



ABERNATHY I.S.D.

Staff Handbook
2017-2018

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Employee Handbook Receipt

Name: _____

Campus/department: _____

I hereby acknowledge receipt of a copy of the Abernathy ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. I also understand that I may access the policies, including employment policies online at www.abernathyisd.com/ under the *School Board* link.

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 Superintendent if I have questions or concerns or need further explanation.

Employees have the option to receive the handbook in electronic format or hard copy. It is available online at www.abernathyisd.com/ under the *Staff* link.

_____ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

_____ I choose to receive a hard copy of the employee handbook.

Signature

Date

Note: All employees must choose one option, sign and date the handbook receipt, and forward to the business office.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the business 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 www.abernathyisd.com/ under the *School Board* link.

District Information

Description of the District

Abernathy ISD encompasses 179 square miles in Hale & Lubbock Counties. The district has an enrollment of 796 students. AISD offers full day Pre-K and kindergarten programs, schoolwide Title I program, career and technology programs, dual credit courses, band, athletics, special education, ESL, gifted/talented program and advanced courses via the distance learning lab. Abernathy ISD students have the opportunity to graduate with 42 hours of college credit. The Texas Academic Performance Rating for Abernathy ISD is “Met Standards”.

Our student population is approximately 53% economically disadvantaged with an ethnic breakdown of: 57% Hispanic, 41% White, and 2% African American, Indian, and Asian (Source 2016-2017 PEIMS Report). The district has 127 employees: 69 teachers and 58 administrative, professional, clerical/paraprofessional, information technology, cafeteria, maintenance and custodial staff. AISD currently runs 3 bus routes and has a general fund budget of \$9 million with a combined funds budget of approximately \$10.8 million, including debt service. The Maintenance and Operations tax rate is \$1.17 per \$100 valuation and the Debt Service rate is \$.33, for a total tax rate of \$1.50.

The school district has approximately 650 computers connected to a local area network. All of the computers have access to the Internet by way of a 50 MB T-2 pipeline delivered in conjunction with ESC Region 17. Each campus has multiple computer labs. Computer assisted instruction is available for designated core academic subjects. In addition, the Elementary School has two mobile iPad labs, the Middle School has four mobile iPad labs, and the High School has two mobile laptop labs. The High School also has a Plato lab for credit recovery or acceleration. All campuses have wireless coverage.

In 2010, the district began renovation and construction projects that completely renovated the high school and elementary campuses. A new gymnasium, field house, tennis court, ag education building, band hall, elementary campus office and library were added. The most recent upgrades and additions include installation of turf, home bleachers and a new press box at the football stadium; dugouts and a dressing room at the softball field; show barn and cattle/sheep barn at the Ag Farm; and other improvements to various areas of the campus.

Mission Statement, Goals, and Objectives

Policy AE

The mission of Abernathy ISD is to provide a challenging environment for students to become prepared, confident, and well-rounded men and women of integrity.

OBJECTIVE 1: Parents will be full partners with educators in the education of their children.

OBJECTIVE 2: Students will be encouraged and challenged to meet their full educational potential.

OBJECTIVE 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.

OBJECTIVE 4: A well-balanced and appropriate curriculum will be provided to all students.

OBJECTIVE 5: Educators will prepare students to be thoughtful, active citizens who have an appreciation for the basic values of our state and national heritage and who can understand and productively function in a free enterprise society.

OBJECTIVE 6: Qualified and highly effective personnel will be recruited, developed, and retained.

OBJECTIVE 7: Texas students will demonstrate exemplary performance in comparison to national and international standards.

OBJECTIVE 8: School campuses will maintain a safe and disciplined environment conducive to student learning.

OBJECTIVE 9: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.

OBJECTIVE 10: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

GOAL 1: The reading and writing of the English language.

GOAL 2: The understanding of mathematics.

GOAL 3: The understanding of science.

GOAL 4: The understanding of social studies.

Board of Trustees

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

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school tax rate and 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. Board members are elected by cumulative voting and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include: Bill DuBose - President; Matthew Dolle - Vice-President; Roy DeAnda - Secretary, David Carver, Rick Houston, Marcus Sullivan, and Rebekah Miller

The board usually meets on the second Monday of every month at 7:30 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web site and the front door of the administration building at least 72 hours before the scheduled meeting time.

The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

Administration

Dr. Glen Teal – Superintendent

Gary Pugh – High School Principal

Kelly Carlisle – Middle School Principal

Lela Taubert – Elementary School Principal

Richard Rosales – Assistant Elementary Principal

Shawn Bearden – Director of Instruction

Terry Driscoll – Technology Director

Linda Bufe – Business Manager

Darrell Daily – Athletic Director

School Calendar

See district website at www.abernathyisd.com/.

Helpful Contacts

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

Superintendent's Office – 4940

Business Office – 4944

Cafeteria – 4928

Nurse – 4932

Maintenance - 4907

Transportation – 4918

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the superintendent.

