

2009-2010

**Terrell Independent
School District**

Employee Electronic Handbook

2009-2010 Employee Electronic Handbook Signature Page

To access the Employee Electronic Handbook, please go to the Terrell ISD website at:

<http://www.terrellisd.com/tisdemployment/default.asp>

Employee's Name: _____
(Please Print)

Campus/Department: _____

I hereby acknowledge receipt of the location of the Terrell ISD Employee Electronic Handbook for 2009-2010. I have read it and I agree to abide by the standards, policies, and procedures defined or referenced in this Electronic Handbook. If I am unable to access the electronic copy of the Terrell ISD Employee Electronic Handbook, I understand that I must notify the Director of Human Resources, Mary Green. A hard copy of the Electronic Handbook is located in the campus principal's office or department director's office.

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

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

I understand that I have an obligation to inform my campus principal, or appropriate administrator/supervisor of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting the Human Resources Director, Mary Green, if I have any questions, concerns, or need further explanation.

Employee's Signature: _____

Date: _____

Employee's Printed Name _____

Please print, sign and date this page and return it to your campus principal or appropriate administrator/supervisor by September 18, 2009. Please print a second copy for your files.

Welcome to the 2009-2010 School Year

Introduction

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

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 non-contract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time, these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the Human Resources Department, (972) 563-7504 for assistance.

The District's policies can be accessed online at <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>. Also, a Board Policy Manual is located in the Superintendent's office and is available for employee review during normal working hours.

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District Information

Terrell ISD Beliefs, Mission Statement, Goals and Objectives Board Policy Link - AE

Beliefs:

We believe that.....

Each individual is to be treated with respect.
Each individual has value and possesses unique gifts and abilities.
Learning is a life long process.
Family involvement significantly influences the individual.
A diverse and inclusive community encourages and promotes the contributions of all citizens.
Each individual has the right to be safe.
Each individual is responsible and accountable for his/her own actions.
A quality education is the foundation for unlimited opportunities.

Mission Statement:

The mission of the Terrell Independent School District, a community of unique, diverse people, is to provide an exceptional learning experience in a safe, nurturing environment; challenging our students to achieve academic excellence and to be responsible, productive, and ethical members of a changing society.

Goals:

We will.....

Develop and institute a variety of career development programs, in cooperation with the community, that will provide opportunities for students to a graduate with skills that can lead directly to specific certifications.

Provide district resources to ensure a safe environment.

Challenge our students to exceed all measures of achievement.

Create a positive culture that encourages retention of high quality teachers.

Emphasize the importance of ethical and responsible behavior through mutual respect and parent and community involvement.

Objectives:

100% of all students will graduate and within six months will excel in post-secondary programs or will be employed in a life sustaining career.

100% of our students and staff will be respectful, ethical, and responsible.

A safe, caring, and productive learning environment will be ensured at all times.

Facilities and resources will be provided to meet the educational needs of all students.

Board of Trustees

Board Policy Links - BA, BB, BD, and BE

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

The Board of Trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Trustees are elected for three-year terms on a rotating basis. Trustees serve without compensation, must be registered voters, and must reside in the District.

Board of Trustees:

Dena Risinger	President
Thomas Mosley	Vice-President
Ann Kines McDonald	Member
Benito Carmona	Member
Lisa Smith	Member
Mrs. Anita Mann	Member
Mr. Reginald D. Williams	Member

Board Meetings

The Board usually meets on a regular basis once a month, with other special meetings and workshops scheduled as needed. The Board normally meets at 6:30 p.m. on the third Monday of the month. Meetings are held in the Board Room located in the Administration Building, 700 N. Catherine.

Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Administration Building and distributed to campuses 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 to consult with attorneys regarding pending litigation.

**2009-2010 Regular School Board Meeting Dates
3rd Monday of Each Month**

*** Exceptions**

- August 17, 2009
- September 21, 2009
- October 19, 2009
- November 16, 2009
- December 14, 2009 *
- January 19, 2010 *
- February 15, 2010
- March 23, 2010 *
- April 19, 2010
- May 17m 2010
- June 21, 2010
- July 19, 2010

Administration

Superintendent:

Kelly Rodgers	Superintendent	972-563-7504 ext. 3348
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Administrative Staff:

Stacey Ellis	Elementary Curriculum Coordinator	972-563-7504 ext. 3329
Mary Green	Human Resources Director	972-563-7504 ext. 3315
Stan Heisel	Technology/Energy Management Director	972-563-1102 ext. 3699

Oscar Hinchon	Maintenance and Custodial Director	972-563-2424 ext. 3802
Lauren Johnson	Secondary Curriculum Coordinator	972-563-7504 ext. 3337
Pat Martin	Executive Director of Special Programs	972-563-7504 ext. 3316
Dana Skelton	Fine Arts/District Projects Director	972-563-7504 ext. 3362
Becky Wesson	Business/Finance Director	972-563-7504 ext. 3321
Sue Willingham	Food Service Director	972-563-7504 ext. 3319
Debbie Wood	Administrative Service Director	972-563-7504 ext. 3314

Campuses and Principals:

W.H. Burnett Elementary and Head Start Director	Zach Wiley	972-563-1452 ext. 1025
J.F. Kennedy Elementary	Dwight Malone	972-563-1443 ext. 2023
J.W. Long Elementary	Maria Johnson	972-563-1448 ext. 4051
Dr. Bruce Wood Elementary School	Judy Mackey	972-563-3750 ext. 5103
Herman Furlough Jr. Middle School	Danielle Whiffen	972-563-7501 ext. 6011
Terrell High School	Tina Schultz	972-563-7525 ext. 7490
Child and Adolescent School	Suzy McCook	972-551-8960 no ext.
Phoenix Center	Suzy McCook	972-551-1566 ext. 3389
College Street Learning Center DAEP (Disciplinary Alternative Educational Program)	Shuck Wieland	972-563-6319 ext. 3641

Other Helpful Contacts

Bilingual, ESL, and Migrant Program Facilitator	Greg Bridges	972-563-1443 ext. 2111
Athletic Director	Chris Gilbert	972-563-2347 ext. 7829
Communications and Instruction Technology Coordinator	Pam Stevens	972-551-0893 ext. 3375
Chief of Police	Gary Mork	972-563-7525 ext. 7132
Print Shop	Robert Lee	972-563-7504 ext. 3345
District School Nurses/Heath Care Coordinator	Kimberly Davis	972-563-7504 ext. 3368
and Furlough Middle School's Nurse	Furlough Middle School	972-563-7501 ext. 6015
Special Ed. Director	Debi Rogers	972-563-7580 ext. 3651
Student Services Director	Vicki Miller	972-563-7525 ext. 7197

School Calendar

A copy of the official school calendar is located in the back of this handbook under Appendix A.

EMPLOYMENT

Equal Employment Opportunity Board Policy Links - DAA, DIA

Terrell ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, 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 on any of the basis of race, color, religion, sex, national origin, age, or military status should contact the Superintendent or Mary Green, the district's Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Debi Rogers, Special Ed. Director for the district.

Terrell ISD Employment Policies

Terrell ISD Employment Policies including (Legal) and (Local) and (Exhibits) are accessible online at <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>.

- DAA-Equal employment opportunity
- DBAA-Criminal history and credit report
- DFE-Resignations
- DFF-Reduction in force

- DBD-Conflict of Interest
- DC Series-Employment practices
- DEA-Salaries, wages
- DEAA-Stipends and incentives
- DEC Series-Leaves and absences
- DFAC-Return to probationary status
- DFB Series-Termination of term contracts
- DFD-Hearings before hearing examiner
- DG-Employee rights and privileges
- DGBA-Employee complaints
- DH-Employee standards of conduct
- DHE-Searches and Drug/Alcohol Testing
- DI-Employee welfare
- DIA-Discrimination, harassment, and retaliation
- DK-Assignments and schedules
- DN Series-Performance appraisal

A copy of the employment policies are available at each campus in the principal's or supervisor's office for inspection upon request.

