

# Navarro ISD

## Employee Handbook

### 2017- 2018



## Where Excellence is the Standard...

### **Equal Opportunity Employer**

*Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

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## Introduction

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

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 online at [Navarro ISD Board Policy Manual](#).

**Accessibility.** This version of the 2017-2018 Employee Handbook is accessible for individuals with disabilities. It is easy to read in its original state and is most likely to remain accessible across a wide range of assistive devices. If you have difficulty accessing the information in the electronic version of the Employee Handbook, please contact Alissa, Elley, Director of Technology.

### Employee Notification Alert of Policies Required for 2017-2018 School year

| Policy Title   | Policy Code                |
|--|----------------------------|
| Alcohol/Drug Screening & Other Searches of Employees                 | <a href="#">DHE</a>        |
| Assignments and Work Schedules                                       | <a href="#">DK</a>         |
| Attendance at Professional Meetings on School-time                   | <a href="#">DMD</a>        |
| Bullying   | <a href="#">FFI</a>        |
| Child Abuse and Neglect  | <a href="#">BQ</a>         |
| Communication and News Media Relations During a Crisis               | <a href="#">GBBA</a>       |
| Confidentiality of Personnel Records; Public & Nonpublic Information | <a href="#">GBA series</a> |
| Conflict of Interest   | <a href="#">DBD</a>        |
| Criminal History & Credit Reports                                    | <a href="#">DBAA</a>       |
| District Computers & Electronic Communications                       | <a href="#">CQ</a>         |
| Drug-Free Workplace  | <a href="#">DI</a>         |
| Employee Complaints/Grievances                                       | <a href="#">DGBA</a>       |
| Employee Evaluation/Appraisal  | <a href="#">DN series</a>  |
| Employee Rights and Privileges                                       | <a href="#">DG</a>         |
| Employee Standards of Conduct  | <a href="#">DH</a>         |
| Employee Welfare   | <a href="#">DI</a>         |
| Employment Practices   | <a href="#">DC</a>         |
| Equal Employment Opportunity   | <a href="#">DA Series</a>  |
| Family & Medical Leave   | <a href="#">DECA</a>       |
| Financial Ethics   | <a href="#">CAA</a>        |
| Freedom From Discrimination, Harassment & Retaliation                | <a href="#">DIA</a>        |
| Health & Life Insurance  | <a href="#">CRD</a>        |
| Hearings Before Hearing Examiner                                     | <a href="#">DFD</a>        |
| Intellectual Property & Copyright                                    | <a href="#">CY</a>         |
| Leaves & Absences  | <a href="#">DEC series</a> |
| Military Leave   | <a href="#">DECB</a>       |

|   |                            |
|---|----------------------------|
| Nonschool Use of School Facilities & Distribution of Nonschool Literature | <a href="#">GKD series</a> |
| Reduction in Force  | <a href="#">DFE</a>        |
| Reduction in Force Due to Financial Exigency or Program Change            | <a href="#">DFFA</a>       |
| Reports to State Board for Educator Certification                         | <a href="#">DHB</a>        |
| Reporting of Child Abuse and Neglect                                      | <a href="#">FFG</a>        |
| Requirements for Expense Reimbursement                                    | <a href="#">DEE</a>        |
| Resignations  | <a href="#">DFE</a>        |
| Safety Practices  | <a href="#">CK series</a>  |
| Salaries & Wages  | <a href="#">DEA</a>        |
| Searches and Alcohol/Drug Testing   | <a href="#">DHE</a>        |
| Sexual Abuse and Maltreatment of Children                                 | <a href="#">DMA</a>        |
| Solicitations of Gifts  | <a href="#">CDC</a>        |
| Term Contracts  | <a href="#">DCB</a>        |
| Termination of Employment   | <a href="#">DF series</a>  |
| Termination of Employment, of Term Contracts                              | <a href="#">DFBB</a>       |
| Termination of, or Return to Probationary Contract                        | <a href="#">DFAC</a>       |

**Navarro ISD District of Innovation Plan**

The 84th Texas Legislature passed House Bill 1842 in 2015. The statute provides each public school district the opportunity to be designated as a District of Innovation. By following a prescribed process for public input and committee planning, followed by website posting, Board action and TEA notification, a district may identify certain state statutes from which it wishes to be exempt. The intent of the Texas Legislature was to provide for greater local control and flexibility, as local districts plan for their particular students and needs. A district may not exempt itself from state curriculum or graduation requirements, or from academic and financial accountability.

The plan was approved by the Board of Trustees at their May 22, 2017 board meeting and includes:

1. Flexible Start Date
2. Teacher Certification for Dual Credit and Career and Technical Education
3. Class Size and Notice of Class Size, Grades Kindergarten through Four
4. Contract Service Days for 10-Month Educators
5. Minutes of Instruction and Length of the School Day
6. Planning and Decision Making Process—Campus and District Levels

As a District of Innovation, Navarro ISD will be able to offer a more effective, comprehensive educational program by implementing the above exemptions.

# Employee Handbook Receipt

Name \_\_\_\_\_

Campus/department \_\_\_\_\_

*The Employee Handbook may be accessed on the district website under staff resources and will be sent to all district employees' email addresses.*

The 2017-2018 Employee Handbook will be distributed in electronic format using district email to all employees. An electronic copy is located on the district website under Staff Resources. To access the electronic copy, please click here: [NISD Employee Handbook](#).

I hereby acknowledge receipt of an electronic copy of the 2017-2018 Navarro ISD Employee Handbook. I agree that I've read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. I reviewed the required Notifications of Policies review section and am aware of the required notifications.

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 booklet. 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 Human Resources Manager if I have questions or concerns or need further explanation.

I have received instructions on how to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## District Information

District Map – Located at [Navarro Independent School District Map](#)

## Board of Trustees

BA (LEGAL)

The Board shall constitute a body corporate and shall have the exclusive power to govern and oversee the management of the public schools of the District. *Education Code 11.051(a), 11.151(b)*

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 law and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Prior to November, 2008 trustees were elected annually and served three-year terms. Beginning November, 2008 elections are held bi-annually and terms are for 4 years. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current Board members include:

- Dr. Greg Gilcrease, President
- Mr. Rick Martin, Vice President
- Ms. Renee Rehfeld, Secretary
- Ms. Donna Gilliam, Assistant Secretary
- Mr. Hank Dietert, Member
- Mr. Tracy Large, Member
- Mr. Clinton Scheib, Member

The Board usually meets at 7:00 p.m. on the third Monday of the month at Navarro Junior High School cafeteria. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at Central Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice. All board meeting agendas, notices, and minutes are posted on the district website.

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 employment status, duties, evaluation and complaints; security matters; student discipline; consulting with the Board's attorneys.

### Board Meetings Schedule for 2017-2018:

|                    |                   |
|--------------------|-------------------|
| August 28, 2017    | February 19, 2018 |
| September 18, 2017 | March 19, 2018    |
| October 16, 2017   | April 16, 2018    |
| November 20, 2017  | May 21, 2018      |
| December 18, 2017  | June 18, 2018     |
| January 15, 2018   | July 16, 2018     |

\*These dates are subject to change due to calendar conflicts.



**Mission Statement**  
**Navarro ISD – Where Excellence is the Standard**

**BOARD VISION AND GOALS FOR 2017-2018**

*Navarro ISD provides a safe and positive environment, cultivating creative problem solvers that make sound, ethical decisions.*

- We value relationships.
- We engage learners.
- We foster resilience and confidence.
- We encourage forward thinking

**Goal 1: NISD will provide modern and inviting facilities that inspire a learning community.**

Indicators of Success:

- Adequate space for a growing population
- Expanded technology infrastructure
- Safe learning environment with enhanced security measures

**Goal 2: NISD will foster and support a professional learning community that attracts and develops a diverse staff that engages all students.**

Indicators of Success:

- Competitive compensation
- Foster team attitude for continuous improvement with collaboration at grade, campus, and district levels
- Implement Technology Literacy Proficiency Program to support interactive student learning and technology integration

**Goal 3: NISD will meet individual academic needs, challenging students to their highest potential and developing college and career readiness.**

Indicators of Success:

- Course offerings, strategies, and extracurricular activities that meet the needs of individual students and prepare them for the 21<sup>st</sup> century workforce
- Continuous improvement on state accountability measures
- Effective communication within the district and campus and between the classrooms and the home.
- Effective counseling and K-12 instruction that addresses soft skills and work ethic.
- Increase rigor in the classroom to help level out the disparities between grades and campuses, as well as demographic groups.