Job Vacancy Announcements

Policy DC

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

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*.

Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site (www.trs.texas.gov).

Contract and Noncontract Employment

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from 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 in public schools for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e. three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

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

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Paraprofessional and Auxiliary Employees. All paraprofessional, auxiliary employees, and ½ time 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.

Certification and Licenses

Policies DBA, DF

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

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

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. Contact the business office if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the

driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

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

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

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

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the superintendent by the first instructional day of the school year. Information on Texas Education Agency (TEA) requirements is available on the TEA Web Site (<http://ritter.tea.state.tx.us/taa/health042109.html>).

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent 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.

An employee may request reassignment within the District to another position for which he or she is qualified.

Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

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-, 10 ½, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

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

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 20 for additional information.

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.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned, or 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 notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call the superintendent at extension 4940.

Outside Employment and Tutoring

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

Performance Evaluation

Policy DN series

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

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Abernathy ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the superintendent.

Staff Development

Policy DMA

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

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policy DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 20.)

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

Employees should contact the business manager for more information about the district pay schedules or their own pay.

Paychecks

All employees are paid on the 20th day of each month, or the last working day prior to the 20th. Employees electing electronic transfer of their pay will receive their Wage and Earnings Statement emailed to them at their work email address, in lieu of a physical pay check. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2017-2018 school year follows:
August 18, September 20, October 20, November 17, December 19, January 19, February 20, March 20, April 20, May 18, June 20 and July 20. Beginning and ending dates for each pay period are located in the appendix.

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. New employees are encouraged to enroll in direct deposit. Notification prior to the 10th of the month is necessary to activate this service. Contact the business office for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS)
- Federal income tax 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
- Alternative FICA (457) contributions for temporary and part-time employees not eligible for TRS membership

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; higher education savings plans or prepaid tuition programs; savings deposits and loan payments to Hale County Teachers Federal Credit Union. 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.

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 workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

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

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval on the *Travel Expense Advance Request* Form. Staff are encouraged to reserve school vehicles using procedures outlined in the appendix. Mileage will not be paid on a personal vehicle unless a school vehicle is not available. The current IRS approved rate will be paid for mileage. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage. State travel expense reimbursement is not a per diem. An employee must claim the actual expenses incurred for meals and lodging not to exceed the maximum allowable rates. Receipts will be required for travel expenses paid from a federal source.

Meals paid according to the district travel schedule:

Breakfast	\$7.00	when trip commences before 7:00 a.m.
Lunch	\$12.00	
Dinner	\$17.00	when trip ends after 7:00 p.m.

Student meals are paid for in conjunction with overnight school related travel at:

Breakfast	\$6.00	when trip commences before 7:00 a.m.
Lunch	\$8.00	
Dinner	\$10.00	when trip ends after 7:00 p.m.

Day trips for students are paid at the rate of \$8 per meal. Staff accompanying students have a \$10 per meal allowance. See the appendix for *Abernathy ISD Travel Policy*.

Health, Dental, and Life Insurance

Policy CRD

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

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

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet, and are available on the benefits website at www.mybenefitshub.com/abernathyisd. Employees should contact the business office for more information.

Supplemental Insurance Benefits and Qualified Investment Products

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for cancer, disability, life, vision, dental, and long term care. Premiums for these programs can be paid by payroll deduction. Temporary and seasonal employees are not eligible for supplemental insurance benefits.

Without exception, all employees are allowed to participate in the district's qualified investment program. Employees may enter into salary reduction agreements for qualified investment products as approved by the Internal Revenue Service, such as 403(b), Roth 403(b), and 457 plans. Employees should contact the business manager for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e. health, cancer and dread disease, dental, and vision). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period. See the benefits website for further information at www.mybenefitshub.com/abernathyisd about the Section 125 plan.

Flexible Spending Accounts

Employees may be eligible to participate in flexible spending accounts, including medical reimbursement and dependent care reimbursement accounts. These accounts enable eligible employees to save tax dollars on eligible medical expenses and/or dependent care. The amount selected by the employee is deducted from the employee's paycheck before taxes are deducted. Under IRS regulations this election is locked in for the plan year, September through August, and cannot be changed during that time. A third-party administrator manages the accounts for reimbursement to the employee. Participants in the FSA medical care receive a MasterCard debit card to use at the point of service. More information about this benefit can be found at www.mybenefitshub.com/abernathyisd

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 SchoolComp effective each September 1. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation benefits*, page 30 for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

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

Employees who plan to retire under TRS should notify the superintendent and business manager as soon as possible. Information on the application procedure for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.texas.gov). See page 12 for information on restrictions of employment of retirees in Texas public schools.

Other Benefit Programs

All full time employees will be eligible for a \$10,000 life insurance policy that includes accidental death and dismemberment paid for by the district. Coverage begins the first day of the month following the hire date.

Employees and spouses will be granted free admission to all home regular season district athletic contests involving AISD athletes.

