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.

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 must use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

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

Bereavement Leave

Leave for death in the immediate family shall not exceed five workdays per occurrence. The district shall provide (3) paid leave days for the death of an immediate family member (Parent, Grandparent, Sibling, Child). An employee may use state and/or local leave in addition to the district provided bereavement leave not to exceed five total days per occurrence unless prior approval is obtained.

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service at the time of absence. Schedule the

absence using Aesop and provide documentation of Jury Duty service to the Campus Secretary. Absence days submitted without the proper documentation will be treated as personal days.

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

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

Military Leave

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

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force

of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the time specified by law to the Personnel Office. 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 Personnel Office 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 Campus Teacher and Paraprofessional of the Year, Department Personnel of the Year Awards, and End of Year staff luncheon.

District Communications

The District's main source of communication with its staff is through e-mail. Each employee will be responsible for checking their e-mail twice a day at minimum. The District's recommendation is around 10:00 a.m. and again at 2:30 p.m. each day. Employees are expected to continue to check their e-mails over breaks in the school year (i.e. summer, holidays, emergency closings when possible, etc.)

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

<http://pol.tasb.org/Policy/Code/1002?filter=DGBA>

Standards of Conduct

Policy DH

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines 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 knew of the incident. See *Reports to the Texas Education Agency* for additional information.

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

Texas Educators' Code of Ethics

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall

safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty 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. (19 TAC 247.1(b))

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Standard 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or 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

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

<http://pol.tasb.org/Policy/Code/1002?filter=DIA>

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

<http://pol.tasb.org/Policy/Code/1002?filter=DF>

<http://pol.tasb.org/Policy/Code/1002?filter=FFH>

Reporting Suspected Child Abuse

Policies DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, 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.

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 936-327-6810 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 report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at the Business Office in the District Improvement Plan. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. 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*.

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Technology Resources

Policy CQ

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

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

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

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Technology Department.

Personal Use of Electronic Media

Policy DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). 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 limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written

approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See 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. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol

- The employee and the student have a social relationship outside of school;
- The parent understands that the employee’s communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). *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. An employee who communicates with a student using text messaging shall comply with the following protocol: The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or

- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 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 to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through 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.

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor

- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

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

Alcohol and Drug-Abuse Prevention

Policies DH, DI

Onalaska 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://pol.tasb.org/Policy/Code/1002?filter=DH>

<http://pol.tasb.org/Policy/Code/1002?filter=DI>

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district

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

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law 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 are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

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 fundraiser 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:

- 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 Supervisor or Business Office.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

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

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and report to the building's main office to present a valid Drivers License. Authorized visitors will be issued a **Visitor's Pass** including Photo ID which shall remain visible at all times. Visitors may 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. Visitors must return the **Visitor's Pass** at the time of departure from the campus.

Teachers should not be interrupted in their classrooms for visitation by friends, salesmen, parents, children, or others visiting the school. These visits should be limited to your conference period, before school hours, or after school hours so as not to interfere with your instructional and or duty responsibilities.

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policies CLB, DI

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

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

Employee Use of Cellular Phones

Staff members are to use cell phones only during conference times/breaks, before or after school hours, and not in the presence of students. Please refrain from using your cell phone to call parents. In the case of an extreme emergency, you may use your cell to call the front office.

Telephones are provided for school use. The phones in the Teacher Workroom should be used for contacting parents and other school-related business. The office phones are to be used only by the office personnel. Staff members will only be called to the office to receive a phone call in the case of an emergency, otherwise, office personnel will place messages in the mail boxes. Messages from parents will be kept on carbon copies in the offices. Long Distance calls must be for school-related business **ONLY**.

Use of Other Communication

Communication of ideas, procedures, concerns and opportunities are often difficult. Some other lines of communication the school may use to relay information to the staff are:

Faculty Handbooks and Student Handbooks

Bulletin boards located in various location on the campus

Yearly, monthly, and weekly calendars/notices

Posted minutes of committee meetings

Most importantly, talk with the person with whom you have a concern. Remember, the District's Administration is always here to listen to your ideas and concerns.

