

Pewitt CISD

PO Box 1106-Omaha, Texas 75571

2011-2012

Employee Handbook



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INTRODUCTION

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

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. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located at the central administration office, each principal's office, each school library, and are available for employee review during normal working hours. In addition, district policies can be accessed at: <http://pewitt.tx.schoolwebpages.com>.

FOREWORD

The board of Trustees of the school district, in cooperation with the school administration and in accordance with the policies of the State Board of Education, has adopted the following Employee Handbook.

These rules and policies have been developed and must be observed to insure the effective and orderly operation of your school and its many related activities. The responsibility for knowing and observing the rules and policies of the school rest with you, and for this reason, you are expected to become familiar with the information in this handbook.

EMPLOYEE HANDBOOK RECEIPT

Name _____

Campus/Department _____

I hereby acknowledge receipt of my personal copy of the Pewitt CISD Employee Handbook. I also acknowledge that there is a copy of the Employee Handbook located at each principal's office, the library, and at the central office. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. Access to the electronic form can be found by visiting the school website at:

<http://pewittcisd.com>

_____ I choose to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided.

_____ I choose to receive a hard copy of the employee handbook.

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

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

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

SIGNATURE

DATE

NOTE: This handbook includes two copies of this form. Please sign and date one and keep in the handbook. Sign and date the other and forward it to the central office administration.

PEWITT CISD MISSION STATEMENT

Providing each student of the Pewitt Consolidated Independent School District with the opportunity to attain comprehensive education in order to achieve success in all areas of life is and should be the motivating force for Pewitt Schools. Providing students with meaningful experiences while in school will help insure success both during and after school. Development of academic skills, independent and logical thinking, and responsible citizenship will guide our students throughout their lives. Preparations during early learning experiences will offer our younger citizens opportunities for successful living the remainder of their lives.

Board of trustees

Policies BA, BB Series, BD Series, BE Series

Texas law grants the board of trustees the power to govern and oversee the management of the district's school. 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, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Trustees are elected at-large and serve 3-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board Members:

Knight, Tommy

Wright, Brad

Waits, Jimmy Lloyd

Derrick, Brandi

Jones, Mac

Ranes, Todd

Whetstone, Bennie

President

Vice-President

Secretary

Member

Member

Member

Member

The Board will usually meet every 2nd Thursday of each month at 6:30 p.m. in the district's administration building on Hwy 67 east. In the event that large attendance is anticipated, the board may meet at a location to be announced in advance of the meeting. Special meetings may be called when necessary. A written notice of

regular and special meetings will be posted at the District's Administration Building and on the district website 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. Closed sessions may occur for such things as discussing prospective gifts or donations, real property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation. The public is excluded from closed sessions.

Board Meetings are normally schedule for the second Thursday of each month. Regular and special meeting will be posted at least 72 hours before scheduled meeting time.

Administration

David Fitts	Superintendent	884-2804
Jackie Dammann	Curriculum Director	884-2136
Adam Martinez	Technology Director	884-2136
Vickie Lilley	Special Education Director	645-5081
Holly Tucker	High School Principal	884-2293
Ronnie Herron	Junior High Principal	884-2505
Laurence Johnson	Elementary Principal	884-2404

School Calendar (See *Pewitt website*) <http://pewittcisd.net>

Helpful Contacts

Reggie Kumrow	Athletic Director	884-2071
Theodus Lockett	Band Director	884-2961
Jackie Dammann	District Testing	884-2136
Karla Davlin	Business Manager	884-2804
Angie Brown	Payroll/Insurance	884-2136
Abigail Jones	Accounts Payable/Accounts	884-2136
Linda Young	Food Service Director	884-2941
Doug Wommack	Maintenance Director	884-2142
John Crane	Transportation Director	884-2061
Kay Pollan	Custodian Supervisor	884-2505

EMPLOYMENT

Equal employment opportunity

Policy DAA, DIA

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

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact the superintendent, Dr. David Fitts, P.O Box 1106, Omaha, Texas 75571, 903-884-2804.

Job vacancy announcements

Policy DC

To the extent possible, announcements of job vacancies by position and location are posted on a regular basis and posted at the central administration building, each principal's office, and the district's Website.

Employment after retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions or on a part-time basis without affecting their benefits, according to TRS rules and state law. Service retirees who retire before May 31 may return to work in a Texas public school without a reduction in benefits one full calendar month after the retirement date provided they meet specific conditions. Retirees may work in the following capacities without a loss of retirement benefits:

- As a principal or assistant principal on a full-time basis, if certified as a principal and following a 12-month break in service. Retirees that retired under early age or disability provisions are excluded.
- As a full-time bus driver (early age and disability retirees excluded).
- As a substitute at no more than the established daily substitute pay rate (Individuals receiving disability retirement benefits may not work for more than 90 days in a school year.)
- On a half time or less basis during any month. Half-time employment cannot exceed the lesser of 50 percent of the position's full-time load or 92 hours in a month.
- On a full-time basis during a six-month period during a school year, provided that this is their only employment in a Texas public school. Individuals who retire in

August may begin employment in October of the school year following their retirement.

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid a disruption of benefits. Working any part of a month counts as a full month. Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

Shortage areas. Certain retirees may return to work on a full-time basis as a principal, assistant principal, or teacher in acute shortage areas without a reduction in their TRS annuity benefits. Acute teaching shortage areas are determined by the board based on Commissioner of Education guidelines. When filling acute shortage area positions, the district must give hiring preference to certified applicants who are not retirees. To be eligible for full TRS benefits a retiree must meet the following criteria:

- Have not been subject to a reduction in benefit for retirement at an early age or retired under disability provisions
- Have a 12-month continuous break in public school service since retirement
- Be appropriately certified for the position in the applicable school year

Employees can contact **Karla Davlin** for additional information or contact TRS by calling 800-223-8778 or 512-397-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Contract and noncontract employment *Policies 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 or term contracts. Employees in all other positions are employed at will or by 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 probationary contracts during their first year of employment if they have not been previously employed by the district. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one full school year. For those with less experience, the

probationary period will be three school years, with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term after they have successfully completed the probationary period. Teachers are employed by term contracts. Campus principals and central office administrators are employed under two-year contracts following a one-year 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 and, upon request, employment policies.

Noncertified professional and administrative employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

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

Searches and Alcohol and drug testing Policy DHE

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

Employees required to have a commercial driver's license. Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when 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 when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

All employees required to have a CDL that 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 the alcohol and drug policies and related educational material should contact **John Crane**.

First aid, CPR, and AED certification

Policy DBA, TEC 22.902

Nurses, physical education teachers, marching band directors, coaches, athletic trainers, or sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or University Interscholastic League (UIL) must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Information on TEA requirements is available on TEA website <http://ritter.tea.state.tx.us/taa/health042109.html>

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 by written letter. 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 office and must be approved by the receiving supervisor.

Workload and work schedules

Policy 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 and conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes. 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 are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Notification to parents regarding certification status

Policy DBA, DK

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. 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 **Superintendent of Schools**

Outside Employment

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approvals for outside employment will be determined by the superintendent and based on whether outside employment interferes with the duties of the regular assignment.

It is expected that each employee will consider the position with the District as His or Her most important job and that he or she will accept no other employment if such employment detracts from performance with this district.

No employee of the district is permitted to use his or her position in promoting, soliciting, or selling any project, goods, or services within the boundaries of the district unless the patron invites said solicitation with full knowledge of the type of sales work in which the employee is engaged.

Employees will not recommend, endorse, or require the purchase of any product, material, or service in which they have a financial interest or which is sold by a company for whom they work. Neither will certified employees recommend or require purchase of a specific brand of student supplies if there are other brands, which are equal and suitable for the purpose intended.

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

Less Than Annual Evaluations

Policy DNA Local

LESS-THAN-ANNUAL EVALUATIONS

ELIGIBILITY

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

1. Be on an educator term contract;
2. Be SBEC certified;
3. Not be on a District permit;
4. Work in his or her certification area;
5. Receive a proficient rating for two consecutive years;
6. Be employed by the District for a certain number of years;
7. Not be new to the campus;
8. Not be supervised by a new principal;
9. Not be new to the profession; and
10. Not be new to the District.

FREQUENCY

Eligible teachers shall be appraised every other year. Teachers new to the profession shall be appraised for their first three years. Teachers new to the District shall be appraised for two years.

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

ALTERNATIVE ANNUAL REVIEW PROCESS

In the years that PDAS is not scheduled for an eligible teacher, an annual review process shall consist of:

1. Informal walkthroughs; and
2. Local performance expectations.

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

The regular PDAS procedures and requirements shall not apply to the alternative annual review process.