Employees who retire from the District with at least 5 years of service to AISD, 20 years of service in TRS and 10 or more days of available state and local leave may be reimbursed for up to 50 days of leave at the prevailing sub rate, provided their retirement is voluntary and they give at least 30 days written notice. Non-contract employees must provide at least 2 weeks written notice.

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 days should call the business manager for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in ½ day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local leave
- State sick leave accumulated before 1995
- State personal

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

Immediate Family. For purposes 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*.
- Parent, stepparent, 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 purposes 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 are found in Policy DECA (LEGAL).

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

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical

history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of 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 transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

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

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Discretionary use of state personal leave shall not exceed three consecutive workdays. If more than three consecutive workdays are used, the employee shall be docked the substitute rate for each day used, whether or not a substitute is employed.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in 1/2 day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

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

Local Leave

All employees shall earn five workdays of local personal leave per school year. Local leave will accumulate to a maximum of 30 workdays. Local leave may be used according to the terms and conditions of state personal leave.

Extended Leave

After all available state and local leave days have been exhausted, a full-time employee shall be granted in a school year a maximum of 15 workdays of extended sick leave to be used for the employee's personal illness or injury, including pregnancy-related illness or injury, or for absences related to the illness or injury of a member of the employee's immediate family. The daily rate of pay for a substitute shall be deducted for each day of extended leave taken, whether or not a substitute is employed.

Sick Leave Bank

The purpose of the catastrophic sick leave bank is to provide additional sick leave days to an employee, in the event of an unexpected, extended critical illness, surgery or a temporary disability due to an injury. Employees will have the opportunity to donate 1 to 3 of their local leave days to the bank when the need arises and must be members of the bank in order to submit a request to use days. See the *Appendix* for Sick Leave Bank Policy.

Family and Medical Leave (FML) — General Provisions

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

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 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.

An eligible employee who is a covered servicemember'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 servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is 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 as if the employees were not on leave.

Upon return from FMLA 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 FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to 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 1,250 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.

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

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 required.

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.

For additional information:

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

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12 month period measured forward from the date an individual employee's first FML begins.

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

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

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

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 (e.g., 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 the procedures outlined in policy (see 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 unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact the Business Manager at ext. 4942 for details on eligibility, requirements, and limitations.

Temporary Disability

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

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

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

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

Workers' Compensation Benefits

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

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable. An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use paid leave.

Assault Leave

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

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

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

Jury Duty

The district provides paid leave to employees who are summoned to 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 may be required to provide the district a copy of the summons to document the need for leave.

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. A copy of the release from jury duty or documentation of time spent at the court may be required.

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. 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.

Religious Observance

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.

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, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty ordered by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the superintendent's office. In most cases, the length of military service cannot exceed five years, and the employee must apply for reemployment within the period of time specified in law.

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 business manager for details on eligibility, requirements, and limitations.

Employee Relations and Communications

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 campus newsletters, and through special events and activities. Recognition and appreciation activities also include an employee appreciation meal held at the close of each school year, a cookout hosted by the administration, a Christmas Open House hosted by the central office staff, retirement receptions, and the announcement of the Teacher of the year and Support staff

member of the year, sponsored by First State Bank of Abernathy, at the opening ceremonies of each school year.

District Communications

Throughout the school year, the district publishes the Antelope Outlook and distributes it to all addresses in the 79311 zip code. Campus offices routinely publish newsletters, fliers, calendars, and other communication materials. The superintendent informs the staff of board meeting actions via electronic mail and the district maintains a Facebook page to publish news about district students and staff. These publications offer employees and the community information pertaining to school activities and achievements. Information is also communicated through the district's website at www.abernathyisd.com/.

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 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:

OTHER COMPLAINT PROCESSES

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.
4. Complaints concerning instructional materials shall be submitted in accordance with EFA.

5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning 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 shall be submitted in accordance with DFAA, DFBA, or DFCA.

NOTICE TO EMPLOYEES

GUIDING PRINCIPLES

INFORMAL PROCESS

The District shall inform employees of this policy through appropriate District publications.

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

DIRECT COMMUNICATION WITH BOARD MEMBERS

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

FORMAL PROCESS

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.

An employee 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.

FREEDOM FROM RETALIATION

Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

WHISTLEBLOWER COMPLAINTS

COMPLAINTS AGAINST SUPERVISORS

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 DG]

GENERAL PROVISIONS

FILING

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

SCHEDULING CONFERENCES

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by 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. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. 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.

RESPONSE

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee's absence.

DAYS

At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's e-mail address of record, 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.

REPRESENTATIVE

"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."

"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.

CONSOLIDATING COMPLAINTS

The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. 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 file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

UNTIMELY FILINGS

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.

COSTS INCURRED

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.

COMPLAINT AND APPEAL FORMS

Each party shall pay its own costs incurred in the course of the complaint.

Complaints and appeals 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.