## **District Administration**

Dee Carter, Superintendent - ext. 6001  
Luke Morales, Deputy Superintendent, Junior High Principal - ext. 4001  
Jo Ann Speed, Business Manager - ext. 6200  
Lacey Gosch, Chief Instructional Officer - ext. 6300  
Les Goad, Director of Athletics - ext. 5317  
Carlette Drabek, Director of Child Nutrition Services - ext. 6400  
**Becky Newton**, Director of Special Education – ext. 6302  
Alissa Elley, Director of Technology and Information Services- ext. 6500  
Kathy Peel, Human Resources Manager - ext. 6100  
Martin Mueck, Operations Supervisor - ext. 4005  
Kim Schlichting, Elementary Principal - ext. 2001  
Charles Sanford, Elementary Assistant Principal – ext. 2002  
Bobbi Supak, Intermediate Principal - ext. 3001  
Gary Haass, High School Principal - ext. 5001  
John Pugh, High School Asst. Principal - ext. 5002  
John Gary, Academic Dean ext. 5007

## **District Professional Support Staff**

Julie Farris, GT Teacher-ext. 6305  
Betsy Flood, Instructional Technologist – ext 6500  
Brynn Frei, LSSP- ext. 6302  
Tracey Guetzke, Behavioral Teacher- ext. 3114  
Crystal Just, Instructional Technologist - ext 6304  
Lety Miller, ESL Teacher - 3111  
Jennifer Reinhard, Speech Pathologist,-ext. 2006  
Canna Scheib, Dyslexia Teacher-ext. 3500

## **District Support Staff**

G.G. Mortenson, Administrative Assistant – ext. 6000  
Tandi Hepp, Administrative Assistant – ext. 6301  
Pat Weber, Asst. Bus. Mgr./Accounts Payable - ext. 6201  
Alicia Boswell, Payroll/Benefits Specialist – ext. 6203  
Nancy York, Purchasing Specialist - ext. 6202  
David Hyde, Technology Technician - ext. 6501  
Kelly Hyde, Transportation Coordinator – ext. 6800

## **School Calendar**

Please access district website at: [District Calendar](#)

## **School Directory**

### **Navarro District Office, 6450 N. State Highway 123, Seguin, TX 78155**

Phone (830) 372-1930 Fax (830) 372-1853

### **Navarro High School (9-12)**

6350 N. St. Hwy 123, Seguin, TX 78155  
Phone: (830) 372-1931 Fax: (830) 401-5570

### **Navarro Intermediate (4-6)**

300 Link Rd., Seguin, TX 78155  
Phone: (830) 372-1943 Fax: (830) 401-5580

### **Navarro Jr. High (7-8)**

6450 N. St. Hwy 123, Seguin, TX 78155  
Phone: (830) 401-5550 Fax: (830) 379-3135

### **Navarro Elementary (PK-3)**

380 Link Rd., Seguin, TX 78155  
Phone: (830) 372-1933 Fax: (830) 379-3145

## **Employment**

### **Employment Practices**

#### Policy DC

The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.

All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a non contractual position.

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]

The Board delegates to the Superintendent final authority to employ and dismiss non contractual employees on an at-will basis.

An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.

### **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. Use of campus mailboxes for non-school business must be approved by the campus principal.

### **Breaks for Expression of Breast Milk**

#### Policies 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 Human Resources office before current certificate expires.

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 Human Resources office if you have any questions regarding certification or licensure requirements.

## **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 fundraiser. 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 fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **Conflict of Interest**

### Policies BBFA, DBD

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. A definition of substantial interest as stated in [Navarro ISD DBD Policy Online](#) is reprinted below, which includes the following:

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

## **Contract and Noncontract Employment**

### Policies series DC

State law requires the district to employ all full-time professional employees in positions requiring a certificate from 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 at least a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public 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 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. Teachers, nurses, counselors, and librarians are employed under one year term contracts. Campus principals and central office administrators may be employed under two-year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online in Board policies.

**Contract Termination.** Texas Education code 21.103 and 21.1.6 changes the deadline for providing notice of probationary contract termination or term contract renewal or proposed nonrenewal from 45 days before the last day of instruction to 10 days before the last day of instruction. It also specifies the delivery mode: Hand delivery or if the teacher is not present on the delivery date, certified mail or express delivery service to the address of record. If the notice is postmarked on or before deadline, it will be considered to be timely delivered. Please see policy series DC for entire language on Reduction in Force, Reduction in Force due to financial exigency and Reduction in force due to program change. [NISD Reduction In Force Policies](#)

**Non-certified Professional and Administrative employees.** Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) may be issued a one- or two-year employment agreement that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

## **Copyrighted Materials**

Policy CY

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

## **Criminal History and Credit Report**

Policy DBAA

The District shall obtain criminal history record information on final candidates for employment. All District positions have the potential for contact with students. The District shall disqualify from employment a person whose criminal history indicates that the person poses a threat to students or employees. Consistent with business necessity, the District shall also disqualify from employment a person whose criminal history is otherwise inconsistent with the job duties of the position for which the person is being considered.

The District shall perform an individualized assessment of criminal history record information when determining a person's eligibility for employment in a specific position. The District shall take into account a variety of factors, including the following:

1. The nature of the offense;
2. The age of the person when the crime was committed;
3. The date of the offense and how much time has elapsed;
4. The adjudication of the offense (e.g., whether the person was found guilty by a trial of fact, pled guilty, entered a no contest plea, or received deferred adjudication);
5. The nature and responsibilities of the job sought;

6. The accuracy of the person's disclosure of his or her criminal history during the selection process;
7. The effect of the conduct on the overall educational environment; and
8. Any further information provided by the person concerning his or her criminal history record.

The fact of an arrest alone does not establish that criminal conduct has occurred, and the District shall not disqualify a person based solely on an arrest. The District may make an employment decision based on the conduct underlying the arrest if the conduct makes the person unfit for the position in question.

If a candidate for a position has a reported criminal history, and the candidate is certified by the State Board for Educator Certification (SBEC), the District shall report the criminal history to SBEC.

The District shall obtain credit history information on a candidate for employment only when the credit history is related to the position for which the person is being considered. The District shall comply with the Fair Credit Reporting Act before obtaining a job-related credit history. [See DBAA(LEGAL)]

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 all prospective 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.

### **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 Board policy when pursuing the grievance. ([See Complaints and Grievances](#))

### **Dismissal or Nonrenewal of Contract Employees**

Policies DF Series

Employees on probationary and term contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Term contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or 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 time lines and procedures can be found in the DF series policies that are provided to employees on-line at [Navarro ISD Policy D series](#).

**Employee Absences.** All district employee absences must be entered and tracked in AESOP, the Automated Substitute Management System for leave tracking, reporting and payment of substitutes. Campus professionals, classroom teachers and paraprofessionals are required to enter their absences in AESOP after receiving approval from the campus administrator. The AESOP system is available 24 hours a day, 7 days a week and can be accessed via internet and phone. The Campus AESOP administrator (secretary) has the ability to override any absence information entered in the system. Auxiliary employees must complete the Absence from Duty form

and submit to their immediate supervisor for AESOP entry. **Absence from Duty forms should be approved in advance for discretionary leave before entering the absence into AESOP.**

## **Employee Arrests and Convictions**

### Policy DH

An employee must notify his or her principal or immediate supervisor and Human Resources 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 Texas Education Agency.

## **Employees Driving District Owned Vehicles**

All district employees who drive district vehicles must complete the EMPLOYEE MOTOR VEHICLE REPORT (MVR) RELEASE form found on the district website under Staff Resources, submit a copy of their drivers license and a copy of their personal vehicle insurance to the Transportation Coordinator.

**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 and drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving 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 has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees who are 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. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Superintendent or Transportation Coordinator.

### **Employee ID Badges**

District employees are issued ID badges to enhance student safety and district security; they will also allow employees to enter NISD events free of charge. Employees are expected to wear ID badges at all times while on duty and to show the badge upon request to enter district events. If a badge is lost or stolen, the employee must have the badge replaced immediately and pay a \$5.00 charge. Damaged badges will be replaced free of charge, however, the old badge must be surrendered to receive a new badge.

### **Employee Involvement**

Policies BQA, BQB

At both the campus and district levels, Navarro 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 encouraged 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 principal.

### **Employee Rights and Freedom**

Policy DG

District employees do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate. However, neither an employee nor anyone else has an absolute constitutional right to use all parts of a school building or its immediate environs for unlimited expressive purposes. When a public employee makes statements pursuant to his or her official duties, the employee is not speaking as a citizen for First Amendment purposes, and the Constitution does not insulate the communications from employer discipline.

### **Employment after Retirement**

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstance as a substitute, or on 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 may contact TRS for additional information by calling (800) 223-8778 or (512) 542-6400, or visiting the TRS Web Site [Teacher Retirement System](#).

### **Employment Requirements and Restrictions**

Policy DBD (LOCAL) Conflict of Interest

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.



The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

No employee other than the Superintendent shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 76.003–.004.

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District’s annual financial management report. [See BBFA]

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee’s discharge of assigned duties and responsibilities. [See CAA]

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours.

No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

An employee shall not use his or her position with the District to attempt to sell products or services.

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

### **Equal Employment Opportunity**

Policies DAA, DIA

The Navarro ISD does not discriminate against any employee or applicant for employment because of race, color, sex (including pregnancy), national origin, religion, gender, age, disability, genetic information, veteran or military status, or any other legally protected status or 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 relating to discrimination on the bases listed above should contact the Human Resource Manager or Superintendent.

### **Exit interviews and Procedures**

Exit interviews will be scheduled with Human Resources 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 the Exit Interview form that provides the district with feedback on his or her employment experience. All district keys, books, property (including intellectual property), ID card and equipment must be returned upon separation from employment.

