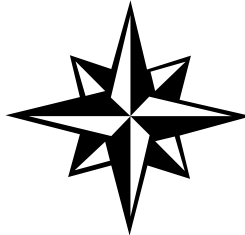


Teague Independent School District Employee Handbook 2011-12



Teague I.S.D.
420 N. 10th Street
Teague, Texas 75860
254-739-3071

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 central office.

This handbook is neither a contract nor a substitute for the official district policy manual. It is a guide to and a brief explanation of some district policies/procedures. District policies and procedures can change at any time. Employees will be notified of changes. 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. The policy manual may be accessed online at www.teagueisd.org – TISD Policies Online

Note: this handbook is available on the web www.teagueisd.org.

Approved by the Teague I.S.D. Board of Trustees on July 28, 2011.

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MISSION STATEMENT

The mission of the Teague ISD is to educate to the fullest extent possible all children attending our schools. We will strive to do this through quality of instruction, equity for all students, and accountability and improvement of our instruction. All students will develop essential academic skills and knowledge based on which to build life-long learning. Citizenship, economic responsibilities, and an appreciation of our American heritage, including its multicultural richness, are important factors in the education of our children.

All facets of the TISD education community will seek continual improvement in our educational endeavors.

Board of Trustees

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

The Board of Trustees is elected by the citizens of the district to ensure a strong educational program for the district's children. Trustees are elected by place and serve 3-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board members: Jeff Gonzales (President), Debra Lawrence (Vice-President), Lovie Whyte (Secretary), Brian Bowers, Randy Bruce, Stan Waldrip and Sushma Walker.

Trustees usually meet the fourth Thursday at 5:15 PM in the Administration Building located at 420 N. 10th Street, Teague, Texas. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. Under the following circumstances, Texas law permits the Board to go into a closed session: to discuss prospective gifts or donations, real property acquisition/sale, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys.

Whenever policies are mentioned or noted in this document, please refer to the Teague ISD Board policies. (A copy of TISD Board policies may be accessed at www.teagueisd.org.)

Administration

Superintendent:
Director of Curriculum & Special Programs
Business Manager
High School Principal:
Assistant High School Principal:
Junior High School Principal:
Assistant Junior High School Principal:
Intermediate School Principal:
Teague Elementary School Principal:

Ned Burns
Bryan Clemmons
Mary Clary-Smith
Darrell Evans
Drake Paris
Donnie Osborn
Chris Skinner
Vickey Little
Carol Ann Dawley

Helpful Contacts

Business Manager:	Mary Clary-Smith
Administrative Assistant:	Cheryl Tucker
Payroll Department:	Jeananne Madden
Accounts Payable:	Pat Cothran
Business Office Clerk:	Christol George
Receptionist/Webpage Administrator:	Mary Ann Farias
Bookkeeping Clerk	Marla Collins

Employment

Employee Notification

Education Code 21.204(d), as amended by the Legislature in 2003 reads: the board of trustees shall provide each teacher with a copy of the teacher's contract with the school district and, on the teacher's request, a copy of the board's employment policies. If the district has an Internet website, the district shall place the board's employment policies on that website. At each school in the district, the board shall make a copy of the board's employment policies available for inspection at a reasonable time on request.

Teague ISD Board of Trustees policies may be reviewed on the following website: www.teagueisd.org - TISD Policies Online
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The following TISD employment policies (but not necessarily all policies) are brought to your attention:

<u>Policy Code</u>	<u>Policy Title</u>
DAA	Equal Employment Opportunity
DBD*	Conflict of Interest
DBF	Nonschool Employment
DC*	Employment Practices
DCB	Term Contracts
DEA*	Salaries and Wages
DEAA*	Incentives and Stipends
DEC	Leave and Absences
DFAC	Return to Probationary Status
DFB series*	Termination of Term Contracts
DFD	Hearings Before Hearing Examiner
DFE	Resignation
DFF	Reduction In Force
DGBA	Employee Complaints/Grievances
DH*	Employee Standards of Conduct
DHE	Searches and Drug/Alcohol Testing
DI	Employee Welfare
DIA	Freedom from Harassment
DK	Assignment and Schedules

Equal Employment Opportunity

The Teague ISD does not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, disability, military status, 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 and in the best interest of the Teague I.S.D.