AUDIO RECORDING

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

See www.abernathyisd.com/, under the *School Board* link, for a discussion of Levels One, Two & Three of the complaint process.

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 after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 57 for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character.

The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1 (b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Standard 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

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

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

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

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is printed at <http://pol.tasb.org/Policy/Code/554?filter=DH>

Harassment of Students

Policies, DH, DHB, 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 report his or her knowledge or suspicion to the appropriate authorities as required by law. See *Reporting Suspected Child Abuse* below, and *Bullying*, page 60 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be found at <http://pol.tasb.org/Policy/Code/554?filter=FFH>

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at: <http://pol.tasb.org/Policy/Code/554?filter=FFG>. 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 otherwise 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 below in *Reporting Suspected Child Abuse*.

Reporting Suspected Child Abuse

Policies, DG, DH, DHB, 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 to a local office or to the Texas Abuse Hotline (800-252-5400) or by electronic report at www.txabusehotline.org. State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to 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. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

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

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.

Technology Resources

Policy CQ

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

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

Electronic mail transmissions 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 and legal action. Employees with questions about computer use and data management can contact the technology director at Extension 4945. See appendix for technology resource guidelines.

Personal Use of Electronic Communications

Policy CQ, DH

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat

rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications 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 communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the 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 personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]

- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Electronic Communications between Employees and Students*, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees and Students

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students are prohibited. Employees are not required to provide students with their personal phone number or e-mail 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 media 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 e-mail, text messages, instant messages and any communication made through an Internet website, including a 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 electronic communications. See *Personal Use of Electronic Communications*, 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 from knowingly communicating with students 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, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 11 p.m. and 6 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the 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. [See Policies CPC and FL]
- 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 number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- 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.

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes but is not limited to, 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 SBEC rules

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

Alcohol and Drug-Abuse Prevention

Policies DH, DI

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

Employees shall not unlawfully 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 abusable 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.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or

employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

Information about the district policy can be located at: <http://pol.tasb.org/Policy/Code/554?filter=DI>

Tobacco Products and E-Cigarette Use

Policies DH, GKA, FNCD

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

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

- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

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 textbook, electronic textbooks, instructional materials, or technological equipment may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

District funds may not be used to purchase gifts for students or employees. A gift is a gratuitous offering for personal benefit that does not serve a legitimate educational interest. For example, birthday presents, Christmas presents, wedding or new-baby acknowledgments for individuals are considered gifts. Employees and students may, however, donate personal funds to be applied toward the purchase of a gift. Gift cards may not be purchased with district funds.

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 (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

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

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

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a 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.

Safety

Policy CK series

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

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are 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 superintendent. New employees must read the safety rules and sign an acknowledgement form.

Possession of firearms and weapons

Policies DH, FNCG, GKA

Employees that are approved by the School Board and have their license to carry a concealed handgun may do so. All other 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 (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 superintendent immediately.

Visitors in the Workplace

Policy GKC

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

Principals and other designated employees are authorized to:

1. Refuse entry onto school grounds to persons who do not have legitimate business at the school.
2. Request any unauthorized person or any person engaging in unacceptable conduct to leave the school grounds.
3. Request assistance of law enforcement officers in cases of emergency; and
4. Seek prosecution for violations of law as permitted by statute.

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the campus offices and teacher lounges. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electronic means. Pest control information sheets are available from the director of maintenance at extension 4907.

Other Topics

The school phone is strictly a business phone and should be used for personal calls only in an emergency. Long distance calls may be made from any of the office phones with a long distance code. Staff members needing a long distance code may contact the business office. Campus offices will assist in setting up voice mail accounts.

Staff members should follow maintenance repair request procedures as outlined in the appendix.

General Procedures

Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will utilize the automated calling system to notify parents, and notify the following radio and television stations:

***KLLL, KMMX, KONE, KFMX, KZ102,
KCBD-11, KLBK-13, KAMC-28, FOX-34***

Emergencies

Policy CKC. CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and 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 these devices and procedures for their use.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the business office on an official district purchase order form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without prior authorization. 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 the Business Manager at extension 4942 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the business office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the business office or at www.abernathyisd.com/ under *Business Services* and *Forms*.

Personnel Records

Policy DBA, GBA

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

- Address
- Phone number, including 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 made at any time by submitting a written request to the superintendent's secretary. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public, until a request to withhold the information is submitted.

Building Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. When reserving a facility to be placed on the District's Official Calendar, employees must use Eduphoria. Upon approval, the designated person will place on the official calendar.

Termination of Employment

Resignations

Policy DFE

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. Contract employees may resign at any other time only with the

approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The 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* on page 57. 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.

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

Dismissal or Nonrenewal of Contract Employee

Policy DF Series

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The 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 or are available on line.

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and grievances*, page 32.)

Exit Interviews and Procedures

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

All district keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

Reports 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).

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 the court, 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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

The Abernathy 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.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the superintendent, Glen Teal, at 505 7th Street, Abernathy, TX 79311; telephone 298-4940 or email address: gteal@abernathyisd.com.