Job Vacancy Announcements

Board Policy Links - DC

Announcements of job vacancies by position and location are distributed on a regular basis and posted at the central administration building, campus offices, and on TISD website www.terrellisd.com.

Employment After Retirement

Board Policy Link - 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 retirement is available in the TRS publication "Employment After Retirement." Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site (www.trs.state.tx.us).

Contract and Non-Contract Employment

Board Policy Links - D

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

Probationary contracts. Nurses and full-time professional and administrative employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may 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 schools for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth year if the board determines it is doubtful whether a term contract should be given.

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

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

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

Dual assignment contracts: Teachers/coaches who have completed their probationary period will receive a one-year dual contract. Dual contract personnel cannot resign from one position without resigning from the other.

Searches and Alcohol and Drug Testing

Board Policy Links - DHE

Non-investigatory 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, 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 when their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs 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 Mary Green, Human Resources Director, at (972) 563-7504.

First Aid, CPR Certification and AED Certification

Board Policy Links - 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 (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to his/her supervisor or appropriate district administrator by August 24, 2009.

Reassignments and Transfers

Board Policy Links - DK (Local)

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extra-curricular 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 "Request for Transfer Form" must be completed and signed by the employee, the current campus principal or appropriate administrator/supervisor before sending it to Mary Green, Human Resources Director. After the transfer request form has been received and verified by the Human Resources Director, a copy will be sent to the appropriate campus principal or administrator/supervisor for consideration to be interviewed by the receiving campus principal or administrator/supervisor. When the employee's request to transfer form is received by the campus principal or administrator/supervisor, he/she will review the employee's information on the form and then make a decision if he/she will interview the employee. A request to transfer does not automatically guarantee that the transfer will be granted. Next, the receiving campus principal or administrator/supervisor must interview the employee, sign the transfer request form, if he/she is recommending the employee to be transferred and send the signed transfer form to Mary Green, Human Resources Director. Finally, Mary Green will contact the employee to inform he/she that the transfer request has been granted and he/she will receive an official letter confirming that the transfer request has been granted.

An employee requesting a transfer to another campus or department before the school year begins must submit his/her transfer request by June 1, 2010. 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 Human Resources Department and must be approved by the receiving campus principal or administrator/supervisor.

Workload and Work Schedules

Board Policy Links - 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 required days of service 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 will be notified 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

Board Policy Links - DK, DBA

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

Texas law requires that parents be notified if their child is assigned 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 (including individuals waiting to take a certification exam) or individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call Mary Green, Human Resources Director, at (972) 563-7504.

Non-School Employment (Outside Employment and Non-School Tutoring)

Board Policy Links - DBD

Employees are required to disclose in writing to their immediate supervisor and 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.

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay. Teachers shall not privately tutor their own students for pay, except during the summer months.

Employee Job Performance Evaluation

Board Policy Links - DN, DNA, DNB

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, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

Teacher Appraisal – PDAS (Professional Development and Appraisal System)

1. Each teacher must be appraised each school year.
2. Advance notice of the date and time of the classroom observation may be given, but advance notice is not required. Terrell ISD will use a 10-day “window.”
3. The annual teacher appraisal shall include:
 - a. At least one classroom observation of a minimum of 45 minutes with additional walk-throughs and observations conducted at the discretion of the appraiser. By mutual consent of the teacher and the appraiser, the required minimum of 45 minutes of observation may be conducted in shorter time segments. The time segments must aggregate to at least 45 minutes.
 - b. A written summary of each observation, which shall be given to teachers within 10 working days after the completion of an observation, with a pre- and post-observation conference conducted at the request of the teacher or appraiser.
 - c. Completion of Section I of the Teacher Self-Report form that shall be presented to the principal within the first three weeks after the PDAS orientation.
 - d. Revision of Section I (if necessary) and completion of Sections II and III of the Teacher Self-Report Form shall be presented to the principal at least 2 weeks before summative annual conference.
 - e. Cumulative data of written documentation collected regarding job-related teacher performance, in addition to formal classroom observation.
 - f. A written summative annual appraisal report; and
 - g. A summative annual conference
4. A teacher whose performance meets any of the following circumstances will be designated as a “teacher in need of assistance”:
 - (a) a teacher who is evaluated as unsatisfactory in one or more domains; or
 - (b) a teacher who is evaluated as below expectations in two or more domains.In either of these instances, the appraiser and/or the teacher’s supervisor shall develop an intervention plan.
5. A teacher may submit a written response or rebuttal within 10 working days of receiving a written observation summary, a written annual summative report, or any other written documentation associated with the teacher’s appraisal.
6. Teacher may request a second appraisal by another appraiser at the following times:
 - a. after receiving a written observation summary with which the teacher disagrees, and/or
 - b. after receiving a written annual summative report with which the teacher disagrees.The scores for the two appraisals will be averaged.

2009-2010 School Year Administrative Guidelines for QUANTITY/QUALITY PDAS INDICATORS

Quantity Indicators:

- Exceeds Expectations greater than 14 hours
- Proficient 10-14 hours
- Below Expectations 6-9 hours
- Unsatisfactory less than 6 hours

Teachers who complete college coursework or workshop sessions outside the school day can count one-half of the clock hours required for the course for PDAS. (Example: 140 clock hours for the semester = 70 hours for PDAS).

No PDAS hours can be accumulated during the school day. Example: workshops, Region 10 sessions, etc.) PDAS hours cannot be earned if the district funds the registration cost for workshops/ training.

Quality Indicators:

- 1. Student success and implementation into the classroom
- 2. Teacher Self-Report
- 3. Observation

**Terrell ISD Appraisal Calendar
2009-2010**

Dates:

Activity:

August 24, 2009 – September 11, 2009.....	Teacher Appraisal Orientation/Non-Observation Period
Due on or before September 15, 2009.....	Teacher Self-Report Form Part I
September 16, 2009.....	First day of observations
April 16, 2010.....	Last day for observations
September 16, 2009 – April 16, 2010.....	Teacher Appraisal Period

NON-OBSERVATION DAYS/DATES

- All 2009-2010 TEA State Student Testing Calendar Dates
- All 2009-2010 TISD Campus Benchmarks, Exams or other Standardized Testing Dates
- DAY BEFORE and DAY AFTER TISD SCHOOL CALENDAR 2009-2010 Holiday Dates

Since the TEA State Student Testing dates, campus benchmarks, exams, or other standardized testing and 2009-2010 TISD School Calendar dates are subject to change, please verify the non-observation days/dates for your campus or department with your campus principal or supervisor.

April 13, 2010.....	Summative Annual Report Deadline Teacher Self-Report Form Part II, III
April 16, 2010.....	Last day for observations
May 4, 2010.....	Summative Annual Conference Deadline (written Summative Annual Appraisal Report shall be shared with the teacher by this deadline date)
May 4, 2010 – June 3, 2010.....	End of School/Non-Observation Period (cumulative data continues to be collected)

For any information concerning PDAS, please refer to TISD Policy On-line DNA (LEGAL, LOCAL), DNB (LEGAL, LOCAL), and DN (LOCAL) at <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>

PDAS APPRAISERS FOR 2009-2010 SCHOOL YEAR

Dexter Dumas
Stacey Ellis
Karen Fewell
Guy Johnson
James Johnson

Lauren Johnson
Maria Johnson
Sarah Johnson
Larry Lewis
Lolita Looney

Judy Mackey
Dwight Malone
Pat Martin
Suzy McCook
Melissa Nichols

Tina Schultz
Cathrine Sherwood
Elva Smetak
Danielle Whiffen
Shuck Wieland
Zach Wiley

Employee Involvement

Board Policy Links - BQA, BQB

At both the campus and District levels, Terrell 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 Superintendent, Kelly Rodgers, at (972) 563-7504.