### **Gifts and Favors**

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee’s discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or

technology 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. EXCESS of \$50

### **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 the Athletic Trainer by August 31st of the current school year.

### **Job Vacancy Announcements**

Policy DC

Announcements of job vacancies by position and location are posted at the central administration building and on the district's Web site. **Positions may be posted internal only at the discretion of the requesting administrator.** All positions are posted for 10 days.

### **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 Evaluations**

Policies 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, either hard copy or Eduphoria based. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

### **Personnel Records**

Policy GBA

Most district records, including personnel records, are public information and must be released upon request. **In most cases, an employee's personal email is confidential and may not be released without the employee's permission.** Employees may choose to have the following personal information withheld:

- Home address
- Home phone number
- Personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information may be done at anytime by completing the Public Access Information Option form located in Google Docs or the Human Resources office and submitting the form to the Human Resources office. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public **until a request to withhold the information is submitted.**

Districts are prohibited from requiring an employee or former employee to choose whether to allow public access to the employee's social security number. In addition, HB 2961 specifies that the social security number of an employee or former employee is confidential and cannot be used as an employee identifier except for tax purposes.

**Name and Address Changes.** It is important that employment records be kept up to date. Employees must complete and sign the Employee Change form located in Google Docs or email Human Resources if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Changes will not be processed without the signature of the requesting employee or email from the requesting employee. If there is a name change, a copy of the new social security card must be submitted with the request.

### **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 apply to a vacant position at another campus or department. The request must be submitted through the AppliTrack application system. All transfers must be initiated by the campus/department and submitted to Human Resources for tracking purposed and Superintendent approval.

### **Recertification of Employment Authorization**

Policy DC

**At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization. Employees whose immigration status, employment authorization or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Please contact the Human Resources office if you have questions regarding reverification of employment authorization.**

### **Reduction in Force**

Policy DFF

If the Superintendent determines that there is a need to reduce personnel costs, the Superintendent shall develop, in consultation with the Board as necessary, a plan for reducing costs that may include one or more of the following:

- Salary reductions [see DEAB]
- Furloughs, if the District has received certification from the Commissioner of a reduction in funding under Education Code 42.009 [see CBA and DEAB]
- Reductions in force of contract personnel due to financial exigency, if the District meets the standard for declaring a financial exigency as defined by the Commissioner [see CEA and provisions at REDUCTION IN FORCE DUE TO FINANCIAL EXIGENCY, below]
- Reductions in force of contract personnel due to program change [see DFFB]
- Other means of reducing personnel costs

This policy shall apply when a reduction in force due to a program change requires the nonrenewal of a term contract. A program change may be due to, for example, a redirection of resources; efforts to improve efficiency; a change in enrollment; a lack of student response to particular course offerings; legislative revisions to programs; or a reorganization or consolidation of two or more individual schools, departments, or school districts. Definitions used in this policy are as follows:

- “Program change” shall mean any elimination, curtailment, or reorganization of a program, department, school operation, or curriculum offering, including, for example, a change in curriculum objectives;
- a modification of the master schedule; the restructuring of an instructional delivery method;
- or a modification or reorganization of staffing patterns in a department, on a particular campus, or district-wide.

“Nonrenewal” shall mean the termination of a term contract at the end of the contract period. A reduction in force may take place when the Superintendent recommends and the Board approves a program change. A determination of a program change constitutes sufficient reason for nonrenewal.

## **Reports to Texas Education Agency**

Policy DF, DHB

The **resignation or termination** of a certified employee must be reported to the Division of Investigations at TEA if there is 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 contact 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 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 that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

## **Return to Probationary Status**

Policy DFAC (Legal)

In accordance with NISD policy DFAC (Legal), an employee may agree to be returned to probationary contract status after receiving written notice of the Superintendent’s intent to recommend discharge, termination, or

nonrenewal. The notice must inform the employee of the District's offer to return the employee to probationary contract status, the period during which the employee may consider the offer, and the employee's right to seek counsel. The District must provide the employee at least three business days after the employee receives the notice to agree to be returned to probationary contract status. This provision does not require the Superintendent to provide notice of intent to recommend discharge, termination, or nonrenewal.

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

Policy DHE

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

## **Staff Development**

Policy DMA

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

Employees will maintain staff development records in Euphoria and submit certificate of completions in Eduphoria by May 12th of each year in order to document required staff development days. Employees are required register in Eduphoria for training or in-services to document and track compensatory time for trade days.

**Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours, maintaining their own appropriate documentation and applying for certification renewal.**

## **Substitute Procedures and Requirements**

State Board for Educator Certification requirements regarding assignments of certified employees apply to substitute teachers. If the District must employ a substitute teacher who is not certified, a list of the substitute teachers shall be retained in the District files.

The District shall obtain all criminal history record information that relates to a substitute teacher for the District or shared services agreement through the Department of Public Safety's criminal history clearinghouse.

Substitute request and securing rules:

- All employee absences requiring a substitute must be entered into AESOP. A confirmation number must be recorded for the absence to be valid.
- Employees may request and assign specific substitutes, at the discretion of the campus administrator.
- Weekly absence reports must be reviewed and signed by the teacher and administrator.
- Daily absence reports must be signed by the substitute.

## **Termination of Employment**

Policy DFE

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

The principal is required to notify the superintendent of an educator’s resignation following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency listed on pg. 20. The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the same acts.

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, pg 19.

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

### **Workload and Work Schedules**

Policies, 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 and scheduled holidays will be distributed at the beginning of each school year.

Classroom teachers will have planning periods for instructional preparation, including conferences and work an 8-hour day. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks, not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at-will and will receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not authorized to work in excess of their assigned schedule without **prior** approval from their supervisor. All non-exempt employees must use the district Timekeeping system, TimeClock Plus (TC+), to report and maintain a history of work hours. See TimeClock Plus procedures on page 25.

### **Volunteers as Coaches and Sponsors**

Under the Federal Fair Labor Standards Act (FLSA), a person who performs services for an employer is entitled to minimum wage and overtime, unless the person is both salaried and exempt from the minimum wage and overtime requirements. As a general rule, a person cannot “volunteer” to work for free. There may be some exceptions if the service to be performed is not the same type of service which the individual is employed to perform for the district. Any exception must be approved by the Superintendent and Business Manager.

## **Compensation and Benefits**

### **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 and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a work week.

All employees will receive written notice of their pay and work schedule before the start of each school year. Employees must review their annual "pay sheet", verify the information and sign and return one copy to the Business office. 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.

### **Annualized Compensation**

Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. An employee, who separates from service before the last day of instruction or retires under TRS, will receive in his or her final paycheck, a lump sum payment for wages actually earned from the beginning of the school year to the date of separation. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

**Automatic Payroll Deposit/Paychecks.** All employees are paid monthly by direct deposit. With direct deposit, an employee's pay is immediately available on the pay date. Live checks will not be printed unless there is a temporary banking issue. Wage and earning statements are available to each employee through Employee Access. The employee's wage statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Please contact Alicia in Payroll if you have questions about your earnings statement, leave or deductions.

The district pays on the 25th of each month; however, if the 25<sup>th</sup> falls on a weekend, the pay day will be the preceding Friday. For the months with holidays, your wages will be available the final workday before the holiday. See Payroll Schedule below.

**Compensatory Time.** Compensatory time is shown on each employee's monthly Wage and Earning Statement and updated each pay period. [See DEC(LOCAL)] Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay. An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. The District may require an employee to use compensatory time when in the best interest of the District.

### **Health, Dental, and Life Insurance**

Policy CRD

Group health insurance coverage is provided to employees through TRS-Active Care, 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), and substitute employees who are not contributing TRS members that are regularly scheduled to work less than 10 hours per week are not eligible to receive the district contribution to the Health Insurance.

The health insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year **or when they experience a qualifying event (marriage, divorce, birth, etc)**. Plan information of insurance coverage, employee cost, and eligibility requirements are provided to all employees on the district website under Staff, Staff Resource.

The District contributes \$225 towards the TRS Active Care Health Insurance premium. The district also provides each employee a \$10,000 term life insurance policy in accordance with policy regulations if that employee is a contributing TRS member. Employees should contact the Payroll office if additional information is needed.

**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 FMLLeave 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.

**Supplemental Insurance Benefits.** **US Employee Benefits Services Group** is the district’s Third Party Administrator for all other benefits. At their own expense, employees may enroll in supplemental insurance benefits. Premiums for these benefits can be paid by payroll deduction. Employees should contact the Payroll office for more information or access the district webpage under **Staff, Employee Benefits and Payroll**.

**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., accidental death and dismemberment, cancer and dread disease, dental, vision, disability, medical reimbursement, etc). 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 during the annual enrollment.

## **Payroll Deductions**

Policy CFEA

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

- Teacher Retirement System of Texas (TRS)
- Federal income tax are required for all full-time employees.
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)
- **Child support and spousal maintenance, if applicable**
- **Delinquent federal education loan payments, if applicable**

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 **or prepaid tuition programs**. Employees also may request payroll deduction for payment of membership dues to professional organizations and **certain charitable contributions approved by the board**. Salary deductions are automatically made for unauthorized or unpaid leave.