Employee Dress Code

District staff are regarded as professionals and should pride themselves in setting standards of dress that reflect proper spirit, attitude and set an example for our students. Because we expect a required standard of dress from our students, staff should follow guidelines that insure the projection of a professional image.

T-shirts and sweatshirts may not be worn.

School Spirit shirts must have a collar.

Leggings (tight cloth pants) may not be worn even under long shirts, skirts, or dresses.

Blue jeans will be allowed to be worn at the campus level provided you contribute to the campus denim fund. Designated days are to be established by the Campus Principal.

\$5.00 per month or \$40.00 for the entire school year if you pay prior to September 4th

Only the nurse will be permitted to wear scrubs.

P.E. teachers may not wear shorts in the main buildings. Shorts must be covered by wind pants or proper length skirts, as defined in the Girls Dress Code section of the student handbook, before entering the main buildings. Shorts are acceptable only in the gym and outdoors.

Flip-flops (any flat, backless, usually rubber shoe consisting of a sole held loosely on the foot by a U-shaped strap that passes between the first and second toes and around either side of the foot) will not be permitted. Permissible sandals may have a heel (high or low) that consist of a strap passing over the instep and/or around the ankle or passing over the top of the foot. These are still subject to approval and may be deemed unacceptable if they pose a safety risk.

The Principal and/or Superintendent shall make judgments, if necessary, on questionable manners of dress or appearance.

District Facility Management/Security

Teachers are responsible for all keys issued to them. They should take steps to insure that their keys are not misplaced. No teacher should give a key to a student or community member for **ANY** reason. All keys must either be turned in during the "end of school check-out" procedures or personally signed out to you by the Campus Principal. Any misplaced keys should be reported to the Principal immediately. Classroom doors must be locked when the teacher leaves that empty room for any length of time. Your area of responsibility or classroom should be secured each day before you leave. The door(s) should be locked and all lights and equipment should be shut down and turned off before leaving. The custodial personnel have access to your rooms for cleaning. The Technology Dept. requests that employees leave their computers running every Wednesday of the week in order to install necessary updates to the network. There may be additional days that the Technology Dept. requests that your computer remain

on for updating purposes. You will receive notification of these requests prior to the end of that additional day.

Any personnel in the building after 4:00 p.m. or on the weekends have special responsibility for the building security. Again, lights and equipment *MUST* be turned off before leaving. Doors to individual room and exit doors should be locked and checked to insure that they are secure.

General Procedures

Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district’s facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district’s website and notify the following radio and television stations:

Kicks 105.1 KSAM 103.7 KTRE KPRC 93.3 The Eagle

The District has a telephone notification system called School Messenger that is utilized in case of emergencies as well as for other types of notifications. This system is designed to select various groups of staff, parents and/or students.. Messages are customized based on each situation.

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. Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the Campus Principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the Campus Principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Purchasing Procedures

Policy CH

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

Name and Address Changes

It is important that employment records be kept up to date. Employees must submit changes to their personal contact information via the TxEIS Employee Access Program. Each employee is responsible for the setup and maintenance of their Employee Access Account. The necessary direct link for establishing and/or maintaining your account is:

<https://onalaska.txeis.esc6.net:8443/EmployeeAccess/app/login?distid=187910>

Personnel Records

Policy DBA, GBA

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

- Address
- Phone number, including personal cell phone number
- 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 Personnel Office. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Building Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. Using Eduphora Facilities and Events application, please submit your requests as early as possible. The Business Office is responsible for scheduling the use of facilities after school hours. The purpose of scheduling the use of facilities even during school hours is to coordinate with the necessary departments such as cafeteria, athletics, maintenance, and /or custodial. Having a planned and up-to-date schedule of events will make events run smoother and more efficient.

School Check In/Check Out Procedures

All campus staff is responsible for clocking in and out each day. The district utilizes a program called Raptor. Employees must clock in upon arrival for work in the morning and clock out upon departure in the afternoon. Employees must also clock in and out if they have to leave and/or return to the campus during the work day. For proper locations to clock in and out, please contact the Campus Office.