Staff Development

Board Policy Links - DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominately 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 and continued employee skill development.

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

Minimum Work Day for Professional Staff

Minimum Work Day for Professional Staff is as follows:

Head Start, PK - 6	7:30 - 4:00
7 - 12	8:00 - 4:30
DAEP	8:00 - 4:30
Phoenix	8:00 - 4:30
C&A, EC-6	7:30 - 4:00
C&A, 7-12	8:00 - 4:30

Minimum Teaching Duties

All teachers, including those who direct extra-curricular activities, must have at least four instructional class periods per school day.

Reimbursement For Professional Growth

Board Policy Link - DMC (Local) adopted as of May 29, 2009

As of September 1, 2009, the District shall no longer reimburse professional certified employees for college courses taken for professional growth.

For courses completed by August 31, 2009, a professional certified employee of the District shall be reimbursed \$300 per three-hour course with a maximum of \$1,200 per school year for college courses taken for professional growth. To qualify for reimbursement, the following conditions shall be met:

1. The employee shall be an employee at the time the college course is taken and also at the time of reimbursement.
2. The college course shall be taken for enrichment and not for certification in present position. Exceptions may be made for certification in bilingual education, ESL, Spanish, mathematics, and special education.
3. The college course shall be for a minimum of three hours' credit and taken in the 12 months prior to the beginning of the school year during which reimbursement is claimed.
4. Reimbursement shall be made in December of the current school year for college courses taken 12 months prior to the beginning of school, provided an official transcript with the college seal is furnished to the human resource s department by November 15 of the current school year. An employee who submits his or her transcript after November 15 and prior to April 15 shall be reimbursed in May of the current year. No reimbursements shall be granted after this time.
5. The course grade must be a "C" or higher.

Teacher Certification/Renewal

Effective September 1999, the State Board for Educator Certification (SBEC) began issuing standard certificates that must be renewed every five years. The standard certificates replace the provisional and professional lifetime certificates and have continuing education requirements as a condition for renewal. All provisional and professional lifetime certificates issued prior to September 1, 1999, will be valid for the life of the individual unless suspended or revoked.

Individuals who completed all certification requirements on or before August 31, 1999, were issued appropriate certificates under the rules in effect prior to September 1, 1999, provided the appropriate application forms and fees were received by SBEC no later than October 29, 1999. The application deadline was strictly enforced regardless of the postmark or method of delivery used.

See APPENDIX I for Classroom Teacher-Standard Certificate Renewal, Requirements and 5 YEAR Classroom Teacher Renewal Worksheet

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends

Board Policy Links - DEA, DEAA

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 employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (*See Overtime Compensation* on page 11.)

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

Employees should contact Becky Wesson at (972) 563-7504 for more information about the district's pay schedules or their own pay.

Annualized Compensation

Board Policy Links - 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.

Pay Checks

All professional and salaried employees are paid monthly. Paychecks will not be released to any person other than the district employee named on the check with out the employee's written authorization.

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

2009 - 2010 Pay Dates

August 25, 2009	Tuesday
September 25, 2009	Friday
October 23, 2009	Friday
November 20, 2009	Friday
December 18, 2009	Friday
January 19, 2010	Tuesday
February 19, 2010	Friday
March 25, 2010	Thursday
April 23, 2010	Friday
May 25, 2010	Tuesday
June 25, 2010	Friday
July 23, 2010	Friday
August 25, 2010	Wednesday

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of one month is necessary to activate this service. Contact Becky Wesson, Business/Finance Director at (972) 563-7504 for more information about the automatic payroll deposit service. **NOTE:** Upon resigning or retiring from Terrell ISD, if you are due a final paycheck, it will not be direct deposited into your bank account; and you will receive a regular "paper" check if you are due one.

Payroll Deductions

Board Policy Links - CFEA

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

- Teacher Retirement System of Texas (TRS)
- Federal income tax
- 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 premiums for health, dental, life, and vision insurance; annuities; and 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

Board Policy Links - DEA

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

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12 a.m. Saturday and ends at 11:59 p.m. Friday.

Employees shall be compensated for overtime at time-and-a-half rate with compensatory time rather than pay. The following applies to all nonexempt employees.

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

Board Policy Links - DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the Superintendent 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 be reimbursed for expenses other than mileage. (See also School Bus/Van/Car Usage.)

Health, Dental, and Life Insurance

Board Policy Links - CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school 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 insurance plan year is from September 1 through August 31. 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 Marci Simmons for more information.

Employee Self Serve Benefit Program

This is a service to our employees so that they will be able to go to a secure website through Region 10 to view information that Terrell ISD has on file for them, such as:

- 18 months of checks and direct deposit stubs
- 2 years of W2's
- Blank W4 form (print off and send to business Office for changes)
- Name, address, and phone number

To access your information:

- Go to – <http://www.escregion10.net/chistory/wsc000.htm>
- Click on Terrell
- LOGIN ID = (Employee's SS# "XXXXXXXXXX")
- PASSWORD = (Employee's birthdate "MMDDYY")
- Click on Login

- Once the employee signs on, the program will then request the employee to enter a new password. A security question should be selected and an answer entered.
- Click on Save Changes.
- The Security Manager for this benefit program will be Marci Simmons at ext. #3360, and backups will be Karen Wardlaw at ext. #3336 and Cheryl Ragsdale at ext #3366.

Supplemental Insurance Benefits

Board Policy Links - CRD

At their own expense, employees may enroll in supplemental insurance programs according to the District's Cafeteria Plan provisions. Premiums for these programs can be paid by payroll deduction. Employees should contact Marci Simmons at (972) 563-7504 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

Board Policy Link – CRE (LEGAL)

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or-injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or injury wage.

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 worker's compensation coverage from Claims Administrative Services, effective September 1, 2004. 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 campus-based employees should immediately report all work-related accidents or injuries to their principal. All other employees should immediately report all work-related accidents or injuries to their immediate supervisor or director. 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

Board Policy Links - 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 Becky Wesson, Business/ Finance Director at (972) 563-7504.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are 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 Finance and Payroll Department, Becky Wesson, Business/Finance Director, at (972) 563-7504 and TRS 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).

Other Benefits that are Available to TISD Employees

- Tuition – free attendance for children of nonresident employees.
- In-district day care enrollment or program information is available. Please contact Laurie Black, Project HOPE Director, at (972) 551-1153 or email her at blackla@terrell.ednet10.net.
- Payroll deductions are available for employees to invest for tax deferred purposes (403B Annuities, Deferred Compensation, Mutual Funds, etc.).
- Human Resources Office Staff works closely with out-of-state certified teachers by reimbursing the fee for the certificate necessary to teach in Texas the first year.

ABSENCES AND LEAVES

Board Policy Links - 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 Becky Wesson, 972-563-7504, ext. 3321 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Leave is available for the employee's use at the beginning of the school year. However, state personal and local sick leave is at the rate of one-half day for each 18 work days of employment. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any employee who is absent more than 5 consecutive work 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 as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

State 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 day for each 18 workdays of employment. 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 transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

NONDISCRETIONARY: Leave that is 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 and will be granted to employees in the same manner as state sick leave.