PDAS

The annual appraisal of District teachers not eligible for less frequent evaluations shall be in accordance with the PDAS.

The District shall establish an appraisal calendar each year.

SCHEDULE LIMITATIONS

In addition to those days on which observations are prohibited by law [see DNA(LEGAL)], the District shall not schedule observations on the day before and

the day after a school holiday, days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-mandated assessments or other standardized tests.

FIRST OBSERVATION	First classroom observations of teachers shall be scheduled by date and time.
ALTERNATE APPRAISERS	The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.
SECOND OBSERVATION APPRAISER	Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.
SCHEDULING	Second appraisals shall be scheduled by date and time.
SCORES	The Board shall ensure that the Superintendent or designee establish procedures regarding how domain scores from first and second appraisals will be used.
PROBATIONARY TEACHERS	Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term. [See DFAB(LEGAL)]
EMPLOYMENT DECISIONS	When relevant to decisions regarding term contracts, written evaluations of a teacher's performance, as documented to date, and any other information the administration deems appropriate, shall be considered in decisions affecting contract status.
GRIEVANCES	Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).

Employee involvement

Policy BQA, BQB

At both the campus and district levels, Pewitt CISD offers opportunities for input in matters that affect employees and influences the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the central office.

Staff development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel are predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by 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

COMPENSATION AND BENEFITS

Salaries, wages, and stipends

Policy DEA, DEAA

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

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 fulltime 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 **Angie Brown** for more information about the district's pay schedules or their own pay.

Annualized compensation

Policy DEA

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

Paychecks

All professional and auxiliary employees are paid monthly. During the school year paychecks are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Paychecks are issued on the 26th day of each month unless the 26th is on a weekend, then it will be the preceding workday except for November and December. Payday will be the last day before the holiday. During the summer breaks, paychecks will be issued at the administration building on the 26th day of the month until 4:00 p.m. Paychecks will be mailed if it was not picked up.

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

Automatic payroll deposit

The district offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into an account at the financial institution of their choice. A notification period of **two (2) weeks** is necessary to activate this service. Contact **Angie Brown** for more information about the automatic payroll deposit service.

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
- Medicare tax (applicable only to employees hired after March 31, 1986).

Other payroll deductions employees may elect to take include deductions for the employee's share of premiums for health, dental, life, and vision insurance. In addition, employees may deduct annuities, higher education savings plans, and savings deposits and loan payments through **Angie Brown**. Employees may also request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime compensation

Policy DEA

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a work week begins at 7:45 AM and ends at 3:45 PM.

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

- Employees can accumulate up to 60 hours of compensatory 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.
- 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

It shall be the policy of Pewitt CISD that all requested travel by personnel attending workshops, conferences, meetings, field trips, etc., be presented to the Superintendent after being approved by the campus principal. Requests should be made at least 30 days before the effective date of the travel if it is to involve overnight lodging, meals, mileage, and conference expenses.

Trips which will not require overnight lodging but will involve meals, conference and mileage expenses, should be presented to the Superintendent after being approved by campus principal at least 10 days prior to the effective date to travel.

This travel policy does not include travel involved with regularly scheduled UIL activity participation.

This travel policy will be in conformance with administrative travel regulation, which spells out travel, lodging and meal allowances.

Meals - Daily limit (over-night)	\$30.00
Single Meal Allowance (non-overnight)	
Breakfast	\$ 5.00
Lunch	\$10.00
Dinner	\$15.00
Lodging	
Mileage Allowance	\$00.40

Employees who attend workshops and do not require overnight lodgings will be reimbursed for the noon meal at a maximum rate of \$10.00 per day.

15% tip and gratuity will be reimbursed with your receipt.

Personnel are encouraged when possible to travel together when meetings are attended by more than one staff member in order to conserve travel funds.

Credit cards will be issued, along with a tax-exempt certification, for lodging expenses for overnight travel. The use of school cars is encouraged and a gasoline credit card will be issued along with the keys to the vehicle.

Reimbursement for meal expenses will be made in accordance with the allowable limits when receipts and travel reports are made to the school business office. It is important for auditing purposes that documentation of all travel expenses be verified with receipts.

Health, dental, and life insurance

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 regularly scheduled to work at least 10 hours per week

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

The insurance plan year is from September 1 through August 31. New hires are subject to a 90-day waiting period before the district begins paying for a portion of health insurance premiums through TRS-ActiveCare. An employee may choose to buy the insurance during this period by paying out-of-pocket. Insurance coverage would then begin the first day of the month following the first day of work. Coverage for employees that choose not to buy the insurance would begin on the 91st day of employment. Employees who were contributing members of TRS at the time they were hired are not subject to the 90-day waiting period.

Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact **Angie Brown** for more information.

Supplemental insurance benefits ***Policy CRG***

At their own expense, employees can enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact **Angie Brown** for more information.

Cafeteria plan benefits (Section 125)

CFEA

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., accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

Workers' compensation insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. 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 circumstance of each case.

All work-related accidents or injuries should be reported immediately to their supervisor and **Angie Brown**. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' compensation benefits*, for information on use of paid leave for such absences.

Unemployment compensation insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. 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 **Angie Brown**.

Teacher retirement

Policy DEG

All personnel employed on a regular basis for at least one-half time of the normal work schedule are members of the Texas Teacher Retirement System (TRS). For new employees there is a 91-day waiting period before membership in TRS begins. Substitutes not receiving TRS service retirement benefits that work at least 90 days a year are also eligible for TRS membership and may purchase a year of creditable

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

Employees who plan to retire under TRS should notify **Karla Davlin** as soon as possible. Information on the application procedures for TRS benefits is available through **Karla Davlin**. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is available on the Web (www.trs.state.tx.us). See page 10-11 for information on restrictions of employment of retirees in Texas public schools.

LEAVES AND ABSENCES

Policy DEC, DECA, DECB

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

Use of Leave is available for the employee's use at the beginning of the school year. However, state personal and local leave is earned during the current school year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

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

Medical Certification

Any employee who is absent more than five 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 employers and other entities covered by GINA Title II 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

result 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 family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees who take an unpaid leave of absence 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 not on unpaid leave.

Personal Leave Policy DEC

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of 1/2 day for every 18 days of service. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, and is transferable to other Texas districts, and generally transferable to education service centers. There are two types of personal leave: 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, advanced planning. Nondiscretionary leave will be granted to employees in the same manner as sick leave.

Discretionary. Leave taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must request to his or her principal or supervisor three days in advance of the anticipated absence.

Discretionary personal leave will be granted on a first-come, first-served basis. 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.

A maximum of 10% campus employees in each job category will be permitted to take discretionary personal leave at the same time.

- Discretionary leave may not last more than 2 consecutive workdays.

- Discretionary leave may not be taken on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAKS tests, or professional or staff development days.
- Discretionary leave may be granted by the administration to employees who are not sponsors of a specific organization to be a chaperone on a prohibited day. The Administration must make this decision with regard to established discretionary leave rules.

State Sick leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

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

Additional Local leave

Policy DEC

All employees shall earn an additional five equivalent workdays of local sick leave per school year at a rate of one-half day for each 18 workdays of employment. Employees called to active military service may use available local sick leave.

Use and Recording

An employee may choose which leave they wish to use, however, the leave must be allowable for that category and the employee must have eligible leave within that category.

Temporary disability leave

Policy DEC

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 Superintendent** 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 do the job. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Family and Medical Leave Provisions

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

Basic Leave Entitlement

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

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

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or deployed to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

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

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

Eligibility

Policy DEC (Local)

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

Definition of Serious Health Condition

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

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

Use of Leave

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

Substitution of Paid Leave for Unpaid Leave

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

Employee Responsibilities

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

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

Employer Responsibilities

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

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

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to:

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

Enforcement

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

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

FMLA section 109 (29 U.S.C. §2619) required FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. §825.300 (a) may require additional disclosures.

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

Eligibility

Local Policy DEC (Local)

Eligible employees can take up to 12 weeks of unpaid leave each year between **July 1** and **June 30** for the following reasons:

- The birth, adoption, or placement of a foster child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Use of paid leave

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

Combined leave for spouses

A husband and wife who are both employed by the district are limited to a combined total of 12 weeks of 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, 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.

Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse,
- An employee is seriously ill and unable to work child, or parent
- An employee requires medical treatment for a serious illness
- An employee becomes a parent or has a foster child placed in his or her home

Requests for FML

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact their supervisor as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical options and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work
- Certification of the need for family military leave

Employee that require FML or have questions should contact their principal or supervisor for details on eligibility, requirements, and limitations.