General Procedures – Instructional Staff

Mass Notices Sent Home By Teachers

Any large group notices to be sent home with students must first be reviewed and approved by the Campus Principal. Examples of these communications are newsletters, notices of trips, classroom rules, etc.

Conference Period

Each teacher is free of classroom duties one (1) period of each day for not less than 45 minutes. The purpose of this period is to allow time to perform your many required responsibilities necessary to, but apart from, the classroom. Some of these tasks are:

1. Planning lessons and classroom activities
2. Arranging for lessons and classroom materials
3. Grading papers and recording computerized records of those grades.
4. Preparing special requests for information or reports
5. Contacting and conferencing with parents, principals, or other staff
6. Securing supplies, preparing purchase requests, and ordering materials

Leaving school during your conference period is discouraged. In the event it becomes absolutely necessary, you must clear your absence with the Principal. Please alert the Campus Secretary when you leave and when you return. In extreme emergencies it is beneficial for the campuses to have an accurate account of everyone's whereabouts.

The best way to both avoid and solve problems is to talk directly with the parents of a student and enlist their aid in improving student performance and/or conduct. You may meet with parents alone in your classroom, or with a witness to the discussion. Should the latter circumstance become necessary, contact a co-worker, the Principal, or the Counselor. Be prepared and organized for a conference by having the following information:

1. Check student cumulative records.
2. Check with other teachers who have the student to see if any may have similar or related problems/concerns.
3. Have samples of work and grades from your Gradebook Online.

Teachers should attempt to schedule a conference with parents whose student is at or near failing for the progress report or the report card. If a parent is unable to attend a conference at school, request to conduct a phone conference or send a letter. Be as prepared for it as if the parent were with you in person. Always keep appropriate documentation of your efforts to contact the parent.

Grade Book (Grades and Attendance)

Your grades and attendance must be maintained on the online Gradebook program. Grade books will be monitored periodically by campus administrators. Grades for progress reports and report cards are due according to the Campus Calendar. Parents have the option of viewing grades and attendance via Parent Portal; consequently, Grades should be updated in the system as follows:

Elementary every Wednesday
JSHS the "following" Monday of every week

Lesson Plans

Turn in the lesson guide that you follow for each week. Make sure that skills are noted by the day or week.

Elementary -A paper copy is due, at the beginning of each week (Monday at 8:00 a.m.) and needs to be placed in the box provided in the Teacher Workroom.

JSHS– An electronic copy is due to the principal on Monday at 8:00 a.m. and must be submitted in two week increments.

***Lesson plans are turned into the Campus Principal no later than Monday or the first day of each school week.**

When planning, please keep in mind the District and Campus goals. Also, remember that students can normally do more than what they lead you to believe. Plans should be designed to

challenge students to their capacities and, whenever possible, should relate to experiences that students have had. Being practical goes a long way in providing for effective teaching. Effective planning is the key that provides enjoyment for both the student and the teacher, as well as helping eliminate many discipline problems. All of us should be able to feel as if we have accomplished something at the end of each day. Good Planning is a very essential part of meeting this goal for yourself and your students.

When writing a daily lesson plan, special emphasis should be placed in the following areas:

1. Unit and lesson objective
2. Teacher input to the lesson and student involvement in it
3. Materials needed
4. The method and type of independent practice
5. The methods and types of monitoring and evaluating techniques

Your lesson plan book is part of the end-of-year check-out procedure. As with your grade book, the lesson plan book is a document of record and should be maintained as such.

Lesson Plans and Folders for Substitutes

Each teacher is to maintain a folder for substitutes labeled “Substitute Folder”. The folder should contain a copy of the teacher’s schedule, class roster for each section of the day, duty responsibilities and classroom procedures. Reliable students should be listed and a seating chart, if used by the teacher should also be included. There may be additional items requested by the Campus Principal to be contained in the Substitute Folder. Each campus will provide the teachers with a Substitute Evaluation Form that must be completed when the teacher returns to work. These evaluations will provide pertinent information to the Campus Principals and will help facilitate future planning. A set of emergency lesson plans are required from each teacher. These will be kept on file according to campus procedure. These plans should be general in nature, yet meaningful and workable in the event that you are unable to provide plans due to your absence.