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 or counselor for assistance.

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.

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.

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.

Psychotropic Drugs

Policy FFAC

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

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

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

Student 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. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

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 parent must call the campus office to report the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Bullying is defined by TEC 37.0832. All employees are required to report student complaints of bullying, including cyber-bullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and can be found online at <http://pol.tasb.org/Policy/Code/554?filter=FFI>

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

APPENDIX

Abernathy I.S.D. Payroll Calendar 2017-2018

Pay Period Beginning Date	Pay Period Cut-off Date	Payroll Reports Due By Noon to Payroll	Pay Date
June 25, 2017	July 29, 2017	August 10, 2017	August 18, 2017
July 30, 2017	August 26, 2017	September 8, 2017	September 20, 2017
August 27, 2017	September 30, 2017	October 10, 2017	October 20, 2017
October 1, 2017	October 28, 2017	November 10, 2017	November 17, 2017
October 29, 2017	November 25, 2017	December 8, 2017	December 19, 2017
November 26, 2017	December 30, 2017	January 10, 2018	January 19, 2018
December 31, 2017	January 27, 2018	February 9, 2018	February 20, 2018
January 28, 2018	February 24, 2018	March 9, 2018	March 20, 2018
February 25, 2018	March 31, 2018	April 10, 2018	April 20, 2018
April 1, 2018	April 28, 2018	May 10, 2018	May 18, 2018
April 29, 2018	May 26, 2018	June 8, 2018	June 20, 2018
May 27, 2018	June 23, 2018	July 10, 2018	July 20, 2018

Abernathy ISD Vehicle Use Policy

(Revised 9/16/15)

The use of our Abernathy ISD fleet of vehicles is a privilege that should be respected and appreciated. Each AISD staff member is expected to abide by the following policies and procedures. ***Our goal is for your trip to be as user-friendly as possible with exceptional customer service.*** If your experience is less than that on a consistent basis, please make our Transportation Director (Johnny Pace) or your campus administrator aware.

- 1) Use of any Abernathy ISD vehicle is intended for events associated with our district and *may not* include reasons directly associated with personal use or benefit.
- 2) **Campus staff members must receive permission from their principal for the trip and vehicle use before making a vehicle request.** After receiving principal permission, **all vehicle requests must then be made online through Eduphoria Formspace by the requesting staff member.** No staff member is excluded from making requests through our Eduphoria system. Any requests made via email, text messaging, or phone call will not be honored by the Transportation Director.
- 3) Upon receipt of the Eduphoria vehicle request, **the Transportation Director will reply via email to the request within a 24-hour period of when the request was made so that the requesting staff member knows the status of the trip.** This reply will include the vehicle designated by the Transportation Director for the trip. The Transportation Director will determine which vehicle is most appropriate for the trip considering multiple factors including the number of students involved, the destination, and the availability of the vehicles. The Transportation Director has final say in determining the appropriate vehicle.
- 4) **Vehicle requests must be submitted in Eduphoria Formspace at least seven (7) calendar days in advance of travel.** All staff members must follow this guideline.
 - a. *However, in instances beyond our control, requests less than seven (7) calendar days may be made by the following staff members for their department or campus via Eduphoria: **campus principals, AISD administrators, athletic director, and band director.***
 - b. Except for the aforementioned staff, **vehicle requests needed by campus staff members with less than 7 days advance notice must be submitted via Eduphoria by the campus principal on your behalf.** The Transportation Director will not honor requests by campus staff under the 7 days notice.

- 5) If this happens to be your first trip in an AISD vehicle, consult with your campus colleagues or campus administration prior to the trip regarding the location of the keys to the vehicle as well as how to access the mechanical gate at the bus barn.
- 6) If traveling overnight, please pick up a fuel card from the Assistant Business Manager (Laura DeAnda) in a timely manner prior to the trip. Upon return, turn in the fuel card and fuel receipts to the Assistant Business Manager *by the end of the next business day*.
- 7) Upon return from the trip, the vehicles must be parked at the AISD bus barn.
- 8) Upon return from the trip, all trash and personal items must be removed by the person or group associated with the trip. As a general rule, we are expected to respectfully clean up after ourselves. Any ongoing concerns with this procedure will be addressed directly by campus principals or AISD administration.
- 9) In all AISD vehicles, any form of tobacco use or sunflower seeds is prohibited.
- 10) Any vehicle requests for designated U.I.L. events/activities will be granted before other vehicle requests.

Any questions or concerns should be directed to the Abernathy ISD Transportation Director (or your campus administrator):

Johnny Pace
(806) 298-4918
jpace@abernathyisd.com

Abernathy Independent School District

Travel Policy



Each District employee and official who is authorized to travel for school business assumes a direct responsibility to limit travel claims to those actually incurred while traveling and representing Abernathy ISD. Likewise, each District official and employee has a responsibility to limit travel to purposes that are clearly essential. Arrangements utilizing the most economical means of accomplishing the authorized travel must be considered. This planning should include consideration of the use of personal car or common carrier, sharing rides with other employees attending the same event, and similar alternatives if appropriate.