Worker's compensation benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use 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. [See *CRE (LEGAL)*]

Assault leave

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

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

Bereavement leave

Use of state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.

Jury duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employee must present documentation of service to **Angie Brown**.

Other Court Appearances

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 paid leave. Employees may be required to submit documentation of their need for leave for court appearances.

Military leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per

year. In addition, an employee is entitled to use available state and local personal or sick leave during active military service.

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

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 **Angie Brown** for details on eligibility, requirements, and limitations.

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 process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

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

See website for any changes that may occur in local policy.

PERSONNEL-MANAGEMENT RELATIONS:
EMPLOYMENT GRIEVANCES/COMPLAINTS

DGBA (LOCAL)

GUIDING
PRINCIPLES

INFORMAL
PROCESS

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.

FORMAL PROCESS	<p>Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.</p> <p>If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.</p>
FREEDOM FROM RETALIATION	<p>Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint. [See DG]</p>
NOTICE TO EMPLOYEES	<p>The principal of each campus and other supervisory personnel shall inform employees of this policy.</p>
SPECIFIC COMPLAINTS	<p>For more information on how to proceed with complaints regarding:</p> <ol style="list-style-type: none"> <li data-bbox="581 1087 1406 1155">1. Alleged discrimination, including violations of Title IX or Section 504, see DAA. <li data-bbox="581 1197 1089 1230">2. Instructional materials, see EFA. <li data-bbox="581 1272 1435 1339">3. A commissioned peace officer who is an employee of the District, see CKE.
OTHER REVIEW PROCESSES	<p>Complaints alleging certain forms of harassment shall be processed in accordance with DIA.</p> <p>Complaints arising from any of the following must be addressed through the local and statutory processes indicated below:</p> <ol style="list-style-type: none"> <li data-bbox="581 1591 1357 1696">1. The proposed nonrenewal of a term contract issued under Chapter 21 of the Texas Education Code, in accordance with DFBB. <li data-bbox="581 1738 1435 1879">2. The proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Texas Education Code during the contract term, in accordance with DFAA,

DFBA, or DFCA, respectively.

This policy shall apply to all other employee complaints.

DEFINITIONS

For purposes of this policy, terms are defined as follows:

COMPLAINT / GRIEVANCE

The terms "complaint" and "grievance" shall have the same meaning. A complaint under this policy may include:

1. Grievances concerning an employee's wages, hours, or conditions of work;
2. Specific allegations of unlawful discrimination in employment based on the employee's sex, race, religion, national origin, age, or disability;
3. Specific allegations of unlawful discrimination or retaliation based on the employee's exercise of legally protected rights; or
4. Specific allegations of adverse personnel action based on the employee's good faith report to an appropriate law enforcement authority of a violation of a law by the District or a District employee, i.e., "whistleblower complaints." [See DG]
5. Complaints arising from the dismissal or termination of an at-will employee. [See DCD]
6. Complaints arising from the termination at end of year of the probationary contract of a professional employee. [See DFAA]

FILING

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

RESPONSE

At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee's mailing address of record. Mailed

responses shall be timely if they are postmarked by U.S. Mail on the deadline and received by the employee or designated representative no more than three days after the response deadline.

DAYS	"Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero," and all deadlines shall be determined by counting the following day as "day one."
REPRESENTATIVE	<p>"Representative" means any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel.</p>
WHISTLEBLOWER COMPLAINTS	Whistleblower complaints shall be filed within the time specified by law. Such complaints shall first be filed in accordance with LEVEL TWO, below. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint. [See DG]
GENERAL PROVISIONS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
COSTS INCURRED COMPLAINT	<p>Each party shall pay its own costs incurred in the course of the complaint.</p> <p>Complaints under this policy shall be submitted in writing on a</p>

FORM

form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the employee did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the requested information if the refiling is within the designated time for filing a complaint.

LEVEL ONE

Complaint forms must be filed:

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

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

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

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

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

LEVEL TWO

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

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

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

LEVEL THREE

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

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

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

The Superintendent or designee shall provide the Board with copies of the complaint form, all responses, all appeal notices, and all written documentation previously submitted by the employee or the administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

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

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

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

The Board shall then consider the complaint. It may give notice

of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

EMPLOYEE CONDUCT AND WELFARE

Standards of conduct

Policy DH

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and co-workers.
- 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 first learns of the incident.

See Reports to the *State Board of Educator Certification*, for additional information.

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

The Educators' Code of Ethics Purpose and Scope

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district or educational institution, educator preparation program, the Texas Education Agency, or the State Board of Educator Certification 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 request 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 appreciations of services.

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 polices, 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 and toxic inhalants.

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this Chapter.

3. Ethical Conduct toward Students

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

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the student's 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.

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 reasonable interpreted as soliciting sexual contact or a romantic relationship
- (v) Whether the communication was sexually explicit
- (vi) Whether the communication involved discussions of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student

Teacher Dress Code

Policy DH

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

Professional Appearance

There are certain standards of dress, which are not acceptable for us as professional educators. Students react to our appearance as readily as they do to our directions and manners.

All professionals and para-professionals are expected to dress conservatively and in good professional taste. Blue-jean and blue-jean “look” are not appropriate for the classroom, except for designated days by the campus principal. Vocational teachers who are working in the shop on a particular day should dress for “dirty” work. No such “dirty” work environment exists in the academic setting. “Coaching” dress; warm-ups, shorts, etc., are not acceptable in the classroom settings. Just as our students will change for P.E. and athletics, so must our coaching staff. Female

teachers are not to wear skorts that are above knee length. Split skirts that are below the knee are fine. All skirts or dresses should come at least to the top of the kneecap.

Field trips and off-campus activities in the name of the school carry the same dress expectations as the classroom unless notified through the principal's office about particular activity requiring a change.

Neatness of appearance helps in the example setting, which is essential to fine instructional programs in the classroom environment. We want to maintain high standards in dress and appearance just as we do in daily instructional and behavioral areas. The "look" of a well prepared, highly competent, professional educator will assist each of us in not creating distractions in our teaching obligations and opportunities.

Eating and Drinking in the Classroom

Teachers are asked to exercise professional judgment regarding eating or drinking in the classroom. Each campus is well equipped with a comfortable lounge and cafeteria. Food, drink, or eating utensils taken into a classroom should be removed at the end of the school day or secured to prevent infestation by roaches and other pests. At no time should consumption of food and drink take place during scheduled class time by students nor teachers, unless it is required to meet an Essential Skill, is an approved class party, or is approved by the campus principal.

Discrimination, harassment, and retaliation *Policies DH, DIA*

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

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

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee

complaint and grievance policy and procedures (See *Complaints and grievances*, page 26-30). To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment.

Harassment of students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment 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.

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

See policy on website for definitions and procedures.

Employee-to-student. Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances; requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships
- Engaging in physical contact that would reasonably be construed as sexual in nature
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits

In most instances, sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal. All

allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact their principal, supervisor, or the Title IX Coordinator.

Employee-to-employee. Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The district will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees.

EMPLOYEE WELFARE:
FREEDOM FROM HARASSMENT

DIA
(LOCAL)

Note: This policy addresses harassment of District employees. For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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

Employees shall not tolerate harassment of others and shall make reports as required at

reporting procedures, below.

**SEXUAL
HARASSMENT**

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

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

EXAMPLES

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

**OTHER
PROHIBITED
HARASSMENT**

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

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

EXAMPLES

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

**REPORTING
PROCEDURES**

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

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

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

**TIMELY
REPORTING**

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

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to

the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

DISTRICT OFFICIALS

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

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

NOTIFICATION OF REPORT

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

CONFIDENTIALITY

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

INVESTIGATION OF THE REPORT

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

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

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

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

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

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

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

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

DISTRICT ACTION

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

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

APPEAL

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

	The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.
RETALIATION PROHIBITED	Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.
RECORDS RETENTION	Retention of records shall be in accordance with DAA(LOCAL).
ACCESS TO POLICY	This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices. .

Alcohol and Drug-abuse Prevention
Policies DH, DI, DI Local

Pewitt CISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substance Act during working hours may be dismissed. The district’s policy on employee drug abuse follows:

Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities. [See GKA (LEGAL)]

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

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

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

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

Dietary supplements

Policy DH, FFAC

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

Psychotropic drugs

Policy FFAC

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

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

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

Reporting suspected child abuse

Policy DH, DG, DH, FGG Local, GRA

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

person to make the report. Abuse is defined by SBEC and includes the following acts or omissions:

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

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class 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 Educators Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors.

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

Child Sexual Abuse

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. Sexual abuse in 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. 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 Child Protective Services.