## Payroll Schedule

The following is a schedule of 2017-2018 school-year pay dates and submission dates for supplemental duties, substitute pay and absence from duty reports.

| MONTH     | CUT-OFF DATE | DATE DUE TO C.O. | PAY DAY |
|-----------|--------------|------------------|---------|
| September | 9            | 13               | 25      |
| October   | 14           | 18               | 25      |
| November  | 4            | 8                | 17      |
| December  | 9            | 13               | 22      |
| January   | 13           | 17               | 25      |
| February  | 10           | 14               | 23      |
| March     | 2            | 7                | 23      |
| April     | 14           | 18               | 25      |
| May       | 12           | 16               | 25      |
| June      | 9            | 13               | 25      |
| July      | 14           | 18               | 25      |
| August    | 11           | 15               | 24      |

## Other Benefit Programs

Policy FDA/DEC

Beginning with the 2005-2006 school year, children of nonresident full-time District employees may attend District schools tuition-free. Full time shall be defined as an employee eligible for benefits. If enrollment in grades K-4 exceeds the 22:1 student to teacher ratio due to an increase in district residency in a certain grade level, employees' children may be subject to withdrawal.

## 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. **A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.**

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Non-exempt employees **that are paid on a salary basis for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 will be paid at a regular rate of pay.** Employees may be compensated for overtime hours **beyond 40 in a work week** at time-and-a-half rate with compensatory time off (comp time). Overtime that is to be compensated with pay must be approved IN ADVANCE by the district's Business Manager. The following applies to all nonexempt employees:

- 260 day employees are not eligible to earn compensatory time. All overtime earned will be paid in period earned.
- Employees may 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 shall be required to use comp time before using any other available paid leave (e.g., sick, personal).

- Weekly time records will be maintained in TimeClock Plus on all nonexempt employees for the purpose of wage and salary administration.

### **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. Notice of the following must be sent to the support recipient and or in the case of child support, the Texas Attorney General Child Support Division:

- 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

### **Teacher Retirement**

All personnel employed on a regular basis for at least four and one-half months are considered 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<sup>st</sup>, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. See the TRS website ([www.trs.texas.gov](http://www.trs.texas.gov)) for information on restrictions of employment of retirees in Texas public schools.

### **TimeClock Plus (TC+) Timekeeping Procedures**

#### **Official Time**

The TimeClock+ electronic timekeeping system and associated work records is the official basis for recording hours worked for non-exempt employees and exempt employees that may fall under the “overtime Final rule” established by the Department of Labor. On occasion it is necessary to use supplemental pay sheets.

In order to ensure consistency of treatment for employees, the data recorded in the TC+ system shall be considered as the “official” record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official TC+ records. In order for the electronic timekeeping system to work as intended, all non-exempt employees must utilize TC+ to capture work time. Listed below are some important points:

#### **Daily Clock-in/Clock-out**

- All non-exempt employees must “clock-in” upon arrival to duty, “clock-out” for lunch/break, “clock-in” upon return from lunch/break and “clock-out” at the end of their shift. All clocking must be performed on district computers or time clocks located on district property and connected to the district network. Using iPhones, iPads, and other electronic devices to record time is strictly prohibited.
- When required training courses are held outside of the scheduled work hours, employee time will be entered manually by the TC+ manager from the Eduphoria sign-in sheet. Out of district workshops are to be entered into AESOP with staff development selected as the reason.
- Electronic clock-in and -out times will be computed using the exact time shown on electronic time sheets. Employees should **not** clock in earlier than 3 minutes before their scheduled start time. Employees should not clock out before their scheduled end time unless authorized to do so by their supervisor/principal.
- Compensatory time will be used to cover absences before district/state leave is used. As stated in the NISD Procedures Manual, compensatory time is rounded to nearest quarter 1/4 hour using the following schedule:

- 00-07..... Minutes Report as an Even Hour
- 08-22..... Minutes Report as a 1/4 (.25) Hour
- 23-37..... Minutes Report as a 1/2 (.50) Hour
- 38-52..... Minutes Report as a 3/4 (.75) Hour
- 53-60..... Minutes Report next Even Hour
- Intentionally “playing the clock” to take advantage time is strictly prohibited. Employees are expected to clock in at their scheduled start time and out at their scheduled end time.
- If you are scheduled to take a 30 minute lunch break, you must clock in and out and take the lunch break. **Lunch breaks should not be shorter than 30 minutes.**
- Employees must clock out and back in for any other times they leave the premises.
- Employees should never work off the clock, even if they are asked to do so by their supervisor.

**Falsification, Tampering and Unauthorized Viewing**

Any infraction listed below could result in disciplinary action and/or immediate termination:

- Any attempt to tamper or falsify time
- Clocking in or out for another employee
- Interfering with other employees’ use of time TC+ system
- Unauthorized viewing of another employee’s time in TC+

The Supervisor and the Payroll Specialist will review the specific details of any infraction and handle accordingly. Administrative action will be taken if required.

**Clock Problems**

If an employee is unable to punch in or out because of a time clock malfunction, it is the employee’s responsibility to immediately inform their supervisor/principal and the Payroll Specialist by sending an email to tcplus@nisd.us.

**Overtime**

As per Board Policy DEA (Local), overtime must always be authorized in advance by the supervisor/principal. All overtime will be calculated based on the actual hours recorded and credited to the employee as measured by TC+ system. Since overtime or extra hours are calculated when recorded work hours exceed 40, employees must **not** clock in early, **shorten their lunch break**, or clock out late without supervisory approval.

Employee standard weekly hours:

- Cafeteria workers – 40 hrs per week
- Campus Secretary, Clerks, Nurse Aide, LVNs – 40 hrs per week
- Classroom Aides – 37.5 hrs per week
- Central Office employees – 40 hrs per week
- Maintenance/Custodial - 40 hrs per week
- Transportation – 20 hrs per week

Work schedules listing employees start and end time must be submitted to Payroll on an annual basis and when there are schedule changes. Actual hours worked must be recorded in the TimeClock + system by all Clerical, Paraprofessional, Technical and Auxiliary employees. All overtime must be approved in advance. Non-exempt employees must abide by the TC+ procedures listed above. Supervisors must closely monitor the hours that non-exempt staff works by reviewing the TC+ system. All hours must be approved on a weekly basis by the employee and employee’s supervisor.

**Travel Approval and Expense Reimbursement**  
Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and superintendent must give prior approval on a travel request form. For approved travel, employees will be reimbursed for mileage and other allowable travel expenditures according to the current rate schedule established by the district. All travel is paid on a reimbursement basis. The exception will be registration, hotels and airfare, which may be requested by using a purchase order made out to the appropriate vendor.

Meals will only be reimbursed when required to travel as a student sponsor or overnight travel. Breakfast will not be reimbursed on the 1<sup>st</sup> day of travel. Lunch will only be reimbursed if the employee will not return to the district by 3:00 p.m. Dinner will only be reimbursed if the employee will not return by 8:00 p.m. Mileage is reimbursed to one (1) driver for the same workshop/event.

Receipts are required for all reimbursements. Employees will be required to submit a mileage log and/or MapQuest as a receipt for reimbursements. If proper documentation is not attached, the district will disallow the reimbursement.

### **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 Human Resources office.

### **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 DEEP EAST TEXAS SELF INSURANCE FUND. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to your supervisor. The Incident Investigation form must be filled out *completely* and turned in to the Human Resource office within 24 hours. Employees who are unable to work because of a compensable work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, for information on use of paid leave for such absences. For additional information, please contact the Human Resources office.

### **Leaves and Absences**

Policy 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 (5) days should contact the Human Resource office for information about leave options, continuation of benefits, and communicating with the district.

Paid leave must be used in half day increments. Earned comp time must be used before any available paid state and local leave, unless an employee requests a different order.

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

**Immediate Family.** For the purpose of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis
- Parents, stepparents, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purpose of family and medical leave, the definition of family is limited to spouse, parent, son or daughter and next of kin. The definition of these is found in Policy DECA (LEGAL).

**Medical Certification:** Any employee who is absent more than five (5) consecutive 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 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.

**Personal Leave.** State law entitles all full-time employees to five days of paid personal (discretionary) leave per year. Personal leave is available for use at the beginning of the year. A day of earned 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 transferrable 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 that is taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as state sick leave.

**Discretionary.** Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit an Absence from Duty form seven days in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first-served basis. 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.

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

State personal (discretionary) and local sick leave days are earned on a monthly basis, but are credited at the beginning of the year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

**Policy DEC (Local) Schedule Limitation Clause.** Discretionary leave shall not be allowed on the school day before a school holiday, school day after a school holiday, days scheduled for end of semester or end of year exams, days scheduled for state-mandated testing or staff development days. Any exception to this provision must be approved by the Superintendent. Discretionary leave may not be taken in more than five (5) consecutive days.

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

Sick leave may be used for the following reasons only:

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

**Local Leave.** All employees shall earn five workdays of local leave per year, at the same rate as state personal leave. Local leave shall accumulate without limit and shall be taken with no loss of pay. In addition to state and local personal leave days, a full-time classroom teacher who is supervising a student teacher shall earn the equivalent of one non-cumulative personal leave workday per assignment per semester. In cases of dual assignment, each supervising teacher shall be eligible.

