

# Rosebud-Lott ISD

## 2016–2017 Employee Handbook



This book is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is not an exhaustive treatment of the law on these subjects nor is it intended to substitute for advice of an attorney. It is important for you to consult with your own attorneys in order to apply legal information contained in this publication to specific fact situations. © 2016 Texas Association of School Boards, Inc. All rights reserved.

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# Table of Contents

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<b>Employee Handbook Receipt.....</b>	<b>6</b>
<b>Introduction.....</b>	<b>7</b>
<b>District Information.....</b>	<b>8</b>
Administration.....	8
Board of Trustees.....	8
Board Meeting Schedule for 2016–2017.....	9
Description of the District.....	9
Helpful Contacts.....	9
Mission Statement, Goals, and Objectives.....	10
School Calendar.....	10
School Calendar - Activities.....	10
School Directory.....	10
<b>Employment.....</b>	<b>11</b>
Breaks for Expression of Breast Milk.....	11
Certification and Licenses.....	11
Contract and Noncontract Employment.....	11
Employee Involvement.....	12
Employment after Retirement.....	12
Equal Employment Opportunity.....	13
Health Safety Training.....	13
Job Vacancy Announcements.....	13
Notification to Parents Regarding Qualifications.....	13
Outside Employment and Tutoring.....	14
Performance Evaluation.....	14
Reassignments and Transfers.....	14
Searches and Alcohol and Drug Testing.....	15
School Duty Hours.....	16
Staff Development.....	16
Workload and Work Schedules.....	16
<b>Compensation and Benefits.....</b>	<b>18</b>
Cafeteria Plan Benefits (Section 125).....	18
Health, Dental, and Life Insurance.....	18
Paychecks.....	18
Payroll Deductions.....	19
Overtime Compensation.....	19
Salaries, Wages, and Stipends.....	20
Supplemental Insurance Benefits.....	20
Teacher Retirement.....	21
Travel Expense Reimbursement.....	21
Workers’ Compensation Insurance.....	21
Unemployment Compensation Insurance.....	22

<b>Leaves and Absences .....</b>	<b>23</b>
Absence from Classroom.....	24
Absence from Duty.....	24
Assault Leave .....	24
Bereavement Leave .....	25
Court Appearances – Jury Duty.....	25
Court Appearances – Other .....	25
Family and Medical Leave Act (FMLA)—General Provisions .....	25
Local Family and Medical Leave Provisions .....	27
Local Leave .....	28
Military Leave .....	28
Personal Leave.....	29
Sick Leave Pool.....	30
State Sick Leave .....	30
Temporary Disability Leave.....	30
Workers’ Compensation Benefits.....	31
<b>Employee Relations and Communications .....</b>	<b>32</b>
Announcements .....	32
District Communications.....	32
Employee Recognition and Appreciation.....	32
Faculty Bulletins.....	32
Faculty Meetings .....	33
Public Relations.....	33
Visitors to Campus .....	33
<b>Complaints and Grievances.....</b>	<b>34</b>
<b>Employee Conduct and Welfare .....</b>	<b>35</b>
Alcohol and Drug-Abuse Prevention .....	35
Asbestos Management Plan.....	35
Associations and Political Activities .....	35
Charitable Contributions.....	35
Classroom Management Techniques.....	36
Conference Period .....	36
Conflict of Interest.....	36
Copy Machines / Laminator .....	37
Copyrighted Materials .....	37
Courtesy.....	37
Criminal History Background Checks.....	37
Custodians .....	38
Discrimination, Harassment, and Retaliation .....	38
Dress Code.....	38
Employee Arrests and Convictions .....	40
Fraud and Financial Impropriety .....	40
Gifts & Favors .....	41
Harassment of Students .....	41

Instructional Aides.....	42
Lesson Plans .....	42
Personal Use of Electronic Media .....	42
Personal vs. Professional Cell Phone Use .....	43
Pest Control Treatment.....	43
Professional Conduct.....	44
Reporting Crime .....	44
Reporting Suspected Child Abuse.....	44
Safety .....	45
Sexual Abuse and Maltreatment of Children .....	46
Standards of Conduct.....	46
Teamwork.....	49
Technology Resources.....	50
Tobacco Products and E-Cigarette Use.....	50
Use of Electronic Media with Students .....	50
Visitors in the Workplace .....	52
<b>General Procedures.....</b>	<b>53</b>
Assembly Programs .....	53
Bad Weather Closing.....	53
Building Use .....	54
Email.....	54
Emergencies.....	55
Emergency Drills.....	55
Mail.....	56
Maintenance Requests .....	56
Purchasing Procedures.....	57
Name and Address Changes .....	57
Personnel Records .....	57
<b>Termination of Employment .....</b>	<b>58</b>
Dismissal of Noncontract Employees.....	58
Dismissal or Nonrenewal of Contract Employees.....	58
Exit Interviews and Procedures .....	58
Reports Concerning Court-Ordered Withholding .....	58
Reports to Texas Education Agency .....	59
Resignations.....	59
<b>Student Issues .....</b>	<b>61</b>
Administering Medication to Students .....	61
Bullying .....	61
Class Parties.....	62
Classroom Teacher .....	63
Corporal Punishment .....	63
Dietary Supplements.....	64
Equal Educational Opportunities.....	64
Field Trips.....	65

Fund Raising Projects .....	65
Grading System .....	65
Guidance .....	66
Hall Supervision .....	66
Hall Passes or Other Special Excuses.....	66
Hazing.....	66
Homework .....	67
Honor Roll .....	68
Illness of Students.....	68
Lunch Money.....	69
Movies .....	69
Noon Detention.....	69
Parent and Student Complaints.....	69
Psychotropic Drugs.....	70
Reteach .....	72
Rules (Expectations) for the Classroom .....	72
School Property .....	72
Special Education .....	72
Student Conduct and Discipline .....	72
Student Progress Reports.....	73
Student Records.....	73
Student Report Cards.....	73
Student Supervision.....	73
Textbooks .....	78
Tutorials.....	79

# Employee Handbook Receipt

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Name

Campus/Department

I hereby acknowledge receipt of a copy of the **Rosebud-Lott ISD** Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. 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 handbook.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to the Superintendent's secretary.

# Introduction

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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 superintendent.

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

# District Information

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## Administration

Ballard, Brad – Athletic Director, Head Football Coach [bballard@rlisd.org](mailto:bballard@rlisd.org)

Brownlee, Steve – Superintendent, [sbrownlee@rlisd.org](mailto:sbrownlee@rlisd.org)

Dutcher, Larry – Director of Technology, [ldutcher@rlisd.org](mailto:ldutcher@rlisd.org)

Howell, Shanna – Secondary Curriculum Specialist, [showell@rlisd.org](mailto:showell@rlisd.org)

Knight, Charmaine – Elementary Curriculum Specialist, [cknight@rlisd.org](mailto:cknight@rlisd.org)

Parcus, Natalie – Lott Elementary Principal, [nparcus@rlisd.org](mailto:nparcus@rlisd.org)

Pruitt, Carol – Business Manager/Grant Coordinator, [cpruitt@rlisd.org](mailto:cpruitt@rlisd.org)

Rice, Boyd – Rosebud Primary Principal [brice@rlisd.org](mailto:brice@rlisd.org)

Sims, Robby – Maintenance & Operations Director, [rsims@rlisd.org](mailto:rsims@rlisd.org)

Stone, Tony – Transportation Director, [tstone@rlisd.org](mailto:tstone@rlisd.org)

Williams, Todd – Middle/High School Principal [twilliams@rlisd.org](mailto:twilliams@rlisd.org)

## Board of Trustees

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

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected May of each year and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Henry Bravo
- Emily Hering
- Cindy Kahlig
- Rodney Drake
- Jason Mallory
- Julie Bennett
- Don Stiles

The board usually meets the third Monday of each month at 6:30 pm. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the



district website and at the administration office bulletin board at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

## **Board Meeting Schedule for 2016–2017**

August 15, 2016	September 19, 2016
October 17, 2016	<b>November 21, 2016</b>
<b>December 19, 2016</b>	<b>January 16, 2017</b>
<b>February 20, 2017</b>	<b>March 20, 2017</b>
<b>April 17, 2017</b>	May 15, 2017
June 19, 2017	July 17, 2017

## **Description of the District**

Rosebud-Lott ISD provides the educational facilities and resources to meet the needs of approximately 630 students on four campuses. It is a consolidated district that serves students from several agricultural based communities. Rosebud-Lott ISD is classified as a 2A UIL district. The Board, administration, staff and communities served by the district are committed to upholding a tradition of excellence and constantly work to improve student achievement in the classroom and in extra-curricular endeavors. Rosebud-Lott ISD is located in the heart of the Central Texas Blackland Prairie.