NON-REIMBURSABLE TRAVEL EXPENSES

The following travel expenses are not reimbursable:

1. Tours or other entertainment while on business travel;
2. Hotel room movie rentals, alcoholic beverages and expenses incurred by a spouse;
3. Travel incurred during an employee's vacation period unless it occurs during a school related conference or workshop;
4. Expenses due to the traveler's failure to cancel a registration or travel arrangement (except for extenuating circumstances);
5. Hotel internet charges (unless expense is work-related and pre-approved);
6. Personal charges incurred due to last minute changes to travel accommodations and/or plans unless the changes are deemed reasonable and/or necessary (i.e. personal or family emergency).

Mandatory Requirements:

- a. Every employee who travels will be required to complete a [Travel Expense Advance Request](#) at least one week before meal funds are requested;
- b. Upon return, each employee is required to complete a [Travel Settlement Form](#) within ten (10) working days. No receipts are required for meals, however, receipts should be retained to facilitate completion of the **Travel Settlement Form**. The employee should return unused funds. If applicable, a request for reimbursement of unforeseen travel expenses should be completed;
- c. **All Out of State travel requires additional approval by the superintendent.**

TRAVEL AUTHORIZATION

A signature of approval shall be secured by employees for professional out-of-town, overnight and non-overnight meetings and conferences, on the ***Travel Expense Advance Request*** Form prior to making arrangements. Once completed, the form is to be submitted to the immediate supervisor for approval. Final approval will be made by the Business Manager and/or Superintendent.

TRAVEL ADVANCE REQUEST

When requesting an advance for travel, the following procedure shall apply:

1. Submit the ***Travel Expense Advance Request*** to your supervisor with the following attached documentation:
 - a. Completed Purchase Order for registration cost;
 - b. Itinerary of conference;
 - c. Hotel room rate information;
 - d. Estimate cost for transportation method desired. If airfare, attach desired itinerary;
 - e. If students are traveling, submit a list of students along with breakdown of their meal advance amount. (See section below regarding student travel).

2. **Lodging:**
 - a. Overnight lodging is only allowed for travel that occurs more than 100 miles from Abernathy ISD.
 - b. The District will only pay for the actual cost of the lodging.
 - c. Travelers should attempt to obtain the State Contract Rate. Hotels on this list can be found at: <http://comptroller.texas.gov/procurement/prog/stmp/stmp-hotel-contract/>
 - d. Public schools are required to pay city/county taxes. Not all hotels will accept the tax exempt form if an individual pays for the room with a personal credit card.
 - e. The single room rate will apply unless shared by another employee.
 - f. Hotel reservations must be made in the name of the Abernathy ISD employee, not a spouse, family member or friend.
 - g. Travelers may use a district credit card to reserve and hold their room. A one-night deposit is occasionally required, but do not prepay the entire hotel stay. Employees may request to reserve the district credit card at the time of travel by indicating this on the travel request.
 - h. Hotel rates vary and every effort should be made to obtain the most economical and practical (i.e. sharing rooms when appropriate) accommodations available considering the purpose of the meeting/conference. Each employee who travels must remember

they are being held to a high standard and charged with the responsibility of being a good steward of taxpayer funds.

- i. Each employee is required to obtain a Hotel Occupancy Tax Exempt form (available online at www.abernathyisd.com) to be used while traveling. It is also recommended that the employee take a Sales Tax Exempt form due to the fact some hotels will charge sales tax for parking. Note: hotels are *not required* to accept a tax exempt form for parking. Choose public or self-parking at the hotel. Valet parking is not allowable unless it is the only option.
- j. At the time of return to the District, a receipt from the hotel is required to be returned along with the **Travel Settlement Form** to the Business Office within ten (10) working days. **Failure to do so may result in travel privileges being revoked.**
- k. If the employee does not utilize the hotel/motel as reserved, the employee is responsible for cancelling the reservation. The District will not reimburse an employee for expense incurred as a result of not cancelling a reservation.
- l. Travelers may, at his/her request, stay with a family member or friend instead of a hotel. If the traveler selects this option, the traveler shall not receive any payment in lieu of lodging costs.
- m. **Hotel reservations are not allowed through online booking websites**, such as *Hotels.com, Expedia and Travelocity.*

3. Meals:

- a. For overnight travel, while on school business, the per diem rate for meals will not exceed the daily rate of \$36.00.
- b. Meal per diem is as follows:
 - i. Breakfast - \$7.00 (Leave before 7 a.m.)
 - ii. Lunch - \$12.00
 - iii. Dinner - \$17.00 (Return after 7 p.m.)
- c. Any special meeting, banquet, etc., requiring more than the maximum allowance for meals shall require prior approval from the Superintendent or designee unless the meal is part of the registration fee.
- d. No receipts are required for meals, however, receipts should be retained to facilitate completion of the **Travel Settlement Form**. No per diem will be allowed if a meal is included in the hotel rate (i.e. Continental Breakfast) or is part of the registration fee.
- e. Tips shall be allowed only with local funds (Fund 181, 199, 461, 865) not to exceed 15% of the meal expense.