In addition to your lesson plans, teachers should have a planning book to include:

1. Daily schedule
2. General outline and objective for the year
3. Fire drill and Emergency Procedures
4. Duty dates, times and locations

A set of plans for the duration of an absence will be required for a teacher who knowingly will be absent for an extended period of time. These plans should parallel the work that would be taking place if the regular teacher were in attendance. The plans should be left with the Campus Secretary before leaving the building on your last day in attendance.

The following tips from experienced teachers and substitutes may be helpful to ensure success for a substitute in your classroom:

- Plans should be clear, concise, and meaningful
- Provide an activity for the beginning of each period that will allow the substitute time to get organized
- Provide answer keys for any assignments
- Require written work to be turned in during the class period
- Avoid vague assignments
- Provide procedures and forms for daily reports and seating charts
- Provide a list of helpful co-teachers and responsible students

Textbooks

The Textbook Coordinator will be in charge of textbooks for the district. This contact will be responsible for maintaining an accurate and up-to-date inventory of all textbooks for that campus on a six weeks basis. Those inventories will need to be submitted to the Textbook Coordinator upon completion. The necessary forms and procedures for requesting and returning textbooks are located in each campus office. Please assist in the accurate accounting for textbooks by following these checkout procedures, as well as the end of year process for textbook accounting. The teacher is responsible for all texts used in his/her classroom. Teachers will be given textbook information as per each campus at the beginning and end of each school year.

Teachers can assist in the care of textbooks by instructing students not place excess paper, pens, etc., into a text and then close it. This breaks the binding of the book. Teachers should instruct students not to mark or highlight the text and not to earmark or turn down page corners. By law, texts are to be kept covered at all times. Please reinforce this practice. Book Covers are provided through the Campus Office.

Students are also responsible for the care of their books. Damaged texts will have fines assessed for damage. Those fines will need to be collected and submitted to the respective Campus Contact shown above. Lost textbooks must be paid for before another text is issued. The student must have access to a text during class to complete assignments but do not allow them to be taken home or out of the classroom. Once the lost text is paid for, another textbook may be issued. Should the lost text be found or returned, there is a process to reimburse the student/parent. Please notify the Campus Contact and they will initiate that process.

Videos in the Classroom

It is the teachers responsibility to ensure that copyright guidelines and laws are followed. Please review the following additional guidelines:

1. “G” rated materials ONLY may be shown at teachers discretion
2. Materials without a rating or with a rating other than “G” *must* receive prior approval from Campus Principal

3. A face to face activity or lesson directly related must take place prior to and following the movie.
4. Any copy must be lawfully made.
5. Lesson must end the class period, not the video.

Campus and District Equipment

A/V Equipment. All audio visual equipment is either checked out to your classroom or is available from the Campus Librarian. Do not send students to check out your equipment.

Computers. Each teacher will be issued a District computer and accessories. If you experience issues with your computer, a Technology Request must be submitted via Eduphoria – HelpDesk prior to any work being performed by the Technology Department. If you are unable to access Eduphoria using your computer there are numerous other computers available on each campus in order to access the internet (i.e. Neighboring Teacher, Library, Computer Lab, Campus Office, etc.). Requests made by any other method will not be honored. In order to accurately track technical issues or possible problematic patterns a formal request must be completed. Do not stop anyone from the Technology Department in the hall or because they are conveniently close by to tell them about your technology problem. They are on assigned tasks and doing so will delay the solution to your technical issue. Do not call the Technology Department directly to submit or follow-up on your Technology Request. The HelpDesk system the district utilizes has a feature that will update you periodically as the technician makes notes and/or resolves your request. When submitting your Technology Request, please list in detail the nature of your issue. For example, do not simply state *“My computer is broke.”* Something more appropriate would be *“My computer will not power up. Or My computer will shut down and reboot on its own.”* Please remember to be courteous when you are compiling and submitting your request for assistance. The District and its personnel do understand the frustration that may occur as a result of faulty technology; however, these requests are not the proper outlet for expressing such frustration.