The Rosebud-Lott Independent School District does not discriminate on the basis of race, color, national origin, sex, or handicap in providing educational 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; Section 504 of the Rehabilitation Act of 1973 as amended; and Title II of the American with Disabilities Act. The Superintendent of Schools, has been designated to coordinate compliance with the ADA Title II as well with the nondiscrimination requirements of Title IX and of Section 504 of the Rehabilitation Act.

Address: PO Box 638 Rosebud, Texas 76570, 1789 US Hwy 77, Lott, Texas 76656, 254-583-4510.

## **Helpful Contacts**

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

## Mission Statement, Goals, and Objectives

### *Policy AE*

Rosebud-Lott ISD believes that all children can learn. Our Mission is to create a supportive learning environment that nurtures self-esteem and physical well-being, while enabling students to reach their fullest academic and social potential. The district accepts the responsibility for preparing students to be productive citizens and lifelong learners in a changing world.

## School Calendar

<http://www.rlisd.org/apps/news/>

## School Calendar - Activities

All activities must be scheduled in advance with the principal's office and approved by the campus principal before being placed on the school calendar. **Any activity not approved by the principal will not take place.** All student activities are held under the supervision of faculty members. No student programs, parties, activities, clubs, or other groups are organized without permission from the office. No speaker for any group of students will be invited without the approval of the principal. The calendar in the principal's office will be the official calendar. A copy of the school calendar form can be found in the appendix of this handbook.

## School Directory

<http://www.rlisd.org/apps/staff/>

<http://hs.rlisd.org/apps/staff/>

<http://ms.rlisd.org/apps/staff/>

<http://les.rlisd.org/apps/staff/>

<http://rps.rlisd.org/apps/staff/>

# Employment

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## Breaks for Expression of Breast Milk

*Policies DEA, DEAB, DG*

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

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

## Certification and Licenses

*Policies DBA, DF*

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

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

## Contract and Noncontract Employment

*Policy DC series*

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

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also

be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

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

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

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional 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.

## **Employee Involvement**

*Policies BQA, BQB*

At both the campus and district levels, Rosebud-Lott 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's office.

## **Employment after Retirement**

*Policy DC*

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

## **Equal Employment Opportunity**

*Policies DAA, DIA*

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

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact the Superintendent, the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Charmaine Knight, the district ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

## **Health Safety Training**

*Policies DBA, DMA*

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

## **Job Vacancy Announcements**

*Policy DC*

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

## **Notification to Parents Regarding Qualifications**

*Policies 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 their child's teacher. NCLB also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. 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) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the campus principal.

## **Outside Employment and Tutoring**

### *Policy DBD*

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

## **Performance Evaluation**

### *Policy DN series*

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

## **Reassignments and Transfers**

### *Policy DK*

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the

employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by June 30<sup>th</sup>. 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 superintendent's office and must be approved by the receiving supervisor.

## **Searches and Alcohol and Drug Testing**

*Policy CQ, DHE*

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

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

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

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

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the campus principal or supervisor.

## School Duty Hours

Our normal duty hours each day are **7:30 a.m. to 4:00 p.m. for teachers**. All other employees' hours will be determined by the campus principal or your immediate supervisor.

**All teachers need to be in their classroom and ready for students no later than 7:30 a.m.**

On occasions, Faculty/Staff members will be required to report before and/or stay later than the normal duty hours listed above for professional development activities, mandatory meetings, detention, other assigned duties, tutorials, etc.

**All overtime must have prior written approval.**

## Staff Development

*Policy DMA*

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

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

## Workload and Work Schedules

*Policies DEA, DEAB, DK, DL*

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

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.



**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* on page 19 for additional information.

# Compensation and Benefits

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## 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.

## Health, Dental, and Life Insurance

### *Policy CRD*

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

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

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the payroll specialist for more information.

## Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid twice a month. Employees are required to have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. Contact the payroll specialist for more information about the automatic payroll deposit service. If direct deposit is not set up any written paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

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

The schedule of pay dates for the 2016 – 2017 school year follows:

<b><u>Payroll 5</u></b>	<b><u>Payroll 5 &amp; 6</u></b>
8/10/16	8/25/16
9/9/16	9/23/16
10/10/16	10/25/16
11/10/16	11/22/16
12/9/16	12/20/16
1/10/17	1/25/17
2/10/17	2/24/17
3/10/17	3/24/17
4/10/17	4/25/17
5/10/17	5/25/17
6/9/17	6/23/17
7/10/17	7/25/17

## **Payroll Deductions**

*Policy CFEA*

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Wage garnishments

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, and anything offered through the school district. Salary deductions are automatically made for unauthorized or unpaid leave.

## **Overtime Compensation**

*Policy DEAB*

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

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

paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12 am Sunday and ends at 11:59 pm Saturday.

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

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

## **Salaries, Wages, and Stipends**

*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt 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*, page 19.)

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

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

## **Supplemental Insurance Benefits**

*Policy CRD*

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

## **Teacher Retirement**

### *Policy DEG*

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

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

## **Travel Expense Reimbursement**

### *Policy DEE*

All travel requests shall be completed on the Travel Request Form and approved by your supervisor prior to the travel event (meeting, conference, workshop, competitions, etc.). The final approval shall rest with the Superintendent. After the final approval, the requisition(s) for travel expenses shall be submitted through Purchasing in TxEIS for approval by the immediate supervisor and then the Business Office.

If there is a meeting/conference/workshop fee, follow protocol for purchase order, p-card, or check procedures.

## **Workers' Compensation Insurance**

### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from TASB.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to your immediate supervisor and the superintendent's secretary. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 31 for information on use of paid leave for such absences.

## **Unemployment Compensation Insurance**

### *Policy CRF*

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

# Leaves and Absences

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*Policies DEC, DECA, DECB*

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

Leave must be used in half day increments for exempt employees. For non-exempt employees, leave can be used in two-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Comp-time
- Local leave
- State leave

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

**Medical Certification.** Any employee who is absent more than three (3) days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

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

**Continuation of Health Insurance.** Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave. Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

## Absence from Classroom

No group of students should be assigned to a class without a supervising teacher. **Teachers are not to leave a class unattended. Leaving the class unattended can lead to immediate termination of employment.** If it becomes necessary for a teacher to leave the classroom, the teacher can make quick arrangements with another teacher and notify the office of such arrangement, or the principal should be contacted so that some other arrangement can be made.

## Absence from Duty

Good attendance by teachers and other staff is absolutely imperative to have the best learning situation with our students. When you are absent a substitute cannot adequately take your place.

A teacher/staff member must notify the campus secretary and/or department supervisor immediately upon discovery that he/she will not be able to report for duty. Please notify the campus secretary and/or department supervisor as early as possible before an absence. An absence should be completed in AESOP immediately. You must provide advice as to lessons planned, and where your lesson plans are. If any of the material needed is in a file cabinet or special closet, you will need to send the keys.

In the event that you know you will be taking a personal day or will be out for some type of extracurricular activity, you will need to complete the request in AESOP at least 72 hours before the planned absence. The principal MUST approve your absence.

In a case of a long-term absence, please give notification the day before returning to school so the substitute may be informed that they will not be needed.

In the unfortunate event that an unexpected emergency arises, we want your mind to be focused on your family. **Please prepare three days' worth of emergency plans to be on file in the office with the campus secretary.** This helps you and the office out by having things ready in the event of an emergency.

## Assault Leave

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

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal



leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

## **Bereavement Leave**

### **Court Appearances – Jury Duty**

Employees will be paid while on leave to comply with a jury duty summons. Employees will be required to submit proof of attendance upon return to work.