Fraud and financial impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Conflict of interest

Policy, DBD

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

- A personal financial interest
- A business interest
- Any other obligation or relationship

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the district prior to the award of a contract or

authorization of payment. This is done by filing an affidavit with the superintendent. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

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 textbook, 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

Associations and political activities

Policy DGA

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

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

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

Safety

Policy CK 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, co-workers, and students, and to protect and conserve district equipment, employees must comply with the following requirement:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.

- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact the campus principal or supervisor.

Tobacco use

Policies DH, GKA, FNCD

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

Criminal history background checks

Policy DBAA

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

Employee arrest 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 of school property or at a school-sponsored activity
 - Crimes involving moral turpitude
- Moral turpitude includes, but is not limited to, the following:
- Dishonesty
 - Fraud

- Deceit
 - Theft
 - Misrepresentation
 - Deliberate violence
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
 - Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to distribute any controlled substance.
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse under the Texas Family Code

Possession of firearms and weapons

Policies FNCG, GKA

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

Visitors in the workplace

Policy CLA (we have no policy gkc)

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Copyrighted materials

Policy CY

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

Film/Video Policy

Films rented for use with a videocassette recorder shall be used in the classroom for education purposes only. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes.

1. The teacher must view any film/video prior to showing to students.
2. The teacher must turn into the building principal a synopsis of the film/video detailing any objectionable material including but not limited to profanity, racial slurs, nudity, etc.
3. The building principals compile a list of approved films/videos and objectionable films/videos. The list shall be shared with the faculty, librarian and other building principals. Hopefully, this will eliminate the duplication of having to view a film/video that has already been approved or disapproved.
4. Films/videos shown during class time must have some relevance to the subject matter being taught.

Technology Resources Policy CQ

The district's technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

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

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

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the campus principal.

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

Electronic media includes all forms of social media, such as text messaging, instant messaging, email, blogs, chat rooms, video sharing Websites, editorial comments posted on the Internet ,and social network sites. Electronic media also includes all forms of telecommunications such as landlines, cell phones, and Web-based applications.

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 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 of the page, including content added by the employee, 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 for 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 using the district computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and Code of Ethics and Standard Practice for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include: confidentiality of student records, confidentiality of health or personal information concerning colleagues, confidentiality of district records, including educator evaluations and private email addresses, copyright law, prohibition against harming others by knowingly making false statements about a colleague or the school system

Use of Electronic Media With Students ***Policy DH***

A certified employee may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

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

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

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

The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.

- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with 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 10:00p.m. and 6:00 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 Code of Ethics and Standard Practices for Texas Educators, including:
 - o 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]
 - o Copyright law -CY
 - o Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
 - • Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
 - • Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication

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

Asbestos management plan
Policy CKA

The district is committed to providing a safe environment for employees. A copy of the district’s management plan is kept on each campus and in the central administration office and is available for inspection during the normal business hours

Pest control treatment

Policies DI, CLB

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.

The building manager or other employee shall notify persons who work in a District building or facility of a planned pest control treatment by both of the following methods:

1. Posting the sign provided by the certified applicator or technician in an area of common access the employees are likely to check on a regular basis at least 48 hours before each planned treatment.
2. Providing the pest control information sheet developed and approved by the Structural Pest Control Board to any individual working in the building, on request.
3. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electronic means.

GENERAL PROCEDURES

Reporting to Parents

At least once every six weeks, the District shall give written notice to parents of students' grades in each class of subject. ("Parents" includes legal guardian.) The notice shall provide for the signature of the parent and must be returned to the District. If the notice is not returned to the District, the District shall so inform the parent by mail.

If in any class or subject a student receives a grade below 70 on a scale of 100, the grade notice shall state the need for a conference between the appropriate teacher and the parent.

In attempting to schedule a conference between a teacher and parent, the District shall give the parent at least two alternative dates for the conference.

The policy does not apply to a student who is married, an emancipated minor, or an adult living alone.

Grading - six week & semester

- Six-Weeks (1) Post a minimum of six grades each six weeks
(2) a six weeks test is required in all subjects (including P.E.) but should not count more than 1/3 of the six weeks grade.
- Semester (1) Multiply the average of the three six weeks grades by four (count 80% of the grade).
(2) Add the final examination grade and divide by five (to count 20% of the grade).
(3) Semester and final examinations will be given in all subjects.

Incomplete grades & Make-up work

To remove an incomplete grade the work should be finished and handed to the teacher, as the teacher requires it. Missed work as the result of an excused absence should be made up within the same number of days of the absence.

The student is responsible for initiating make-up work. She/He should check with his/her teacher to be sure what work is to be made up. Also, any tests, which were missed, should be taken if they were missed as the result of an absence. If not taken, a zero will be recorded for that grade.

Student attendance of less than 90% in a semester will result in the failure of a subject. It will be at the discretion of the attendance committee to determine if the absences are of a legitimate cause.

Honor Roll

An Honor Roll will be published at the end of each six weeks and at the end of each semester. The following criteria **MUST BE MET** in order to be eligible for the Honor Roll.

- (1) A Honor Roll requires a 90 or above with no grade below 90.
- (2) A-B Honor requires an 80 or above with at least two grades of 90.
- (3) B Honor Roll requires an 80 average with no grade below 80.
- (4) Grades used in determining Honor Roll placement are based strictly upon Academic Achievement. Conduct grades are not used

Tardies, Admits, Passes, & Dismissing Class

If a student is not in his/her assigned room when the tardy bell sounds, he is tardy. The student should be sent to the office for an admission slip.

If a student has been absent, or has missed any period or class, he is to present an admittance slip from the office before being allowed to stay in the class. The admittance slip is to be signed by each teacher and returned to the student. The last period teacher will return it to the office at the end of the day.

Classes are to be dismissed in an orderly manner by the teacher at the bell signal. Do not hold students over-time, and cause them to be tardy for their next class. All students should be kept in their respective areas until the bell sounds.

Animals in the school

As a general rule, animals will not be permitted in school buildings or on campus, for safety and health reasons, with the exception of animals which come under the jurisdiction of the agriculture program. Those animals will be permitted on school property only with the approval of one of the agriculture teachers.

In some cases, the building principal may give approval to bring specimens into classrooms for instructional purposes. This should, however, be approved in advance. Any questionable situations or requests should be referred to the Superintendent for ruling.

Advertising in the schools

School facilities will not be used to advertise promote, sell tickets for, or collect funds for any organization or program defined as commercial, political, sectarian, or controversial in the community without the approval of the Superintendent or his designees.

Schools may advertise, collect funds for, or sell tickets for their own normal projects and those of PTO's, or other school-approved student organizations. This must not be permitted to interfere unduly with classroom instruction. Sale of tickets and collection of funds must be handled in such a manner that pressure is not on pupils and that no pupil is pointed out or embarrassed.

The Superintendent may permit civic, nonprofit, cultural organizations to advertise their shows or events in the schools or to distribute free tickets or ticket options. Advertising posters will be confined to a suitable size for a school bulletin board. School will not sell tickets, collect funds, or send advertising literature home by the pupils without the approval of the Superintendent. The decision will be guided by the educational or cultural worth of the program or event. If there is a possibility that

the program or event is controversial or lacking in good taste, the Superintendent shall refuse permission for the advertising.

Bad weather closing
Policy CKC

The district may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities.

When it becomes necessary to open late or to release students early, school officials will notify the following radio and television stations, and post on district website.

K-Lake	97.7 Mt. Pleasant	Channel 6 - Texarkana
KYKX	Longview	Channel 4 - Daingerfield
Star Country	96.9 Mt. Pleasant	

In addition, we have a School Reach phone system to notify parents in the event of an emergency.

Emergencies
Policy CKC, CKD

All employees should be familiar with the safety procedures for responding to a medical emergency and 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.

The administrative staff of each school shall conduct drills and/or other appropriate practice measures as soon as possible after the opening of school and at regular intervals through-out the school year to ensure maximum safety.

TORNADO SAFETY

1. Signal--one continuous bell.
2. Students will follow teacher to designated area.

3. Students will walk single file in a quiet, orderly manner.
4. Everyone will assume proper position for tornado safety and remain there until further instruction.
5. In case of building damage, students will follow teacher to designated evacuation center.
6. Students will stay with their class at all times for roll call purposes. Teachers should have their roll books with them at all times.
7. Area immediately in front of the school should be kept clear for emergency vehicle use.
8. Diagrams showing evacuation routes will be displayed in each classroom.
9. Return-two short bells.