**Sick Leave Donation Pool.** The District's sick leave donation plan shall be administered in accordance with Board Policy DEC (local).

### **Family and Medical Leave Act (FMLA)**

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, which is posted at central office and on every campus.

**Leave Entitlement.** Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period (between July 1 and June 30) for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child or parent.

**Military Family Leave Entitlements.** An eligible employee who is a covered service member's spouse, child parent or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness. An employee does not need to use leave in one block. When its medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

**Benefits and Protections.** While employees are on FMLA leave, employers must continue health insurance coverage if the employees were not on leave.

Upon return from FML leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits and other employment terms and conditions.

An employer may not interfere with an individual's FML rights or retaliate against someone for using or trying to use FML leave, opposing any practice made unlawful by the FMLA or being involved in any proceeding under or related the FMLA.

**Eligibility Requirements.** An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

**Requesting Leave.** Generally employees must give 30-days advance notice of the need for FMLA leave. If it is not possible to give 30-days notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is needed.

**Employer Responsibilities.** Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

**Enforcement.** Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, 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 that provides greater family or medical leave rights.

**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 regiment of continuing treatment, incapacity due to pregnancy or 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.

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

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 to June 30.

**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 Spouse.** 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 placement of a child with the employee.

**Fitness for Duty.** An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job functions is required, the district shall provide a list of essential job functions (job description) to the employee with the FML designation notice to share with the health care provider.

**Reinstatement.** An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits,, pay and other terms and conditions of employment.

In certain cases instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to procedures outlined in policy DECA (LEGAL).

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on paid leave. If the employee fails to return to work for a reason beyond the employee's control, such as continuing personal or family serious health condition or a spouse being transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

Employees that require FML or have questions should contact Kathy Peel, Human Resources Manager for details, eligibility, requirements and limitations. You will be scheduled a time to come to the office to discuss FMLA rights and responsibilities.



## **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. Temporary Disability leave runs concurrently with FML leave and can be paid, if the employee has the leave days to cover the time off.

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

## **Assault Leave**

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

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

### **Bereavement Leave**

Leave for bereavement of an immediate family member meets the criteria for use of nondiscretionary state personal leave (DEC LEGAL) and specific limitations applicable only to bereavement leave not be applied.

### **Compliance with a Subpoena**

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. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

### **Truancy Court Appearances**

An employee who is a parent or guardian of a child and any court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

### **Jury Duty**

The district provides paid leave to employees who are summoned to jury duty. Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and must present documentation of jury service when they return to work. An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work.

### **Military Leave**

**Paid leave for military service.** Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the United States Armed Forces is entitled to paid leave when engaged in authorized training or duty ordered by the proper authority. Paid military leave is limited to 15 days each federal 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.

**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 Human Resources office for details on eligibility, requirements, and limitations.

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

### **Religious Observances**

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

# Complaints and Grievances

## Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to informally 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:

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process by timely filing a written complaint form.

Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint. For more information on how to proceed with complaints, refer to district policy, DGBA (Legal and Local.) [Navarro ISD - TASB DGBA Policy Online](#)

### PERSONNEL-MANAGEMENT RELATIONS DGBA EMPLOYEE COMPLAINTS/GRIEVANCES (LOCAL)

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form. Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

The district shall inform employees of this policy. Neither the Board nor any district employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See Policy DG]

Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaints alleging a violation of law by the Superintendent may be made directly to the Board or designee.

In this policy, the terms “complaint” and “grievance” shall have the same meaning. This policy shall apply to all employee complaints, except as provided below.

This policy shall not apply to:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIA]
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIA]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIA]
4. Complaints concerning instructional materials. [See EFA]
5. Complaints concerning a commissioned peace officer who is an employee of the District. [See CKE]
6. Complaints arising from the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code. [See DFBB]
7. Complaints arising from the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term. [See DFAA, DFBA, or DFCA, respectively]

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

“Days” shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

#### EXCEPTIONS GENERAL PROVISIONS FILING RESPONSE DAYS

“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process. The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Each party shall pay its own costs incurred in the course of the complaint. Complaints under this policy shall be submitted in writing on a form provided by the District. Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference.

After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference. A complaint form that is incomplete in any material aspect may be dismissed, but may be re-filed with all the required information if the re-filing is within the designated time for filing a complaint.

**Level One:** Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. with the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other district employees shall file Level One complaints with their immediate supervisor. If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forwards the complaint form to the appropriate administrator. The appropriate administrator shall investigate as necessary and hold a conference with the employee within ten days after receipt of the written complaint.

The administrator may set reasonable time limits for the conference. The administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

**Level Two:** If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record. The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two

conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

**Level Three:** If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The Superintendent or designee shall provide the Board the record of the Level Two complaint. The employee may request a copy of the Level Two record. The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing. The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

## **Employee Conduct and Welfare**

### Standards of Conduct (Policy DH)

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

- Recognize and respect the rights 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 the superintendent knew of the incident.

Please refer to the [Educators' Code of Ethics](#), adopted by the State Board of Educator Certification, which all district employees must adhere to may be accessed and reviewed at the link above.

## **Alcohol and Drug Abuse Prevention**

Policies DH, DI

Navarro 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 is found at DH(local), DI (local), and the Educators Code of Ethics.

## **Discrimination, Harassment, and Retaliation**

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, paid or 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 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.

Please review the district's policy ([Navarro ISD - TASB Policy DIA Online](#)) that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation.

For employees, reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Kathy Peel  
 Position: Human Resources Manager  
 Address: 6450 N. State Highway 123, Seguin, TX 78155  
 Telephone: (830) 372-1930

For employees, reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Name: Kathy Peel  
 Position: Human Resources Manager  
 Address: 6450 N. State Highway 123, Seguin, TX 78155  
 Telephone: (830) 372-1930

The Superintendent shall serve as coordinator for purposes of District compliance with all other anti-discrimination laws. An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent. Please refer to policy DIA (Legal and Local) for additional information.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy. The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation. The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney.

When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation.

The report shall be filed with the District official overseeing the investigation. If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level. The complainant may have a right to file a complaint with appropriate state or federal agencies. Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC] This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

## **Employee Relations and Communications**

**Academic Planning Team.** The Academic Planning Team meets monthly to discuss academic issues K-12. Team members were selected by campus administration and teacher teams. All grade levels, special education, and electives teachers are represented through membership. The team has been instrumental in helping to lead academic decisions in the district. Over the past two years, the team has created a common lesson plan template,



revised curriculum information, created the Instructional Grading and Reporting Guidelines, and worked diligently to create a common academic language in the district.

**Cafeteria Procedures.** Faculty members and staff will be required to maintain a positive account balance at all times or pay for meals for themselves and their children in advance. Employees may set up an account in the cafeteria and deposit funds to cover the cost of meals and other food items. Monies may also be deposited to an online account using [www.schoolcafe.com](http://www.schoolcafe.com). With this electronic account, email alerts will be sent if you have a low account balance. *Charging will not be allowed for adults.*

**District Communications.** Throughout the school year, the district office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials via Facebook, Twitter and the district web site at [www.nisd.us](http://www.nisd.us). These publications offer employees and the community information pertaining to school activities and achievements. KWED and the Seguin Gazette love to be informed about campus activities. Also, the K12 Alert system and marquee are used to promote district activities and send emergency notification blasts.

**Employee Communication.** Great communication is an integral part of the success for our students. In an effort to increase communication between school and community, all professional staff members should return phone calls within one working day of receipt. District employees should promote a positive image when dealing with parents, students and the community, particularly those employees who greet visitors to the district or campuses.

**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 campus newsletters, and through special events and activities. Employees who retire and have completed service in increments of 5 years are recognized in an end of each school year celebration.

## **Employee Standards of Conduct**

DH (LOCAL)

All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

All District employees shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Employees shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect]

While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents. Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

Employees shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]

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

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

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

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

Each employee shall be given a copy of the District’s notice regarding drug-free schools. [See DI (EXHIBIT)] A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

An employee shall 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 the employee for any felony, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - 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;
  - Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
  - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period;
  - or
  - Acts constituting abuse under the Texas Family Code.

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

## **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 includes the following:

- Forgery or unauthorized alteration of any document or account belonging to the district

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

The Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with the law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

### **Harassment of Students**

Policies DF, DH, FFG, FFH, FFI

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, pg. 48 for additional information. Also reference Bullying District Policy FFI.

**The district’s policy which defines solicitation of a romantic relationship pertaining to procedures for reporting and investigating harassment of students is reprinted below:**

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as soliciting a relationship characterized by an ardent emotional attachment or pattern of exclusivity. Acts that constitute the solicitation of a romantic relationship include:

1. Behavior, gestures, expressions, communications, or a pattern of communication with a student that is unrelated to the educator’s job duties and that may reasonably be interpreted as encouraging the student to form an ardent or exclusive emotional attachment to the educator, including statements of love, affection, or attraction. When evaluating whether communications constitute the solicitation of a romantic relationship, the following may be considered:
  - a. The nature of the communications;

- b. The timing of the communications;
  - c. The extent of the communications;
  - d. Whether the communications were made openly or secretly;
  - e. The extent to which the educator attempted to conceal the communications;
  - f. If the educator claims to be counseling a student, TEA staff may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate law enforcement agencies; and
  - g. Any other communications tending to show that the educator solicited a romantic relationship with a student.
2. Making inappropriate comments about a student's body.
  3. Making sexually demeaning comments to a student.
  4. Making comments about a student's potential sexual performance.
  5. Requesting details of a student's sexual history.
  6. Requesting a date.
  7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
  8. Inappropriate hugging, kissing, or excessive touching.
  9. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
  10. Any other acts tending to show that the educator solicited a romantic relationship with the student, including providing the student with drugs or alcohol.