4. Vehicle Transportation:

- a. Travelers should use a district-owned vehicle as the preferred method of transportation. A vehicle request should be submitted through Eduphoria as instructed in the [AISD Vehicle Use Policy](#).
- b. If a district-owned vehicle is not available, the traveler shall be authorized to use their personal vehicle or request a flight, as appropriate.
- c. Travelers who use their personal vehicles will be issued a district fuel card. They should submit the receipts with the fuel card to the Business Office upon return from the trip.

5. Public Transportation:

Pre-approved fees associated with public transportation such as airplane, taxicabs, shuttles, parking and baggage fees must be planned for and included on the **Travel Advance Request Form**. In order to be reimbursed for out-of-pocket charges, these fees along with receipts (or detailed, signed statement) must be submitted with the **Travel Settlement Form** within ten (10) working days after completion of travel. Taxi and shuttle tips may be paid at the traveler's discretion, but will not be allowable travel costs for reimbursement or payment with any district funds. Employees are discouraged from accepting rides with ride-sharing companies such as Uber and Lyft. Transportation network companies such as these are highly unregulated in many cities. Travel arranged with these companies is not reimbursable with district funds.

- a. The actual cost of commercial air transportation (lowest coach fare) to accommodate the required travel dates of the event shall be allowable costs.
- b. The preferred flight service is Southwest Airlines (SWA). Travelers are allowed to check up to two (2) bags, limited to no more than 50 pounds each at no additional charge. Luggage charges for a third (3rd) bag shall not be allowable with district funds.
- c. Airfare is typically at its lowest price 21 days before the departure date. Ticket prices will increase again 14 days before departure and once again 7 days before, therefore it is in the District's best interest to purchase airfare as early as possible.
- d. For all flights other than SWA, luggage charges, if any, shall be limited to fees for two (2) bags, up to 50 pounds per bag.
- e. A rental car at the event location shall be allowable if it is the most economical method to access the event location. Reservations will be made by the Central Office staff utilizing the District's corporate account with Enterprise.
- f. All flight costs associated with deviations from the required travel plans, such as pre or post personal days shall be paid by the traveler. For example, if the required travel dates are Sunday through Wednesday, but the traveler opts to depart on Friday to spend

personal days at the travel destination, the additional cost, if any, to fly on Friday shall be paid by the traveler.

6. Rental Cars:

- a. Rental cars are reserved by Central Office staff for all campus travelers. Once the flights have been reserved, employees should send the flight itinerary to the Business Office. Staff will contact them about information needed to reserve the vehicle.
- b. Rental car costs include all applicable taxes and mandatory charges. The district contract with Enterprise includes liability coverage for collision damage.
- c. Charges for liability insurance supplement, personal accident insurance, safe trip insurance, or personal effects insurance are not allowable costs.
- d. Travelers should choose the more economical plan to refuel prior to returning the vehicle, instead of choosing the option to allow the company to refuel the vehicle.
- e. Travelers should not attempt to pay the rental car expense with personal funds or a district credit card. The expenses will be directly billed by Enterprise to Abernathy ISD.
- f. Travelers should submit a copy of the rental car receipt and the fuel receipt within ten (10) working days of their return.

7. Parking Cost

- a. Parking charges will be reimbursed after the trip. Receipts **MUST** be turned in with the ***Travel Settlement Form*** within ten (10) working days after trip is completed.
- b. To be exempt from sales tax for parking, a sales tax exemption form is required at most hotels. NOTE: The Sales Tax and Use Tax Exemption Certification form and the Hotel Occupancy Tax Exemption Form are two different forms.
- c. If public or self-parking and valet parking both are available, choose public or self-parking. Valet parking is only allowable when self-parking is unavailable.

8. Student Travel

All AISD student travel should be in compliance with District Policies. No student may travel to represent Abernathy ISD unless accompanied by an AISD employee. Students may not be transported in a personal vehicle under any circumstances. Abernathy ISD prohibits hotel room sharing between students, teachers, sponsors and chaperones unless the chaperone is a parent of a student traveling.

Guidelines for student travel for registration fees, hotel stays and meals using District funds include the items presented above with the following modification:

Meals:

Overnight meal advances for students will be provided at a maximum of:

- a. Breakfast - \$6.00
- b. Lunch - \$8.00
- c. Dinner - \$10.00

Students receiving cash for meals should sign the Group Meal Receipt Form.