Copy Machines. Copy machines are located in each campus workroom and may be used by all instructional staff. No students are allowed to use the copiers. The copiers are networked to the campus intranet in order to be available for printing as well. Technology staff will be able to assist in the setup of these copiers as printers on your computer. When printing use the job handling mode in order to prevent the loss of your print job. Each employee is assigned a code that will need to be entered in the copy machine prior to printing and copying. These codes are used to audit use of the machine periodically. If the machine needs toner or service, please notify the Campus Office as soon as possible so that service can be scheduled in a timely manner.

Equipment and Supplies. Please report any equipment malfunctions other than computers to the Librarian and/or Campus Office.

Fax Machines. Fax machines are located in each Campus Office and may be used for instructional purposes.

Laminating Machines. The laminating machines and materials are available on both campuses for permanently sealing materials for school use. See each Campus Librarian for assistance. If the equipment needs repair or film added, please inform the Librarian as soon as possible. Employees who wish to use district facilities after school hours must follow established procedures. The District Administration Office is responsible for scheduling the use of facilities after school hours. Contact your campus office to receive a form to be filled out and turned in to the District Administration Office to request to use school facilities and to obtain information on the fees charged. The purpose of scheduling the use of facilities even during school hours is in order to coordinate with the necessary departments such as cafeteria, athletics, maintenance, and /or custodial. Having a planned and up-to-date schedule of events will make events run smoother and more efficient. Some examples would be that air conditioning and heating may be properly controlled, tables and seating may be provided if needed, and cleaning the facilities before the next school day may be done.

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

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the Texas Education Agency*.

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

Dismissal or Nonrenewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, 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 nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, 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. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page [redacted].)

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment. The District may withhold the cost of any unreturned items from the final paycheck.

Reports to Texas Education Agency

Policy DF, DHB

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

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

The superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal

history” means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

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

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Lynn Redden the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Robyn Thornton the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

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

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus 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 teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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

ARD/Special Education

In addition to the staff and programs available at OISD for students with special needs, the District belongs to the Polk County Special Services Cooperative. The Co-op provides multiple services to our District. The following information may be helpful:

The Polk County Special Services Co-op was formed in order to provide students with disabilities in Polk County appropriate special education services. The Management Board is composed of participating school district Superintendents. Corrigan-Camden ISD serves as the fiscal agent for the co-op. All special education services are provided in accordance with Federal and State mandates as well as State Board of Education (SBOE) rules. The co-op staff includes a Director, diagnosticians, counselors, speech pathologists, VAC coordinators, teachers for visually impaired students, paraprofessionals and office staff. The co-op, in partnership with each participating district, will provide the opportunity for eligible students with disabilities to reach their full potential academically, vocationally, and socially.

Referral and Assessment A student may be referred for special education testing by teachers, parents, physicians, agencies, organizations, etc. Referral is the responsibility of regular education. Special education personnel may not be involved in the collection of referral data except for pre-kindergarten students, new transfers, and severe/profound disabilities.

A Full Individual Evaluation (FIE) must be completed by an educational diagnostician and/or a speech pathologist for students referred for special education. A re-evaluation must be completed every three years unless stated otherwise in the ARD. Referral and assessment activities must adhere to specific timelines established by TAC 89.AA.

ARD Committees

The ARD (Admission, Review, Dismissal) Committee is composed of the Campus Administrator, parent, student, (when appropriate), counselor, current teachers and may include representatives of vocational assessment, and/or other professional staff. The administrative chairman has the authority to commit the District's resources and must accept the responsibility for the ARD Committee decisions. This committee approves the IEP (Individual Educational Plan) for the student.

Each student in special education must have an ARD meeting at least annually. In addition, a temporary ARD must be held when a new student who has been receiving special services in another district checks in. A second ARD will be held within thirty (30) school days upon receipt of assessment data.