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

**Student Welfare FFH (LOCAL) Freedom from Discrimination, Harassment, and Retaliation**

*Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. For provisions regarding bullying, see FFI.*

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy. Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy. Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs,

or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner.

Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student's performance in the classroom.

In this policy, the term "*prohibited conduct*" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Alternatively, a student may report prohibited conduct directly to one of the District officials below. *For the purposes of this policy, District officials are the Title IX coordinator, the Section 504 coordinator, and the Superintendent:*

For Students, reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Lacey Gosch  
Position: Chief Instructional Officer  
Address: 6450 N. State Highway 123, Seguin, TX 78155  
Telephone: (830) 372-1930

For Students, reports of discrimination based on disability may be directed to the Section 504 coordinator. The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended:

Name: **Rebecca Newton**  
Position: Special Education Director  
Address: 6450 N. State Highway 123, Seguin, TX 78155  
Telephone: (830) 372-1930

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Any District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy. The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation. The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation. If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Retention of records shall be in accordance with FB (LOCAL) and CPC (LOCAL). Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

### **Possession of Firearms and Weapons**

Policies FNCG, GKA, **DH**

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises, including district owned vehicles and buses, (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. **A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, unloaded and not in plain view.** To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Deputy Superintendent immediately. This policy also prohibits employees from having guns in their vehicle while the vehicle is parked on district property.

### **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.

### **Safety**

Policy CK

The superintendent or designee shall be responsible for developing, implementing and promoting comprehensive safety programs designed to address the safety of students, employees, visitors, and all others with whom the District conducts its business. 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.

While driving on district business, employees are required to abide by all state and local traffic laws and are specifically prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Human Resources office.

### **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 as defined by Texas Family Code 26.001, 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.

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 person with a disability.

Reports to Child Protective Services can be made through the Texas Abuse Hotline (800-252-5400) or on the internet at [www.txabusehotline.org](http://www.txabusehotline.org). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report 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; however, the district cannot require you to report your suspicion first to a school administrator. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies.

Reporting your suspicion to a school counselor, a principal, or another school staff member does not fulfill your responsibility under the law. In addition, employees must cooperate with investigations 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.

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

Policies BQ, DH, FFG, GRA



Training for increased awareness of sexual abuse and maltreatment of children will be completed annually and documented in the District Improvement Plan and Campus Improvement Plan. 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*.

### **Swipe Cards**

Campus security is critical. Please keep entry swipe cards secure and in your sole possession. A lost or stolen card can quickly compromise our buildings and changing codes is very expensive! Employees requiring replacement swipe cards to access campuses must contact the campus secretary. Effective immediately, there will be a \$10 charge to replace lost cards. Damaged cards will be replaced at no charge; however, the damaged card must be exchanged for the new card. A payment receipt must be presented to obtain a replacement card. Cards must be surrendered when an employee transfers to another campus or leaves the district.

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

Policies DH, GKA, FNCD

State law prohibits smoking or using tobacco products, and/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.**

### **Visitors in the Workplace**

Policy GKC

All visitors are expected to enter any district facility through the main entrance and report to the building's main office to have their ID scanned by the Raptor system and receive a system-generated name badge. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on district premises should greet the individual politely and immediately direct him or her to the building office or contact the campus administrator in charge. If an employee observes a questionable individual in the building or on the grounds, the individual should not be approached; instead, a call should be made to the campus office or central office with a description and location.

## **Technology Resources & Electronic Communication**

Policy CQ

The district's technology resources, including its networks, 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 technology resources
- Has no adverse effect on job performance or on a student's academic performance.

Electronic mail transmission and other use of 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 district's 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 action. Employees with questions about computer use and data management can contact Alissa Elley, Director of Technology and Information Services.

### **Acceptable Use Guidelines**

Policy EFE (LOCAL), Policy CQ (LOCAL)

**Acceptable Use.** The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.

Access to the District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District. The district's electronic communications system, including its network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

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

Employees who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Technology Director. Authorized employees are required to sign an Acceptable Use agreement. Please see additional information under Employee Communication.

**Filtering.** Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices and shall not authorize the disabling of a filtering device for any reason.

### **Individual User Responsibilities**

The following standards will apply to all users of the District's technology resources:

On-Line Conduct:

- The individual in whose name a system account is issued will be responsible at all times for its proper use. System users may not use another person's system account. System users may not give their ID and passwords to another person.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
- Use for commercial, income generating or "for profit" activities, selling of items/services (non-school related), and product/service advertisement are prohibited.
- A request that can generate product/services advertisements is prohibited.
- Dissemination of political lobbying and advertisements supporting or opposing a candidate for public office, a political party, a public officer, a particular piece of legislation or local/state election (office or proposition) is prohibited.

- Use of the electronic communication system to forward emails received from lobbyist groups, professional associations, political parties, individual candidates, or other associations urging action on any political or legislative issue is prohibited.
- Sending unsolicited junk mail or chain letters is prohibited.
- Users may not distribute personal information about themselves or others by means of the electronic communication system.
- Users are to immediately delete email with attachments from senders they do not recognize. It is most likely "spam", or possibly contains malicious content (virus/worm). Caution: Users are discouraged from opening web links in messages from unknown sources.
- To conserve disk space, users are encouraged to delete unwanted messages.
- System users may not download public domain programs to the system.
- System users may not send, post, or purposefully access messages that are abusive, obscene, sexually oriented, threatening, harassing, illegal, and/or damaging to another's reputation.
- System users should be mindful that use of school related electronic mail addresses may cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
- System users may not waste District resources related to the electronic communications system.
- Accessing games, video (to include video streaming, video clips, advertisements, etc.), audio (to include audio streaming, Internet radio, music purchase sites, etc.) and non-instructional multimedia rich sites (Flash/Java/Shockwave based sites, etc.) via the Internet for non educational purposes is strictly prohibited.
- System users may not gain unauthorized access to electronic resources.
- System users must abide by guidelines established by the District concerning church/state opinions.
- System users who wish to distribute electronic information district wide using system resources other than e-mail conferences/forums must submit the material to the Superintendent. If approved, the Superintendent will forward the electronic material to the appropriate electronic resource(s).
- Accounts, which are inactive for more than ninety (90) days, may be removed along with that member's files without notice given to the member.

**Board Policy CQ (LOCAL) states:** Electronic mail transmissions and other use of the technology resources by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

**Disclaimer.** The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitations, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the systems user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected. Opinions, service providers, services, and all other information expressed by system users, information providers, or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

**A word of caution: Emails are public record.** Nearly all emails ever sent are retrievable. The district may be asked to produce copies of all emails received, sent, and/or deleted.

### **Internet Safety**

The Superintendent or designee shall develop and implement an Internet safety plan to:

- Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
- Ensure student safety and security when using technology resources;

- Prevent unauthorized access, including hacking and other unlawful activities; and
- Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

## **Personal Use of Electronic Communications**

### Policies CQ

Electronic communication includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web blogs, wikis, electronic forums (chat rooms), video-sharing web sites (e.g., YouTube) editorial comments posted on the Internet, and social network sites (e.g. Face book, Twitter, LinkedIn, Instagram). Electronic communications 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 communication as they are for any other public conduct. If an employee's use of electronic communication interferes with the employee's ability of 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 communication for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social networking page(s) using the district's computers, network, or equipment.
- The employee should not use personal electronic communication devices during class time or while supervising students and related activities 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 expressed, 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 Texas 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 personal 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 email addresses. (See Policy GBA).
  - Copyright law (See Policy CY).
  - Prohibition against harming others by knowingly making false statements about a colleague or the district (See Policy DH Exhibit).

**Monitored Use.** Electronic mail transmissions and other use of the technology resources by employees and students and are not private and may be monitored at any time by designated District staff to ensure appropriate use.

**Property Rights.** As agents of the District, employees shall have limited rights to work they create using the District's technology resources. The District shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of the District.

**Disclaimer of Liability.** The District shall not be liable for user's inappropriate use of technology resources or violations of copyright restrictions or other laws, users' mistake or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

## **Electronic Communications between Employees and Students**

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with currently enrolled students; however, those district employees shall not communicate directly with any currently enrolled student between the hours of 10 p.m. and 5:30 a.m. using any type of electronic communication device. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district is strictly prohibited. Employees are NOT required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student 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 communication with students:**

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant or pager. The term includes email, text messages, instant messages and any communication made through an Internet website, including social media website or a social networking website.
- *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 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 communicates electronically with students shall observe the following:

- The employee is prohibited for knowing communication with the student using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.

