

**GIFTS AND SOLICITATIONS**

**CDC**

**GIFT CARDS**

Organizations may not purchase or give gift cards/gift certificates. The IRS considers gift cards and gift certificates as cash equivalents.

By recognizing the mere definition of a gift card/gift certificate as a cash equivalent these two items are not allowed to be used by organizations as giveaways or incentives.

Additionally, distributing gift cards or gift card certificates to individuals is considered an individual benefit.

Using gift cards or gift certificates as incentives to volunteers, teachers or students (this applies to door prizes, thank you gifts, etc.) also presents the problem of the IRS considering this as compensation. Once compensation has been given, the recipient is an employee, and the organization would be required to issue a W-2. The IRS does not distinguish as whether an organization purchases gift cards/gift certificates or they were donated by an individual or company; to the IRS, it is the same.

A donated gift card or gift certificate can only be used (1) in a silent auction (not a raffle) or (2) if the organization uses the donated gift card or gift certificate to purchase items that benefit the organization, not individuals.

## CRIMINAL HISTORY

CJA

### CRIMINAL HISTORY RECORD INFORMATION (CHRI) MANAGEMENT

#### **Access and Dissemination of CHRI**

Chapter 411, Subchapter F of the Texas Government Code authorizes Brackett ISD (“District”) to access and disseminate criminal history record information (effective January 1, 2008). Information is accessed from the Texas Department of Public Safety (“TXDPS”) database. Results from the Fingerprint-based Applicant Clearinghouse of Texas (“FACT”) are provided on the TXDPS Secure Website. Results from fingerprints that have been submitted by the TXDPS to the Federal Bureau of Investigation (“FBI”) are also provided on the TXDPS Secure Website.

- CHRI is retrieved and used for business purposes only as applicable by law.
- CHRI is only retrieved and printed from business office system devices during business office hours.
- CHRI information should **not** be retrieved from district wireless or authorized user’s wireless device(s).
- CHRI is only shared with authorized users of the District and is not disseminated to any other individual, business or agency.

#### **Use of CHRI**

- Checking criminal history of new employees that have completed the fingerprint process;
- Checking criminal history of candidates being considered for employment
- Checking criminal history of all adult volunteers and student teachers teaching for the District for college credit
- Performing Name-Based CHRI on all college students obtaining observation hours for college credit
- Unsubscribing to former employees CHRI upon their termination or separation with the District
- Unsubscribing to substitute teachers that no longer subs for the District by October 1<sup>st</sup> of the new school year
- Managing information system accounts

#### **Personnel Security**

- Only the Brackett ISD secured site authorized users may access CHRI documents.
- The Superintendent’s Secretary serves as the authorized personnel for supervisory functions.
- The Superintendent’s Secretary has access to the CHRI and reviews the candidate for employment.

- The Superintendent has access to the CHRI and reviews, approves and/or denies employment to any potential candidate when history is present on the record
- Secured site training is mandatory for approved/authorized users
- The Superintendent's Secretary and Superintendent with access to CHRI must take the CJIS Security Awareness Training.

#### **Computer Security**

- Authorized users access the CHRI from computers in the business offices that are password protected
- Authorized users are prohibited from accessing CHRI from any wireless device(s)
- Authorized users create and maintain their own screen login and password.
- The Superintendent's Secretary will not leave any CHRI documents open on her computer monitor when not physically seated at her desk/computer.
- The Districts IT department maintains firewall security on all computer devices of the district

#### **Security, Storage and Retention of CHRI**

- All CCH Verification forms are kept in the Superintendent Secretary's office in the personnel filing cabinet.
- CCH Verification forms are kept from one DPS audit until the next DPS audit and then shredded.
- In most instances, CHRI documents are not printed. Authorized users review the information from the computer screen. Therefore, there is no CHRI document to store or retain.
- On occasion, a CHRI document may be printed for immediate review by the authorized Superintendent in a private office.
- If a CHRI document is printed, it is destroyed following review by the authorized Superintendent by shredding the document in the administration office. CHRI documents are not retained.

