

**Schleicher County ISD  
Employee Handbook  
2011 - 2012**



# **Schleicher County ISD**

## **Employee Handbook 2011-2012**

### **Introduction**

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

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. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed on line at Schleicher County ISD central administration office and each campus and are available for employee review during normal working hours.

## **Schleicher County ISD**

### **District Information**

#### **Description of the District**

The Schleicher County ISD is a single campus district comprised of one elementary, middle school and high school campus. The student enrollment is approximately **600**. The factors that impact student performance are:

Close-knit community	Strong parental support
Low teacher – student ratio	High attendance rate
Extensive extra-curricular activities	Low drop out rate
DMP supported by all	Inclusion program for all
Teacher experience	Strong curriculum
TEA Exemplary District	Motivated students
Dedicated and supportive staff	

#### **Educational Philosophy / Mission Statement**

The Board of Trustees, administration, teachers, staff working together, parents and the community will provide an instructional environment in which all students will grow in knowledge and demonstrate mastery of academic, technical and interpersonal skills.

The purpose of education in the District is to provide equally for each student the opportunity to develop mentally, morally, socially, and physically. This philosophy is manifest in the following educational goals.

The District shall strive to:

- Stimulate students to become creative and responsible individuals who can fulfill the present and future needs of our society.
- Use the curriculum to motivate student participation in the definition and development of their goals.
- Motivate students to develop positive attitudes toward our democratic heritage and to be tolerant of the views and ideas of others.

- Fulfill the community's responsibility by providing opportunities for all students to acquire those skills, values, knowledge, and attitudes necessary for the attainment of their goals and to function effectively in free enterprise system.
- Provide extracurricular activities that will aid students in reaching their potentials and provide experiences valuable for future use of leisure time.

### **Goals and Objectives**

The District can best attain its philosophy through the following specific goals and objectives. The District shall work to:

- Involve all students in such a way that they feel they have a place in the community and the American society.
  - Provide opportunities for all students to discover their capabilities
  - Help each student improve and progress toward the realization of a meaningful, self-satisfying life
  - Teach students to use their time well toward development of integrity and improvement of themselves mentally and physically
  - Provide a classroom environment in which students can grow in self-respect and self-realization.
  - Develop the creative potential of each student
  - Prepare citizens who can make rational decisions
  - Instill a democratic spirit in students
  - Develop an understanding of the laws of society as a basis for moral and legal decisions.
  - Develop each student's abilities in order to make him or her an asset to society.
  - Develop students' appreciation of social, economic, and political issues.
  - Prepare students for the possibility of further study or training
  - Provide the building blocks for future physical, mental, and social development of students.
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- Assist students in choosing a satisfying, productive means of earning a living
  - Evaluate student performance.
  - Develop a good physical education program for all students.
  - Develop in students wholesome attitudes which are meaningful for satisfactory family life now and for the future
  - Provide health and safety training and services
  - Provide a competent and qualified staff that will meet state and local standards and continue in professional growth.

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

Texas law grants the board of trustees the power to govern and oversee the management of the district’s schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, and 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 law and State Board of Education rules.

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 held annually and trustees elected serve a three-year term. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board members are:	Kurtis Homer	President
	Kirk Jones	Vice President
	Berta Nicholson	Secretary
	Lupe Sanchez	Member
	Robert Jay	Member
	Kriss Griffin	Member
	Michael Mertz	Member

The Board usually meets the second Monday of the month at 6:00 p.m. In the event that large attendance is anticipated, the board may meet at the central office. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web site and at the central office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

**Board meeting schedule for 2011– 2012 (2<sup>nd</sup> week of the month)**

August 8, 2011	September 12, 2011	October 10, 2011
November 14, 2011	December 12, 2011	January 9, 2012
February 13, 2012	March 21, 2012	April 9, 2012
May 14, 2012	June 11, 2012	July (TBD)

Times subject to change at the Board’s discretion

## Administrative Personnel

Superintendent of Schools	Billy Collins
Superintendents Secretary/Payroll Clerk	Sandra Robledo
Finance Director	Ray Ballew
Administrative Assistant	Marcie Montez
PEIMS Facilitator	Darlene Huckaby
Athletic Director	Danny Wilhelm
Maintenance Supervisor	Oscar Martinez
Cafeteria Supervisor	Ima Bruce
Transportation Director	Joey Jones
High School Principal	Robert Gibson
Campus Secretary	Debbie Ballew
Middle School Principal	Kara Garlitz
Campus Secretary	Sylvia Belman
Elementary Principal	Chad Wright
Campus Secretary	Cindy McGinnes

## Helpful Contacts

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

Mr. Billy Collins, Superintendent  
205 West Fields Ave.  
Eldorado, TX 76936  
Phone: 325-853-2514, ext. 222

## Professional Development and Appraisal System (PDAS) Calendar

First Appraiser Calendar     Sept. 7, 2011 to April 2, 2012  
Second Appraiser Calendar     Nov.8, 2011 to April 2, 2012

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These calendars may be extended if agreed upon in writing by the Teacher and their Appraiser, due to mitigating circumstances. Following the observation conference by the First Appraiser the Teacher that desires an observation by a Second Appraiser should request in writing to the Superintendent of Schools. The pool of Second Appraisers includes a Principal from one of the three campuses and the Superintendent of Schools. The Superintendent of Schools shall assign the Second Appraiser to that Teacher. The Second Appraiser shall do an unscheduled classroom observation and score Domain 1 through Domain 5, and then using the Teacher Self-Report, Teacher Generated Data, and any cumulative data by the First Appraiser score Domain 6 through Domain 8. The Domain scores of two Appraisers will be averaged for an Observation Summary Score (no rounding shall occur and the rating score may be a whole number with a decimal)

The dates in the Calendar in which observations **MAY NOT** occur include:

August 23 – September 6	December 9 – January 6
November 22–November 28	March 12– March 16

# **SCISD- Employee Handbook**

## **Texas Education Agency**

### **Division of Career and Technology Education**

#### *(Public Notification of Nondiscrimination in\*Career and Technology Education Programs)*

1. Schleicher County ISD offers career and technology education programs in Business Administration and Agri-Science, and Home Economics. Admission to these programs is based on prerequisite course-work, availability to students' schedules, and number of sections offered.
2. It is the policy of Schleicher County ISD not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Acts of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
3. It is the policy of Schleicher County ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.
4. Schleicher County ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.
5. For information about your rights or grievance procedures, contact the Title IX Coordinator, Superintendent of Schools, **Billy Collins**, at 205 W. Field Ave., Eldorado, TX 76936 (325) 853-2514, ext. 222

#### ***Important Note***

\*These programs are called "Career and Technology Education" in Texas, but the applicable civil rights laws use the term "vocational."

# **SCISD- Employee Handbook**

## **Site-Based Management**

Board of Trustees

Central Office  
Administration

District-wide  
SBDM Team\*

Primary-Elementary  
Campus Administration

Secondary Campus  
Campus Administrators

Campus SBDM Team\*\*

Campus SBDM Team\*\*

\*Any other District Planning Committee

\*\*Any other Campus Planning Committee

It is the intent of Site-Based Management to seek input from the Professionals at appropriate levels, community representatives, students, and other involved parties in the instructional process. Each campus has elected three representatives for alternating terms of three years and it is the responsibility of these representatives to seek and receive input from all other parties. The Campus Administrator may appoint other professional or paraprofessional staff members to serve as members of various committees to broaden the scope of information received. Input is received and formulated into operational plans and goals for growth. These plans are presented through channels to the Board of Trustees for approval. Plans once developed and approved by the Committee as a whole, may not be altered by any individual party.

### **Operational Committees:**

SCISD Technology Committee

SCISD District SBDM Team

EHS Campus SBDM Team

EMS Campus SBDM Team

Elementary Campus SBDM Team

(3) Campus Academic Advisory Councils

(3) Campus Discipline/Attendance/Placement Review Committees

SCISD Employee Benefit/Health Advisory Committee

Vocational Advisory Committee

# Schleicher County ISD

## Employment

### **Equal Employment Opportunity (Policies DAA, DIA)**

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

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Billy Collins, Superintendent.