- Only a teacher, trainer or other employee who has an extracurricular duty may use text messaging or Remind101, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
  - A teacher with classroom responsibilities, an athletic trainer or a district employee who has an extracurricular duty may use text messaging or Remind101 to communicate with students. These individuals may only communicate in this manner with students who participate in that teacher’s classroom or the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using a text message shall comply with the following protocol:
- The employee shall limit the 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 10 p.m. and 5:30 a.m. using any type of electronic media or communication device. An employee may, however, make public posts to a social network site, blog, or similar application at anytime.
- 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 Texas Educators Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records.
  - Copyright Law. (See Policy CY)
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. (See Policy DH).
- Upon request from administration, an employee will provide the phone numbers, social network sites 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 email, 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.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

## General Procedures

(Please refer to the [NISD Procedures Manual](#) for a detailed description district procedures)

### 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 piece of district property. A copy of the district's management plan is kept in the district administration office and is available for inspection during normal business hours.

### Bad Weather/Emergency 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 or to release students early, the following radio and television stations will be notified by school officials:

*KWED Radio – Seguin, Texas (1580 AM)*  
*KGNB Radio – New Braunfels (1420 AM)*

*KSAT 12 TV Station*  
*KENS 5 TV Station*

Navarro ISD uses a voice and text messaging alert service to further enhance our communication system in the event of an emergency or weather-related school closing. The service, K12 Alerts, allows the district to send important school messages to a cell phone text messaging number, two email addresses and up to two telephone numbers per family in the database.

### Severe Weather

#### **BEFORE THE SCHOOL DAY BEGINS**

1. The Superintendent will ascertain road conditions and determine whether to delay school, cancel school, or proceed as usual.
2. If school is to be delayed or canceled, the Superintendent will notify the administrative staff, and the news media will be notified before 6:30 a.m. We will notify KWED 1580 AM in Seguin, KGNB in New Braunfels, KENS 5 in San Antonio, and FOX 29 in San Antonio.
3. The Superintendent will notify central office staff per the calling tree.
4. Administrators will notify staff through their campus calling trees.

#### **AFTER THE SCHOOL DAY BEGINS**

If schools are closed due to bad weather while classes are in session, the Superintendent will notify the administrative staff and the media. The manner in which students are to go home during inclement weather will be followed from enrollment cards. Each campus has an emergency plan. The K-12 Alert System will be activated to inform parents in addition to KSAT-12 and KENS 5 TV.

#### **TORNADO/SHELTER IN PLACE**

**TORNADO WATCH** means there is a chance of a tornado. **TORNADO WARNING** means that a tornado has been sighted.

1. After receiving an alert from the weather radio or telephone, sound the established alarm – ONE LONG CONTINUOUS BELL.

2. Initiate shelter plan. This plan will be practiced on every campus at least once a year. Each campus must have a pre-designated area for every classroom. Classes in portable buildings **must** be sheltered in the main building. Shelter areas should be where there are interior walls away from windows.
3. Avoid gyms or large areas with high walls and long roof spans.
4. Everyone should sit facing the interior wall. When danger is imminent, assume a protective posture, kneeling with head down and hands protecting the back of the head and neck.
5. Wait for “All Clear” signal.

### **Bloodborne Pathogens**

These microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. Staff members are no longer required to review annually.

### **District Logo**

The Panther Logo on the front of this Employee Handbook is the district logo. This is the logo we are to use when putting a Panther Head on any school district items. Please contact Alissa Elley in Technology for an electronic copy of the logo.

### **Emergencies**

Policies CKC, CKD

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

### **Disaster Plan and Lockdown Procedures**

Should a disaster occur in our district the following steps will be taken:

1. The first person to recognize a potential disaster situation will contact their campus principal or alternate.
2. The principal or alternate will contact the superintendent’s office, who will in turn contact all other campuses with instructions for each campus.
3. The principals or alternates of each campus will call the campus CRT team together if possible.
4. If this is not possible, the principal will take appropriate action as he/she sees fit.
5. The CRT will ascertain the crisis and report to the principal what actions should be taken.
6. Should there be a need to close down the campus, the principal or alternate will come over the intercom and give directions for the LOCKOUT or LOCKDOWN.
7. All staff should follow directions given either over the intercom or verbally. **Do not** use the telephone or cell phones during the crisis unless you or your students are in immediate danger. Use your professional judgment to determine whether to use the phone or not.
8. After the crisis is over, an all clear will be given over the intercom.

### **Lockdown Procedures**

The Principal or alternate of each campus will determine the course of action for the given situation. If there is a need to keep all of the students and staff within the classrooms and out of sight, then the principal or alternate will signal the CAMPUS LOCKDOWN. This is our highest alert.

### **PROCEDURES ARE AS FOLLOWS:**



1. Building administrators shall proceed to their assigned area to secure the building. Custodial staff will assist with securing the doors. Staff with exterior door keys who DO NOT have students at the time will help secure all exterior doors. Once the doors have been secured, proceed to the nearest secured room.
2. If students are in your room do not allow any of them to leave your room until the all clear signal is given. Have students in the hallway, restroom, etc. report to the nearest classroom. Students outside the building should be directed to proceed to the nearest classroom.
3. Lock the door and turn off the lights, TV, cell phones, etc. Direct students to the corner of the classroom that is furthest from the line of vision of the door and remain silent until the all clear is given. Cover door windows with paper, and close blinds. **STUDENTS MAY NOT LEAVE THE CLASSROOM FOR ANY REASON.**
4. Students that are in the lunch room will be sent to the gym.

After the crisis is over, an all-clear signal will be given over the intercom.

### **Lockout Procedures**

This security procedure is intended to secure the perimeter of the campus. Administrators will lock ALL exterior doors to the main buildings, and all entrances to other buildings such as Ag, Band, or portable buildings should be secured as well. All activities in class or in the building should continue, but NO ONE is to leave their assigned building unless instructed to do so by administration. This is a reaction to a potential problem in the area, but not something on campus.

### **Active Shooters**

All staff and students will go under LOCKDOWN immediately. You will not dismiss any students nor leave the area that you are locked down in until notified by a law enforcement official.

All staff needs to be aware of schedules. If someone does not show up for something, do not hesitate to report it. This will help us to keep the communication lines open and be aware of where people are supposed to be.

Any staff that suspects any type of suspicious activity needs to report it immediately to an administrator or alternate, if alternate not available, and call 911. The 911 dispatcher will contact the deputy on duty at the school.

### **Assault/Alleged Assailants**

#### **Assault:**

1. Call or send for assistance.
2. Go directly to the scene. Note circumstances and individuals at the scene.
3. Provide first aid, send for the Nurse, or call 911 as appropriate. Notify an administrator as soon as possible.
4. Unless injury warrants transfer to the hospital, keep victim at school. If serious injury or rape occurs, ensure that the victim stays with the Nurse, Counselor, or Administrator until medical and/or legal personnel arrive.
5. Maintain student control.
6. Escort participants to office.
7. Notify campus administrator.
8. Administrator or designated personnel will notify parents of any injured students.
9. Take statements from those involved.
10. Administrator will notify appropriate parties (i.e. Superintendent, parents, Police).

### **Alleged Assailants**

1. Contact Police Department. Contact administrator as soon as possible.
2. Detain suspect until Police arrive.
3. If warranted, advise teachers by intercom to secure classroom doors.
4. If alleged assailant is a student, follow appropriate board policy regarding student discipline, questioning of students, and due process.
5. Do not allow witnesses to talk with suspect or each other.
6. Record details of assault, document any statements, and take names of all witnesses.

### **Trespassing**

1. With assistance check the scene of the disturbance.
2. Note the physical description of trespasser(s). If possible, get a license plate number.
3. Advise trespasser(s) of your position and authority. Ask for identification and business on campus.
4. Order intruders to leave immediately. Call Police, if necessary.
5. Advise that failure to leave upon request is a crime, and warn that Police will be called to make an arrest.
6. Call Police if the intruders remain or if you need assistance.
7. If danger to staff or students is suspected:
  - Make an intercom announcement with the verbal command for **LOCKDOWN**.
  - Groups outside the building may need to be directed to move to the nearest safe area, or may be instructed to move away from the campus as the situation dictates.

### **Hostage Situations**

Upon notification of a hostage situation, the following steps shall be taken:

1. The Principal or alternate will notify the Police and convene the CRT. The Principal will assume command until the Police arrive.
2. The CRT will take appropriate actions to isolate the hostage taker and the victims under his control. It is important that no additional individuals be exposed to the hostage taker.
3. Using the prearranged signal to evacuate, all students and staff will be evacuated to the secure location. All possible care should be taken to insure that students are kept away from the area containing the hostage taker.
4. Police will take control of the situation upon their arrival.

This is another scenario of what needs to be done in case of a lockdown.

1. Principal notifies police.
2. Principal advises everyone to go into lockdown.
3. Police will take over immediately.
4. Do not leave your lockdown area until you have been advised to do so from a law enforcement official.