FIRE DRILL

1. Signal--3 consecutive bells or fire alarm signal.
2. Teacher should lead students out of the building to the designated area.
3. All windows should be closed in the classroom.
4. The last student out should close the classroom door.
5. Student will stay with their class at all times for roll call purposes. Teachers should have roll books with them at all times.
6. Diagrams showing evacuation routes will be displayed in each classroom.
7. Return to classroom--two short bells.

Purchasing procedures ***Policy CH***

All requests for purchases must be submitted to the building principal or supervisor 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 your campus principal for additional information on purchasing procedures.

[Request for Expenses of Student related Activities] request should be made 2 weeks prior to the scheduled activity. Preferably two weeks prior to the 10th and 25th of each month (payment cycle).

Responsibilities for Debt

The Board shall assume the responsibility for debts incurred in the name of the District so long as those debts are in accordance with adopted policy of the Board and the administrative procedures in effect.

The District shall not be responsible for debts incurred by persons or organizations not directly under the control of the Board. It likewise shall not be responsible for any debt made if the purchasing and expending procedures defined by the District are not followed. Persons making unauthorized purchases shall assume full responsibility for all such debts made.

School Keys

Each teacher shall be issued a set of keys to their room or place of assignment. Rooms should be locked when it is not being used by the teacher to prevent the loss of belongings left in the room by teachers and students. Students should not be given keys to the rooms or building as copies of keys have been made by students.

Telephone

Telephones are provided for the operation of school business. Those departments with telephones must itemize long distance calls on the form provided indicating the date, person making the call, party and number called, and reason the call was made. Each office with a telephone is responsible for verification of long distance calls. Each month the departments list of calls will be used to compare with the bill, and all undocumented calls will be charged against the department. To maintain control, it may be necessary to unplug and lock-up telephones at the end of the school day.

Classroom Maintenance

Each teacher is responsible for the cleanliness, illumination, ventilation, temperature, student care of furnishings, and the general condition of the classroom or assigned place of work. If the custodian fails to do his work properly, it should be reported to the principal. Special requests for work can be done by filling out a "Request for Maintenance" form. The request is to be approved by the principal and authorized by the Superintendent on a priority basis. (See Request for Maintenance Form)

Each teacher is responsible for seeing that all windows are closed and that the lights, heating and air conditioning are turned off when the room is not in use.

Name and address changes

It is important the employee records be kept up to date. Employees must notify the Administration office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary.

Personnel records

Policy GBA

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

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

The choice to not allow public access to this information may be made at anytime by submitting a written request to **Angie Brown**. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Advanced Academic Training

Advanced academic training is staff development based upon diagnosed needs or professional goals. Priority shall be given to strengthening needs identified through the appraisal process. The purpose of advanced academic training is to improve classroom instruction. Such training shall be in addition to the required inservice education and must be highly structured to meet the requirements of the Texas Education Code, Section 13.315. Activities such as developing curriculum guides, peer observations, or travel will not qualify for advanced academic training. A teacher must have prior district approval for any training to be considered for advanced academic training. The workshops of classes must address specific objectives and relate to one of the following:

- (1) course or subject taught;
- (2) Subject for which certification is held that is one of the elementary or secondary curriculum areas identified in Chapter 75;
- (3) A subject or area to be taught that has been designated by the State Board of Education, or the local district, as an area or field of acute teacher shortage

- for which the teacher has on file with district a college or university plan for certification;
- (4) a teaching endorsement or delivery system approved by the State Board of Education;
 - (5) specialized instruction for the gifted and talented student, the handicapped student, or the culturally different student;
 - (6) teaching-learning theories and strategies;
 - (7) evaluation and reporting of student achievement;
 - (8) classroom management;
 - (9) individualized instruction;
 - (10) utilization of media and high technology in the classroom; and
 - (11) other professional development activities if identified by the district and if they meet the requirements of Section 149.71(d) of Chapter 72.

Workshops and presenters

- (1) Workshops or classes must be sponsored by one of the following: the school district, a college or university, an education service center, a professional organization, or Central Education Agency. A program by a private firm must be sponsored by one of the entities in this sub-section.
- (2) Each presenter must have documented expertise in the topic of the workshop or class.
- (3) If the presenter is a teacher, advance academic training credit shall be earned by the presenter in the amount of the time for the first complete program presentation plus an equal amount of time for preparation.

The minimum length of a program for which credit may be given for advanced academic training is six clock hours, excluding lunch, breaks, or travel time. Six clock hours shall earn six hours of advanced academic training credit.

The sponsor of the program must provide participants with a record of completion, and this record must be maintained by the district to document clock hour credits of advanced academic training.

Assembly Programs

The Board recognizes the value of school assemblies in promoting school spirit, presenting national, state, and local resource person, and recognizing individual and group performance and achievement. The Board encourages such activities in all the schools when judiciously conducted.

The Principal has the direct responsibility of reviewing and approving every program given in the school assigned. People delegated to work out details of programs should get final approval of the principal before making arrangements for or announcing assemblies.

Any person or organization associated in any manner with advertising or promoting a commercial product is ineligible to participate in a school assembly, school party, or school entertainment.

Programs sponsored or directed by parent or booster club organizations will be guided by school policies.

Booster Clubs

The Board endorses the support of specific activities by the organization of booster school clubs, spirit clubs, parents' clubs, etc.

Since the Board is given the exclusive right to manage and govern all programs within the Districts, the Board chooses to establish the following guidelines for the organization and operation of any such club.

All booster clubs are to submit to the Board for approval a constitution or guidelines for operation. The guidelines shall clearly indicate that the goals of the organization are to render support to a particular program, and that the events and activities of the club do not conflict with any Board or administrative regulations that regulate the organization to be supported. The school employee who sponsors, coaches, or directs the activity of club to be supported shall at all times be aware of all Board policies or administrative regulations and help the officers of the club to operate within those policies and regulations. The club shall operate with the premise that the activity is under the control of the director, coach, or sponsor, who in turn is subject to administrative regulations and Board policy. The club shall operate with the premise that the employment, pay, and duties of the director, coach, and sponsor are regulated by the administration and the Board.

Class Time Interruptions

The District shall limit the interruption of classes during the school day for nonacademic activities such as announcements and sales promotions to one per day. Emergency announcements shall be the only exception to the one interruption per day rule.

Community Resource Persons

The use of persons in the community to make presentations to student groups and classes is encouraged by the Board. Such presentations shall relate to the subjects under study of the occasion that is being observed. The policy is that such involvement of community resource persons shall enrich and never disrupt the instructional program.

Approval of the principal is required before any resource person is contacted. Any films to be shown or materials to be distributed by resource people are to be discussed with and cleared by the classroom teacher. The resource person should be appropriate for the group's maturity level and for the subject area.

Contests

The Board believes the primary educational aim of the school and the needs and interests of their students must be the most important consideration at all times. It shall therefore be a general policy to deny promotional aid, school time, or faculty assistance to pupil contests involving essay writing, poster making, or other activities sponsored by organizations outside the school.

Exceptions may be made if, in the judgment of the Superintendent, a particular contest involves experiences, which are closely allied to and in support of the instructional aims of the school. The worthiness of the sponsoring agency's cause or the opportunity for individuals to win prizes shall not in themselves constitute sufficient reason for exception.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE

Contract employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent. Contract employees may resign at any other time only with the approval of the board of trustees. Resignation without the consent of the board may result in disciplinary action by the State Board of Educator Certification.

The superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board for Educator Certification*, page 51.)

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

Dismissal or non-renewal of contract employees
Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

Employees on probationary or term contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF policies that are provided to employees or in the policy manuals located in the school library, the building principal's office, or 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, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See Complaints and grievances, page 21.)

Exit interviews and procedures
DC and CY

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting

references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on their 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 items not returned from the final paycheck.

Reports to the State Board for Educator Certification ***Policy DF***

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

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position.
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures.

Reports concerning court-ordered withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code 8.210, 158.211). Notice of the following must be sent to the court and support recipient:

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

Local Issues

Athletic Pass to All Home Games

Each employee of the Pewitt CISD will receive one free pass to all home athletic events. The Pass will allow the employee only to enter the home athletic events. Each employee must sign for their pass. If the Pass is lost it will not be replaced. Upon receipt of the Pass the teachers and aides acknowledge that they are on duty and will be expected to help in the control of All students.

Guidance and Counseling Program

The guidance and counseling program of the school system shall provide a means of helping individual students understand and use wisely the educational, vocational, and personal opportunities they have and can develop. This program is designed and developed to offer systematic assistance whereby all students are aided in achieving satisfactory adjustment to school and to life. It shall be the goal of the guidance-counseling process to help individual students fulfill their potentials for growth; to help safeguard and develop their individuality; to give them whatever help they need at any point in their development of interest and abilities; to set goals and plans; to meet personal, social, and educational problems; and eventually to emerge from the school as citizens and workers.