Employees with questions or concerns relating to discrimination on any of the above listed criteria should contact Ned Burns, Superintendent, at the Administration Building.

Job Vacancy Announcements

To the extent possible, announcements of job vacancies by position and location are distributed on a regular basis and posted at the central administration building and www.teagueisd.org.

Employment after Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in accordance with the rules and regulations of the TRS. The amount of time a retiree may be employed without losing benefits is governed by TRS rules/laws and is the responsibility of the retired employee.

Employees may contact TRS by calling 800-223-8778 or 512-397-6400. TRS information is also available on the internet (www.trs.state.tx.us).

Contract and Noncontract Employment

State law and district practice requires the district to employ all full-time professional employees in positions requiring a certificate from State Board for Educator Certification (SBEC) and RN nurses under probationary or term contract. 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 All full-time professional employees employed in positions requiring SBEC certification and RN nurses who are new to the district receive probationary contracts during their first year of employment. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district is one full school year. For those with less experience, the probationary period will be three full school years, with an optional fourth full school year if the district has doubts about whether a term or continuing contract should be given.

Term Contracts Full-time professionals employed in positions requiring certification and nurses who have successfully completed the probationary period will be employed by term contracts. Campus principals and central office administrators may be employed under two or three year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract; and employment policies will be available.

Paraprofessional Employees are employed by local term contracts, with the terms and conditions of employment being detailed in the contract and employment policies. All employees will receive a copy of their contract; and employment policies will be available.

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

Searches and Alcohol/Drug Testing

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, school computers or other 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 may uncover evidence of work-related misconduct. Such an investigatory search may include drug/alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee's personal items, work areas, lockers, and private vehicles parked on district premises or worksites or other areas/equipment used in district business.

Some Employees are required to have a commercial driver's license. The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of motor vehicles. Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

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

All employees who are required to have a CDL and are subject to alcohol/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 from the Director of

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

First Aid and CPR Certification

Head coaches or chief sponsors of extracurricular athletic activities (including cheerleading and band) that are sponsored or sanctioned by the district or the UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

Reassignments and Transfers

All personnel are subject to assignment and reassignment by the Superintendent of Schools. Campus reassignments must be approved by the principal of the receiving campus. When reassignments are due to enrollment shifts or program changes, the Superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Teachers requesting a transfer to another campus before the school year begins should submit their request by March of the current 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 central office and must be approved by the receiving supervisor.

Workload and Work Schedules

Professional and Paraprofessional Employees Professional, some paraprofessionals and administrative employees 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 and holidays for teachers and paraprofessionals. Notice of work schedules including but not necessarily limited to required days of service and scheduled holidays will be distributed each school year.

The normal teacher full workday shall consist of not less than seven hours per day and no more than eight hours. The normal one-half time teacher workday shall consist of not less than three and one-half hours and no more than four hours.

Full time equivalent classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes. Full time equivalent teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes.

The district may require teachers to supervise students one day a week when no other personnel are available.

Auxiliary Employees Auxiliary/Support employees are employed at-will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Auxiliary/Support 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 of Parents Regarding Certification Status

Texas law requires that parents be notified if their child is assigned a teacher for more than 30 consecutive days who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the EXCET exam) or individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status may call the central office.

Outside Employment and Tutoring

Employees who accept outside employment or engage in other activities for profit must submit a written notice to their supervisor. Outside employment must not interfere with the duties of their regular assignment. Teachers are not allowed to privately tutor their students for pay, except during the summer months.

Performance Evaluation

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

Employee Involvement

At both the campus and district levels, Teague ISD offers opportunities for involvement in matters that affect employees. As part of the district's planning and decision-making process, employees may either be asked or elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office.

Staff Development

Staff development activities are organized to meet the needs of employees and the district. Staff development is predominantly campus-based, related to achieving campus performance objectives, and developed and approved by district- and campus-level advisory committees. The Superintendent (or designee) may authorize group and/or individual staff development activities that may be used in lieu of designated staff development days.