### **Job Vacancy Announcement (Policy DC)**

Announcements of job vacancies by position and location are distributed on a regular basis and posted on the district's Web site.

### **Employment after Retirement (Policy DC)**

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full-or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after the retirement is available in the TRS publication Employment after Retirement. Employees can contact Sandra Robledo for additional information or contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

### **Contract and Noncontract Employment (Policy DC series)**

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

### **Probationary Contracts**

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

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

## **Term Contracts**

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

## **Noncertified Professional and Administrative Employees**

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

## **Paraprofessional and Auxiliary Employees**

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

## **Certification and Licenses (Policy DBA)**

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

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

## **Searches and Alcohol and Drug Testing (Policy DHE)**

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

## **Employees Required to Have a Commercial Driver's License**

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

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-

duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements and detailed information on alcohol and drug abuse and the availability of assistance programs.

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

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

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CRP), the use of an automated external defibrillator (AED), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Sandra Robledo by 10/3/2011.

### **Reassignments and transfers (Policy DK)**

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines the assignment or reassignment is 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 no later than 45 days prior to the first instructional day of the school year. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the principal's office and must be approved by the receiving supervisor.

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

#### **Professional Employees**

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

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled

to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

### **Paraprofessional and Auxiliary Employees**

Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees 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 Qualifications (Policies DK, DBA)**

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 consecutive weeks by a teacher who is not highly qualified.

Texas law also requires that parents be notified if their child is assigned a teacher for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit. 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's office.

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

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

### **Performance Evaluation (Policy DN series)**

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

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

At both the campus and district levels, Schleicher County\_ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the SCISD Board Policy Manual.

**Staff Development (Policy DMA)**

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

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

# **Schleicher County ISD**

## **Compensation and Benefits**

### **Salaries, Wages, and Stipends (Policies 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 non-exempt 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. (See Overtime)

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

Employees should contact their immediate supervisor or the superintendent 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 monthly or bimonthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

### **Paychecks**

All professional and salaried & hourly employees are paid monthly. Payroll stubs are emailed to all employees.

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

The schedule of pay dates for 2011-2012 school year follows:

# Schleicher County ISD

## Schedule of Pay Dates 2011-2012

<b>Payroll Changes Cut Off Dates</b>	<b>Pay Dates</b>
09-05-2011	September 20, 2011
10-03-2011	October 18, 2011
11-05-2011	November 19, 2011
12-03-2011	December 16, 2011
01-07-2012	January 20, 2012
02-04-2012	February 20, 2012
03-04-2012	March 20, 2012
04-06-2012	April 20, 2012
05-04-2012	May 18, 2012
06-04-2012	June 20, 2012
07-06-2012	July 20, 2012
08-06-2012	August 20, 2012

\*\*All payroll changes must be made before the cut off dates.

# SCHLEICHER COUNTY INDEPENDENT SCHOOL DISTRICT

Please fill out the following form if you will be participating in direct deposit. If you are depositing your salary into multiple accounts you will need to fill out the additional account information. If you are depositing your salary into one account, only fill out the primary account information. When depositing in multiple accounts the primary account will be the account that the majority of your salary will be deposited in. The additional accounts will be what you will deposit only a portion of your salary in. Please indicate the amount to be deposited in your additional accounts.

Please attach a deposit slip for verification on each account.

## *Authorization Agreement for Direct Deposit of Salary*

I hereby authorize Schleicher County ISD, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my checking or savings accounts indicated below and the depositories named below, to credit and /or debit the same to such accounts.

### PRIMARY ACCOUNT

Bank Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Check One:  Checking  Savings

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### ADDITIONAL ACCOUNT

Bank Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Check One:  Checking  Savings                      Amount \$ \_\_\_\_\_

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This authority is to remain in full force and effect until Schleicher County ISD has received written notification from me of its termination is such time and in such manner as to afford Schleicher County ISD and the depository a reasonable opportunity to act on it.

I the undersigned, hereby authorize Schleicher County ISD to automatically deposit my paycheck to the depository or depositories named above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Automatic Payroll Deposit**

Employees must have their paychecks electronically deposited into a designated account. Contact the superintendent's office 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 required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986).

Other payroll deductions employees may elect include deductions for the employee's share of premium for health, dental, life, and vision insurance; annuities; higher education savings plans. Employees also may 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 some 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 workweek begins at 7:45 a.m. and ends at 3:45 p.m.

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

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with the supervisor approval, as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

### **Travel Expense Reimbursement (Policy DEE)**

Before any travel expenses are incurred by an employee, the employee's supervisor and campus principal must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

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

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

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

The health insurance plan year is from September 1, 2011 through August 31, 2012. 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 the superintendent's office for more information.

### **Supplemental Insurance Benefits (Policy CRD)**

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the superintendent's office for more information.

### **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

### **Workers' Compensation Insurance (Policy CRE)**

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from CAS, effective September 1, 2011, effective August 31, 2012. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to your supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

### **Unemployment Compensation Insurance (Policy CRF)**

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

### **Teacher Retirement (Policy DEG)**

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

Employees who plan to retire under TRS should notify their supervisor and the administration office as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

### **Schleicher County ISD**

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

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

#### **Use of Leave**

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

Leave must be used in day increments. However, if an employee is taking family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order as available.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than **5** days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and-in the case of personal illness – the employee's fitness to return to work.

Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district premiums for employees who are on unpaid leave.

### **Personal Leave**

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one-half workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally 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, advance planning. Nondiscretionary leave will be granted to employees in the same manner as state sick leave.

### **Discretionary**

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

### **State Sick Leave**

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

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

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

**Local Leave**

All employees shall earn five workdays of local leave per school year, at the same rate as state personal leave. Local leave shall accumulate to a maximum of ten workdays and shall be taken with no loss of pay.

Local leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to the 1995-1996 school year, as well as for the serious illness or death of family members within the second degree. (See DEC LEGAL) and DBE (EXHIBIT)

Local personal emergency leave may also be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.

**Use and Recording**

Available leave shall be in the order chosen by the employee.

Leave shall be recorded in increments of half days only. Employees shall be charged leave as used even if a substitute is not employed.

**Availability**

Leave shall not be approved for more workdays than have been accumulated in prior years plus those earned during the current year. Leave for the current year shall be available for use at the beginning of the school year. When an employee who has used more leave than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

**Temporary Disability**

Each full-time educator whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave for educators shall be 180 calendar days.

**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 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 disability leave is not approved, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, the employee's supervisor 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. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year. Reinstatement will be in accordance with End-Of-Term Leave section in DEC (LEGAL).

### **Family and Medical Leave (FML)-General Provisions**

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

#### **Basic Leave Entitlement**

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

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

#### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active military duty and deployed to a foreign county 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 servicemember during a single 12-month period. A covered servicemember is a current 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 servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifest itself before or after the servicemember became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

## **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 Requirements**

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

## **Definition of Serious Health Condition**

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

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

## **Use of Leave**

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

## **Substitution of Paid Leave for Unpaid Leave**

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

## **Employee Responsibilities**

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

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

if the requested leave is for a reason for which FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### **Employer Responsibilities**

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

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

### **Unlawful Acts by Employers**

The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

### **Enforcement**

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

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

*FMLA section 109 (29 U.S.C. § 2619) requires 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](http://www.wagehour.dol.gov)

### **Local Family and Medical Leave Provisions**

Eligible employees can take 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 make the employee unable to perform the employee's job

### **Temporary Disability Leave Certified Employees**

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

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

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

When an employee is ready to return to work, the principal and 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 resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employees will be reinstated to a position at the original campus at the beginning of the following school year.

### **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. (See DEC LEGAL)

### **Bereavement Leave**

Use of state and/or local 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. Employees must present documentation of the service from the court.

### **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, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each federal fiscal year (October 1–September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

### **Reemployment after Military Leave**

Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the period of time specified by law to the superintendent's office. In most cases, the length of federal military service cannot exceed five years.

### **Continuation of Health Insurance**

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact administration office for details on eligibility, requirements, and limitations.