### **Court Appearances – Other**

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

## **Family and Medical Leave Act (FMLA)—General Provisions**

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

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

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

**Military Family Leave Entitlements.** An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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 (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.**

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

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

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

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

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

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

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

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

**Employee Responsibilities.** Employees must provide 30 days advance notice of the need to take FMLA 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 was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

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

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

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

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

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

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

For additional information:

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

## Local Family and Medical Leave Provisions

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

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

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

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

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

## Local Leave

All employees shall earn one paid local leave day per school year in accordance with administrative regulations.

Local leave shall be noncumulative.

Local leave shall be used according to the terms and conditions of state personal leave.

12 month administration employees that receive 12 non-duty days, shall be paid for any unused non-duty days upon separation from RLISD.

## Military Leave

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

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the time

specified by law to the payroll specialist. In most cases, the length of federal military service cannot exceed five years.

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

## Personal Leave

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

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

**Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor three (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 personal leave will not be granted to be taken on:

1. any school day immediately before or after a school holiday;
2. the first or last day of a grading period;
3. two days before or one day after days scheduled for state-mandated test administration or administration of any other standardized test;
4. days scheduled for state-mandated testing administration or administration of any other standardized test;
5. days scheduled for semester or year-end examinations;
6. scheduled professional or staff development days; or
7. any day during the first or last week of a semester.

We will try always to honor timely requests for personal leave that comply with policy requirements, but your principal or supervisor may withdraw approval if unforeseeable absences among other staff (bad weather, flu or other transmittable disease) would affect the efficient and effective operation of the campus or department.

**Leave Proration.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment

before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

## **Sick Leave Pool**

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee. A request for the establishment of a sick leave pool shall be made in writing to the Superintendent or designee. The Superintendent or designee shall initiate the sick leave pool for the employee and notify District staff.

If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

## **State Sick Leave**

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

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

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

## **Temporary Disability Leave**

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

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

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

When an employee is ready to return to work, the employee's immediate supervisor and the payroll specialist should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

## **Workers' Compensation Benefits**

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

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

# Employee Relations and Communications

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## Announcements

Announcements for the intercom must be submitted to the office for approval before 7:45 A.M. each morning. All announcements (which will be limited as much as possible) will be made at the beginning of the day unless there is an emergency. The office will try not to interrupt your classes with all calls. **If you need an announcement brought to the attention of the campus, please inform the principal with adequate notice.**

## District Communications

Throughout the school year, the different offices will publish newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

*District Communications Messenger,  
Phone, mail, e-mails,  
District and Campus websites,  
District Calendar,  
Monthly Activities Posted*

## 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.

## Faculty Bulletins

Faculty bulletins for the following week's activities will be e-mailed. If you are planning an activity for the following week, this must be on the faculty bulletin. The bulletin is prepared by taking information directly from the large master calendar located in the principal's office. If you do not have your activities on the master calendar, you should not expect to have the activity.

All material on the faculty bulletin is public information. It can be shared with anyone. Any private faculty matters will be done by special memo.



## Faculty Meetings

Faculty meetings will be scheduled and held as deemed necessary by the principal. The efficient operation of the school depends upon the timely and orderly dissemination of information and development of practices and procedures related to improving education. All staff members are expected to attend faculty meetings unless on duty or otherwise excused by the principal. Anyone not at the faculty meeting must meet with the principal at his/her conference period or a mutually agreed upon time.

## Public Relations

Every employee of the school is expected to be a public relations person to the extent that they make the public aware of the positive value of our public school.

All employees should feel obligated to be well informed about the philosophy, mission, and goals of the school and provide this information to the public.

All school personnel should be friendly, courteous, and cooperative. These qualities will make you good public relations ambassadors for your school.

## Visitors to Campus

All visitors must check in at the office through the Raptor V-Soft system. If a visitor comes to the classroom for any reason and does not have on an official badge direct them to the office to sign in. **Immediately report to the principal the presence of any unknown individuals found to be on campus.**

If law enforcement personnel or CPS officials request to see any of our students, the request should be referred to the principal. If the principal is not available, refer the request to the counselor. If the counselor is unavailable, call the superintendent.

# Complaints and Grievances

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## *Policy DGBA*

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

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

(DGBA Local) Employee concerns and complaints will be resolved in a timely and orderly manner. Teachers should present their grievance in writing to their principal in an attempt to resolve the matter at level one. This meeting must occur within ten days of the action occasioning the grievance. If the matter is not resolved at level one, the teacher must present the grievance to the superintendent at level two. If the grievant is not satisfied with the decision by the superintendent, then a written appeal may be filed with the board at level three.

<http://pol.tasb.org/Policy/Code/457?filter=DGBA>

# Employee Conduct and Welfare

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## Alcohol and Drug-Abuse Prevention

*Policies DH, DI*

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

<http://pol.tasb.org/Policy/Code/457?filter=DH>

## Asbestos Management Plan

*Policy CKA*

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

## Associations and Political Activities

*Policy DGA*

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

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

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

## Charitable Contributions

*Policy DG*

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

to refrain from making a contribution to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **Classroom Management Techniques**

Reminder: We were all trained and expected to use our “Capturing Kids’ Hearts” approach with our students and peers.

1. Keep the classroom rules to a minimum.
2. Post those rules that you feel are necessary and enforceable.
3. **DO NOT MAKE UP EXTRA RULES AS YOU GO ALONG.**
4. Be consistent in enforcing the rules.
5. Be prepared for the unexpected.
6. Do not punish the entire room for the actions of one or two.
7. Never say anything to the student that you would not say to him/her if the parent were sitting there.
8. Never humiliate a student in front of his/her peers.
9. Don't try to be a "buddy." Be the authority.
10. Don't be afraid to apologize.
11. Never argue with the student.
12. As a rule, don't try to see and hear everything. Classroom disruption cannot be tolerated; however, some things are minor and it is not worth it.
13. Be enthusiastic...it's contagious.
14. Don't be a screamer.
15. Don't be afraid to use parents...**CALL THEM!**
16. Show a sincere interest in your students.

## **Conference Period**

The conference period is provided for the teacher to do the necessary paper work that accompanies the instructional program. More than this, it offers a time during the school day for students, parents, and staff members to confer with the teacher without interrupting the regular class session, and provides time for professional development, vertical and horizontal teaming, training, and staff meetings. If, on rare occasions, it becomes necessary for teachers to leave the campus during the conference period, permission must be secured through the principal's office. Please sign out and back in. (DL Legal)

## **Conflict of Interest**

*Policy CB, DBD*

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

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

Employees should contact their supervisor for additional information.

## **Copy Machines / Laminator**

When using copying machines, users should be very conservative. Use the copier's duplex mode when applicable and only run-off the necessary number of copies. Use of the laminating machine should also be conservative. Laminating film is very expensive and should mainly be used for teacher materials. Laminating student work should be very limited and only done on special occasions. **Color printing should also be done on a limited basis. Use the black/gray scale whenever possible.**

## **Copyrighted Materials**

*Policy 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.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

## **Courtesy**

Courtesy is an acceptable mode of behavior based on the consideration for the feelings of others. All personnel should practice professional courtesy.

## **Criminal History Background Checks**

*Policy DBAA*

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

## Custodians

The custodian is a valuable employee of the school and is under the direct supervision of the principal and the Director of Operations. Requests for extra work should be submitted in writing. The principal and the Director of Operations will establish priority as to all extra work by the custodian and will assign the work on this basis.

One of the main functions of the custodial staff is to protect and care for the school property. Our custodian is a tremendous asset to the school, and is respected for the fine work he/she does to make it possible for the buildings and grounds to be safe, clean, and attractive.

## Discrimination, Harassment, and Retaliation

*Policies DH, DIA*

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

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

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

<http://pol.tasb.org/Policy/Code/457?filter=DIA>

## Dress Code

**(Supervisors may provide exceptions for specific staff members based on their daily job descriptions.)**

### General Statements:

- \* Professional employee dress and grooming shall be clean, neat, professional, and in a manner appropriate for their assignments.
- \* Professional employees shall always be dressed to set themselves apart from students.
- \* Clothing worn by staff will reflect or exceed the expectations set by the student dress code.
- \* All district staff shall adhere to all dress and grooming regulations **during regular school business hours.**
- \* Dress that detracts from the educational process will be addressed on an individual basis by the campus administrator.