Compensation and Benefits

Salaries, wages, and stipends

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

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. All employees will receive written notice of their pay and work schedules. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

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

Paychecks

All employees are usually paid on the 25th of each month. If the 25th falls on a holiday, Saturday or Sunday then paychecks will usually be issued the Friday before the holiday or the last workday before the holiday. During the school year, paychecks are usually delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks can be picked up at the central office, or if the employee provides a self-addressed envelope, their paycheck will be mailed to them.

An employee's payroll statement contains detailed information including deductions and withholding information.

Automatic Payroll Deposit

The district offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into an account anywhere in the United States. The payroll department must be notified by the 10th of the month to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Contact the Payroll Department for more information about the automatic payroll deposit service.

Payroll Deductions

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted.

Other payroll deductions employees may elect to include are: deductions for the employee's share of premiums for health, dental, life, annuities, and savings deposits. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave. Retired employees returning to work must have Medicare deducted from their pay.

Overtime Compensation

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (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 weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week may be compensated in straight-time pay or compensatory time off. Eligible employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday. Eligible employees may be compensated for overtime with compensatory time off or direct pay at time-and-a-half rates. The following applies to all nonexempt employees:

- Eligible employees (with authorized permission) can accumulate up to 240 hours of compensatory time.
- Compensatory time earned must be used according to a schedule that is mutually agreeable to the employee and supervisor.

-Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Travel expenses must have prior approval by the employee's supervisor. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the Board of Trustees and the Internal Revenue Service. Employees must submit receipts to be reimbursed for expenses other than mileage.

Health and Life Insurance

Group health insurance coverage is available to employees. The district's contribution to employee insurance premiums is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet.

The District provides all employees, who are working 20 hours per week or more, with a \$20,000 life insurance policy (effective 9-1-09).

The insurance plan year is from September 1st through August 31st. New employees must complete enrollment forms by the 1st of the month following the date of their employment. Current employees can make changes in their insurance coverage (under certain circumstances). Employees should contact the Payroll Department for more information.

Supplemental Insurance Benefits

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

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) under IRS regulations, and must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., accidental death and dismemberment, cancer and dread disease, dental and additional term life insurance). A third-party administrator handles employee enrollment in the cafeteria plan. Claims must be submitted to the individual companies by the service provider and/or the employee.

New employees must accept or must 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

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the Business Manager. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

Unemployment Compensation Insurance

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

Texas Teacher Retirement System

In accordance with state law, all personnel employed on a regular basis for at least one-half of the normal work schedule are members of the Texas Teacher Retirement System (TRS). Substitutes (not receiving TRS service retirement benefits) who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits. Employees who plan to retire under TRS should notify the Payroll Department as soon as possible. Information on the application procedures for TRS benefits is available at the central office. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-397-6400. TRS information is also available on the internet (www.trs.state.tx.us).

Leaves and Absences

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 have personal needs that will require long leaves of absence should contact campus principals for counseling about leave options, continuation of benefits, and communicating with the district.

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

Employees must follow district, department and/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 five (5) days because of a personal or family illness may be required to submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and fitness to return to work.

If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Compensatory Leave for Approved College Class or Workshop

With prior approval by the campus principal and the Director of Curriculum/Instruction, a professional/paraprofessional staff member may be allowed one compensatory inservice day. An additional compensatory in-service day may be granted, under special circumstances, with prior approval by the Director of Curriculum/Instruction. Documentation of all compensatory days must be presented to the Director of Curriculum/Instruction for approval.

State Sick Leave - old [Texas Education Agency] State system {State personal leave days have replaced state sick leave days.}

Previously accumulated state **sick** leave is still available for use and may be transferred to other school districts in Texas. State Sick Leave can be used only in 1/2 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. If an employee uses more State Sick Leave than he or she has earned, the cost of unearned sick leave may be deducted from the employee's next paycheck.

State **Sick** leave may be used for the following reasons only:

- a) Employee illness
 - b) Illness in the employee's immediate family (husband, wife, son, son-in-law, step-son, daughter, daughter-in-law, step-daughter, father, father-in-law, step-father, mother, mother-in-law, step-mother, brother, brother-in-law, step-brother, sister, sister-in-law, step-sister, grandparents, grandchildren)
 - c) Family emergency (i.e., natural disasters or life-threatening situations)
 - d) Death in the immediate family – state sick leave may be used for death of any person, regardless of relationship, who may be resided in the employee's household.
-

State Personal Leave

State law requires that all employees receive five days of paid state personal leave per year. State personal leave is earned at a rate of one-half workday for each 18 workdays of

employment to a maximum of 5 days. A day of earned state personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts. There are two types of state personal leave: nondiscretionary and discretionary.