### **Employee Recognition and Appreciation**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include a staff appreciation luncheon.

### **District Communications**

Throughout the school year, the administration office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

# **Schleicher County ISD**

## **Complaints and Grievances (Policy DGBA)**

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

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

### **Policy DGBA – (LOCAL)**

This policy provides employees an orderly process for the prompt and equitable resolution of grievances when a concern has not been resolved. The Board intends that, whenever feasible, grievances be resolved at the lowest possible administrative level. This policy shall not be construed to create new or additional rights beyond those granted by Board policy or law.

### **Definitions**

For purposes of this policy, “days” shall mean calendar days.

The terms “complaint” and “grievance” shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

- Grievances concerning an employee's wages, hours, or conditions of work.
- Specific allegations of unlawful discrimination in employment on the basis of sex (including allegation of sexual harassment), race, religion, national origin, age, or disability.
- Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights.
- “Whistleblower” complaints.

### **Other Review Processes**

Procedures and information regarding sexual harassment by other employees are found at DHC and information regarding federal nondiscrimination is found at DAA.

An employee's dismissal or non-renewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a review of the matter.

The following are governed by other review processes and are not subject to this policy:

- Grievances regarding suspension of a contractual employee without pay: DF series
- Grievances regarding termination of an employment contract governed by Chapter 21 of the Education Code: DF series
- Grievances against a District peace officer: CKE
- Grievances regarding instructional materials: EFA

### **Notice to Employees**

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

### **Freedom from Retaliation**

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

### **“Whistleblower” Complaints**

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within 15 days after the date the alleged adverse employment action occurred or the employee first knew of the alleged adverse employment action. The complaint shall first be filed in accordance with LEVEL TWO, below. Timelines 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.

### **General Provisions**

A grievance must specify the individual harm alleged. An employee is prohibited from bringing separate or serial grievances regarding the same event or action. All time limits shall be strictly complied with unless modified by mutual consent. Cost of any grievance shall be paid by the party incurring them.

### **Consolidation**

When the Superintendent determines that two or more individual grievances are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the grievances.

### **Decisions**

Announcing a decision in the employee’s presence constitutes communication of the decision.

### **Initiating Grievance – Level One**

Unless otherwise specified in policy, an employee shall initiate a grievance as provided at LEVEL ONE, below.

### **LEVEL ONE**

An employee who has a grievance shall request a conference with the principal or immediate supervisor by submitting the grievance in writing on a form provided by the District. The form must be filed within 15 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining.

The principal or supervisor shall hold the conference within seven days after receipt of the written request. The principal or supervisor shall have seven days following the conference within which to respond.

## **LEVEL TWO**

If the outcome of the conference at Level One is not to the employee's satisfaction or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to discuss the grievance. The request shall be in writing on a form provided by the District and must be filed within seven days following receipt of a response, or if no response is received, within seven days of the response deadline.

The Superintendent or designee shall hold the conference within seven days after receiving the written request. The Superintendent or designee shall have seven days following the conference within which to respond.

## **LEVEL THREE**

If the outcome of the conference at Level Two is not to the employee's satisfaction or if the time for a response has expired, the employee may submit to the Superintendent or designee a request to place the matter on the agenda of a future Board meeting. The request shall be in writing on a form provided by the District and must be filed within seven days following receipt of a response or, if no response is received, within seven days of the response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the meeting.

The Superintendent or designee shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented.

The presiding officer may set reasonable time limits. The Board shall hear the grievance and may request a response from the administration. The District shall make an audiotape record of the Level Three Proceeding before the Board.

The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly, scheduled Board meeting.

## **Closed Meeting**

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, it may be heard by the Board in closed meeting unless the employee bringing the grievance requests that it be heard in public.

## **Exception**

However, if the grievance involves a complaint or charge against another District employee or Board member, it shall be heard in closed meeting unless an open hearing is requested in writing by the employee or Board member against whom the complaint or charge is brought.

# **Schleicher County ISD**

## **Employee Conduct and Welfare**

### **Standards of Conduct (Policy DH)**

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

- Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule
- Notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Know and comply with department and district procedures and policies
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

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.

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

### **Texas Educators' Code of Ethics 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 obeying 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, should measure success by 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.

## Enforceable Standards

### 1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

### 2. Ethical Conduct Toward Professional Colleagues

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

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

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

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

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

**Standard 2.6** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions of 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 a minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

**Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexually 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 reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

### **Discrimination, Harassment, and Retaliation (Policies DH, DIA)**

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

Employees who believe they have been discriminate 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.

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

### **Harassment of Students (Policies DF, DH, FFG, FFH) (DIA Local)**

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.

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

Smoking or using tobacco products is prohibited 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 a fine are displayed in prominent places in all school buildings.

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

Schleicher County ISD is committed to maintaining a 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 Substances Act during working hours may be dismissed. The district's policy on drug abuse and drug-free schools follows:

## **Alcohol and Drugs**

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee at the beginning of each year or upon employment.

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

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

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

### **Exception-**

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

### **Notice- See (DI) (EXHIBIT)**

Each employee shall be given a copy of the district’s notice regarding drug-free schools.

### **Drug-Free Schools Requirements (Policy DI) (EXIBIT)**

The District prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol on school premises or as part of any of the District’s activities. Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. (See policies at DH and DHE) 41 *U.S.C.* 702(a) (1) (A); 28 *TAC* 169.2

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

### **Drug Abatement**

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

- The dangers of drug use and abuse in the workplace.
- The District’s policy of maintaining a drug-free environment. See DH (LOCAL)
- Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
- The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

All fees or charges associated with drug-alcohol abuse counseling or rehabilitation shall be the responsibility of the employees.

### **Dietary Supplements**

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 the employee's 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 or inhalation of a dietary supplement that contains performance –enhancing compounds by a primary or secondary student with whom the employee has contact as part of the employee's duties.

An employee, who violates items 1 or 2, above, commits a Class C misdemeanor offense.

### **Reporting Suspected Child Abuse (Policies FFG, DH, DF, GRA, DG)**

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

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

Reports to Child Protective Services can be made to the campus principal or to the Texas Abuse Hotline (800/252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the 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. 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**

The district has established a plan for addressing child sexual abuse, which may be accessed at SCISD Board Policy. 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 the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

### **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 who are authorized to use the system 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 district technology director.

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

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject

to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network pages(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

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

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

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

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet and social network sites (e.g., 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, librarian, paraprofessionals, nurses, educational diagnosticians, licensed therapist, and athletic trainers.

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

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with 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 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:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy 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.

### **Criminal History Background Checks (*Policy DBAA*)**

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

### **Employee Arrests and Convictions (*Policy DH*)**

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Acts constituting abuse or neglect under the Texas Family Code

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

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

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

State law prohibits smoking or using tobacco products 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 a fine are displayed in prominent places in all school buildings.

### **Fraud and Financial Impropriety (*Policy CAA*)**

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- 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
- Nonschool employment

### **Gifts and Favors (*Policy DBD*)**

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

### **Copyrighted Materials (*Policy CY*)**

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

### **Associations and Political Activities (*Policy DGA*)**

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization. An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

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

### **Charitable Contributions (*Policy DG*)**

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

### **Safety (*Policy CK series*)**

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

- 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 Billy Collins, Superintendent.

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

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the 911 immediately.

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

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

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

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

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

### **Computer Use and Data Management (Policy CQ)**

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

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

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

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

# **SCISD- Employee Handbook**

## **General Procedures**

### **Bad Weather Closing (Policy CKC)**

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

KLST TV	San Angelo	659-2409 (Hotline)
KHOS Radio	Sonora	387-3553
KIXY Radio	San Angelo	949-7470
KLDE Radio	Eldorado	853-3739

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

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

### **Purchasing Procedures (Policy CH)**

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

### **Name and Address Changes**

It is important that employment records be kept up to date. Employees should notify the superintendent's office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the business office.

### **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
- Emergency contact information
- Information that reveals whether they have family members

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

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

The Schleicher County ISD superintendent is responsible for scheduling the use of facilities after school hours. Contact the superintendent to request to use school facilities and to obtain information on the fees charged.