- \* If attending a workshop, conference, or any type of training; professional dress is expected throughout the school year and during the summer months, unless stated otherwise by the training advertisement/information. Example: casual attire, or if attending a coaches' workshop and athletic attire is accepted.

**Prohibited dress includes, but is not limited to the following examples:**

- \* collarless shirts (men only)
- \* tee-shirts  
  - Exception: designated days on which all staff wear t-shirts with a common theme, logo, or slogan
- \* shorts  
  - Exceptions:
    1. gym teachers during PE or athletics
    2. Women may wear city shorts or skorts.
- \* jeans  
  - Exception: May be allowed only in appropriate situations or in a classroom environment where they may be considered assignment appropriate.
- \* warm-up suits / wind pants  
  - Exception: gym teachers during PE or athletics **ONLY**
- \* revealing or tight-fitting clothing (tank tops, spaghetti strap shirts)
- \* pierced jewelry (nose, lip, etc.) other than in the ears
- \* Tattoos must be covered at all times by wearing long sleeve shirts and/or long pants. Tattoos may be covered with a wrap or band aides provided they remain covered. R-L ISD will not provide the band aides or wraps. This includes all instructional and athletic events.
- \* backless & spaghetti strap dresses, sundresses, halter-tops
- \* sleeveless shirts (men only)
- \* sandals (men only)
- \* flip-flops, shower-type shoes, beachwear, or house slippers  
 (All shoes worn must have an enclosed back and/or back-strap.)
- \* no caps or hats worn in building
- \* untidy facial hair

Athletic shoes may be worn in the classroom for comfort.

**Spirit/Theme Friday:**

- \* Jeans are permitted only if a school spirit theme shirt is worn.

## **Employee Arrests and Convictions**

### *Policy DH*

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

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

Moral turpitude includes the following:

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

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

## **Fraud and Financial Impropriety**

### *Policy CAA*

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

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



- Unauthorized disclosure of confidential or proprietary information to outside parties
  - Unauthorized disclosure of investment activities engaged in or contemplated by the district
  - Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
  - Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
  - Failing to provide financial records required by federal, state, or local entities
  - Failure to disclose conflicts of interest as required by law or district policy
  - Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Gifts & Favors**

### *Policy DBD*

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

## **Harassment of Students**

### *Policies DF, DH, FFG, FFH*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 44 and *Bullying*, page 61 for additional information.

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

<http://pol.tasb.org/Policy/Code/457?filter=DF>  
<http://pol.tasb.org/Policy/Code/457?filter=FFH>

## Instructional Aides

Instructional aides are vital employees of the school. They work closely with teachers, students and parents and must maintain integrity, confidentiality, and professional appearance at all times. Instructional aides work in a variety of assignments and are under the supervision of the principal.

## Lesson Plans

All teachers will prepare lesson plans one week in advance. These plans **must** be created using **Forethought®**, an electronic lesson planning program from **Eduphoria!** and the districts adopted on-line curriculum. Lesson plans are invaluable for developing and implementing strategies for short- or long-term goals. Substitute teachers cannot be effective without detailed, precise written instructions. **Lesson plans must be submitted no later than 8:30 a.m. Monday mornings of the new week.**

## Personal Use of Electronic Media

*Policy DH*

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

- The employee shall not use the district’s logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee’s immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educators’ Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

## **Personal vs. Professional Cell Phone Use**

### **Personal**

Staff may not use their cell phones for personal business during class time. No cell calls/texts shall be made during class time. Personal calls may be made during conference and non-duty times only.

Outside emergency calls for staff should be directed to the campus office. Office personnel will immediately notify the staff of the call.

### **Professional**

Staff may use their cell phone to make parent contact/office contact during class time for disciplinary issues when appropriate.

## **Pest Control Treatment**

*Policies CLB, DI*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of

pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

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

## **Professional Conduct**

Discussions of a student's grades or discipline, as well as problems with parents, should be limited only to personnel who have a need to know. Such discussions should be done privately and not take place where they can be overheard by anyone else. Respect the confidentiality of peers, parents and students, and always conduct yourself in a professional manner.

## **Reporting Crime**

*Policy DG*

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

## **Reporting Suspected Child Abuse**

*Policies 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 SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;

- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or disabled person.

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

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

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

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

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

## **Safety**

### *Policy CK series*

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

- Observe all safety rules.
- Keep work areas clean and orderly at all times.

- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact their immediate supervisor.

## **Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed in the R-LISD Parent-Student Handbook. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

## **Standards of Conduct**

### *Policy DH*

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain

misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident.

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

### **Texas Educators' Code of Ethics**

#### **Statement of Purpose**

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

#### **Professional Standards**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **2. Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

## **3. Ethical Conduct toward Students**

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

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

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

**Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

**Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.



**Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## Teamwork

You hold one of the most important jobs a person can have—the job of educating our children. You work for a district, a campus, and a department; you are a vital link in the organizational chain. If the team is to be successful, all players must give their best every day.

As a professional educator, you are expected to work with other teachers in strengthening teaching skills, aligning curriculum, planning & organizing, etc. Teamwork can build a great school—complaining and being uncooperative can cause it to break down.

Because we are human, we will have good days and bad days. Let’s all try to give encouragement to each other. If a colleague is having a rough day, pick them up with some kind words. If a colleague is having a good day, make it better with some kind words.

**If we want to reach our goal of being identified as an exemplary campus and district, we must work as a TEAM.**

## **Technology Resources**

### *Policy CQ*

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

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

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

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

Technology is readily available for teachers and staff. Any requests for maintenance or trouble shooting of software and hardware problems can be made online at the HelpDesk. A link is available at the district website.

## **Tobacco Products and E-Cigarette Use**

### *Policies DH, FNCD GKA*

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

## **Use of Electronic Media with Students**

### *Policy DH*

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

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

child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

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

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

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

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

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or

- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 8:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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

## **Visitors in the Workplace**

### *Policy GKC*

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

# General Procedures

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## Assembly Programs

Throughout the year, there are occasions when the faculty and student body assemble in the gymnasium/theater/football field/cafeteria/etc. such as pep rallies and all other total student body assemblies. **All teachers of the student groups targeted for the assembly must attend.**

During the assembly, teachers have general supervisory obligations over the entire situation and should feel free to concern themselves with any situation that demands attention. Students are not permitted to stay in labs, classrooms, etc. and work on projects, nor may go to the teachers' lounge or offices or remain in their areas to work during these activities. All teachers are to help supervise during assemblies. Refer behavior problems at assemblies to the office immediately.

During an assembly, students are expected to be quiet, courteous, and polite. Talking should never be permitted when someone else is speaking or performing. **Never hesitate to correct any student whose behavior is improper at any time.** For each instance in which an employee acts to help students conduct themselves properly emphasis shall be placed upon the growth of the students' ability to discipline themselves.

## Bad Weather Closing

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

Radio Stations:

**KWTX (AM/FM) – WACO**  
**KMIL (AM) - CAMERON 1330**  
**KNFO (FM) – 95FM**

Television Stations:

**KCEN Channel 6 – TEMPLE**  
**KWTX Channel 10– WACO**  
**KXXV Channel 25– WACO**

You can also receive information through the **FLASH ALERT** system on your cell phone or email account by signing up from our district website.

Our **SCHOOL MESSENGER** system is used to inform parents and students of school information or events on your cell/home phones. This is why it is so important that your information is correct in your file.

Each campus has an emergency phone tree that may be activated in cases of emergency. Please keep your contact information updated throughout the year.

## Budgets

By February of each school year, it is the responsibility of the teachers to submit to the principal their supply needs for the upcoming school year. This will allow the principal to make budget requests for the next cycle. **Please fill out a requisition in TxEIS when needing supplies and submit for approval. Do not purchase items without a computer generated purchase order.**

## Building Use

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. Maintenance/Operation Director is responsible for scheduling the use of facilities after school hours, after you receive approval from your principal. Contact the Maintenance/Operation Director to request to use school facilities and to obtain information on the fees charged.