Nondiscretionary State Personal Leave: State personal leave that is taken for personal or family illness, emergency, or a death in the family is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

Discretionary State Personal Leave: State personal leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary state personal leave should submit a notice of the request five (5) days in advance of the anticipated absence to his or her principal or supervisor. Discretionary state personal leave will be granted on a first-come, first-served basis and will be subject to the following limitations: -A maximum of no more than 15% campus employees in each job category will be permitted to take discretionary personal leave at the same time.

- Discretionary state personal leave may not last more than five (5) consecutive workdays.
 - Discretionary state personal leave may not be taken (without prior authorization) on the following key days: semester exams, TAKS tests and staff development days.
-

Local Short-Term Sick Leave

(approved 4-23-09; effective beginning with the 2009-2010 school year)

All TISD employees shall earn two (2) equivalent workdays of local short-term sick leave per school year at the same rate as state personal leave days. (Local short-term sick leave will be accumulated and posted the same as state personal leave days per employee group.) Local short-term sick leave may be used after all state sick leave and state personal leave days have been used. Local short-term sick leave shall be used under the terms and conditions applicable to "old" state sick leave accumulated prior to the 1995-96 school year. Local short-term sick leave shall accumulate and be brought forward to the next school year [up to a maximum of ten (10) workdays]. Local short-term sick leave days in excess of the ten (10) accumulated days shall be reimbursed by the TISD at the employee's current daily rate not to exceed \$150 per day.

Question #1: What are the terms and conditions applicable to the "old" state sick leave in Policy DEC - Local?

Answer #1: Sick leave shall be used only for the following:

- Employee illness
- Illness in the employee's immediate family (husband, wife, son, son-in-law, step-son, daughter, daughter-in-law, step-daughter, father, father-in-law, step-father, mother, mother-in-law, step-mother, brother, brother-in-law, step-brother, sister, sister-in-law, step-sister, grandparents, grandchildren)
- Family emergency (i.e., natural disasters or life-threatening situations)

- Death in the immediate family – or for death of any person regardless of relationship, who may have been residing in the employee’s household.

Question #2: In what order shall employee leave be used?

Answer #2: TISD employees will use leave in the following order:

- 1) “Old” State Sick Leave days and/or State Personal Leave days (as applicable);
- 2) Local short-term sick leave;
- 3) Local (extended) sick leave for professional personnel; or
Local (extended) sick leave for paraprofessional personnel (as applicable)

Question #3: How does the local short-term sick leave accumulate; and when do I get a reimbursement check?

Answer #3: The following example illustrates an instance of how the local short-term sick leave days can annually accumulate and a payment for accumulated but not used days in excess of 10 days near the end of the school fiscal year.

School Year	Local short-term <u>sick</u> Leave days	# of Local short-term <u>sick</u> leave days used	Balance to be carried forward
2009-2010	2 days	0	2
2010- 2011	2 + 2 = 4	0	4
2011-2012	4 + 2 = 6	0	6
2012-2013	6 + 2 = 8	0	8
2013-2014	8 + 2 = 10	0	10
2014-2015	10 + 2 = 12	0	10 [2 additional days purchased near the end of the school fiscal year]
2015-2016	10 + 2 = 12	0	10 [2 additional days purchased near the end of the school fiscal year]

Extended Local Sick Leave--Professional Personnel

Professional employees who have exhausted state and local short-term sick leave may receive thirty (30) equivalent workdays of extended local sick leave. When the extended local sick leave is used for the employee’s personal illness/disability, including pregnancy-related disability, or there is an illness in the immediate family or death in the immediate family, the rate of pay for a certified substitute (\$75.00) shall be deducted from the employee’s pay for each day of local sick leave taken whether or not a substitute is employed.

If the days absent are for any other reason than listed above or the employee has exhausted all state and local sick leave, then they shall be docked their full daily rate of pay.