# SCISD- Employee Handbook

## **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 immediate supervisor and 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 for Educator Certification.

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

#### **Noncontract Employees**

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

### **Dismissal or Nonrenewal of Contract Employees (Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF)**

Employees on probationary, term, and continuing contracts can be dismissed during the school year 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 time lines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Information on the time lines and the procedures can be found in the DF policies that are provided to employees or in the policy manuals located at the central office and all campus offices. Advanced notification requirements do not apply when contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees or are available on line.

### **Dismissal of Noncontract Employees (Policy DCD)**

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

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

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

### **Reports to the State Board for Educator Certification (Policy DF)**

The dismissal or resignation of a certified employee will be reported to the SBEC if there is reasonable evidence that the employee's conduct involves the following:

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

### **Reports Concerning Court-Ordered Withholding**

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

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



# **Schleicher County ISD**

## **Student Issues**

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

The Schleicher County Independent School District 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 on any of the basis 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 education interests

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

### **Parent and Student Complaints (Policy FNG)**

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

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

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

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

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

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

**Psychotropic Drugs (Policy FFAC)**

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

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

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

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

**Student Attendance (Policy FDD)**

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require 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 principal for additional information.

**Bullying (Policy FFI)**

All employees are required to report student complaints of bullying to the campus principals. The district's policy includes definitions and procedures for reporting and investigating bullying of students.

**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 administrator.

# **SCISD - Employee Handbook**

## **Standards for Grading**

<b>90-100</b>	<b>(A)</b>	<b>Excellent Work</b>
<b>80-89</b>	<b>(B)</b>	<b>Good Work</b>
<b>70-79</b>	<b>(C)</b>	<b>Average Work</b>
<b>69-Below</b>	<b>(F)</b>	<b>Failure</b>

### **Grade Books/Grade Speed**

Grade Book/Grade Speed is furnished by the school district. Grade books are returned to the principal at the end of the school year or when a teacher terminates his/her position.

The responsibility for keeping up with your grade book is yours. Take every precaution to safeguard your grade book.

Grade Speed, a computer grade book program, will be used by middle school and high school teachers.

You are expected to keep accurate records in your grade book/grade speed. The following principles are observed by each teacher:

1. The teacher must be able to justify each grade on the report card by the grades in the grade book.
2. The student must not receive his/her report card until the teacher is certain his/her grades are clearly indicated in the grade book/grade speed.

Six weeks grades must be derived by averaging the grades accumulated during the six weeks period.

Teacher's grade book/grade-speed is subject to inspection, and must be held by the school for **one year**.

The information recorded in the grade book/grade speed is part of the student's permanent record.

**SCISD - Employee Handbook**  
**Standards for Grading**

**Basis for Evaluation**

**EXAMS:**

It is recommended that:

Major exams should contain a minimum of 20% of being subjective type questions in grades 6-12.

Elementary guidelines will be established by the campus administrator.

It is recommended that each teacher (grade 5-12) should have a minimum of eight (8) grades during each six-week period. Grades do not have to be pencil-paper test, but may be based on participation of students.

Each teacher in the core curriculum may give a six weeks exam. Copies of all major exams may be subject to review by the building principal.

A student will receive an "I" (incomplete) on his/her report card if all work for the six weeks grading period has not been completed, and will be replaced by a numerical grade upon completion.

# **SCISD- Employee Handbook**

## **Classrooms**

### **Class Dismissal/Supervision**

The sounding of the bell is a reminder to you that the period is over. It does not mean that students are automatically dismissed. You should always dismiss your classes. Teachers should be in the halls while students are passing. Your responsibility and authority as a teacher extends to all school hours and extra-curricular activities. **Teachers must never leave their classes unattended.** Unless a family emergency arises teachers will not be called from an instructional class for phone calls. Messages will be taken for return calls.

### **Lost and Found**

The lost and found area is located in the office. Students must see the principal or secretary to check for lost items.

### **Auditorium-High School**

Teachers must schedule all auditorium use with the principal.

### **Dress Code - Teachers**

Opinions of Schleicher County Schools are formed many times by the appearance and dress of the students and teachers. As a teacher, you should choose carefully the clothes you wear to school. Do not allow yourself to become careless in your attire and grooming. You are a model for your students and should set a good example for them.

Your dress should reflect the importance you place upon learning. If you have any specific questions contact your campus administrator.

### **Lesson Plans**

Daily lesson plans are to be kept in a lesson plan book which will be furnished to you. Lesson plans must be prepared at least a week in advance or in a time frame designed by the principal.

### **Pupils Entering Building**

#### **High School/Middle School**

Students are not to enter buildings before 7:55 a.m. unless they have made arrangements with a teacher to meet for tutorials.

In the event of inclement weather, students will be allowed to enter at lunch or before school. Students are to remain quiet and orderly and will not be allowed to go to lockers or to rooms. High school students are not to enter the administration building before school or at lunch unless requested for tutoring, or to see the superintendent of schools.

#### **Elementary**

Elementary Students may report to a designated classroom.

## **Discipline and Classroom Control**

Please consider the following principles in establishing discipline in your room:

- Do not isolate students in the hall but establish your authority in the classroom.
- Corporal punishment is not to be administered without the prior knowledge of the principal and must be administered in the office, or an area designated by the campus administrator, and there must be a professional, certified witness present.
- Establish desirable standards of classroom behavior and insist that students maintain those standards.
- Individual parent conferences will be scheduled as needed for all students.
- Be firm and equitable in your dealings with students. Establish strict standards during the early days of school.
- Encourage your students to respect other students and adults. Insist that students treat you with respect at all times.
- Always be fair in your dealings with the entire class as well as individual students.

## **Duties**

Teachers may be assigned to morning and noon campus duty, cafeteria, noon hall duty, after school bus duty and extra-curricular duties. These duties are assigned at various times during the school year. Please consult with your campus administrator regarding specific schedules.

## **Class Parties**

School parties should be kept to an absolute minimum. They should be scheduled where they do not interfere with scheduled class time and must have the principal's prior approval. No food or drink will be allowed in the High School building. Parties will be held in the Eagle Gym foyer for high school students.

## **Time between Classes**

All teachers are to consider themselves on hall duty during the interval during which students are changing classes.

## **Accidents**

Accidents that occur on the school campus must be reported to the principal's office immediately (use student accident reports or employee accident reports from the Business Office).

## **Class and Club Sponsorship**

Sponsorship is assigned and is a responsibility which you must meet. Sponsors are expected to meet with officers at periodic times, particularly before each class meeting. Sponsors should advise the officers regarding the procedure to be followed in meetings and the items on the agenda so they may move through the agenda. These sponsors are all equally responsible for all activities of their group either on or off campus. In addition, sponsors must attend all class and club functions.

Sponsors will turn in a list of officers into the principal's office.

# **SCISD - Employee Handbook**

## **Classroom Time**

### **Presence in the Classroom**

**Teachers are to be in their rooms at all times that a class is in progress.** If you leave your room after it is vacated by pupils, it should be locked when possible.

### **Use of Conference Periods**

Teachers are provided **conference periods during the school** day. The purpose of the conference periods is to:

- Give the teacher time for planning course work,
- Secure training aids and other materials necessary for classroom work;
- Provide time to familiarize the teacher with student records;
- Provide time for conferences with principal, counselor, and other teachers;
- Provide time for parent conferences;
- Provide the teacher a break from the hourly routine.

**If a teacher must leave during their conference period the campus administrator or building secretary must be notified.**

# **SCISD - Employee Handbook**

## **Homework Policy Guidelines**

### **Definition of Homework:**

Any work related to school learning done outside the classroom, outside the regular school work hours, not under the immediate and direct supervision of the teacher and presumably at home under the jurisdiction of the home.

### **Assignment of Homework:**

1. Students need to be made aware of the value and usefulness of the assignment
2. Homework should not be used as a form of punishment
3. Prior to assigning the homework, the teacher should consider how long it will take the student to complete the assignments
4. Homework assignments should be planned as carefully as classroom lessons
5. The teacher has a responsibility to see that homework is evaluated and returned to the student within a reasonable amount of time from when it is collected
6. "Busy work" assignments are counter-productive to learning.