All staff members are expected to leave rooms in an orderly condition at the end of the day. Books should be placed on shelves or in desks/cubbies; trash should be placed in the wastebasket, and the desks arranged in an orderly manner with freestanding chairs stacked on top.

We need to keep our buildings and equipment in good condition. In every way that you can, please strive to embed in the minds of students a feeling of pride in our buildings and campus and a desire to keep trash off the floors and campus. Seating charts will pinpoint students responsible for destruction to school property. Do not let students sit on tables or desktops or lean back on the legs of desks or chairs! This bends and destroys the legs. In the theater, do not allow students to put their feet on the back of the seat in front of them.

If you work at school after hours during the week or on the weekend, please make sure that everything is turned off. Thermostats should be set no higher than 85° in hot weather and below 60° in cold weather. Please make sure the doors are locked behind you when you leave. The thermostat sensor box will override for an hour at a time. The cut-off program and the room thermostat will then monitor for an hour.

## ENERGY CONSERVATION

Turn off all lights as soon as the room is vacated for the day, and during lunch. **Thermostats** need to be set at **85** degrees (auto-cool) for overnight during warm weather and at **60** degrees (auto-heat) during the winter months.

## Email

E-mail will be the primary means of communication for information using laptops and desktops provided by the district. Check your e-mail at least twice per day. Limit e-mail communication and web searches to official business, and do not forward chain e-mails. Refrain from using personal handheld devices for e-mail communication during class time.

## Emergencies

*Policies CKC, CKD*

Rosebud-Lott ISD will conduct drills or other appropriate practice measures as soon as possible after the opening of school and at regular intervals throughout the school year to ensure maximum safety. Emergency procedures for fire, tornado, etc., shall be posted in each classroom. In the event of an emergency the safety of all students is of the highest priority. In such an event the Incident Commander has the authority to direct students and the students must follow the directives of the Incident Commander. This may mean that the students are not allowed to leave campus until it is safe to do so even if they have permission to leave from their parents.

### Emergency Drills

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Primary and alternate evacuation routes are in place and posted in each classroom.

#### Fire Drill

Fire Alarm (3 whistles)	leave the building
1 whistle	halt; stand at attention
2 whistles	return to the classroom

#### Tornado Drill

1 continuous whistle	move quietly but quickly to the designated locations
2 whistles	return to the classroom

**Fire Drills** - Fire drills are held at intervals during the year. There is to be at least one per month. One of these must be unobstructed and the other obstructed. An obstructed drill will be simulated by locking certain doors. Students are to leave the classroom when the fire bell rings. In leaving the building students must not talk or laugh. You are expected to walk as fast as possible but not run. Stand quietly until the bell rings for you to return. Students must not stop to get wraps or books.

Fire drills are conducted for two purposes: to train students to leave the building orderly in case of a fire and to teach self-control in times of emergencies. The aims can be accomplished only when discipline is required of all. Administrators, teachers, and custodians as well as pupils are subject to orders and take part in drills.

**Tornado Drills** - When a tornado has been sighted and is approaching the building, a command will be given over the PA system for all students and teachers to execute the planned tornado drill.

Students will assemble in the rooms as specified on the tornado and fire drill map posted in each teacher's room. Students will be instructed to respond to specific commands to assume protective postures, facing interior walls when the danger is imminent. Such a command might be: "Everybody down! Crouch on elbows and knees! Hands over back of head!" It is essential that this command be instantly understood and obeyed. Every wall of the designated area will be used.

**Bomb Threat** – The principal or designee will announce a “**Red Alert**” over the intercom. Faculty and students will proceed with a fire drill evacuation procedure with teachers taking students farther away from the school building. The principal or designee will immediately phone the police and the school superintendent and inform each of the occurring crises. The transportation department will also be contacted and the students will be transported to the safest campus available. The school will be shut down until the police have conducted an appropriate and adequate search and investigation.

**Gunman, Weapon or Intruder** – The principal or designee will announce a “**Lock Down**” over the intercom. Faculty and students will remain in their classrooms and lock the classroom doors from the inside, turn off room lights and close all blinds. Students will assume a position under their desks, and if needed, turn their desk away from the door. Students not in a classroom will go to the nearest classroom or seek cover in an isolated area. The principal or designee will phone the police and the school superintendent and inform each of the occurring crises.

In a **Soft Lock Down**, no faculty, staff, or students are to be outside of the building. Any person outside need to come inside immediately. Faculty, staff, and students can remain in the library and gym. There are no students in the hallway or restrooms. All classrooms should be locked; however, classroom instruction should continue as normal. Be prepared to move into Lock Down.

In a **Lock Down**, no faculty, staff, or students are to be outside, in the hallways, or in the restrooms. All students must be in a classroom. If students are in the hallway or coming out of the restrooms, get them into the classroom. Classrooms near the restrooms need to take any students coming from the restrooms into their classes. If you see any students in the hallway, bring them into your room. Make sure your door is closed and locked. Students need to be under their desks with chairs pulled inward. If necessary, the students need to turn their desk away from the door. This is to conceal them from the view of the door window. Noise should be non-existent from students.

## **Mail**

Staff members have mailboxes. General mail of interest to you, telephone messages of a non-urgent nature, and memos from administration will be placed in your mailbox. It is strongly suggested that you check your mail once in the morning, and again in the afternoon. **Mailboxes should not be used for storage.**

## **Maintenance Requests**

All requests for maintenance will be submitted for action using the online electronic form to the principal or designee. The principal or designee will then forward the request to the maintenance director, who will in turn place the request on the priority list. Please understand that they have



other campuses to service and we are on their schedule and they will do their best to get to our requests. There are to be no direct phone calls from campus employees with requests to the operations director. In case of emergencies or safety hazards, immediately inform the principal or secretary.

## **Purchasing Procedures**

*Policy CH*

All requests for purchases must be submitted through purchasing in TxEIS for appropriate approvals. No purchases, charges, or commitments to buy goods or services for the district can be made without a computer generated purchase order. The district will not reimburse employees or assume responsibility for purchases made without a computer generated purchase order. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the business manager for additional information on purchasing procedures.

## **Name and Address Changes**

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

## **Personnel Records**

*Policy DBA, GBA*

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

- Address
- Phone number, including personal cell phone number
- Information that reveals whether they have family members
- Personal e-mail address

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

# Termination of Employment

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## Dismissal of Noncontract Employees

*Policy DCD*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 34.)

## Dismissal or Nonrenewal of Contract Employees

*Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF, DFFA, DFFB, DFFC*

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

## Exit Interviews and Procedures

*Policies DC and CY*

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

## Reports 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

## **Reports to Texas Education Agency**

*Policy DF, DHB*

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

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

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

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction.

## **Resignations**

*Policy DFE*

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

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the Texas Education Agency* on page 59.

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

# Student Issues

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## Administering Medication to Students

### *Policy FFAC*

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

## Bullying

### *Policy FFI*

Rosebud-Lott ISD believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Rosebud-Lott ISD will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior including, but not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Rosebud-Lott ISD expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated by the teacher, and or administrator. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school property Rosebud-Lott ISD will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Our school has adopted a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period whether on or off campus.

The ***Student Code of Conduct*** includes, but is not limited to:

\* Any student who engages in bullying may be subject to disciplinary action up to and including

expulsion.

- \* Students are expected to immediately report incidents of bullying to the principal or designee.
- \* Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- \* If the complainant student or the parent of the student feels that appropriate resolution of the has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to the following:

- \* All staff, students and their parents will receive a summary of this policy prohibiting bullying; at the beginning of the school year, as part of the student handbook and/or information packet, and as part of the school system's notification to parents.
- \* The school will make reasonable efforts to keep a report of bullying and the results of investigating confidential.
- \* Staff are expected to immediately intervene when they see a bullying incident occur.
- \* People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way. How is bullying being handled on each campus?

Teachers and support staff will be trained in order to be more aware of signs of bullying. Also, a reporting system is being established to inform school personnel of suspected and confirmed bullying incidents.

When a suspected incident has taken place, the student is expected to report to the nearest adult on campus. Once the report has been made, that adult will complete a form documenting the incident and give to the principal or school counselor. The school administration will then create a file to begin tracking the bullying incident.