#### **Disciplinary Policy Violations**

The following security policies and procedures below are subject to disciplinary action:

- Authorized users and personnel failing to comply with established information security policies and procedures
- Authorized users cannot access, process, store or transmit CHRI/CJI from personally owned devices

- Authorized users cannot access, process, store or transmit CHRI/CJI from any wireless device owned by the authorized user or by the district
- Authorized users cannot access, process, store or transmit CHRI/CJI from public computers or public devices
- Accessing Texas DPS Secured Website without being an authorized user of the District
- Accessing Texas DPS Secured Website using another authorized user's ID and Password
- Authorized Users are prohibited from distributing, verbally sharing and possessing criminal history information on any past or present employee, contractor and/or volunteer.

Failure to comply with security policies and procedures will result in disciplinary action:

- 1<sup>st</sup> Violation: Verbal Warning
- 2<sup>nd</sup> Violation: Written Warning
- 3<sup>rd</sup> Violation: Written Warning with disciplinary actions
- 4<sup>th</sup> Violation: Written Warning with adverse employment actions

**FOOD SERVICES MANAGEMENT**

**CO**

**INSUFFICIENT MEAL  
CARD BALANCE**

**Grace Period for Insufficient Meal Card or Account  
Balance:**

A student who uses a prepaid meal card or account to purchase his or her school meals will be allowed a grace period of 3 meal charges to continue to purchase school meals when the account balance has been exhausted. The District will allow the meal card or the account to accumulate a negative balance with no fees or interest applied to the account.

The student will not be allowed to purchase a la carte items or extra items during the grace period.

When the grace period has ended, the student will be served an alternate meal by food service staff or the student will need to eat breakfast before coming to school and bring a lunch from home.

**Notification:**

The parent or guardian will be notified in writing with weekly reminders when the student's meal card or account balance is exhausted. [See CO(Exhibit)]

**Repayment:**

The District will establish a schedule for repayment. [See CO(Exhibit)]

**OFFICE COMMUNICATIONS**

**CPAB**

**MAIL AND DELIVERY**

**Incoming Mail:**

Mail is picked up from the United States Post Office after 9:30 AM, and sorted into designated boxes in the Central Office mailroom, usually by 11:30 a.m. Designated boxes include:

Elem/Inter	BHS / BJH	Library
Athletics	CUST / MAINT	Transportation
Technology	Food Service	Special Programs

Each campus is responsible for picking up mail from the Central Office on a daily basis. Mail is then sorted into individual mailboxes at each campus for pick up by faculty.

**Outgoing Mail:**

Outgoing mail is collected by the campus secretary and taken to the Central Office for metering. Each secretary is responsible for their campus mail, metering, etc. Mail in the Central Office will be taken to the United States Post Office every morning. The following procedures should be followed for outgoing mail:

All outgoing mail must have a return address. Both return and mailing address should be legible to read. Out-going mail without a proper return address will be returned to the campus. If not using a campus envelope, your 3-digit campus number must also be indicated by the return address:

Elementary - 101, High School - 001, and Junior High – 041.

Post cards should be 3 1/2" x 5". This is the standard size accepted by the Post Office.

All mail must be turned in the same direction.

Parcels or boxes should be taped securely and labels legible to read.

Once metered, bundle mail with rubber bands if needed and place all outgoing metered-mail in designated box in the mail room.

Any mail that needs to be processed after the 9:30 run will be the responsibility of the campus secretaries to take to the Post Office. Mail that does not need to go out the same day can be

placed in the black box by the postage machine for metering by the campus secretary the next day.

**Pony Express:**

The Pony Express is a service provided by and for ESC Region 20. Mail pick-up and delivery is every Tuesday, between 11:30 am and 12:00 pm, and handled by the Purchasing Dept. in Central Office.

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