### **Cheating**

Students helping one another to understand instructional objectives at the appropriate times are not cheating. Copying the work without understanding the class process is cheating and is not acceptable. Students may be referred to the campus administrator when caught in the act of cheating. Students in grades K-2 will be handled on an individual basis by the campus administrator.

# **SCISD - Employee Handbook**

## **School Property**

### **Care of School Property**

Teachers are essentially responsible for the care of the property and should realize a responsibility for the total plant. Teachers should check each student's desk periodically and remove marks made by students.

Principals must notify Marcie Montez in the Central Office when technology equipment has been moved.

### **Textbooks**

Textbooks are issued to students by each individual teacher. It will be up to each teacher to keep an accurate record of books charged to students. Forms have been furnished for maintaining accurate textbook records. Be especially diligent about keeping up with books charged to you but not issued to students (dictionaries).

Have each student write his/her name and year on the inside front cover of the text. Please do this the day the book is issued. Check each student's book to make certain this task is completed.

State law requires that text books be kept covered. Furnish your students with covers (available from the office) and see that they remain covered.

Students with-drawing from your class for any reason, whether a class change or move, must clear their textbook record with the principal's office.

# **SCISD - Employee Handbook**

## **Building Security**

**If you find that the building or area you are responsible for has been violated; then your immediate response should be as follows:**

- 1. Call the Superintendent- Office 853-2514 ext.222**
- 2. Call the Schleicher County Sheriff's Department - 853-2737 or 853-3179**

If damage has been done to the facility or other laws have been violated, try not to destroy any possible evidence. Do not clean up until the authorities have arrived.

If the perpetrators are still in the building, try to detain them until the authorities arrive; however, under no circumstances are you expected to put yourself at risk.

Instruct the personnel assigned to you and with access to the areas you supervise as to the procedures listed here. Insert yourself in the immediate notification list, where you deem appropriate. However, you are responsible for the notification of the two parties listed above.

### **School Keys-**

The keys that you were issued, to the school or area in which you work, were given to you as an employee of SCISD. If you give them to anyone then the possibility of duplicate keys being made is there. The person that you give them to may give them to someone else or allow someone else into the building that you are not aware of. The security of the buildings and property SCISD are your responsibility, and you have been entrusted with that responsibility when you were issued keys.

### **Rules for School Keys:**

1. Do not loan your keys to anyone-this includes family or friends.
2. If someone needs access to a building; then accompany them to the building.
3. Always be sure that the building is secure when you leave, or that you know someone will ensure the fact.
4. When you enter the building on the weekend be sure that the building is secure behind you. Do not leave doors open when you are in the building during non-school hours.
5. If you lose your keys, immediately let your supervisor know.

## SCISD TELEPHONE EXTENSIONS (11-12)

NAME	EXT.	NAME	EXT.
<b>ADMINISTRATION-FAX</b>	<b>853-2695</b>	<b>MIDDLE SCHOOL-FAX</b>	<b>853-2895</b>
SANDRA ROBLEDO	221	SYLVIA BELMAN	421
BILLY COLLINS	222	KARA S. GARLITZ	422
DARLENE HUCKABY	223	M.S. COUNTER	423
ADMIN CONF. ROOM	224	M.S. LOUNGE	426
RAY BALLEW	225	M.S. CONF. ROOM	425
MARCIE MONTEZ	226	CYNDI HARIMAN - LIB	430
ADMIN COUNTER	227		
LUANN SHIPMAN - LIB.	230	<b>ELEMENTARY- FAX</b>	<b>853-2711</b>
SUSIE RICHTERS-NURSE	231	CINDY MCGINNES	521
		CHAD WRIGHT	522
<b>HIGH SCHOOL - FAX</b>	<b>853-2710</b>	ELEM. WORKROOM	523
DEBBIE BALLEW	321	ROBLEDO - COUNSELOR	529
ROBERT GIBSON	322	ELEM. COUNTER	238
MEDRANO - H,S COUNTER	323	ELEM. KITCHEN	237
H.S. TEACHER LOUNGE	325	DROLL-KIDS KAMPUS	527
RAGSDALE - COUNSELOR	326		
MARTINEZ-SAUER	327	<b>DIAGNOSTICIAN</b>	529
JERRY BARKER - BAND	328		
AEP	335	OSCAR MARTINEZ	525
BRYAN MCCOLLUM - AG	365		
		IMA BRUCE-CAFETERIA	526
<b>COACHES</b>			528
DANNY WILHELM - FH	330	JOEY JONES -BUS BARN	<b>853-3138</b>
BENNY LOCKHART	333		
JAYSON WILHELM	334		

# **SCISD - Employee Handbook**

## **Library Services**

### **Hours of Operations:**

Middle School and High School libraries open at 7:50 a.m. and the Elementary library opens at 8:05 a.m.; all libraries close at 3:45 p.m. Monday through Thursday, and at 3:00 p.m. on Fridays, following the school calendar.

All campus libraries will close two weeks prior to the last day of class in May. Students will not be allowed access to the libraries during these last two weeks.

### **Faculty Services:**

Professional libraries are located at each campus library with the majority of the professional materials housed in the high school library. Professional magazines are also housed in the professional libraries.

Teachers are responsible for all items checked out under their names. These items may be kept throughout the school year but will need to be returned to the library one week prior to the end of school.

Teachers are not charged fines but will be required to purchase lost items that are checked out to them.

Teachers are required to come to the library with their classes unless prior arrangements have been made.

# TECHNOLOGY DIRECTOR

**J.D. DOYLE**



Home 896-2021  
Mobile 650-9553

## **The Director of Technology is responsible for the following:**

- To install Software on all district-owned machines
- To be available at all times to help teachers and staff in the event of software &/or hardware failure
- To train teachers on the use of their computers along with basic software instruction
- To repair & maintain district owned computers.
- To repair basic computer hardware problems such as installing and configuring cards, replacing hard drives, installing multi-media kits, etc.
- To research prices and comparability of software/hardware for principals, teachers, and staff
- To take responsibility for all repairs made whether it is accomplished off-site or within the district.
- To help determine the technology needs for the individual teachers and campuses which reflect the district's mission.
- To obtain technology money through the grant writing process
- To ensure that the district remains in compliance with the software licenses owned by the district
- To chair the technology committee and annually revise the district's technology plan
- To perform any other duties as assigned by the supervisor

# **SCISD - Employee Handbook**

## **Acceptable Use Guidelines for Technology Resources**

Schleicher County Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Schleicher County schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Schleicher County ISD firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Schleicher County ISD activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with District Policy.

### **Definition of District Technology Resources**

The District's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

### **Acceptable Use**

The District's technology resources will be used only for learning, teaching and administrative purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's system will emphasize the ethical use of this resource.

Software or external data may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Superintendent or designee.

Other issues applicable to acceptable use are:

- Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
- Supervision and permission: Student use of the computers and computer network is only allowed when supervised or granted permission by a staff member.
- Attempting to log on or logging on to a computer or email system by using another's password is prohibited: Assisting others in violating this rule by sharing information or passwords is unacceptable.

Improper use of any computer or the network is prohibited. This includes the following:

- Using racist, profane, or obscene language or materials.
- Using the network for financial gain, political or commercial activity.
- Attempting to or harming equipment, materials or data.
- Attempting to or sending anonymous messages of any kind.
- Using the network to access inappropriate material.
- Knowingly placing a computer virus on a computer or the network.

- Using the network to provide addresses or other personal information that others may use inappropriately.
- Accessing of information resources, files and documents of another user without their permission.
- The use of Internet chat rooms is prohibited on all school computers unless approved by the Superintendent &/or his designee.