Students may be referred to the guidance-counseling program by recommendation of the individual student, parent, teacher, counselor, or principal.

Illness and Accident Procedures

The principal shall maintain a file of medical assistance forms for the students in his school. The form should designate a doctor to be consulted in case of illness or accident, and should authorize the school to administer first aid in case of minor injury. The form should also include a telephone number at which parents or guardians or other adults with decision-making authority may be reached during the school day. The form shall be signed by the parent or guardian.

Whenever an accident occurs the principal shall make a full report of the accident and injury as required by and directed to the State Department of Education.

Law Enforcement

It is the policy of the Board to cooperate fully with police and other law enforcement officers in order for them to pursue their function of law enforcement as expeditiously as possible. It is also the policy of the Board to endeavor to protect the personal rights of pupils and parents so that evidence of information secured may be legally admitted as evidence in a court of law.

Before the principal permits the questioning of a pupil by police, the police officer must state that it is necessary to question the child in school rather than at home.

No child is to be questioned in the school by the police unless the principal, or other school personnel appointed by the parent is present. The policeman must contact the child's parent or guardian and make provision for them to be present at the time of questioning or appoint a school official to be present. (This need not be the case if the infraction under study is serious and infraction was at school, or school connected, and under the jurisdiction of the school).

No child shall be released from the custody of the school to the police or any other agency or person without written or verbal consent of the parents or guardian unless a bona fide warrant or other legal instrument containing such authority is presented to the principal or other administrative officer of the District.

Lesson Plans

Advanced planning and preparation will improve the quality of teaching. Each teacher is responsible for planning lessons to the extent that the State mandated requirements are included. Lesson plans are to be turned in each Monday for the ensuing week. It is necessary to use the form provided by the District. If additional space is needed, the back of the form may be used on the High School and Junior High Campuses. Each teacher will have a loose-leaf binder with their name on it in which to file their lesson plans in order. On the Elementary Campus there will be a loose-leaf binder for each subject area by grade. Elementary teachers will coordinate their lesson planning. Lesson plans should be specific with a degree of clarity, so that they can be easily followed by substitutes, persons auditing them, or those involved in the evaluation process. These plans will be used as documentation for monitoring and evaluation visits as proof that the various TEKS are being addressed.

Textbooks

Textbook Selection and Adoption - This Board adheres to the belief that the selection of free State textbooks is of utmost importance to the general condition of the school curriculum and program. The Superintendent shall be a member of and chair the Local Textbook Committee. He shall each year recommend to the Board not fewer than four and not more than fourteen additional members by the time of the regular November Board meeting for Board appointment on or before December 1. Committee members shall all be professional employees of the District and the majority shall all be classroom teachers in subject areas of which new selections are under consideration.

The Committee shall make its selections at a meeting of the committee held no later than March 1. In the event committee selections are later not ratified by the Board, the committee shall make other selections at a meeting held as soon as possible following the board meeting when any of the previous selections were not ratified. The Board shall ratify the textbook committee's report at a March meeting. In accordance with Section 12.62, T.E.C., the selections as certified shall be final, and not subject to reconsideration during the contract periods covering the books adopted.

It is the Board's policy that any trustee or teacher receiving any commission or rebate on any book used by District schools shall be subject to conviction and fine under the legal provisions of the State of Texas.

It is the Board's policy that no professional employee of the District shall act as an agent or attorney for any textbook publishing company selling textbooks in Texas. Unlawful acceptance of textbooks shall by operation of law forfeit an employee's position with the district.

Distribution of Textbooks and Bond - The State of Texas issues textbooks to local school district, but the textbooks are and remain the property of the State. The Board, as the custodian of the textbooks, shall appoint a textbook custodian. The textbook custodian shall requisition textbooks and manage the textbook distribution to pupils. Bond for the textbook custodian shall be set at the sum of 15% of the value of the books.

Provisions Regulating Use of Textbooks - All books shall have on one inside cover a printed label stating that the book is the property of the State. Schools shall number all books placing the number on the printed label.

Teachers shall keep a record of the number of all books issued to each pupil. Books must be covered by the student under the direction of the teacher. Books must be returned to the teacher at the close of the session or when the student withdraws from school.

Each pupil, or the parent or guardian, shall be responsible to the teacher for all books not returned by the pupil. Any pupil failing to return all books shall forfeit the right to free textbooks until the books previously issued, but not returned, are paid for by the parent or guardian.

Covers of all books shall be removed before reissue and the pupils to whom the books are issued shall replace covers under the direction of the teacher.

Records and Reports of Textbooks - Teachers and school officials must make reports as to the use, care, and condition of free textbooks as required by the Board and by the State Department of Education. The salary for any month of any teacher

or employee who neglects to make the report at the proper time may be withheld until each report is received in a condition satisfactory in form and content.

Provisions Regulating Sale of Textbooks by Board and Vending Supplies by Employees - The District may sell books to pupils or parents attending the public schools of this state, at the state contract price. All money accruing from sales of textbooks shall be forwarded to the Commissioner of Education as directed, and deposited in the state textbook fund.

No teacher or employee of the school engaged in distribution of textbooks under T.E.A. Code as the agent or employee of the state, shall, in connection with the distribution of textbooks, sell, distribute, or in any way handle any kind of school furniture or supplies, such as desks, blackboards, erasers, pens, etc.

STUDENT ISSUES

Equal educational opportunities

Policy FB

The Pewitt CISD does not discriminate on the basis of race, religion, color, 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 of students listed above should be directed to **the Superintendent**.

Student records

Policy FL

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

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student (if 18 or older or emancipated by a court)
- School officials with legitimate educational interests

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

Parent and student complaints

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering medication to students

Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take prescription medication during the school day must bring a written request from his or her parent with 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.

Student 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 FDD

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.

Bullying

Policy FFI

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

See Local Policy at Pewitt's website: <http://pewittcisd.net>

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

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student's parents with 24 hours.

Corporal Punishment

The Board recognizes that corporal punishment of a reasonable nature may be necessary for maintenance and preservation of the educational environment and to prevent disruption. The Board also recognizes that formal appeal and due process is a time-consuming process and, if afforded, can have the negative effect of dissuading the utilization of corporal punishment. Therefore, only minimal due process shall be afforded to the student with no right to further appeal.

Corporal punishment is not viewed by the Board as necessarily a result of a major infraction of school rules. Each case will depend upon the facts in the situation, grade level of the student and other circumstances. The Board does require that corporal punishment be reasonable, moderate, appropriate, to the fact situation and not degrading or unnecessarily served; that the size, age, and physical/emotional condition of the student, the type of instrument used and part of the body to be struck be considered.

The Superintendent is designated to develop additional procedures in administrative regulations in order to specify in detail the considerations necessary and attending to corporal punishment. The following minimal procedures should be followed by any person administering corporal punishment and the person should be cognizant of his

or her own personal liabilities if the student being given corporal punishment is physically injured.

- (1) Corporal punishment shall be administered by professional personnel only, not by aides or substitute teachers.
- (2) At least one impartial witness shall be secured.
- (3) A written record shall be maintained which specifies (a) the date that corporal punishment is administered; (b) a description of the offense; (c) the name of the person administering the punishment and the name of the witness; (d) the written record shall be placed in the student's discipline file.

Corridor Passes

No student is to be dismissed from class, for any reason, without a corridor pass. Passes should be given only when absolutely necessary. The hall traffic during class should be kept in their respective areas until the bell sounds.

Excuses from Class

No teacher should call or keep a student from another teacher's class. Circumstances may arise in isolated cases in which the principal may approve a student's absence from class. Teachers are to anticipate any request for students to miss another teacher's class by Monday of each week and are to circulate a list of students' names that will be absent.

No teacher may excuse a student from his class to leave school without first being approved by the principal. Do not send students on errands away from school. Do not send a student to the office to see if he can run an errand.

Extracurricular Activities

Extracurricular activities are school-sponsored activities, which are not directly related to instruction of the TEKS, but they may have an indirect relation to some areas of the curriculum. They offer worthwhile and significant contributions to a student's personal, physical, and social development. Participation in extracurricular activities is a privilege and not a right and students must meet specific requirements in order to participate. Activities may include, but are not limited to, performance, contests, demonstrations, displays, and club activities.

While the administration feels that extracurricular activities play an important part in our educational program, it is not felt that these programs should replace the time scheduled for academic studies. Extracurricular activities are meant to supplement the regular school program. It is not their purpose to replace them.

Pewitt school shall not schedule, nor permit students to participate in, any school related or sanctioned activities on or off campus that would require, permit, or allow

a student to be absent from class in any course more than fifteen times during the 180-day school year.