Extended Local Sick Leave – Paraprofessional Employee

Paraprofessional employees who have exhausted state and local short-term sick leave may receive thirty (30) equivalent workdays of extended local sick leave. When the extended local sick leave is used for the employee's personal illness/disability, including pregnancy-related disability, or there is an illness in the immediate family or death in the immediate family, the paraprofessional employee will be docked at a rate of 50% of their daily rate (not to exceed \$40 per day) from the employee's pay for each day of local sick leave taken whether or not a substitute is employed.

If the days absent are for any other reason than listed above or the employee has exhausted all state and local sick leave, then they shall be docked their full daily rate of pay.

Sick Leave Pool

The Superintendent may establish a sick leave pool from voluntary donations of state sick leave or personal leave days by eligible district staff members (within the same employee classification) that wish to assist a fellow employee suffering from a serious health or catastrophic condition. A sick leave pool may be used only for the employee's own catastrophic, life-threatening, or major medical condition or disability or illness. Conditions such as routine pregnancy, elective surgery, or family illness, shall not qualify. Employees suffering complications arising from pregnancy shall be eligible.

Temporary Disability (Certified Employees)

The purpose of temporary disability (without pay) 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. Any full-time employee whose position requires certification by the State Board for Educator Certification or by the district is eligible for temporary disability leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. A full-time educator may voluntarily request to be placed on temporary disability leave or be placed on leave involuntarily.

Employees must request approval for temporary disability leave. The leave 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 campus principal (or 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.

Family and Medical leave

Employees who have been employed by the district for at least 12 months, and have worked at least 1,250 hours during that time are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year for the following reasons:

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

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

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave. Accumulated leave will be used as family and medical leave, except in the case of employees who are receiving workers' compensation wage benefits.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

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

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

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

Employees requiring family and medical leave should contact the central office for details on eligibility, requirements, and limitations.

Workers' Compensation Benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use sick leave or any other paid leave benefits. While receiving workers' compensation wage benefits, the district will pay the difference between the weekly income benefit and the employee's regular salary and charge available leave proportionately.

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 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. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave or counted against the employee's family and medical leave entitlement and must be coordinated with workers' compensation benefits.

Bereavement Leave

Leave for death in the immediate family shall be limited to not more than five (5) work days for each occurrence and shall be deducted from existing personal leave and/or accumulated state sick days.

Jury Duty

Employees will receive leave with pay without any loss of accumulated leave for jury duty. Employees must present documentation of the jury service in order to receive their daily rate without loss of pay or accumulated leave.

Other court appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military leave

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

Reemployment after state military leave. Employees who leave the district to enter into active duty with the Texas National Guard or Texas State Guard may return to employment if they are honorably discharged or released within five years. Employees who wish to return to the district will be reemployed in the same position they previously held or reassigned to a position of similar seniority, status, and pay, provided they are still qualified to perform the required duties of the position. Application for reemployment and evidence of honorable discharge or release must be submitted to the central office within 90 days of discharge or separation.

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

Employees who perform service in the uniformed services may elect to continue their health plan coverage for a period not to exceed 18 months. Employees should contact the central office for details on eligibility, requirements, and limitations.

Complaints and Grievances

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly process that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the Board of Trustees. (See policy DGBA)

Employee Conduct and Welfare

Standards of conduct

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 co-workers and maintain confidentiality in all matters relating to students and co-workers.
- 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 immediately report injuries or unsafe conditions to a supervisor.
- The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors so as to set a good example for the students.
- Use district time, funds, and property for authorized district business and activities only.

All employees, as public servants, must follow the *Code of Ethics and Standard Practices for Texas Educators*. (See TISD policy DH – Legal & Local)

Sexual Harassment

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

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

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

Employee-to-Student. Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes (but not limited to) the following:

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

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

An employee who suspects a student is being sexually harassed or abused by an employee is obligated to report their concern to the campus principal and other authorities as the law may require. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the campus principal or the counselor.

Drug-Abuse Prevention

Teague 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 or receive other administrative sanctions.

Dietary or Other Supplements

District employees are prohibited by state law from knowingly selling, marketing, or distributing dietary or other supplements that contain 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 performance-enhancing dietary or other supplements to any student.