### **System Access**

Access to the District's network systems will be governed as follows:

- Students will have access to the District's resources for class assignments and research with their teacher's permission and/or supervision.
- Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
- With the approval of the immediate supervisor, district employees will be granted access to the District's system.
- Any system user identified as a security risk or having violated the District's Acceptable Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.
- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Superintendent, campus principals, technology director and/or their designees will deem what is inappropriate use and their decision is final. The system administrator may close an account at any time as required or as they deem appropriate without notice.
- The use of personal devices such as PDA's (Palms, Visors, cell phones with web capability, etc) and laptops (either wireless or Ethernet) or any device used to access SCISD networks is prohibited unless special permission is granted from the technology director. Only after the device is deemed to be of minimal or no security risk to the SCISD network will such permission be granted.

### **Campus Level Coordinator Responsibilities**

As the campus level coordinator for the network systems, the principal or designee will:

- Be responsible for disseminating and enforcing the District Acceptable Use Guidelines for the District's system at the campus level.
- Ensure that employees supervising students who use the District's systems provide information emphasizing the appropriate and ethical use of this resource.

### **Individual User Responsibilities**

The following standards will apply to all users of the District's computer network 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 guidelines.
- System users may not use another person's system account without written permission from the campus coordinator or principal, as appropriate.
- System users are asked to purge electronic mail or outdated files on a regular basis.
- System users are responsible for making sure they do not violate any copyright laws.

### **Vandalism Prohibited**

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district guidelines and,

possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges, possible prosecution, and will require restitution for costs associated with system restoration, hardware, or software costs.

The willful introduction of computer “viruses” or other disruptive/destructive programs into the District’s network or into external networks is prohibited.

### **Forgery Prohibited**

Forgery or attempted forgery of electronic 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 the District's system should be aware that use of the system may provide access to other electronic communications systems outside the District's networks that may contain inaccurate and/or objectionable material.

A student bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District'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 (also known as netiquette):

- 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 are prohibited.
- Transmitting obscene messages or pictures is prohibited.
- Revealing such personal information as addresses or phone numbers of users or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

### **Termination/Revocation of System User Account**

The District may suspend or revoke a system user's access to the District's 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 campus coordinator receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

### **Consequences of Improper Use**

Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and, if appropriate, the Texas Penal Code, Computer Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs.

## **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor supplied hardware and software. Therefore, 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 user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor 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 necessarily the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and networks.

Network storage areas may be treated like school lockers. Network administrators and/or their designees may review files and communications to maintain system integrity and insure that users are using the system properly. Users should not expect that files stored on District servers would always be private.

## **Electronic Mail and Additional Technology Guidelines**

- Electronic Mail (email)
- User Security Responsibilities
- Maintenance of Local Hard Drives

## **Electronic Mail**

Email has become one of the most used communications tools in both offices and classrooms. The following points are important to keep in mind:

- The software and hardware that provides us email capabilities has been publicly funded. For that reason, it should not be considered a private, personal form of communication. The Open Records Act would govern the contents of any communication of this type. We would have to abide and cooperate with any legal request for access to email contents by the proper authorities.
- Since email access is provided as a normal operating tool for any employee who requires it to perform their job, individual staff email addresses must be shared with interested parents and community members who request to communicate with staff in this fashion. We have no plans to produce and publish a district-wide list of email addresses, but each campus should post a list of email addresses for their staff through their Internet pages.
- Staff should be expected to return email communications to parents or other public members who have a legitimate business request within a reasonable amount of time whenever possible. Requests from outside agencies for information do not fit into this same category and can be handled with a different timeline or in a manner consistent with previous experience in working with similar requests.
- Incoming email that is misaddressed will remain "undeliverable."
- Requests for personal information on students or staff members should not be honored via email. It is critical for a personal contact to be made with any individual requesting personal information. This relates particularly to any requests for student grades, discipline, attendance or related information. In addition, security information such as username or password should not be sent via email for any reason.
- During student contact time in the classroom, your email notifier should be turned off to prevent interruptions. Staff members should set aside time at least once a day to check and respond to email messages.
- Since email access is provided for school business related use, please do not forward messages that have no educational or professional value. An example would be any number of messages that show a cute

text pattern or follow a “chain letter” concept. These messages should be deleted and the sender notified that messages of that nature are not appropriate to receive on your district email account.

- Please use the “groups” function of our email system appropriately. Do not send messages to an entire staff when only a small group of people actually needs to receive the message.
- Attachments to email messages should include only data files. At no time should program files (typically labeled “.exe”) be attached due to software licensing requirements. In addition, there exists the real possibility that any program files received as attachments over the Internet may include viruses or other very destructive capabilities once they’re “launched” or started. If you receive an attachment like this, please delete the email message immediately without saving or looking at the attachment.
- Subscriptions to Internet listserves should be limited to professional digests due to the amount of email traffic generated by general subscriptions. Please use your personal Internet account to receive listserv subscriptions of a general nature, if one is available.
- Students will not be issued individual email accounts.
- Please notify your technology coordinator or your campus principal if you receive unsolicited email, particularly if it is of a “hate mail” nature. We will attempt to track down the source of that email and prevent you from receiving any additional unsolicited mail.

The District’s e-mail system has proven to be an excellent tool for enhancing communication. However, inappropriate use can degrade the quality of communications within the District. Appropriate use of District resources is also important. For the protection of District employees, below are some items that are worth reviewing.

Below are some ways to avoid inappropriate email, as well as some reminders from the Acceptable Use Policy.

## 5 Ways to Avoid Inappropriate Email

### 1. *Avoid forwarding “chain letters”*

**Background Information:** The consequence of chain letters is that they are often hoaxes and may mislead District staff. If you forward a chain letter outside the SCISD network, you also risk SCISD’s “good name” since other email filtering technologies will add SCISD to a list of “spammers.” Spamming is an inappropriate practice of sending junk mail via email.

### 2. *Avoid using District email for personal use.*

**Background Information:** The District allows you to use email accounts for incidental uses so long as it does not interfere with your work. You are encouraged to use outside web-based email rather than District email for personal use. Please recall that all email sent via the District network falls under open records requests and is subject to seizure. As such, personal items found in District email could easily become public. There is no guarantee of confidentiality in District email.

### 3. *Avoid using District email to represent non-District organizations.*

**Background Information:** Outside and independent organizations may not use District email for their own purposes. You are encouraged to use either the organization’s email service or a web-based email provider to disseminate information. Per Administrative Procedure, email use for commercial activities or private business is strictly prohibited. Users shall not initiate any purchases through on-line communication, except for approved business-related purchases. Use for product advertisement or political lobbying is prohibited, except when used for instructional purposes.

### **EMAIL RETENTION:**

Email on the SCISD exchange server will be retained in backup not to exceed 90 days. Email in sent folders that are not moved to a folder created by the user will be deleted in 60 days. Email in the deleted folder will be removed in 30days.

### **User Security Responsibilities**

- Your username and password should be protected from unauthorized use at all times. Do not post any of this information where others can view it.
- Do not share your password via email at any time. If a technology representative needs that information, they must request it in person.
- If you as an employee leave your computer logged in at any time when you are not present, you must lock your computer by pressing [ctrl] [alt] [del]. This disables your computer until you return and unlock it with your password. If you are “logged in” to the network and do not lock your computer, anyone can access your grade book, email, and other personal files.

### **Maintenance of Local Hard Drives**

- On occasion, we need to reformat hard drives. Reformatting completely erases all contents of the hard drive. All district software such as Microsoft Office, which is consistent throughout the district, will be reinstalled. All other approved software, purchased by the campus will also be reinstalled. We will not reinstall unapproved copies of software nor will we be able to retrieve any personal data files. With this in mind, please be personally responsible for making backups of any data files that you store on your local hard drive.
- All monitors should be shut down each evening.