DISCRETIONARY: 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 personal leave must submit a

request to his or her principal or supervisor 3 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Discretionary use of state personal leave shall not exceed five consecutive workdays.

State Sick Leave

Previously accumulated state sick leave 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 immediate family**
- **Active military service**

Local Leave – Prior and Future

Each TISD employee shall earn five (5) days of Local Leave per school year, at the rate of one-half (1/2) day of local leave for each eighteen (18) days of employment cumulative to a total of thirty (30) days. These days may be used for the same reasons as State Personal Leave. If an employee has exhausted all Local Leave, State Sick Leave and State Personal Leave he/she will be docked a full day's rate of pay for any additional leave.

Sick Leave Pool

A sick leave pool may be established from voluntary donations by District staff to assist a fellow employee or member of an employee's immediate family who is suffering from a catastrophic illness or injury as that term is defined in DEC(Legal) including pregnancy-related disability. "Immediate family" shall be defined according to this policy. The pool excludes elective procedures.

To receive days from the pool, the requesting employee must first have used all compensatory time accrued for any overtime worked, state and local sick leave, personal leave, and vacation days if applicable. A request for the establishment of a sick leave pool shall be made in writing to the Superintendent or designee. Documentation from the employee's physician that would substantiate the need for a pool should accompany the request form. Upon approval of a request the Superintendent or designee shall notify district staff.

All local leave days donated to the sick leave pool shall be used first, followed by state personal leave days.

The sick leave pool shall be created by voluntary contributions by District staff for a specific individual. Donated days shall be designated to a specific pool. Contributions may consist of not more than two local leave days and not more than two state personal leave days, for a maximum of four days per donor per school year (September 1 through August 31) with a limit of two days to any one pool. No other transfer of leave shall be permitted.

A maximum of 30 days may be contributed to a specific sick leave pool. An individual employee for whom a pool is established may participate in the pool until he or she has used all of the days in the pool, not to exceed 30 sick leave pool days per school year.

An employee of the District shall be limited to the use of one or more sick leave pools per year as long as the maximum of 30 sick leave pool days is not exceeded.

When the 30 day limit is reached and the employee is still unable to return to work, the full daily rate of pay shall be deducted from his or her paycheck for each day absent.

The sick leave pool shall cease to exist when the employee returns to work or has used 30 days and the pool is exhausted.

Unused sick leave pool days shall be returned to the donors by a drawing of lots in the following manner. The individuals who donated local leave or state personal leave days shall have their names included in the drawing pot one time for each day donated. One name shall be drawn for each sick leave day remaining in the pool until sufficient names have been drawn.

Separate drawings shall be held for local leave days and for state personal leave days.

Once the initiation of a sick leave pool has been announced and information distributed to District employees, the period allowed for donations to be made shall continue for ten working days. At the end of the tenth working day or upon receipt of donations totaling 30 days (whichever occurs first), the pool shall be considered closed.

The employee may commence using the sick leave pool days immediately, once days are donated and approved, but the employee may use only days that have been formally approved. No days shall be granted in advance of their donation.

Employees should contact Cheryl Ragsdale, Business/Finance Asst. Director at 972-563-7504 for questions or assistance with applications to Sick Leave Pool.

Temporary Disability Leave/Leave of Absence

Board Policy Link - DEC

Certified employees:

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

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

Federal Family and Medical Leave (FMLA)-general provisions

Board Policy Lin - DEC

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

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

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or reserves in support of a contingency operation 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 reintroduction briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered 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 service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

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

Use of FMLA leave 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 a 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 FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

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

Employees must provide sufficient information for the employer to determine if the leave may qualify for 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 FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

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

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

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

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

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

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

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

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

Local FMLA provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from September 1 through August 31.

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

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

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

District contact. Employees that require FMLA leave or have questions should contact Becky Wesson, 972-563-7504, ext. 3321 for details on eligibility, requirements, and limitations.

Workers' Compensation Benefits Board Policy Link - CRE

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or –injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or – injury wage.

Assault Leave

Board Policy Link - DEC

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

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

Jury Duty

Board Policy Link - DEC

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and may keep any compensation they receive.

Other Court Appearances

Board Policy Link - DEC

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

Military Leave

Board Policy Link - DECB

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the United States 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 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 state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position 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 to the Superintendent.

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 Becky Wesson, Business and Finance Director at 972-563-7504 for details on eligibility, requirements, and limitations.

Doctor's Certificate

Board Policy Link - DEC

Any employee who is absent more than five consecutive workdays because of a personal illness or illness in the immediate family must 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.

EMPLOYEE RELATIONS AND RECOGNITION

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. Employees also receive special recognition for service at the end-of-the-year Appreciation Luncheon. Recognition and appreciation activities also include Campus Teacher-of-the-Year, Food Service Appreciation Day, Support Staff Appreciation Day, Elementary and Secondary Teachers-of-the-Year and Years of Service Awards.

District Communications

Throughout the school year, Terrell ISD publishes Terrell ISD Education and Achievement (the district-wide newsletter), and prints information literature (brochures, etc) to keep the public informed about the school district. Also, the district uses fliers, calendars, new releases, the local radio station, other communication materials and TISD website (www.terrellisd.com) to offer employees and the community information pertaining to school activities and achievements. In addition, the district has e-mail capability on all campuses.

COMPLAINTS and GRIEVANCES PROCEDURE

Board Policy Links - DGBA - B

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. Concerns or complaints are resolved best on the level at which they occur. By following Board Policy, situations can usually be resolved in a quick and fair manner. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is available on line at <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>. See APPENDIX D:EMPLOYEE COMPLAINTS/GRIEVANCES DGBA (LOCAL) - B FOR A PRINTED COPY.

EMPLOYEE CONDUCT and WELFARE

Standards of Conduct

Board Policy Links - DH

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.

- Know and comply with department and District procedures and policies.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

Please refer to Policy DH (Local) for specific provisions of expected standards of conduct for all school employees adopted by T.I.S.D.

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 the superintendent first learns of the incident. See Reports to the State Board for Educator Certification, page 33 for additional information.

The Code of Ethics and Standard Practices for Texas Educators, adopted by the State Board for Educator Certification, which all District employees must adhere to, is found in APPENDIX B: CODE OF ETHICS

Personnel-Student Relations

Board Policy Link - DH

All district personnel shall recognize and respect the rights of students as established by local, state and federal law.

Staff-Student Relations

Board Policy Link - DH

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a TISD employee is always prohibited, even if consensual (Policy FFH).

Terrell ISD Employee Dress and Grooming (Administrative Guideline)

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 by their supervisors and approved by the Superintendent.

The classroom teacher and other staff should always exemplify high standards of personal appearance and physical characteristics which are conducive to effective teaching and learning. Students view their teachers as role models; therefore, it is incumbent upon all employees to portray the best possible image in the community of Terrell. All personnel will be expected to dress in a manner that is becoming and fashionable to the teaching (educational) profession. A teacher's attire should always reflect the respect he/she has for himself/herself and others. It should also be of such a nature as to elicit respect from students and generally teach respect for authority. All clothing must be cleaned and pressed.

- Employees' hair shall be clean and well groomed at all times and shall not obstruct vision. No extreme style or color shall be allowed. No symbols, letters, or extreme designs cut in the hair shall be permitted. No pony tails, duck tails, rat tails, or puffballs shall be allowed on male employees. Male employees' hair length shall not extend beyond the collar of the shirt.
 - Mustaches must not extend past the corners of the mouth. Mustaches and beards are to be **well groomed, trimmed, and maintained**. Sideburn length shall not extend beyond the **bottom** of the ear.
 - Female employees must not wear skirts, skorts, or dresses that are more than three inches above the knee or have a slit that is cut more than three inches above the knee.
 - Women's clothing should not be revealing in cut, style, or material. No halter tops or tank tops are allowed. Sleeveless tops are allowed as long as they are covered at all times.
 - Cotton and knit pants are permitted as long as they are not tight fitting. Pants should not be worn above the mid-calf. No spandex/stretch pants, stirrup pants, or warm-ups are allowed.