All student activities should be scheduled at a time the regular school program is not disrupted. Persons scheduling activities are asked to make every effort to schedule the activities at a time when there is the least amount of disruption to the student's regular school day. This includes athletic and band contests, homemaking and agriculture contests, field trips which can be made at a time other than the school day and any other activity which takes the place of the student's time in the classroom.

Exception to this policy would be state sanctioned activities, which can only be participated in at the time it is scheduled. Examples of this would be U.I.L activities, which have been scheduled during the school day.

Most of these activities can be scheduled after the school day if an effort to do so is made. Careful attention must be given not to schedule activities during the week of six-weeks or semester tests. No activities are to be scheduled on Wednesday nights or Sundays.

Exceptions to the dismissal of students before the end of the school day will be at the discretion of the principal. Teachers and sponsors are asked to realize the importance of this policy. When it is necessary for students to be out of their classes, a list of these students must be given to those classroom teachers whose classes will be missed. This is needed to schedule work, which will be missed.

Students involved in an extracurricular activity may practice outside the school day for a total of no more than eight hours per school week. Students involved in a combination of extracurricular activities are limited to no more than 20 hours of practice outside the school day per week. Performance, including travel time from the close of one school week until the beginning of another school week and on school holidays, shall not be counted against permissible practice time. Performance including travel time held after the beginning of the school week but prior to the end of the school week (excluding holidays), though held outside of the school day shall be counted against practice time, provided the total time counted against practice time for the first of such performance shall be limited to two hours.

Pick - Up of Students - Sign Out

Parents or guardians wishing to pick-up a student during school hours must go the Principal's Office. The student will be called to the office by the principal, and will be signed out by the parent or guardian before being released to their custody. Persons other than the parent or guardian must provide proof that they have permission to pick-up the student. No student will be allowed to leave campus without signing out through the Principal's Office.

All Elementary students that do not ride a bus must either be released by their teacher to their parent or guardian and be signed out through the office. Elementary students picked-up by a person other than their parent or guardian must be signed out through the office. Elementary students who are to go a place other than their usual destination (ride a different bus, etc.) must have a note from their parent or guardian giving permission. All notes are to be kept on file in the student's folder by the homeroom teacher.

Student Attendance Accounting

All public schools in Texas shall maintain records to reflect the average daily attendance (ADA) for the allocation of Foundation School Program funds. Superintendents, principals and teachers shall be responsible to their school boards and to the state to maintain accurate, current attendance records.

Districts shall maintain records and make reports concerning student attendance and participation in educational programs as required by the commissioner of education.

Attendance for all grades shall be determined by the absences recorded in the second period of the day.

The established period in which absences are recorded may not be changed during the school year.

Students absent at the time the attendance roll is taken, during the daily period selected, are counted absent for the entire day. Students present at the time the attendance roll is taken, during the daily period, are counted present for the entire day.

A student not actually on campus at the time attendance is taken may be considered in attendance for Foundation School Program (FSP) purposes under the following four conditions.

1. The student is participating in an activity, which is approved by the local school board and is under the direction of a professional staff member of the school district or an adjunct staff member. This adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.
2. The student is a Medicaid-eligible child participating in the Early and Periodic Screening, Diagnosis, and Treatment Programs (EPSDT) implemented by the Texas Department of Human Services with contractual cooperation of the

Texas Department of Health. Such students may be excused for up to one day at time with loss of ADA.

3. The student misses school for the purpose of observing religious holy days, including traveling for that purpose, if before the absence the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days.
4. The student is temporarily absent due to a documented appointment with a health care professional if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional. 19 TAC 129.21(k), TEC 25.087(b)

Adequate documentation must be retained to verify the whereabouts of these students (Section II).

On the Elementary campus a daily account of the absentees will be taken at 10:00. Those teachers (grades 3-5) on a departmentalized basis will keep period-by-period account of attendance in their grade book. A student may not be given credit for a class unless the student is in attendance of at least 90 percent of the days the class is offered.

The board of trustees shall appoint one or more attendance committees to hear petitions for class credit by students who are in attendance fewer than the number of days required under SB I Section 25.092.

District's Employment Policies

The following district employment policies for term contract employees may be found in the district's policy manual located in each campus library, each administrative office, and the district's web site:

- DAA-Equal employment opportunity
- DC- Employment practices
- DCB-Term contract employment
- DEA-Salaries, wages, and stipends
- DEC-Leaves and Absences
- DFAC-Return to probationary status
- DFB, DFBA, DFBB-Termination of term contracts
- DFD-Hearing before hearing examiner
- DFE-Resignations
- DFF-Reduction in force
- DGBA-Employee complaints

- DH-Employee standards of conduct
- DHB-Harassment
- DHC- Sexual harassment/sexual abuse
- DHE-Searches and Drug/Alcohol Testing
- DI-Employee welfare
- DK-Assignments and schedules
- DN-Series-performance appraisal

Student Travel

The board recognizes that in the operation of a comprehensive educational program occasions will arise wherein the support of such program necessitates some student travel away from the regular school location. These occasions shall be defined as off-campus or field trips and generally fall into three categories: (1) Field Trips, (2) Extracurricular Trips, or (3) Recreational Trips.

School - connected student travel shall be categorized by groups requiring particular procedures to be followed for administrative approval.

- (1) Field Trips - The school District recognizes that worthy educational experiences are not limited to the classroom. Therefore., activities outside the confines of the regular classroom that support and enhance the regular instructional program are considered legitimate educational activities. Student trips to participate in such activities are designated as field trips and may be taken for the purpose of extending, supplementing, enhancing, or culminating the accepted instructional program when such trips are arranged in accordance with administrative regulations.
- (2) Extracurricular Trips - The Board further recognizes that it is necessary and desirable for students to participate in extracurricular activities, which require within-district and out-of-district travel. These student trips are necessary to provide participation in Interscholastic League activities, school authorized student clubs and organization activities, and other approved extracurricular activities. These trips must be arranged in accordance with administrative regulations.
- (3) Recreational Trips - Students travel for recreational purposes may be defined as an off-campus activity, which offers reinforcement of background experience for instructional activities or offers an opportunity for encouragement toward academic excellence or growth in citizenship. Justification for the trip should include a statement indicating the relationship of the opportunity for experiences to be provided the students during the trip and the preceding definition. Justification for the trip should provide

information concerning activities or events in which students will participate or attend.

- (4) Approval of Trips - All request for non-routine school-connected student travel must include a statement of justification for the trip which includes evidence of fulfillment of preparatory activities and planning for culminating activities where applicable.

The teacher or sponsor must secure approval of the principal for a within-district trip. The principal shall be responsible for justification and authorization of all within-district trips. Request for out-of district trips must be submitted to the principal and Superintendent. It is not necessary to obtain approval for out-of-district extracurricular trips, which are necessary for participation in locally approved activities of the U.I.L. or in their activities that have had prior blanket approval for participation, but approval of transportation is still required.

- (5) Parent Consent - The teacher or sponsor must secure written permission from the parent or guardian before any pupil is allowed to participate in a school-connected student trip. The District has a parent consent form, which should be used. Teachers or sponsors can obtain copies of this form from the principal's office.
- (6) TRANSPORTATION – Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The sponsor, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent or if the parent presents to the principal a written request **24** hours before the scheduled trip – for the student to be permitted to ride with an adult designated by the parent. Exceptions will only be allowed in cases of illness, extreme emergencies, and then only with the permission of an administrator. If an administrator is not available then the sponsor will be authorized to give permission. If cars are used to transport student, there must be one adult in each car. **Individual organizations may require students to travel to and from school activities in school transportation.**
- (7) Fund Raising - In those instances where funds are raised by the students to defray the cost of the trip, approval shall be obtained prior to the initiation of fund raising activities. Approval to participate in such fund raising activities shall be secured from the principal and the Superintendent.
- (8) Extracurricular Transportation - School buses may be used for school sponsored extracurricular activities and field trips. The Superintendent shall develop appropriate regulations for the use of school buses for extracurricular activities and field trips, which shall include provision for reimbursing the transportation fund for the cost of such travel. The rate must be based on actual cost per mile. A trip ticket shall be used in connection with each bus

for each date the bus is to be used. The request for special bus use and the trip ticket are available from the principal's office.

- (9) Transportation other than by school bus (public transportation or private transportation) must be approved by the principal.
- (10) Overnight Student Travel – all school sponsored overnight trips by students must be approved by the Pewitt CISD Board of Trustees at a regular scheduled monthly board meeting.

Board approval will not be required when a student or student group is advancing to a higher level in UIL competition or other board approved competition.