***Schleicher County ISD employs a filtering program to minimize access to inappropriate web sites for its students. The filtering software is a commercially produced filter product that attempts to block possibly objectionable sites. No filter is perfect. Schleicher County ISD will not accept responsibility of student's disregard of the District's policies and guidelines as they relate to Internet access.***

# **SCISD - Employee Handbook**

## **Administrative Procedure**

### **Out-of-District Field Trips**

The following Administrative Procedure shall be used for any educational field trip that leaves the physical boundaries of the Schleicher County Independent School District. This is not inclusive of extracurricular trips that are for competitive events. The following steps in planning the trips shall be followed:

1. The responsible sponsor(s) / teacher(s) shall plan enough in advance of a trip to allow for the necessary information (see Exhibit 1) to be included in the Board of Trustee information packet to prepare for a Regular or Called Meeting. Exhibit 1 shall be completed and returned to the Superintendent of Schools 7 days prior to the Trustee Meeting in which the trip will be considered for approval.
2. The Board of Trustees will review the Field Trip Request at a Regular or Called Meeting. The decision of the Board may be to accept the request, to deny the request, or to ask for more information. A denial could be, for example, on the grounds of fiscal exigency, instructional intent, lack of proper supervision, etc.
3. Following the decision of the Board of Trustees, the Superintendent of Schools will inform the requesting sponsor(s) / teacher(s).
4. If the Board has approved the request the sponsor(s) / teacher(s) will complete all required paperwork for the central administration to ensure the success of the trip for the students.

# **SCISD- Employee Handbook**

## **School Sponsored Trips**

Sponsors, coaches, and directors must provide an alphabetical list of students and teachers making the trip. This list must be given to the office no later than two days prior to trip departure.

Students going on the trip will not be counted absent on the teacher's daily attendance report for that class only and will not be required to get an admission slip from the office on their return to school. Do not permit students to accompany you on a school sponsored trip if the student is suspended.

Student behavior on all bus trips will be subject to rules and regulations of the school as described in Board Policy and the Student Handbook.

### **Transportation for School Trips:**

You will be provided with a bus requisition form which must be filled out and turned into the principal's office no later than one week before you need transportation.

### **Field Trips:**

Plans for field trips should be formulated well in advance. All arrangements should be cleared through the principal's office. The school district's policy requires a signed permit from the parent of each child making the trip. Your request must come through your principal.

Prior approval of travel students will be made by submitting a generated list of all students who will be traveling on an Out of District Field Trip form submitted to the Campus Principal and the Superintendent for final approval. This list will be distributed to teachers on that campus.

# **Schleicher County ISD**

## **Transportation Regulations**

- ❖ ALL transportation requests must be turned in (5) days in advance and shall go through Mr. Collins office for approval. A copy of your completed request will be put in your mailbox prior to your trip.
- ❖ Keys and credit cards will be picked up in the administration office and returned to the Administration office at the end of the trip. Do not leave anything in the vehicles. Please notify office personnel if you make any personal calls or roaming calls.
- ❖ Activity bus keys will be picked up at the bus barn. After your trip, please drop the keys in the key slot in the bus barn office door unless you are given different instructions.
- ❖ **DO NOT LEAVE KEYS IN THE BUSES.**
- ❖ Due to insurance, all personal vehicles must be parked outside the bus barn gates.
- ❖ Please plan ahead and turn in your travel requests early.

If you have any questions, please contact Joey Jones at:

(Bus Barn) 325-853-3138 or (Cell) 325-277-7535

# **SCISD- Employee Handbook**

## **Travel Guidelines**

### **Meals:**

SCISD has adopted the IRS accountable plan for employee expense reimbursements. The employee is to complete the meals section of the travel request form for approval and encumbrance of funds. This procedure is for all employee meals – overnight trips.

SCISD will pay for employee meals associated with official school business at the rate of:

Breakfast	\$ 8.00
Lunch	\$12.00
Dinner	\$16.00

### **STUDENT MEALS:**

Sponsors of student groups are responsible for making prior arrangements to feed the group together to ensure all students eat the same meal at the best available price. An invoice is to be returned to the business office for payment. Sponsors may also be included.

### **Lodging:**

Employees will be responsible for making their own travel arrangements adhering to the policy below:

1. The “Travel Request” form must be completed and returned to Campus Principal for approval
2. Individuals must reserve rooms using their personal credit cards. (We will not issue a Master Card for individual use).
3. As a general rule, the room rate should not exceed \$85.00. Principals/Program Directors may approve a higher rate depending upon budget restraints
4. Hotel or convention parking fees will be reimbursed at a reasonable rate. (Valet parking is usually excessive – do not use this unless there is no other reasonable option). Attach receipts to the “Request for Check” form.

### **Group Reservations:**

Group Reservations should be coordinated as follows:

Athletic Events –	by Athletic Director
Academic Events-	by UIL Coordinator
One Act Play –	by OAP Director
Band Events-	by Band Director

All reservations should be pre-approved in Administration Office.

# **SCISD- Employee Handbook**

## **Administrative Procedure**

### **Out-of-District Field Trips**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Organization / Class Name: \_\_\_\_\_

Sponsor(s)/Teacher(s) Requesting Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Field Trip Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Trip Destination: \_\_\_\_\_

\_\_\_\_\_

Names of Sponsors:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Students Participating: \_\_\_\_\_

Criterion Used to Select Students for trip:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Transportation Requested: \_\_\_\_\_

Anticipated Cost of Trip:

Student Meals: \_\_\_\_\_

Adult Meals: \_\_\_\_\_

Bus Driver: \_\_\_\_\_

Lodging \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Anticipated Sources of Revenue:

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

TOTAL: \_\_\_\_\_

Educational Value of Trip:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the steps taken to communicate with parents regarding liability; behavioral expectations, personal needs of student on the trip, etc. (attach sample documents sent home):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Schleicher County ISD Board of Trustees approved this Request for Out-of-District Field Trip at its Regular/Called Meeting held on \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature - Superintendent of School

**SCISD TRAVEL REQUEST**

**DATE OF REQUEST:**

**EMPLOYEE(S):**

**TRIP DATES:**

**PURPOSE:**

**ATTACH DOCUMENTATION**

**REGISTRATION**

**REGISTRATION FEE:**

**DEADLINE:**

**PAYABLE TO:**

**ADDRESS:**

**LODGING**

**HOTEL NAME:**

**HOTEL ADDRESS:**

**HOTEL PHONE #:**

**CITY TAX RATE %:**

**ROOM RATE**

**TAX AMOUNT**

**TOTAL PER NIGHT**

**# OF ROOMS**

**PARKING**

**TOTAL CHECK AMOUNT**

**MEALS**

Each employee will be reimbursed on a per-diem basis.

**\*\*Per-diem is based on time of departure and return.**

**Departure Time:**

**Return Time:**

**Per Person**

**Number**

**Amount**

**Breakfast: \$7.00**

**Lunch: \$8.00**

**Dinner: \$9.00**

**TOTAL MEAL COSTS:**

**APPROVAL**

**Requesting Party:**

**DATE:**

**Principal/Director:**

**DATE:**

**BUDGET CODES:**

**AMOUNT:**

**AMOUNT:**

**AMOUNT:**

**Business Manager:**

**Superintendent:**

Request for Cash for Money Box

Account Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Pennies	\$
Nickels	\$
Dimes	\$
Quarters	\$
Other Change	\$
Ones	\$
Fives	\$
Tens	\$
Twenties	\$
Other Currency	\$
<b>TOTAL AMOUNT OF REQUEST</b>	\$

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_

Signature of Account Manager: \_\_\_\_\_

SCHLEICHER COUNTY ISD
REQUEST FOR CHECK
ACCOUNT NUMBERS
MAKE CHECK PAYABLE TO
NAME:
ADDRESS:
AMOUNT:
PURPOSE:
REQUESTING PARTY:
DATE:
SUPERVISORS APPROVAL:
FINANCE APPROVAL
SUPERINTENDENT APPROVAL

# Monies for Deposit

Account Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_

<b>CASH:</b>	<b>Beginning Total: \$</b>	
Pennies	\$	
Nickels	\$	
Dimes	\$	
Quarters	\$	
Other Change	\$	
<b>Total Coins</b>		<b>\$</b>
Ones	\$	
Fives	\$	
Tens	\$	
Twenties	\$	
Other Currency	\$	
<b>Total Bills</b>		<b>\$</b>
<b>Total of Coins/Bills</b>		<b>\$</b>

<b>CHECKS:</b>			
Date	Payor	Amount	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
<b>Total of Checks</b>			<b>\$</b>
<b>Total of Cash/Checks</b>			<b>\$</b>
<b>Less Beginning Total</b>			<b>\$</b>

**Total Deposit: \$ \_\_\_\_\_**

Comments: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Signature of Account Manager: \_\_\_\_\_

# **SCISD- Employee Handbook**

## Activity Account Procedures 2011-2012

The Campus Principal and Sponsor manage all activity accounts. One or more teachers are identified at the beginning of the year as sponsors in charge of each activity account. The sponsor is responsible for working with the Campus Principal to request payment of bills. Deposits are to be processed through the Business Office.