- Coaching shorts/windsuits may only be worn during athletic/P.E. instructional periods. During classroom instruction, PE/coaching staff must follow the employee dress code.
- Keds-type shoes and sandals are allowed if they are clean and well kept. No flip flops, rubber or foam shoes, house shoes or crocs are allowed. Dress casual shoes are appropriate.
- Belts are required in all clothing that have belt loops.
- Male instructional staff shall be expected to wear slacks and collared shirts or sweaters. Ties are recommended, and sport coats and suits are encouraged, but not required.
- Shorts, sweatshirts, jeans, and windsuits may be worn on days with prior approval by the principal. Clothing for fieldtrips, field days, and other “special” days are subject to principal approval.
- Fridays will not be designated as “jeans” day. Days outside of the 5 days that address jeans will have prior approval of Superintendent.
- Teachers who work in special classroom situations, i.e. FUTURE, etc. will be addressed by the principal. (Scrubs will be appropriate attire for teachers designated by the principal.)
- **Any dress perceived unprofessional will be addressed by the principal or immediate supervisor.**

Employees may dress according to the designated student standard of dress.

Nursing Professional Dress Code

Nursing will follow the Terrell ISD Employee Dress and Grooming Guidelines as outlined in the TISD Employee Handbook with the following exceptions:

1. A nurse may wear “scrubs” as a uniform when working in the clinic.
2. If a nurse is wearing her “scrubs” or other nursing uniform she/he will be allowed to wear athletic type tennis shoes provided they are clean and well-kept. This is in following a nurse’s customary and usual dress as outlined by the current standards of the nursing profession.
3. TISD dress code will be followed when attire other than “scrubs” is worn. A “scrub jacket” or lab coat must be worn when any clothing other than “scrubs” (both top and bottom) is worn.

Discrimination, Harassment, and Retaliation

Board Policy Links - DH, DIA

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

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

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability or any other basis prohibited by law. Retaliation against anyone involved in complaint process is a violation at District policy.

For ease of reference, the District’s policy that includes definitions and procedures for reporting and investigating discrimination, retaliation, and harassment is available online at <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>. See APPENDIX E Employee Welfare: Freedom from Harassment DIA (Local) for a printed copy.

Harassment of Students

Board Policy Links - DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships or solicitation at a romantic relationship between students and District employees are prohibited. The definition of “solicitation of a romantic relationship” means deliberate or repeated acts than can be reasonably interpreted as soliciting a relationship characterized by an ardent

emotional attachment or pattern of exclusivity. 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 or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 23 for additional information.

For ease of reference, the District's policy that includes definitions and procedures for reporting and investigating harassment of students is available online at <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>. See #1 APPENDIX F Student Welfare: Freedom from Harassment FFH (Local) for a printed copy. See #2 APPENDIX F Termination of Contract: Termination of Employment DF (Legal) for definition of solicitation of a romantic relationship for a printed copy.

Alcohol – and Drug-Abuse Prevention

Board Policy Links - DH, DI

Terrell 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. For ease of reference, the District's policy regarding employee drug use is available online at <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>. See APPENDIX G Employee Standards of Conduct DH (Local) and Employee Welfare DI (Exhibit) for a printed copy.

Reporting Suspected Child Abuse

Board Policy Links - DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to <https://www.txabusehotline.org> 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. Also, always advise your campus principal, administrator, immediate supervisor, school counselor or nurse if you suspect child abuse or neglect.

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

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B 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. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited. The District's policy regarding reporting suspected child abuse is printed in APPENDIX H: EMPLOYEE RIGHTS AND PRIVILEGES DG (LEGAL), EMPLOYEE STANDARDS OF CONDUCT DH (LEGAL) (LOCAL) (EXHIBIT), STUDENT WELFARE, CHILD ABUSE AND NEGLECT FFG (LEGAL) (EXHIBIT), RELATIONS WITH GOVERNMENTAL ENTITIES: LEGAL GOVERNMENTAL AUTHORITIES GRA (LEGAL) (LOCAL) (EXHIBIT). Also, the above district's policy codes are available online at <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>.

Dietary Supplements

Board Policy Links - 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

Board Policy Link - FFAC

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

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

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

Fraud and Financial Impropriety

Board Policy Link - CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information 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

Board Policy Links - BBFA, 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

Board Policy Link - 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 may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

Associations and Political Activities

Board Policy Links - 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.

Professional Meetings and Visitations

TISD employees are permitted to attend meetings of professional organizations during work day, with pay, if a direct school-related purpose will be accomplished. Such release time is not granted if the meetings are primarily to pursue the business of the organization.

Safety

Board Policy Link - CK

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
- Follow guidelines and procedures for emergency situations

Employees with questions or concerns relating to safety programs and issues can contact the Superintendent at (972) 563-7504.

Tobacco Usage

Board Policy Links - DH, GKA, FNCD

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 and use of tobacco products is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Criminal History Background Checks

Board Policy Link - DBAA (LEGAL)

Employees may be subject to a review of their criminal history record information at anytime 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.

Terrell I.S.D. practice is to complete criminal background checks every 2 years on employees who are not required to be fingerprinted according to Senate Bill 9.

Employee Arrests and Convictions

Board Policy Links - DH

An employee must notify his or her principal or immediate supervision within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any 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
- Acts constituting abuse or neglect under the Texas Family Code
- Drug- or alcohol – related offenses

Possession of Firearms and Weapons

Board Policy Links - FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors, call the campus police immediately, or call 911 immediately.

Visitors in the Workplace

Board Policy Links - GKC

All visitors are expected to enter any District facility through the main entrance and report to the building's main office. Visitors will be required to display a driver's license or other form of identification containing a photograph issued by a governmental entity. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

Copyrighted Materials

Board Policy Links - EFE

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.) Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement. For ease of reference, the district's policy that includes information on the use of Copyrighted Materials, district policy EFE (Local), is available online at <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>.

Employee Liability

A professional school employee is not personally liable for acts done within the scope of employment that involve the exercise of judgment or discretion, except in circumstances where, in disciplining a student, the employee uses excessive force, or his/her negligence results in bodily injury to the student.

Computer Use, Electronic Communication and Data Management

Board Policy Links - CQ

The District's electronic communications system, including its network access to the Internet, is 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 may contact the Technology Department at 972-563-1102.

For reference, the Terrell ISD Computer Technology Acceptable Use Policy, Procedures, and Guidelines can be reviewed in #1 APPENDIX C: Terrell I.S.D. Computer Technology and Internet Usage and #2 APPENDIX C: Terrell ISD Computer Technology Acceptable Use Policy, Procedures, and Guidelines.

Also, the district's policy on Computer Use is available online at <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>.

Other Notices

Pest Control Treatment

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

Asbestos Management

Board Policy Link - CKA

The District is committed to providing a safe environment for employees. 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 Maintenance Director's Office and is available for inspection during normal business hours. For questions and additional information contact Dave Sudduth, Asbestos Coordinator, at 972-563-2424.

Smoke-Free Environment

All TISD campuses and buildings are smoke-free facilities.

Americans with Disabilities Act

General rule: No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. 42 U.S.C.A. 1212(a) (West Suppl. 1991).

Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act of 1973 is a broad base civil rights law administered by the Office of Civil Rights, which protects the rights of persons with disabilities. The purpose of the act and these procedures is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Section 504 provides that: No otherwise qualified individual with handicaps in the United states...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..." (29 USC 794).

Students may be referred by parents, teachers, counselors, administrators, or any other district employee for evaluation to determine if they are disabled and in need of special instruction or services.

The district designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation act of 1973 as amended: Debi Rogers, Section 504 Coordinator, Terrell ISD, 212 W. High, Terrell, Texas (972-563-7580).

Bloodborne Pathogens Information/Inservice

In order to protect TISD staff members from the hazards of bloodborne pathogens (microorganisms that can cause illness and disease), the District's nursing coordinator will provide information on and availability of inservice sessions on this topic early in the school year.

GENERAL PROCEDURES

Bad Weather Closing

The District may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials: KPYK, WBAP, KGVV or tune in to Channels 4, 5, 8, 11 for official announcements. It is the responsibility of the campuses and other departments to notify individual employees.

Emergencies

Board Policy Link - CKC

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.

Internship in Administration

Terrell ISD welcomes teachers who request an internship in administration.

Teachers who need to complete an internship in administration to meet their degree plan and certification requirements must contact the District's Human Resources Director, Mary Green, to coordinate the internship between the university and the campus principal or appropriate administrator. To request an internship in administration, please contact Mary Green at 972-563-7504 ext. 3315 or email greenm@terrell.ednet10.net.

Purchasing Procedures

Board Policy Link - CH

All requests for purchases must be submitted to the Business Office 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 Becky Wesson, (972) 563-7504, for additional information on purchasing procedures.

School Bus/Van/Car Usage

Small school buses, school cars and the school van will be checked out through Oscar Hinchey, Maintenance Director, at the Maintenance Warehouse. Forms are available through building principals to request usage of school vehicles. Vehicles must be requested two weeks prior to actual usage. Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage (if a school vehicle is not available) and other travel expenditures according to the current rate schedule authorized by the Board of Trustees. Employees must submit receipts to be reimbursed for travel expenses.

Name and Address Changes

It is important that employment records be kept up to date. Employees must present legal documentation to the Human Resources Department of a name change. Home address, home telephone number, marital status, emergency contact, or beneficiary information may be changed by contacting the Human Resources Department at 972-563-7504 ext. 3338. Forms to process a change in personal information can be obtained from your campus principal, supervisor, Finance/Payroll Department, or the Human Resources Department.

Personnel Records

Board Policy Link - GBA

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

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

The choice to not allow public access to this information may be done at any time by submitting a written request to the Human Resources Department. 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

Board Policy Links - DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. Principals are responsible for scheduling the use of facilities after school hours. Organizations, groups, or individuals not directly affiliated with the schools can make a written request for use of school facilities. Fees are charged for building usage. Evidence of liability insurance may also be required. Contact Becky Wesson to request to use school facilities and to obtain information on the fees charged.

To reserve the Board Room at the Administration Building, call Becky Wesson at the Central Office, (972) 563-7504, at least one week prior to the scheduled event. The Board Room is subject to availability with Board/Superintendent needs first priority.

Energy Management Conservation Guidelines and Policy

Energy Conservation Guidelines:

Objectives:

- Eliminate energy waste
- Ensure the comfort for the students
- Ensure acceptable indoor air quality per industry standards

Responsibilities:

- Every person is expected to be an “energy saver” as well as an “energy consumer.”
- The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
- The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.
- Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.
- The principal is responsible for the total energy usage of his/her building.
- The Energy Manager performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
- The Energy Manager provides regular reports to principals indicating performance with regards to energy savings.

GENERAL

1. All unnecessary lighting in unoccupied areas will be turned **off**. Teachers should make certain that lights are turned off when leaving the classroom when empty. Utilize natural lighting where appropriate.
2. All outside lighting shall be **off** during daylight hours.
3. Gym lights should not be left on unless the gym is being utilized.
4. All lights will be turned **off** when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
6. Classroom doors shall remain **closed** when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
7. All exhaust fans should be turned **off** every day and during unoccupied hours.
8. All office machines (copy machines, laminating equipment, etc.) shall be switched **off** each night and during unoccupied times. Fax machines should remain on.
9. All computers should be turned **off** each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
10. All capable PC's should be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10-minutes of inactivity.

Cooling Season Occupied Set Points:	75° - 78°
Heating Season Occupied Set Points:	68° - 72°

AIR CONDITIONING EQUIPMENT

1. Occupied temperature settings shall NOT be set below 75°F.
2. During unoccupied times, the air conditioning equipment shall be **off**. The unoccupied period begins when the students leave the area at the end of the school day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
4. Ceiling fans should be operated in all areas that have them.

5. Relative humidity levels shall not exceed 60% at any time.
6. Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Relative humidity levels should be monitored to verify level remains below 60%. Air conditioning may be used by exception only or in those schools that are involved in a team-cleaning concept.
7. In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
8. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

HEATING EQUIPMENT

1. Occupied temperature settings shall NOT be above 72°F.
2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area.
4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).

Terrell ISD Energy Management Conservation Policy:

As the School Board of the Terrell ISD, we believe it to be our responsibility to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the board members, administrators, teacher, students and support personnel and its success is based on cooperation at all levels.

The district will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

The principal will be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and head custodian to ensure that an efficient energy posture is maintained on a daily basis.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

1. Every student and employee will be expected to contribute to energy efficiency in our district. Every person will be expected to be an "energy saver" as well as an "energy consumer."
2. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
3. Energy management on his/her campus will be made a part of the principal's annual evaluation.
4. The head custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.
5. Within sixty (60) days, administrative guidelines will be adopted that will be the "rules of the game" in implementing our energy program.

Whereas the School Board bears responsibility for the best use of tax dollars, and

Whereas public education can provide leadership in developing a realistic energy ethic and awareness of energy needs and cost,

Therefore, the School Board of Terrell ISD directs the superintendent and/or his/her agents to develop short and long range strategies in the areas of facilities management and curriculum development dealing with energy awareness and conservation.

TERMINATION OF EMPLOYMENT

Resignations

Board Policy Links - 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 must be submitted to Superintendent and Mary Green, Human Resources Director.. Contract employees may resign at any other time only with the approval of the Superintendent. Resignation without consent may result in disciplinary action by the Sate Board of Educator Certification (SBEC).

The Superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any acts listed in "Reports to the State Board for Educator Certification," on pages 33.

Non-contract employees. Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the Director of Human Resources 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

Board Policy Links - DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

Employees on probationary and 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 timeline and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF Series policies and the district's policies concerning Dismissals, policy series D, are available online at <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>.

Dismissal of Non-Contract Employees

Board Policy Link - 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, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See Complaints and Grievances, page 20.)

Exit Interviews and Procedures

Board Policy Links - DC

Exit interviews will be scheduled for all employees leaving the district. Information on 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. In addition to completing the survey, an exit interview will be conducted at your request by calling Mary Green, Human Resources Director, at 972-563-7504 ext. 3315.

All district keys, books, property, and equipment must be returned to the appropriate administrator/supervisor upon separation from employment.

Reports to the State Board for Educator Certification

Board Policy Link - DF

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

- 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
- 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
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- 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

STUDENT ISSUES

Equal Educational Opportunities

Board Policy Links - FB, FFH

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

Questions or concerns about discrimination against students the bases of race, color, religion, gender, or national origin should be directed to Mary Green, the District's Title IX Coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Debi Rogers, Special Ed. Director and District's Section 504 Coordinator, at 972-563-7580.

Student Records

Board Policy Links - 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.