The campus administration will take the following steps after receiving an incident report about a student committing an act of bullying:

- \* 1st report-The student will have a conference with the principal and receive a warning about his/her actions. Parents/guardians will be notified.
- \* 2nd report-The student's parents/guardians will be notified of the second incident, and the student will be suspended off campus for three days.
- \* 3rd report-Parents/guardians will be notified of the third incident, and the student will have a 30-day placement in the DAEP center in Marlin.

As a parent, what can I do about bullying if it occurs in the community?

Rosebud-Lott ISD strongly urges parents/guardians to report any aggressive behaviors against your child by others to the local authorities when this takes place in the community. The local law enforcement agencies need this in order to begin creating a file of these incidents.

Please remember that the key to bullying prevention is for it to be reported. Keeping silent only allows this inappropriate behavior to continue.

## **Class Parties**

If permitted by the campus principal, class parties may only be scheduled at times of traditional holidays with prior principal approval. Teachers may schedule class parties for Christmas, Valentine's Day, and Easter holidays. If a parent wants to bring something for the class to celebrate their child's birthday, that is up to you. End-of-the-year parties are optional also.

## **Classroom Teacher**

Each classroom teacher shall be under the general direction of the Superintendent of Schools and those persons delegated by the Superintendent in specific areas of assignment. The teacher is immediately responsible to the building principal for carrying out the policies of the local Board of Education, and complying with State laws as they relate to the function of the school, to the classroom, and to the immediate contact with pupils and parents. The teacher's specific responsibilities shall be to:

- (1) Direct and evaluate the learning experiences of the student in both curricular and extracurricular activities;
- (2) Provide guidance to the student which promotes his welfare and his proper educational development;
- (3) Be responsible for child accounting;
- (4) Establish and maintain liaison with the parent;
- (5) Administer the classroom program;
- (6) Provide leadership for the care and protection of school property;
- (7) Cooperate with and participate in the planning and evaluation of the school program;
- (8) Take part in the staff development program of the schools;
- (9) Stay abreast of scholarly productions and research studies in the field of teaching;
- (10) Cooperate with the Superintendent, the principal, and Board in improving the curriculum and the instructional program;
- (11) Establish and maintain cordial and workable relationships with colleagues;
- (12) Handle the discipline of students in compliance with policies of the Board of Education;
- (13) Perform other duties as assigned.

## **Corporal Punishment**

Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her

child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.
2. Corporal punishment shall be administered only by the principal or designee.
3. Corporal punishment shall be administered only by an employee who is the same sex as the student.
4. The instrument to be used in administering corporal punishment shall be approved by the principal.
5. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

The disciplinary record reflecting the use of corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment. (FO Local)

## **Dietary Supplements**

*Policies DH, FFAC*

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

## **Equal Educational Opportunities**

*Policies FB, FFH*

Rosebud-Lott ISD does not discriminate on the basis of race, color, religion, 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 based on sex, including sexual harassment should be directed to Charmaine Knight, the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Charmaine Knight, the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.



## Field Trips

Teachers wishing to sponsor a field trip must file a request in writing with the principal at least thirty (30) days before the day of the trip. Field trips that interfere with scheduled activities, examinations, or other essential activities will not be approved.

If your class is going somewhere off campus, permission slips are mandatory. It is the responsibility of the classroom teacher to see that permission slips are sent home with the children and returned signed by the parent. A list of students going and staying should be turned in to the office. This should be taken care of no later than the day before the trip. Students without a signed permission slip will not leave campus. Signed permission slips are to be turned in and kept on file from all trips.

## Fund Raising Projects

A project to raise money through any school activity, class, club, or group must first be approved by the principal. A brief summary of the project and proposed use of money raised must be submitted to the principal. **Only two fundraisers are permitted per year per organization.** NO HARD CANDY WILL BE SOLD. ANY QUESTIONS NEED TO BE DIRECTED TO THE PRINCIPAL.

## Grading System

Parents shall be provided any relevant information concerning their child that will enhance their understanding of the student's ability, effort, success, and progress in the school program. Report cards are issued to the students at the end of each six weeks grading period. Students are to be graded according to the following standard:

**90 – 100 = A   80 – 89 = B   70 – 79 = C   Below 70 is F (failing)**

**Conduct**

**E=Excellent**

**N=Needs for Improvement**

**S=Satisfactory**

**U=Unsatisfactory**

If possible, there should be at least two grades recorded in the grade book each week for core subjects. This should give a fair estimate of student progress. "Participation grades" need to be kept out of the core academic subjects.

Numerical grades will be given in all subject areas in grades 1-12 except those approved by the principal and RLISD; i.e.: conduct, GT, Dyslexia, ESL. Etc.

Report cards are passed out on the Wednesday following the six-week grading period.

**NO SINGLE GRADE (TEST, PROJECT, OR ANY OTHER FORM OF GRADE) CAN COUNT MORE THAN 20%, i.e., ONE-FIFTH, OF THE STUDENTS GRADE DURING ANY PARTICULAR GRADING PERIOD.**

## **Guidance**

All teachers are expected to aid in guiding and counseling students as opportunities arise. Our counselor is ready and anxious to help you in every way possible to assist students. If you have a student who seems maladjusted or unhappy, please don't hesitate to report this to the counselor/principal. We want to find such cases before they become acute. Teachers, counselors and principals should work together to promote the best interest of each student.

## **Hall Supervision**

Between classes there is often too much visiting and loitering in the halls by students. This leads to tardies in the next class and sometimes to more severe discipline problems.

Teachers shall be at the door of their classrooms when students are entering their classroom each period. During the school day, including time before school, between classes, at noon, and after school, the teacher should assume responsibility of correcting any student at any time or any place on the school campus.

During the change of class prior to your conference period, you will report to the halls and help monitor them. You will need to move around in the hall encouraging students to move on and not loiter. No student is allowed to stand or sit on the steps or sit on the rails next to the wheel chair ramps. You will remain on duty until all of the students have cleared the halls or until the tardy bell rings. We will develop an area schedule as needed.

## **Hall Passes or Other Special Excuses**

**10-10 RULE:** Students are not to be let out of class the first 10 minutes and last 10 minutes of class unless it is an emergency. If it is determined that a student needs to leave the classroom, the teacher should provide the student with a hall pass.

## **Hazing**

*Policy FNCC*

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

## Homework

### 1. Purpose

- a. Rosebud-Lott ISD believes that homework is valuable in advancing learning of specific tasks and in enhancing and enriching the learning process in general and contend that home assignments will do the following:
  - (1) Allow students to complete unfinished class assignments and to make up work missed during absences.
  - (2) Reinforce what was learned in the classroom.
  - (3) Provide opportunity for study.
  - (4) Provide a background for classroom learning.
  - (5) Enrich the classroom experience by relating what has been learned in the classroom to everyday problem solving situations.
  - (6) Help the student to develop initiative, independence, self-discipline, and responsibility.
  - (7) Help the student to develop permanent leisure interests in learning.
- b. The following kinds of homework assignments will be used to help the student develop a variety of skills:
  - (1) Reading assignments may supplement classroom discussion and should be used closely with examinations.
  - (2) Written work enables the student to apply and combine the skills being developed and allow the teacher to assess each student's knowledge.
  - (3) Drill is a useful tool in mastery of skills in some subjects.
  - (4) Long-term projects require that knowledge be used in problem solving.

### 2. Homework Time Guidelines

Homework gives the student experience in following directions, enjoyment in using skills being learned, and practice with new skills. Time required should be a minimum of 30 minutes nightly in the third grade and increase in 10-minute increments as the student progresses through his school career, not exceeding 2 hours.

### 3. Teacher's Role

Teachers should accept the responsibility of making students understand not just what is supposed to be done, but why and how it should be done. The assignment should have a legitimate educational goal, and it should never be used as punishment. In addition, the teacher should:

- a. Vary the type of homework assigned.
- b. Remember that assignments call for initiative and imagination – discourage copying.
- c. Plan assignments that provide for individual differences.
- d. Avoid assignments that might give parents the responsibility of teaching.

- e. Evaluate and return each assignment to the student.
- f. Consider the total homework load of the students; school activities, weekends, and holidays.
- g. Assigning homework that extends the student's weekly school time beyond a 40-hour week of school.