Disabilities and Services In order to receive special education services, the student must demonstrate an educational need and have one or more of the following disabilities according to established guidelines:

Auditory Impairment, Autism, Deaf/Blind, Learning Disabled, Multiple disability, Mental Retardation, Emotionally Disturbed, Visual impairment, Speech Impairment, Traumatic Brain Injury, Orthopedic Impairment, or Other Health Impaired

The least restrictive environments (LRE) must be decided by the ARD Committee for each special education student. The various educational settings to be considered include, but are not limited to the following:

- | | |
|--|-----------------------------|
| Mainstream /Inclusion—Regular Classroom | Resource Class |
| Self-Contained Special Education Classroom | ABU—Adaptive Behavior Unit |
| VAC-Vocational Adjustment Classroom | IE-Instructional Enrichment |
| LIFE– Learning In Functional Environments | |

In addition, related services may be provided as indicated by the ARD. These are services that are developmental, corrective, supportive or evaluative, are not instructional in nature, and are necessary in order for students to benefit from instructional program and achieve the elements of students to benefit from instructional program and achieve the elements of his/her IEP. These services may include counseling, physical therapy, occupational therapy, orientation and mobility training, school health services, social services, special transportation, etc.

Special Education Early Childhood Program Children with disabilities who are three years of age may qualify for preschool or early childhood services if a handicap exists. Persons who know of a child who needs these services should call the co-op office to assist in “Child Find” activities. Additionally, children who are under the age of three and are deaf or blind may also receive services.

Special Education Placement in an AEP Special needs students may be placed in this most restrictive environment only through the ARD process. This special determination of services will be made with the campus principal, cooperative’s diagnosticians, and other necessary ARD Committee members.

Referral Time Lines The following time lines are required by TAC 89.AA and are provided by the co-op:

1. Sixty calendar days from the initiation of the referral process for a Full Individual Evaluation (FIE) and the completion of the written report. The baseline for counting these calendar days is based on the completed and dated forms from the parent giving permission to conduct the assessment. The referring teacher/District forms also include dated materials and are inclusive in the process. The co-op has thirty calendar days from the time the completed referral packet is received by them to perform the FIE and to complete the written report. These thirty days must fall within the above mentioned sixty calendar days.

2. The ARD Committee shall make its decision regarding students referred for special services within thirty days from the date of completion of the written assessment report

Promotion A student shall be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. See Policies EIE (Legal) and (Local) for additional clarification.

Counseling/Guidance Program

The Counselor represents a strong and active portion of the school's overall program as well as a strong line of communication between both the teacher and student and the school and home. Teachers will find that a wealth of information may be gained from working closely with the Campus Counselor and from studying the cumulative records of their students. This information, however, must be handled confidentially. The Counselor may assist you with the use of this information in a discreet manner.

Students, on many occasions, should be encouraged to see the Counselor concerning problems when their needs cannot be met by other means. Students bring many problems to school that impact their performance in your classroom and on the campus. Many of these problems may be dealt with in cooperation with the Counselor so that the student may continue to benefit from your class. It is your duty as a teacher to be aware of each individual student in your class. You should be aware of each student's moods, withdrawals, inconsistent behavior, poor self-esteem, poor attendance, lack of progress, difficulty in coping, and other behaviors that signal a student is having a problem. As part of your instructional duties and responsibilities, the teacher should consult with the Counselor to devise methods that will help these students. The Counselor has a referral process that requires the teacher to complete a "Counseling Referral Form" and return to the Counselor. The Counselor will then be responsible for setting a time and date to counsel that student.

Lockers

In your classroom please stress the importance of keeping lockers neat and orderly. This will help students locate needed materials quickly during class changes. No items should be attached to the outside of the lockers. Encourage students to clear their lockers regularly before the school day begins.

Students are not allowed to return to their lockers from the classroom for “forgotten” materials.

Not only does this interrupt instruction, but also the student may be held responsible for missing or damaged items from another student’s locker. They may also be subject to responsibility for other vandalism that occurs on campus. It is in their best interest to remain in class.

Student Achievement/Calculation of Grades

Please refer to the current year’s Student Handbook for the most updated guidelines and District Policy of grade calculation, daily assignments, major assignments, late work, extra credit work, retests, progress reports and report cards.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the Campus Administrator. The district’s policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

<http://pol.tasb.org/Policy/Code/1002?filter=FFI>.

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.

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