Administering Medication to Students

Board Policy Links - FFAC

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

Board Policy Links - FN, FO

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. Documents pertaining to student discipline for teachers and administrators may be found at:

<http://www.tasb.org/services/policy/discipline/index.aspx>

Education Code Chapter 37
(37.001 through 37.019) Student Discipline

<http://www.terrellisd.com/tisdaboutus/schoolboard.asp>

District's Board Policy on Student Discipline
FN and FO Series (Legal) (Local)

All employees of the school shall share responsibility for supervising the behavior of students and for seeing they meet the standards of conduct which may have been or may hereafter be established by the Board. In each instance in which an employee acts to help a student conduct him/herself properly, emphasis shall be placed upon the growth of the student in his/her ability to discipline him/herself. .

Student Attendance

Board Policy Links - FEB

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

Parent and Student Complaints

Board Policy Links - FNG

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

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

Hazing

Board Policy Link - FNCC,

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

Bullying

Board Policy Link - FFI

Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District’s ability to investigate and address the prohibited conduct.

All employees are required to report student complaints of bullying to the campus principal. The District’s policy that includes definitions and procedures for reporting and investigating bullying of students can be found in Policy FFI (Local). See Appendix J “Bullying” FFI (Local).

APPENDICES

APPENDIX A: CALENDAR

Go to www.terrellisd.com: Click on Calendar of Events then to school calendars and click on District Calendar 2009-2010

APPENDIX B: CODE OF ETHICS

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS 19 TAC 247.2

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

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

1. 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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3 The educator shall not deliberately or knowingly 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, sex disability, national origin, religion, or family status.

Standard 3.5 The educator shall not engage in physical mistreatment of a student.

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 student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

(SAMPLE FORM)

APPENDIX C: Terrell I.S.D. Internet Usage

Terrell I.S.D. Internet Usage Agreement For Professional Staff

Internet access to Terrell I.S.D. offers vast, diverse, and unique resources to both students and teachers. The purpose for providing this service to teachers and students is to promote educational excellence in the Terrell I.S.D. by facilitating resources sharing, innovation, and communication.

The Internet is a tool that provides access to content that will enhance or enrich curriculum and instruction. With the ability to tap these resources, I acknowledge that there are materials accessible on the Internet that TISD could find highly objectionable and offensive. Although every attempt will be made to monitor all network access, there is the possibility that some student will or may discover a site that is offensive. I understand that my role is to direct and supervise Internet usage for educational purposes and to immediately report instances of student misuse.

As a Terrell educator, it is my responsibility to use the Internet in a responsible manner, exercising my highest professional judgment at all times. I acknowledge that all access, email, etc., originating from an account within TISD, is public in nature and that TISD reserves the right at any point to observe or monitor network usage. Any attempts, successful or not, to access any sites that may be deemed objectionable or to use the Internet in other inappropriate ways, may result in administrative discipline.

I understand that the complete Board Policy statement is available in each school office and is available for review.

I have reviewed the TISD Internet Policy (CQ) in the Board Policy Manual or have read a summary of this policy in the TISD Employee Handbook. By placing my signature below, I accept the above statements and understand this document to be legally binding.

Name (please print): _____ Campus/Building: _____

Signature: _____ Date: _____

1 APPENDIX C: Form for Terrell I.S.D. Computer Technology and Internet Usage Agreement for Professional Staff

Terrell I.S.D. Computer Technology and Internet Acceptable Use Agreement For Professional Staff

Internet access to Terrell I.S.D. offers vast, diverse, and unique resources to both students and teachers. The purpose for providing this service to teachers and students is to promote educational excellence in the Terrell I.S.D. by facilitating resources sharing, innovation, and communication.

The Internet is a tool that provides access to content that will enhance or enrich curriculum and instruction. With the ability to tap these resources, I acknowledge that there are materials accessible on the Internet that TISD could find highly objectionable and offensive. Although every attempt will be made to monitor all network access, there is the possibility that some student will or may discover a site that if offensive. I understand that my role is to direct and supervise Internet usage for educational purposes and to immediately report instances of student misuse.

As a Terrell educator, I understand and agree that it is my responsibility to use the Internet in a responsible manner, exercising my highest professional judgment at all times. I acknowledge that all access, computer usage, email communications, etc., originating from or sent to an account within TISD, is public in nature and that TISD reserves the right at any point to observe or monitor network usage. I understand and agree that there are no privacy expectations created or rights to privacy in my use of District computers or access to the Internet. Any attempts, successful or not, to access any sites that may be deemed objectionable or to use the Internet in any inappropriate manner may result in administrative discipline or corrective action.

I understand that the complete Board Policy statement is available in each school office and is available for review.

I have reviewed the TISD Internet Policy (CQ) in the Board Policy Manual and have read the Terrell ISD Computer Technology Acceptable Use Policy, Procedures, and Guidelines contained within the TISD Employee Handbook. By placing my signature below, I agree to comply with those policies, accept the above statements, and understand this document to be legally binding.

Name (please print): _____ Campus/Building: _____

Signature: _____ Date: _____

2 APPENDIX C: Terrell ISD Computer Technology Acceptable Use Policy, Procedures, and Guidelines

Terrell ISD Computer Technology Acceptable Use Policy, Procedures, and Guidelines

Access to the District's electronic communications system(s), including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Access to the District's electronic communications system(s) is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with District policies and regulations. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Monitored Use

Electronic mail transmissions and other use of the electronic communication system(s) by students and employees shall not be considered confidential or private and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes.

Saving E-Mail

Saving of important emails should occur through the user either printing them out or archiving them on their computer. Any email that is left on the GroupWise system will be moved to the trash folder after 21 days. Any email left in the trash folder will be deleted after 7 days and cannot be retrieved after that point.

It should be noted that sensitive material should not be sent via email. It is better to communicate this type of information via paper documents, etc.

Internet Safety

The Terrell Independent School District:

- Controls students' access to inappropriate materials, as well as to materials that are harmful to minors;
- Prevents unauthorized access, including hacking and other unlawful activities.

Filtering

Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

Disclaimer of Liability

The District shall not be liable for the users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall

not be responsible for ensuring the accuracy or usability of any information found on the Internet. The Superintendent or designee will oversee the District's electronic communication system(s). Oversight of the posting of official district, campus, or division/department materials on the District's electronic communication system(s) will be the responsibility of the superintendent, principal, or division/department supervisor or designee. The District's system(s) will be used only for administrative and instructional purposes consistent with the District's mission and goals.

Training

Training for employees and students in the proper use of the system(s) will be provided. Users will be provided copies of the District's acceptable use guidelines. Training in the District's system(s) will emphasize ethical use of the system's resources.

Copyright

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

Hardware Specifications

1. The TISD technology department will determine the PC specifications, as well as other technology-related hardware/software. Non-standard equipment will not be purchased.
2. Computers will generally be replaced on a five year cycle. Exceptions will require approval by the TISD technology department.
3. Laptops are typically more expensive than desktops. A legitimate business\educational purpose will need to be established for a computer other than a desktop before the TISD will purchase the computer. This should not include classroom\student computers.
4. Unless a legitimate business\educational purpose is established, individuals may only have one computer. For example, employees should not have a desktop computer for the office and a laptop computer for traveling. If traveling is a large enough part of the employee's duties that a laptop is warranted, then the individual should use a docking station while in the office.
5. The TISD technology department has established minimum hardware configuration for computers to be eligible for hardware and software support from the TISD technology department. Computers that do not meet minimum standards will not be supported by the TISD technology department.
6. "Trickle Down" of equipment will be discouraged due to the time and expense associated with the move and reconfiguration of computers for little benefit.
7. Computers that do not meet the minimum hardware requirements should be sent to surplus equipment.