#### 4. Parent's Role

Parents can help to make homework a worthwhile and satisfying experience. This can be done by expressing interest in and support for the work and projects that the students bring home without doing the work for them. One of the best things a parent can do to provide support and help their child is to correct papers with their child that are sent home due to low performance.

### **Honor Roll**

Rosebud-Lott ISD has two types of honor rolls. Students in Grades 1 through 5 may earn grades to qualify for the honor roll.

- A Honor Roll – No grade below 90
- A/B Honor Roll – Combination of A's and no more than two (2) B's

P.E./Athletics and Non-graded courses are not averaged for the honor roll.

Conduct/Citizenship in all subjects must be satisfactory.

In order to qualify for this honor roll, a student must earn an average of "90" in each of his academic credit courses. This honor roll will be published after each six-weeks grading period. Students qualifying for this honor roll for each of the first five grading periods will receive a certificate of award at the end of the school year at the annual awards assembly.

Honor roll students may not have a grade below "80" in physical education, athletics, or band, although these will not be included in averaging for honor roll qualifiers.

### **Illness of Students**

*Policy FFAC Local*

1. All students who are ill or who have minor injuries should be report to the nurse's office. Severely injured students should not be moved until the necessary first aide has been administered and it is safe to do so. The principal should be notified and the parents called.
2. All students must have teacher permission to come to the office to see the nurse.

3. If it is necessary for a student to leave school because of illness or injury, the parent or guardian should be notified from the office. The student is to be signed out of school on the appropriate form in the office.
4. Parents have the right and responsibility to make the decision for the care of their children. A student should never be taken to a doctor or a hospital for treatment before the parent is notified unless it is felt that a student's life is threatened. In that event, an ambulance should be called to transfer the student to the appropriate hospital, and then the parents should be notified. The principal **must** be made aware of the situation. Emergency care cards should accompany the student to the hospital if parents are not present or available to give consent for treatment.

## Lunch Money

Lunch money boxes and reports need to be turned into the office no later than 8:30 a.m.

## Movies

Movies should be used as a supplement (not in place of instruction) to the material studied and should correlate to the TEKS being presented. The principal must grant prior approval and permission be obtained from parents for showing any movie with a rating of higher than "G". **All movies should be noted and planned for in lesson plans. Be aware of copyright and viewing laws.**

## Noon Detention

*Policy FO Local*

A teacher or instructional aide may assign a noon detention to a student in accordance with their classroom discipline management plan. The teacher must be the person to conduct the noon detention and should notify the principal in writing (put copy of detention slip in mailbox) that the student will be serving noon detention for disciplinary reasons so it can be documented in the student's discipline file.

## Parent and Student Complaints

*Policy FNG*

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

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their

satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

## **Psychotropic Drugs**

### *Policy FFAC*

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

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

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student
  - Student Attendance
  - Policy FEB
- Attendance accounting is the basis for computing average daily attendance (ADA) on which state funding for schools is determined. Since attendance is subject to audit by the state, it is important that attendance be kept accurately. Daily attendance will be taken during the second hour of instructional time. Absences, as well as tardies, should be documented in case of a discrepancy or in case of an audit.
- Students absent due to a doctor's appointment that return to school by the end of the day will be counted present and that correction will also be made in the office.
- After being absent from school, a student must have the parent or guardian write a note stating the reason for the absence. The note must be submitted to the campus secretary. If a student is absent from your class, have the work assignments that were missed waiting for that student to make up by the end of that day or upon return. Students who have been absent for any reason are required to make up the missed work. Questions on attendance accounting should be directed to the secretary or the principal.
- Student Absenteeism Forms and Penalties
- Students must attend classes regularly and punctually in order to maintain good grades. All absences, except those that are unavoidable, are looked on unfavorably. Upon returning to school a student must present a note from a parent or guardian to the office.

- **Excused**—an absence due to illness, death in the immediate family, an emergency, Religious Holidays or prearranged absence that was approved by the principal. The work missed may be made up *within three days* after returning to school. If an assignment was made before the absence, you have the option to expect the material on the day the student returns from his/her absence.
- **Unexcused**—those absences issued when no signed statement is received from the parent or guardian or the excuse is considered not to be a valid reason to be absent.
- Attendance Records
- Records of daily and yearly attendance are kept in the office. However, it is important that you record and report absences at the beginning of each period by submitting your attendance in TxGradebook® at the beginning of class. If you are unable to send the attendance by computer, you should send a handwritten copy, signed in ink, or e-mail the class attendance to the office. Please notify the campus secretary by e-mail any changes in absences to tardies for those who report to the class late. Absences and tardies must be recorded in your grade book. Grade books are audited and should be accurate.
- Below is a suggested method of recording your absences and tardies; however, we will not require you to use this method. **YOU MUST RECORD ALL ABSENCES AND TARDIES, IN SOME MANNER, ON THE PROPER DATE.**
- **Excused Absence—A**...When the excuse is brought by the student; circle the A to signify excuse was presented.
- **Unexcused Absence—X**...Write over the A
- **Excused Tardy—T**...Tardy Slip brought from the office signifying excused; circle the T to indicate excused tardy.
- **Unexcused Tardy—T**...Not circled
- Place dates at the top of the grade book and keep grade book as neat as possible. Temporary class rolls should be used in taking attendance and grading for a few weeks at the beginning of the first semester.

## Reteach

When a student fails (earns below 70) on any major test, the teacher has a responsibility to reteach the TEK(s) not mastered. Reteaching is not simply going over the correct answers of the test, and it is not reteaching the material in the same way it was previously presented. Rather, the teacher must present the material in a new way, using different materials if possible and/or appealing to a different learning style.

## Rules (Expectations) for the Classroom

In conjunction with the Campus Discipline Management Plan, all teachers must develop a set of classroom expectations with consequences for non-compliance, which needs the principal's approval. These expectations must be displayed in the classroom as your classroom discipline management plan. **Please provide a copy to the principal.**

## School Property

Students will be disciplined for damage to school property. Teachers are expected to **regularly inspect and inventory property** to determine if damages or shortages have occurred.

## Special Education

Special Education is the provision of a continuum of student-centered educational and supportive services in combination with those provided in the general education program to meet the needs of students with disabilities. Teachers should become familiar with the identification, referral, assessment, eligibility, placement, Individual Education Plan, and modifications for special education students.

## Student Conduct and Discipline

*Policies in the FN series and FO series*

The general morale of a school is dependent upon many factors. Among these are the success of its students, the attitude of the faculty and administration, the general behavior of individual students, and the general reputation of the school. The administration and faculty of this school are convinced that a primary factor in good student morale is an overall regard for quality citizenship on the part of the student body.

In general, the district has jurisdiction over the students from the time they arrive until the time they leave at the end of the school day. Misconduct during this time becomes a matter of school discipline if it involves the interest of the school. Regulations governing discipline apply to all school sponsored activities. Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the board in all school



employees, for the educational purpose underlying all school activities, for the widely shared use of school property, and for the rights and welfare of other students.

All employees of the school shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct that have been or may hereafter be established by the Board.

## **Student Progress Reports**

*Policy FL*

Progress reports will be given to the parents at the mid-point of instruction for each six-week period. The purpose of a progress report is to make parents aware of a need for improvement, to show marked improvement, or to praise excellence. **Progress reports of a failing student may be mailed home by the office. Progress reports need to be signed by a parent and returned.**

## **Student Records**

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

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

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

## **Student Report Cards**

Report cards are issued to the students on the Wednesday following the end of the six-week grading period. (via mail/hand delivery)

## **Student Supervision**

Each teacher should feel it their duty to see that **ALL** students, regardless of whether they are in his/her immediate charge, are supervised at **ALL** times.

## **Technology User Agreement (Grades 6-12)**

Please read this document carefully before signing the Technology Use Agreement.

Rosebud-Lott Independent School District's goal in providing technology resources and Internet access to teachers and students is to promote educational excellence in our schools by facilitating collaboration, innovation, and communication. RLISD has taken precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and any user may discover inappropriate information. The guidelines provided here outline the user's responsibility to operate ethically, efficiently and legally using District network resources.