Tutorial Program

The district may require a student whose grade in a subject for a grade reporting period is lower than 70 on a scale of 100 to attend tutorials in the subject during the following reporting period. The district is not required to provide transportation for students attending tutorials.

The purpose of tutorials is to provide additional direct instruction and other assistance for students who are experiencing difficulty succeeding in the regular classroom.

Tutorials services in combination with effective classroom instruction should enable students to be more successful because of the increasing time on task, the provisions of intensive student-teacher interaction, and more active student participation in small learning groups.

Tutorials shall be provided in the subjects of English language arts, mathematics, science, and social studies for grades one through twelve. The district may offer tutorials in other subjects or courses.

Tutorial Program Guidelines:

- School district shall advise all parents of the availability of the tutorial program.
- Tutorial services may be made available before, during, after school, in the evenings, and on weekends.
- The district shall provide the opportunity for students to participate in tutorials at least twice a week for a cumulative 90 minutes.

- If a student needs tutorial assistance in more than one subject or course, the teachers affected shall determine the priority order of the subjects and time to be allotted for each student.
- The classroom teacher is primarily responsible for determining that a student is recommended to attend tutorial sessions.
- The six-weeks grade report will be the basis for whether students are recommended or required to attend tutorials in the subsequent six-weeks grading period.
- The tutorial sessions must be under the supervision of an appropriately certified teacher.
- The mode of instruction in the tutorial program shall be intensive with student-teacher interaction through directed instruction on specific class or homework assignments.
- The student's regular classroom and/or special teacher are encouraged to coordinate the assignment with the tutor.
- The tutorial program shall not replace other special services provided for students.
- If the tutorial program is external to the regular school day, districts may pay teachers for tutoring at an hourly rate to be determined by the board of trustees.
- Districts may require a minimum of tutoring as part of the regular contractual duties of all teachers.

ELEMENTARY CLASS TIME AND BELL SCHEDULE

TEACHER ARRIVAL	7:45 A.M.
TEACHER AT CLASSROOM DOOR MONITORING HALL AND ROOM	8:00 A.M.
TEACHER DEPARTURE	3:45 P.M.
EARLY DUTY TEACHER.....	7:30 P.M.

HIGH SCHOOL REGULAR CLASS SCHEDULE

Period	Time	Minutes
FIRST PERIOD	7:55-8:42	47 MIN.
SECOND PERIOD	8:46-9:33	47 MIN.
TUTORIAL PERIOD	9:33-10:04	31 MIN.
THIRD PERIOD	10:08-10:55	47 MIN.
FOURTH PERIOD	10:59-11:46	47 MIN.
A LUNCH PERIOD	11:46-12:16	30 MIN.
A FIFTH PERIOD	12:20-1:07	47 MIN.
B FIFTH PERIOD	11:50-12:37	47 MIN.
B LUNCH PERIOD	12:37-1:07	30 MIN.
SIXTH PERIOD	1:11-1:58	47 MIN.
SEVENTH PERIOD	2:02-2:49	47 MIN.
EIGHTH PERIOD	2:53-3:40	47 MIN.

JUNIOR HIGH REGULAR CLASS SCHEDULE

Period	Time	Minutes
FIRST PERIOD	7:55 - 8:45	50
SECOND PERIOD	8:50 - 9:45	55
TAKS Tutorial	9:45 - 10:05	20
THIRD PERIOD	10:10 - 11:00	50
Lunch	11:00 - 11:30	30
FOURTH PERIOD	11:35 - 12:30	55
FIFTH PERIOD	12:35 - 1:30	55
Tutorials	1:30 - 1:50	20
SIXTH PERIOD	1:55 - 2:45	50
SEVENTH PERIOD	2:50 - 3:40	50

**Acceptable Use Policy
Pewitt CISD
Naples-Omaha, Texas
(Revised July, 2001)**

The Superintendent or designee will oversee Pewitt's Communications system.

Pewitt's system will be used only for administrative and educational purposes consistent with the district's mission and goals. Commercial use of the district's system is strictly prohibited.

Pewitt will provide training to employees in the proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of Pewitt's system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the Pewitt's system without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.

System Access

Access to the Pewitt CISD electronic communications system will be governed as followed:

- With approval of the immediate supervisor, district employees will be granted access to Pewitt's system.
- Teacher/staff will be responsible for use of computers and Internet access under their supervision.
- With the return of the signed student agreement form from the Acceptable Use Policy, students will be granted access to Pewitt's system.
- The district will require that all passwords be changed every 45 days.
- Software will be installed on individual workstations only with the approval of the Technology Coordinator.
- Diskettes should not be brought from home unless a teacher approves work on a class school project at home. All diskettes must be scanned for viruses before being opened on Pewitt's system.
- Students completing required course work will have first priority for use of district equipment after school hours.
- Any system user identified as a security risk or having violated district and/or campus computer-use guidelines may be denied access to Pewitt's system.

Internet Safety and Privacy

All staff will be trained in the proper procedures for protecting students' safety and privacy as governed by the Child Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act of 1998 (COPPA)

Appropriate filtering software will be provided by the district. The district is currently utilizing the filtering software by Region VIII ESC through the NTxRETN region network.

The staff of Pewitt CISD will be responsible for:

- Teaching students the Acceptable Use Policy of Pewitt CISD.
- Protecting the rights to privacy of students and employees of Pewitt CISD, or others outside the school system.
- Supervising and guiding student access to the Internet.

Students will not be issued Internet e-mail accounts. Educational use of the Internet e-mail can be accessed through the classroom teacher's account. Students engaged in a special project may get group e-mail accounts if requested by the teacher.

Individual users should never reveal home phone numbers, addresses, or other personal information.

District Web Page

Pewitt CISD will maintain a district web page. The district Webmaster, assisted by the technology coordinator, will be responsible for approving and uploading content. No copyrighted material will be used without permission. Student and class projects, which may include student pictures and/or names, may be included. No confidential student or teacher information will be released.

Campus-Level Coordinator Responsibilities

As the campus coordinator for the electronic communications system, the principal or designee will:

- Be responsible for disseminating and enforcing applicable district policies and acceptable use guidelines for the district's system at the campus level.
- Ensure that all users of Pewitt's system complete and sign an agreement to abide by district policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or designee's office.
- Ensure that employees supervising students who use Pewitt's system provide training emphasizing the appropriate use of this resource.
- Be authorized to monitor or examine all systems activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.

- Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
- Set limits for disk utilization on the system, as needed.
- Remove all non-education games from workstations.

Individual User Responsibilities

- The following standards will apply to all users of Pewitt CISD's electronic information/communications systems:
- The individual in whose name a system account is issued will be responsible at all times for its proper use.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy.
- System users may not use another person's account without written permission from the campus administrator or district coordinator, as appropriate.
- System users must purge electronic mail in accordance with established retention guidelines.
- System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, district policy and administrative regulations.

Vandalism Prohibited

Any malicious attempt to harm or destroy Pewitt CISD equipment or materials, data of another user of the district's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and administrative regulations and possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Information Content/Third Party Supplied Information

System users and parents of students with access to Pewitt's system should be aware that use of the system may provide access to other electronic

communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on Pewitt's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with district policies.

Network Etiquette

System users are expected to observe the following network etiquette:

- Be polite; message typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs and any other inflammatory language is prohibited.
- Pretending to be someone else when sending/receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by others users is prohibited.
- Check out the accuracy of an email message before forwarding it to anyone else.
- Do not forward a message more than once or twice.

Termination/Revocation of System user Account

Pewitt CISD may suspend or revoke a system user's access to the district system upon violation of district policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal or district coordinator receives notice of student withdrawal or of revocation of system privileges or on a future date if so specified in the notice.

Disclaimer

Pewitt CISD's system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the district.

Pewitt will cooperate fully with local, state, or federal officials in an investigation concerning or relating to misuse of the district's electronic communications system.

**Pewitt CISD
Employee Agreement for an Electronic
Acceptable Use Policy/Communications Account
2011-2012**

I have read Pewitt CISD's Acceptable Use Policy and administrative regulations and agree to abide by their provisions. I have been informed about the Childhood Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act of 1998 (COPPA). I will follow the district policy in protecting student safety and privacy. I agree to have my picture, my name, and my class projects posted on the Pewitt CISD web page. In consideration for the privilege of using Pewitt's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system including, without limitation, the type of damages identified in Pewitt policy and administrative regulations.

Printed Name: _____

Signature: _____

Date: _____

Home
Address: _____

Home Phone Number: _____

This space reserved for system administrator

Printed Name _____

Assigned User Name: _____

Password: _____