System Access

With the approval of the principal, or division/departmental supervisor or designee, users will be granted appropriate access to the District's system(s). Any system users identified as having violated District, campus, and/or division/department system acceptable use guidelines will be subject to disciplinary action consistent with District policies and regulations.

System(s) Coordinator's Responsibilities

The system coordinator(s) (principal, or division/department supervisor, or designee) for the electronic communication system(s) will:

1. Be responsible for the disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system(s).
2. Ensure that all users of the District's system(s) complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements shall be kept on file by the system coordinator.
3. Ensure that all employees supervising students who use the District's system(s) provide training emphasizing the appropriate uses of these resources.
4. Be authorized to monitor or examine all system(s) activities deemed appropriate to ensure proper use of the system(s).

Individual User Responsibilities

The following standards will apply to all users of the District's electronic information/communications system(s). Users who violate these standards may be subject to disciplinary action in accordance with District policies and regulations:

1. The use of any District technology (including, but not limited to, computers, network-delivered services, the Internet, audio-visual equipment, televisions, and DVD/VCRs) must support the educational goals of Terrell Independent School District. The system(s) are provided for the express purpose of conducting the educational purposes and business of the District and should be used accordingly. TISD computers, the Internet, and other network-delivered services should not be used for commercial or financial gain or to otherwise conduct business that is unauthorized. Limited personal use that is incidental in nature and does not interfere with the employee's job performance or the educational purposes of the District is acceptable.
2. The system(s) must not be used to: engage in acts against the mission and purpose of the District, intimidate or harass, or circumvent computer security measures.
3. The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy, including unethical behavior. This includes but is not limited to accessing or transmitting: any material which is considered inappropriate or is in violation of any federal or state law, copyrighted material, threatening or obscene material, or material protected by trade secrets.
4. The system(s) must not be used to access, create, store, or transmit materials that are pornographic or obscene, stolen, threatening, discriminatory, harassing or offensive.
5. The system(s) must not be used to access, create, store, or transmit material that is
6. System users may not use another person's ID or password.
7. System users must maintain the security of their identity and password and must not give out their access, log-in, or password information to any other person for use of the system(s). System users are required to immediately notify their supervisor and the technology department if the security and integrity of their password is compromised. System users will be held responsible for any inappropriate or prohibited use of the system(s) done with their identity or password. The issuance of a password or other access information does not create any expectation of privacy for the user.
8. System users are prohibited from using the system to give the impression that they are representing, giving statements or making opinions on behalf of the District or another user unless specifically authorized.
9. System users must not copy or reproduce any licensed software except as expressly permitted by the software license, use unauthorized copies of District computers or use software not approved for use on District computers without prior appropriate authorization.
10. System users must not attempt to access data or programs contained on systems for which they do not have access or permission.
11. System users may not use e-mail to: pose as anyone other than oneself when sending mail, reading another user's e-mail, except when authorized by the owner of the e-mail account

12. System users shall maintain electronic information in accordance with established guidelines.
13. System users may not upload programs to the District's system(s) without appropriate authorization.
14. System users may not knowingly bring prohibited materials into the District's electronic communication system(s). The Terrell ISD email system is only to be used for ISD business. It is not to be used for conducting personal business, selling items or forwarding jokes, etc.
15. Users\Groups wishing to purchase technology hardware or software should fill out the Technology pre-approval form available from the administration building and submit it to the appropriate parties designated on the form.
16. System users are expected to ensure that all e-mail communications are professional, appropriate and consistent with the educational purposes of the District.
17. System users are prohibited from engaging in any attempts to bypass or disable the District's Internet filter or security systems or software
18. System users are prohibited from engaging in any attempts to access, alter, damage, or change network configuration, security, passwords, or individual accounts of another without written permission from the TISD Technology Department
19. System users are prohibited from engaging in any attempts to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes substantial disruption to the educational environment
20. System users are prohibited from engaging in any Attempts to install unlicensed or unapproved software or technology on the network
21. System users are prohibited from engaging in any Attempts to alter, destroy, hack, or disable district computer equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment
22. System users are prohibited from engaging in any Sending or post electronic messages that are abusive, profane, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes substantial disruption to the educational environment
23. System users are prohibited from engaging in any Use of e-mail or Web sites at school to encourage illegal behavior, engage in conduct that violates the District policies, or threatens school safety
24. System users are prohibited from engaging in any Use of the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment
25. System users are prohibited from engaging in any use that violates or infringes upon the intellectual property, copyrighted or trademarked rights of another
26. System users are prohibited from engaging in any use of the Internet or other electronic communications that reveals personal information regarding students, employees or others that does not serve a legitimate educational interest or purpose.

Vandalism Prohibited

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

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

Limitation/Termination/and/or Revocation of System User Access

The District may limit, suspend or revoke a system user's access to the District's system(s) upon violation of District policy or administrative regulations regarding acceptable use.

Warning

System users and parents of students with access to the District's electronic communication system(s) should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material.

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, with respect to any services provided by the system(s) and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system(s).

APPENDIX D: PERSONNEL – MANAGEMENT RELATIONS EMPLOYEE COMPLAINTS/GRIEVANCES

Policy DGBA (LOCAL)

LEVEL TWO APPEAL NOTICE

LEVEL THREE APPEAL NOTICE

Go to <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>: click on Board Policy Manual at the top and type in Policy DGBA (Local).

The Level Two Appeal Notice and Level Three Appeal Notice must be obtained from the Central Office receptionist, Veronica Romero.

APPENDIX E: EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Policy DIA (Local)

Go to <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>: click on Board Policy Manual at the top and type in Policy DIA (Local).

APPENDIX F: #1 STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Policy FFH (Legal) (Local)

APPENDIX F: #2 TERMINATION OF EMPLOYMENT

Policy DF (Legal)

Go to <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>: click on Board Policy Manual at the top and type in Policy FFH (Legal) (Legal) and DF (Legal).

APPENDIX G: EMPLOYEE STANDARDS OF CONDUCT

Policy DH (Local)

EMPLOYEE WELFARE

Policy DI (Exhibit)

Go to <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>: click on Board Policy Manual at the top and type in Policy DH (Local) and Policy DI (Exhibit).

APPENDIX H: EMPLOYEE RIGHTS AND PRIVILEGES

Policy DG (Legal)

EMPLOYEE STANDARDS OF CONDUCT

Policy DH (Legal) (Local) (Exhibit)

STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Policy FFG (Legal) (Exhibit)

RELATIONS WITH GOVERNMENTAL ENTITIES: LOCAL GOVERNMENTAL AUTHORITIES

Policy GRA (Legal) (Local) (Exhibit)

Go to <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>: click on Board Policy Manual at the top and type in Policy DG (Local) and Policy DH (legal) (Local) (Exhibit) and Policy FFG (Legal) (Exhibit) and Policy GRA (Legal) (Local) (Exhibit).

APPENDIX I: CLASSROOM TEACHER – STANDARD CERTIFICATE RENEWAL

CONTINUING PROFESSIONAL EDUCATOR REQUIREMENTS

CLASSROOM TEACHER – STANDARD CERTIFICATE 5 – YEAR RENEWAL WORKSHEET

Go to www.sbec.state.tx.us: on the left side in blue click on Certification Information and then go down and click on Certificate Renewal Requirements. Go to Professional Development Opportunities and click on Classroom Teachers under Worksheets and Information.

APPENDIX J: STUDENT WELFARE FREEDOM FROM BULLYING

Policy FFI (LOCAL)

Go to <http://www.terrellisd.com/tisdaboutus/schoolboard.asp>: click on Board Policy Manual at the top and type in Policy FFI (Local).

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