### **Procedures for Handling Fights:**

- Walk briskly – don't run.
- Get help along the way.
- Assess and evaluate:
  - The number of students involved
  - The size of students involved
  - Any weapons that are involved

- Proximity of individuals who can assist
- Recognize that there may be several subtle things going on simultaneously that are being tangibly expressed in the conflict. Is there gang involvement? What other alliances might exist?
- Dismiss the audience
- Identify yourself to the fighters
- Call the students by name
- Stay away from the middle of the conflict
- Remove glasses
- Give specific commands in a firm authoritative voice
- Defer to rules, not personal authority
- Separate the aggressor and the victim, only if you ascertain that you can do so without being injured
- Avoid physical force if possible
- Remove participants to neutral locations
- Obtain identification
- Get medical attention if necessary
- Describe incident in writing
- Debrief relevant teachers
- Provide protection and support for victims
- Provide counseling – not simply the day of the event, but as long as necessary
- Report the incident to law enforcement and other child serving agencies who may be serving the students.

### **Weapons**

1. Principals should establish procedures for staff, students, and others to report possession of deadly weapons. (The informant's identity should be protected).
2. If a weapon is reported, determine the location of the weapon or the person with the weapon.
3. Notify the Administrator immediately.
4. Do not attempt forcible disarming, but if it is safe to do so, take possession of the weapon.
5. Notify the Police and the student(s)' parents.
6. Take appropriate disciplinary action.
7. Record observations and events in detail.
8. Notify the Superintendent.
9. Record and file a report of the disturbance.

### **Notification to Parents Regarding Qualifications**

#### **Policies DBA**

In schools receiving Title I funds, the district is required to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. Every Student Succeeds Act (ESSA) requires that parents be notified if their child has been assigned and taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

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 ESSA is sent.** Inappropriately certified, uncertified, or individuals who do not hold any certificate or permit are examples. Information relating to teacher certification will be made available to the

public upon request. Employees who have questions about their certification status should contact the Human Resources office.

### **Personal Equipment in Classrooms**

Teachers are allowed to have refrigerators and microwaves in their classrooms, but must adhere to the following guidelines: Refrigerators and microwaves must:

- 1) Be reported to the principal, as a campus list must be submitted to Central Office;
- 2) Must be in good condition;
- 3) Must be plugged into a separate outlet-they may not be plugged into the outlet or power strip with any computer equipment;
- 4) Must be taken home over summer break.

**No toasters, coffee makers or other small appliances are allowed in classrooms.**

### **Pest Control Treatment**

Policies DI, CLB

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator, Martin Mueck. 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 entrance door to each building. In addition, individual employees may request in writing, to be notified of pesticide applications. An employee who requests individualized notices will be notified by telephone. Pest control information sheets are available from campus principals or Operations Manager upon request.

### **Pressbox Limited Mobility Assistance Plan**

The Plan for providing authorized persons with mobility impairments assistance in accessing the programs and activities at the NISD High School Stadium and Pressbox

The administrative and coaching staff of the NISD have identified the following programs and activities that the district permits to take place in the high school press box:

1. Filming
2. Game or Event Announcing and Sporting
3. Game Timekeeping
4. Reporting: Radio and Print Media
5. Making Announcements for Halftime Activities or Special Events

**If you need assistance in accessing the press box for any of the activities listed above, please contact the NISD Athletic Secretary, at (830) 372-1931.**

**PLAN** - Persons with mobility impairments will be provided assistance in accessing these programs and activities as follows:

1. Filming. Filming is normally done by more than one individual. We will provide copies of film taken at the press box, at the district's expense. If so requested, we will provide film from a camera elevated at the sideline and/or end zone.
2. Announcing and Spotting. A mobility impaired announcer or spotter will be set up in a portion of the stands designated for wheelchair accessibility. The district owns a portable sound system and microphone which will be provided for use.

3. Timekeeping. We will set up an accessible table in the end zone, from which we will cable the clock module to the scoreboard.
4. Media. We will reserve a portion of the stands, close to the 50 yard line, designated for wheelchair accessibility.
5. Announcements. We will provide access to a portable sound system and microphone on the track area, which is wheelchair accessible.

## **PROCEDURE**

1. The plan, as stated above, will be reviewed annually with the maintenance and grounds staff, the administrative staff, the coaching staff and gate-keepers. It will be included in the NISD Procedures Manual, which is published annually. At the annual August organizational meeting of administrative staff, we will review how to quickly communicate needed arrangements to the appropriate responder.
2. The plan will be posted on the district's website at [Navarro ISD -- Stadium Press Box](#). The plan will include the names and telephone number of the staff member designated to coordinate arrangements.
3. Signs will be posted at the entrances to the stadium stands on the press box side. The signs will state:

**If you are at the stadium for an event, and have not made prior arrangements, please contact a gatekeeper.**

## **Purchasing Procedures**

### Policy CH

All requests for purchases must be submitted to the Business Office on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Nancy York, Purchasing Specialist for additional information on purchasing procedures. A copy of the Administrative Procedures Manual is available in the campus office and on the district website under staff resources.

## **Teachers' Websites**

Websites should contain the following information:

- Welcome letter
- Year At A Glance (YAG)
- Weekly lesson plans
- Classroom rules and expectations

## **Student Issues**

### **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

Bullying is defined by TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to their campus principal. The district's policy that includes definitions and procedures for reporting and investigating bullying of students is reprinted below from [Navarro ISD FFI Policy Online](#):

For complete district information regarding Bullying see [STUDENT WELFARE FFI FREEDOM FROM BULLY ING FFI \(LOCAL\)](#).

### **Checklist to Use When Campus Administrator Receives a Report of Bullying or Harassment**

**Step 1:** Obtain details regarding the allegations and put in writing if not provided in writing.

**Step 2:** Verbally notify the parent(s) of the student alleged to have been bullied or harassed and the parent(s) of the alleged perpetrator.

**Step 3:** Take any interim steps that may be necessary to ensure student safety.

**Step 4:** Conduct an investigation of the allegations, gathering information and documenting findings.

**Step 5:** Prepare report documenting investigation conclusion regarding whether or not bullying occurred.

**Step 6:** Separately meet with or contact the parents of both the alleged target and alleged perpetrator to notify them of your findings.

**Step 7:** If necessary, take any disciplinary or corrective measures necessitated by the investigation conclusions; send a copy of the investigation to the Superintendent with specific action taken.

**Step 8:** Follow up with the parent contact with a letter summarizing the investigation findings and any actions taken. Summary statement may read, "Took appropriate action per Student Code of Conduct."

**Step 9:** Monitor (or assign others to monitor) the effectiveness of any corrective actions taken, including follow-up with any student (and parent of student) found to have been the target of harassing or bullying conduct.

## **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

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

## **FERPA**

**FERPA**, the **Family Educational Rights and Privacy Act of 1974**, is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA applies to personally identifiable information in educational records. This includes items such as the student's name, names of family members, addresses, personal identifiers such as social security numbers, and personal characteristics or other information that make the student's identity easily traceable.

Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. A record means any information recorded in any way, including handwriting, print, tape, film, microfilm, microfiche, and digital images. FERPA rights apply to students. A student is a person who is or has been in attendance at the institution, regardless of the person's age. Under FERPA, a student has a right to:

- inspect and review his or her educational records;
- request to amend his or her educational records;
- have some control over the disclosure of information from his or her educational records.

### **Food Allergy Management Plan**

The Superintendent has designated the following staff person as the District Food Allergy coordinator for students:

Heather Janysek, RN  
Navarro Elementary School, 380 Link Rd, 830-372-1933

In accordance with state guidelines, and for the purposes of these procedures, the following definitions will apply:

**Food Intolerance:** An unpleasant reaction to a food that, unlike a food allergy, does not involve an immune system response or the release of histamine. Food intolerance is not life-threatening.

**Allergic Reaction:** An immune-mediated reaction to a protein. Allergic reactions are not normally harmful.

**Severe Food Allergy:** An allergy that might cause an anaphylactic reaction.

**Food Allergy Management Plan:** A plan developed and implemented by the District that includes general procedures to limit the risk posed to students with food allergies and specific procedures to address the care of students with a diagnosed food allergy who are at risk for anaphylaxis.

**Food Allergy Action Plan:** A personalized plan written by a health-care provider that specifies the delivery of accommodations and services needed by a student with a food allergy and actions to be taken in the event of an allergic reaction.

**Emergency Action Plan:** A personalized emergency plan written by a health-care provider that specifies the delivery of accommodations and services needed by a student in the event of a food allergy reaction.

**Individualized Health-Care Plan:** A plan written by a school nurse based on orders written by a health-care provider that details accommodations or nursing services to be provided to a student because of the student's medical condition.

Please contact Heather Janysek, District Nurse, or refer to the [NISD Procedures Manual](#) for a complete copy of the regulation.

### **Hazing**

Policies 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, which has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

### **Intellectual Use**

Students shall retain all rights to work they create.

### **Parent and Student Complaints**

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved 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 psycho-tropic drug to a student.

### **Student Attendance**

Policy FEB

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

### **Student Conduct and Discipline**

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Administrators and teachers are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal. Please access the electronic copy of The Education Code, Chapter 37 Discipline, Law & Order distributed electronically with the handbook on 8/19/2013, or you may access it on the District Website under Staff Resources.

### **Student Records**

Policy FL



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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: 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 principal for assistance.

### **Student Transcripts**

Official transcripts are free for active students. Seniors requesting a transcript must sign a release form available in the Registrar's office. If the student is under eighteen years old, a parent's signature is required. Transcripts for alumni are \$2.00 per copy.

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