### **Introduction**

The Apple MacBook laptop and carrying case that has been issued to all RLISD students is the property of the Rosebud-Lott Independent School District (RLISD). This computer is on loan to the student, and must be used in accordance with the following Policies and Procedures, the District's Acceptable Use Policy and any applicable laws. Use of this computer, as well as, access to the computer network, the Internet and e-mail is a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of Rosebud-Lott ISD.

### **Technology Usage fee**

Rosebud-Lott ISD requires that every student pay a \$30.00 technology usage fee before he/she can receive their laptop. This fee is non-refundable. The fee will help cover some minor damages and losses. A payment plan can be arranged, however this fee must be paid within 90 days. Please be advised that the Fees Assessed Chart on page 4 of this document is still in effect.

### **Using the Computer at School**

1. Each laptop is assigned to an individual student. Students should never "swap" or "share" their laptop with another student. Laptops should be in a student's possession at all times unless stored in a locked, assigned locker within the campus.
2. Students should never share their password with another student. Please keep passwords confidential. In order for a student to change their password, they must make a technology request with the campus secretary.
3. Students who have permission to take the laptop home are responsible for bringing a fully charged laptop to school each day. If a student fails to bring a fully charged laptop to school each day, they will no longer be allowed to take it home.

4. Students who do not have permission to take their laptop home may pick up their laptop in their assigned laptop class each morning, and are required to return their laptop to the assigned laptop class at the end of each day. Students are responsible for making sure their laptop is plugged in for recharging each night.
5. Students are responsible for saving or backing up their documents on their network folder (on-campus) or a flash drive (off-campus). \*\*The RLISD Technology Dept. is not responsible for any lost data.
6. Students are **NOT ALLOWED** to download or install any software or other peripherals without the permission of the District Technology Staff.

### **Using the Computer at Home**

1. Students must have written permission from their parent or guardian before they will be allowed to take their laptop home.
2. Students should protect their laptop from extreme heat or cold.
3. Laptops should never be left in a car, even if the car is locked.
4. Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.
5. Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instrument, sports equipment, etc.
6. Students should use care when plugging their power cord, phone cord for internet dial-up services, and when using their DVD drive.
7. When at home, the laptop should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
8. Students and parents/guardians understand that the laptop may be used to connect to the Internet at home and are responsible for acquiring an Internet Service Provider.
9. If the laptop is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and school administration. Administration will review the circumstance. If it is found that the student is at fault, the student and parents/guardians will be responsible for replacing the laptop.
10. If the laptop is damaged or not working properly, it must be turned in to their digital media teacher for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop. (Attached is a Fees Assessed Chart on page 4 of this document.)

## **Using the Computer for Internet and E-mail**

1. Students and parents/guardians understand that the Rosebud-Lott ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the computer while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home. RLISD will monitor sites visited by students on a daily basis. Those who visit inappropriate sites will lose computer privileges.
2. Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name.
3. Parents/guardians and students are required to read and agree to the Rosebud-Lott ISD Acceptable Use Policy prior to receiving Internet and e-mail access.
4. Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their laptops are the sole property of Rosebud-Lott ISD. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
5. Do not use electronic devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.

## **General Use and Care of the Computer**

1. When transporting their laptop to and from school, students should always be sure it is off then placed in the carrying case, and the case is fully closed.
2. Students are expected to treat their laptop with care and respect. The laptop and case are the property of Rosebud-Lott ISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or carrying case are not allowed and will result in loss of privileges.
3. Any inappropriate or careless use of a laptop should be reported to a teacher or other staff member immediately.
4. Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.
5. Laptops should never be placed in their carrying case while they are turned on.

The laptop should be turned off. In addition, laptops should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the laptop to overheat, and will result in damage to the laptop.

### **Vandalism**

1. Vandalism is any malicious attempt to harm or destroy equipment, data of another user or any entity, or other networks that are connected to the Internet.
2. Internet Vandalism will result in the cancellation of privileges. This includes, but is not limited to: the uploading or creation of computer viruses.
3. Hardware and software vandalism will result in the cancellation of privileges. This includes but is not limited to: modifying, damaging, or destroying equipment, programs, files, or settings on any computer or other technology resource.

### **Consequences of Inappropriate Use**

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in the following consequences, as determined by the staff and administration of Rosebud-Lott ISD.

Cancellation of student use or access privileges, including the privilege of:

- Taking the laptop home
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws

### **Terms of Agreement**

Failure to comply with these RLISD policies and procedures will end your child's use of this property. If the property is not returned in a timely manner, is damaged, lost or stolen, you are responsible for the reasonable cost of repair or replacement value on the date of loss according to the attached fees assessed chart. In the case of theft or loss, a police report must be filed and the District notified the next school day after the occurrence. If the laptop is lost because of negligent or deliberate action not covered by the District, you are responsible for the entire replacement costs.

Your right to use and possession of the property **terminates no later than the last day of the school year** unless earlier terminated by the District or upon withdrawal from the

District. If you do not timely and fully comply with all the terms in this Rosebud-Lott ISD Laptop Policies and Procedures Agreement, the District shall be entitled to declare you in default and take legal steps to recover the property.

## Textbooks

The textbook is an instructional tool to be used by the teacher as a part of the overall instructional program. It is not the only tool to be utilized when designing the best approach for instruction. Please see the textbook custodian for textbook checkout procedures.

All books shall be numbered, and teachers shall keep a record of which number is issued to which student. **Books must be covered**, and teachers should ensure that this rule is enforced at all times with all students. Books must be returned to the teacher at the end of the year or when students withdraw from school.

Each student, or their parent or guardian, shall be responsible to the teacher for all books not returned by the student. Students shall be required to pay for lost or damaged textbooks.

### TEXTBOOK PROCEDURES

1. Textbooks may be obtained from the textbook room, and teachers are responsible for returning these books to the textbook room at the end of the year (unless other arrangements are made with the principal).
2. At the time of issue, teachers should record title and number of text on textbook record sheet by student's name. The textbook number must also be recorded in your grade book.
3. At the time of issue, teachers should have each student complete a "condition of Book" sheet. These sheets should be collected and kept on file by each teacher that issues textbooks.
4. **All books must be covered and the students name written inside the front cover in ink.** Be sure students do not tamper with the number in the book.
5. In classes where textbooks are used in the room but not issued to students, teachers are responsible for seeing that the books do not leave the room.
6. Students who drop or withdraw should check in all books to each teacher. The teacher should make sure that the book number is correct and check for any damage done to the text before signing the withdrawal sheet for the student. If a student does not turn in a textbook, then the number of the textbook should be noted on the withdrawal sheet. If a student changes his/her schedule or drops a class, the teacher is responsible for getting the book cleared, and the new teacher should issue another book. Remember you are responsible for the book you checked out to the student.
7. At the end of each semester each teacher should make a textbook check for correct text number and damages done to books. The following is a general guide for assessing book fines for damage. **IT IS BY NO MEANS THE FINAL WORD ON BOOK DAMAGE!** If a student is assessed \$3.00 or more, send the student to the office for final decision.

Torn pages	Have student repair with scotch tape and charge \$.50 per page.
Ink marked pages	Have student attempt to erase as much as possible and assess \$.50 per page
Ink marked (Major)	This will result in partial and/or total cost of book. Send the student to the office if there is a question.
Pencil marked pages	Have the student erase and clean up pages. If not erasable, assess \$.10 per page.
Loose binding	\$1 to \$20 depending on total cost of text and amount of damage to binding.
Book pages missing	Depending on total cost of book and age, student may have to pay for entire book.
Cover of Book	Partial cost of text, depending on extent of damage.
Complete Loss	Total cost of book. Send student to the office.

## Tutorials

Each teacher is expected and required to tutor any student who needs extra instruction. Not all students have the same abilities or capabilities and should be afforded your time as a professional educator for the extra opportunities to learn. Teachers who give of themselves for tutorials will be helping the rest of the team to meet important campus and District goals for helping to foster the success of our students academically. Teachers and Instructional Aides will be selected to help with tutorials after school.

**Teachers should have a tutoring schedule posted in their classroom indicating that they have two days a week in which they are available to tutor students outside the regular school day for a minimum of 30 minutes. Students are required to notify you in advance if they plan on attending.**