### **Procedures for making deposits and requesting funds/payments:**

1. Deposits
  - a. Count all monies to be deposited and fill out a “Monies for Deposit” form
  - b. Turn in monies and “Monies for Deposit” form to the Business Office
  - c. The Business Office counts the money to be deposited and reconciles amount with sponsor’s count. If a discrepancy exist the sponsor and Business Office will recount money together or get a third person to count
  - d. The Business Office takes the money to the bank to be deposited
  
2. Purchases and Bills
  - a. Purchases, and Payments, will be handled by using the “Request for Check” form.
  - b. Request for Check
    - To be used to pay bills and to obtain money in advance when the club or organization is involved in a school related function.
    - Sponsors of an account may obtain a “Request for Check” form from their Campus Principal or the Business Manager.
    - Sponsors complete the “Request for Check” form and return it to the Campus Principal for approval. **(Receipts must be attached)**
    - The “Request for Check” form is returned to the Business Manager who checks the account to insure funds are available to cover the order.
    - The “Request for Check” form is then given to the superintendent for approval.
    - Once approved by the superintendent a check is written for the amount of the request and returned to the sponsor or mailed to the company or individual indicated on the request.
  - c. Reimbursement

The number of reimbursements to be made to individuals will be limited. No reimbursement will be made without the proper receipts and no tax will be reimbursed. Follow above steps for “Request for Check” (payable to the individual).

### **Requesting Funds:**

At times sponsors of accounts may need cash for concession stands or other events where change is needed. To obtain cash a sponsor will do the following:

1. Completes the “Request for Cash for Money Box” form
2. Gives request to the Business Office
3. The Business Manager writes a check to SCISD for the amount and cashes the check
4. The monies requested are then returned to the sponsor with a copy of the original request
5. If money is to be given to an individual, a “Sign Sheet for Monies” form must be completed and returned to the Business Manager

### **General Information:**

All checks require two signatures, so please plan ahead.

We have charge accounts at local stores. Rules for charging are:

1. Obtain principal's permission to charge
2. Fill out a "Request for Check" form and attach the receipt that lists the items charged and the prices of each item as well as the signed charge ticket. We cannot accept charge tickets that just list an amount.
3. **DO NOT ALLOW** students to charge or to sign for materials that you have charged.

### **Student/Staff Performance Enhancement Accounts:**

Each campus shall have a Student/Staff Performance Enhancement Account. The campus principal will manage this account. Ten Percent of the income from coke sales may be deposited into this account. Funds from these accounts may be used for such things as:

1. Performance incentives
2. Refreshments for staff or organization meetings
3. Flowers or other remembrances – circumstance appropriate – for staff and students
4. Other items deemed appropriate by the Site Based Committees

It is the belief of the Schleicher County ISD that expenditures for the stated reasons above will improve in a positive way staff and student morale; thereby, positively impacting the overall student academic performance. These accounts are monitored by the SCISD Central Office, through the day-to-day expenditure process, to ensure compliance with the stated goal.

### **Closure of Inactive Accounts:**

Some accounts are temporary in nature and will only exist as long as needed to complete the project. However, most accounts are more long term. When an account has been inactive for two years the sponsor and principal will be notified. The principal and the campus Site Based Committee will determine how any remaining funds should be disbursed. The Committee will submit a written request to move the funds to another account or to spend the funds. The principal and the members of the Site Based Committee must sign this request.

## Policy Code

## Information to Emphasize

### District Goals and Planning

AE	District educational philosophy and mission statement
BQ series	District – and campus- level planning

### Instruction and Students

EFA	Handling complaints regarding instructional materials
EFE	Adherence to copyright requirements
EIA	Grading standards and grade reporting
EIE**	Promoting and retaining students
FB**	Protection of students form unlawful discrimination
FFAC	Providing medical treatment or medication to students
FFAD	Excluding students with communicable diseases
FFG	Mandated reporting of child abuse and neglect
FFH**	Freedom from harassment
FL	Safeguarding privacy of student records
FNC**	Student conduct
FNG	Handling student/parent complaints; parents' rights
GRA	Interaction of police and child protective services with students on campus

## Personnel

CAA	Financial ethics
CE	Budget development process and calendar
CH	Authority to purchase on behalf of the district
CK series	Employee safety practices and crisis management
CQ	District computers and electronic communications
CRD	Health and life insurance
DAA	Protection of employees from unlawful discrimination
DBD	Conflict of interest
DC*	Employment practices
DEA	Salaries, wages, and stipends
DEC	Employee leaves and absences
DEE	Requirements for expense reimbursement
DFE	Resignations
DGBA	Process for employee complaints and grievances
DH**	Employee standards of conduct
DHE	Alcohol/drug screening and other searches of employees
DI	Drug-free workplace
DIA**	Freedom from harassment
DK	Assignment to positions; transfers
DMD	Attendance at professional meetings on school time
DN series*	Employee evaluation/appraisal
GBA	confidentiality of personnel records; public and non-public information

# **Schleicher County ISD**

## **Employee Handbook Receipt**

Name: \_\_\_\_\_

Campus/Department: \_\_\_\_\_

The Employee Handbook will be accessible on-line in electronic format for all Schleicher County ISD employee's at the start of the school year **2011-2012**.

I hereby acknowledge access and receipt on-line of my personal copy of the Schleicher County ISD Employee Handbook. I agree to receive the employee handbook by electronic format and accept responsibility for accessing according to the instructions provided. I agree to abide by the standards, policies, and procedures defined or referenced in this document. I further acknowledge that I have the option to receive a paper copy of the Employee Handbook by submitting a written request to the administration office.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information. I accept responsibility for reading and abiding by the changes.

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

**NOTE:           Print two copies of this form**  
**Please sign & date one to keep**  
**Sign & date the other and forward to your supervisor**

Follow the instructions below to access the electronic format of the employee handbook:

Click "Internet Explorer" internet access on the computer desktop

Open SCISD webpage: <http://www.scisd.net/>

Click on "SCISD Private" tab

A security screen will open

Enter User Name: staff

Enter Password: 76936

Click OK

Click on "Policies and Procedures" tab

Select "Employee Handbook" from the drop down tab

Click "Printable Forms" to print out the "Acknowledgement Receipt Form" – sign and return to your supervisor.

**2011-2012  
DEDUCTION AUTHORIZATIONS**

#	NAME	KEEP	CANCEL	NEW	NOTES
1	Additional Withholdings				* must fill out a new w-4 form
4	Concho Educators FCU				
5	TSTA				
6	ATPE				
7	SCISD Rent				
9	Child Support				
11	Unreimbursed Medical Fee				
12	Globe Life				
13	Texas Federation of Teachers				
14	New York Life				
15	Horace Mann Ins				
16	UTA Ins.				
17	Life Re Dental				
19	Texas Classroom Teachers Assoc.				
20	Optional Insurance				
21	AFLAC				
22	TRS- Active Care 1				
23	TRS- Active Care 2				
24	TRS- Active Care 3				
25	Legacy Health Solutions				
27	Unreimbursed Medical				
30	Aviva Annuity				
31	Jefferson Annuity				
33	SFB Annuity				
36	American Century Annuity				
37	American Funds Annuity				
38	Jackson National Annuity				
41	Nationwide Annuity				

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Schleicher County ISD**  
**Substance Abuse Policy**

I hereby acknowledge that I have read the Substance Abuse Policy of Schleicher County ISD found in the 2011–2012 Employee Handbook.

The Substance Abuse Policy is located on our website [www.scisd.net](http://www.scisd.net).

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Employee Signature

Date

---

Employee's Social Security Number

---

Witness Signature

Date