Reporting Suspected Child Abuse

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). 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.

Please note: a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics and prosecution for the commission of a Class B misdemeanor.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the investigator is prohibited.

Associations and Political Activities

The district will not directly or indirectly encourage or discourage employees from participating in political affairs or require any employee to join or not 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.

Safety

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

Tobacco Use

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 or using tobacco products while inside the vehicle. Notices stating that smoking and use of tobacco products is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Possession of Firearms and Weapons

Without specific written permission from the Superintendent, 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 supervisors.

Visitors in the Workplace

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

Copyrighted Materials

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

Computer Use and Data Management

The district's electronic communications systems, including its network access to the internet, are to be used for administrative and instructional purposes. Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use these 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 the District Technology Department.

Asbestos Management Plan

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

Pest Control Treatment

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located on site. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Bad Weather Closing

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

TELEVISION: **CHANNEL 6 – KCEN TV**
 CHANNEL 10 – KWTX TV

(TV stations in the Dallas area may be notified)

RADIO: **KNES – 99.1 FM – FAIRFIELD**

Emergencies

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

Purchasing Procedures

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

Name and Address Changes

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

Personnel Records

Most district records, including personnel records, are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow public access to or not have the information included in a staff directory by submitting a written request to the Administrative Assistant – Superintendent not later than 14 days after employment with the district begins or ends. Employees may request open access to this information be closed at any time.

Building Use

The campus principal is responsible for scheduling the use of facilities after school hours. Contact the building principal to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

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 campus principal. Contract employees may resign at any other time only with the approval of the Board of Trustees (or designee). Resignation without the consent of the Board (or designee) may result in disciplinary action by the State Board for Educator Certification.

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

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

Dismissal or Nonrenewal of Contract Employees

Employees on probationary or term contracts can be dismissed during the school year or nonrenewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Information on the time lines and procedures can be found in the DF policies.

Dismissal of Noncontract Employees

Noncontract employees are employed at-will and may be dismissed without notice. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See Complaints and Grievances.)

Exit Interviews and Procedures

Exit interviews should 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 telephone number and complete a questionnaire that provides the district with feedback on his or her employment experience.

All district keys, books, property, and equipment must be returned upon separation from employment. The district may withhold the replacement cost of any unreturned items from the final paycheck.

Reports to the State Board for Educator Certification

The dismissal or resignation of a certified employee will be reported to the State Board for Educator Certification if there is reasonable evidence that the employee's conduct involves the following (but not limited to):

- any form of sexual or physical abuse of a minor or any other illegal conduct with a minor;
 - the possession, transfer, sale, or distribution of a controlled substance;
 - the illegal transfer, appropriation, or expenditure of school property or funds;
 - an attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position; and
 - committing a crime on school property or at a school-sponsored event.
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Student Issues

Equal Educational Opportunities

The Teague ISD 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 bases listed above should be directed to Ned Burns, Superintendent. Policies addressing child abuse or neglect are addressed in TISD policies FFG (Legal, GRA (Legal & Local) and DH (Local & Exhibit).

Student Records

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 persons who have general access to a student's records:

- A) Parents of a minor or of a student who is a dependent for tax purposes;
- B) The student (if 18 or older); and/or
- C) School officials with legitimate education interests

Materials that are not considered educational records and do not have to be made available to a parent or student include teachers' personal notes on a student that are intended to be shared only with a substitute teacher.

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

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

Only designated employees may 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.

Student Discipline

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Code of Conduct and Student Handbooks. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures 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.

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

Acknowledgment

Teague I.S.D. Employee Handbook 2011 – 12

I hereby acknowledge my understanding that that the 2011-12 Teague I.S.D. Employee Handbook is available for review and printing on the Teague I.S.D. website (www.teagueisd.org). A paper copy of the 2011-12 Teague I.S.D. Employee Handbook may be requested at any time from the campus office. I agree to read this handbook and abide by the standards, policies and procedures defined or referenced in this document.

This information in this handbook is subject to change. I understand that changes in federal law, state law and district policies may supersede, modify or render obsolete the information summarized in this handbook. As the district provides updated 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.

Employee's Signature: _____

Campus/Department: _____

Date: _____