9. NON-OVERNIGHT MEALS – Staff only

If an employee travels outside the city of Abernathy on business for more than six consecutive hours, a meal may be reimbursed at actual cost not to exceed the meal allowance amounts below:

Staff: Breakfast - \$7.00 (before 7 a.m.); Lunch - \$12.00; Dinner - \$17.00 (return after 7 p.m.)

10. NON-OVERNIGHT MEALS – Staff traveling with students

Meals will be allowable for students and sponsors (including campus principals) accompanying students to school related events.

Sponsors: Lunch - \$10.00; Dinner - \$10.00

Students: Lunch - \$8.00; Dinner - \$8.00

Student Activity Funds may be used to supplement meal allowances for student organizations. All entertainment expenses will be paid with Student Activity Funds.

The ***Travel Expense Advance Request*** form will be used for all meal requests – both **overnight** and **non-overnight**.

FEDERAL TRAVEL:

All travel expenses paid with federal grant funds (typically funds 2XX) shall meet the new EDGAR requirements (200.474) such as: 1) all travel costs must be reasonable and necessary; 2) all travel costs must be consistent with the district's travel policy; 3) all travel costs must be directly related to the grant award; and 4) all travel costs must meet the obligation of expenses rules.

Local District guidelines and meal rates shall apply to all travel expenses regardless of funding source. Federal travel must be encumbered to the appropriate budget account code(s) before any travel-related costs are incurred by the district or traveler.

A list of hotels with State Contract Rates can be found at:

<http://comptroller.texas.gov/procurement/prog/stmp/stmp-hotel-contract/>

Allowable lodging rates for major areas of Texas are listed at:

<http://www.gsa.gov/portal/category/100120>

Follow these steps to locate information regarding rates for lodging for specific cities or counties:

1. Search by city or zip code or by clicking the "Select a State" drop down box.
2. Click the "Find Per Diem Rates" box.
3. Scroll down to find the area traveling to.
4. Find the month the travel will take place and look for maximum allowable rate for that month.

General fund accounts shall be used to pay lodging costs in excess of the Domestic Maximum Per Diem rate. No receipts are required for meals. The employee should complete the Travel Settlement Form, attach all trip receipts, and return any unused funds to the District.

Sick Leave Bank

Purpose, Definition, and Procedures

(revised 8-4-17)

Purpose

The Abernathy ISD Sick Leave Bank is maintained to provide additional sick leave days to members for catastrophic incapacitating personal illness or injury.

Definition

Sick leave bank days may be granted to a member or for a member's usage if an **immediate family** member experiences a catastrophic, incapacitating personal illness or injury. "Immediate family" is defined as: (a) spouse; (b) son or daughter (including 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*; (c) parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee; (d) sibling, stepsibling, or sibling-in-law; or (e) grandparent and grandchild.

Procedures

- 1) To become a member of the AISD Sick Leave Bank, an employee must complete an **application** and donate at least 2 and no more than 3 local leave days in a school year. Once the initial donation has been made, the employee remains a member of the Sick Leave Bank unless the employee chooses to opt out of the bank at his/her discretion. Days donated to the bank become property of the bank.
- 2) Should the AISD Sick Leave Bank fall below 100 days, the Sick Leave Bank committee may require members to donate an additional 1-3 days to maintain membership in the bank. If any member refuses to contribute the required additional day(s), membership in the bank will be revoked.
- 3) To request days from the Sick Leave Bank, an employee or a family member of the employee, must fill out the Sick Leave Bank "Request for Days" form. This form, as well as the AISD procedures, is available on the **AISD Business Services webpage**.
- 4) An employee must exhaust all paid leave before becoming eligible for days from the Sick Leave Bank.
- 5) The maximum number of days a member can receive from the sick leave bank is 20 annually. After the 20 days have been exhausted, the member will not be entitled to additional days until the following year.
- 6) The Open Enrollment period for employees to join the Sick Leave Bank is from August 1 to the last business day in September. **Employees will have until the end of the work day on Friday, September 29, 2017, to submit an application to the Sick Leave Bank. Applications shall be submitted to the AISD Assistant Business Manager, Laura DeAnda.** Completed applications must be signed/dated by the employee and may be delivered to the Business Office by hand, campus mail, or email.
- 7) When a "Request for Days" form is completed by Sick Leave Bank Members, a committee established by the Superintendent will consider the request and respond in a timely manner. The committee will consist of AISD staff members including, but not limited to, the Business Manager, Assistant Business Manager, and the Superintendent.
- 8) Sick Leave Bank members who are requesting days from the bank because of illness/injury in the immediate family or illness/injury of a person residing in the member's household at the time of illness or death, must complete a "Family Information" form and attach it to the "Request for Days" form. Submit the completed forms to the AISD Business Office.
- 9) Pregnancy is excluded from a "Request for Days" regarding the Sick Leave Bank. However, complications associated with a pregnancy is considered appropriate for Sick Leave Bank use.
- 10) Any medical information provided in this process shall remain confidential.

- 11) Employees that receive days from the bank will be required to contribute 2 days during the next Open Enrollment period following their return to work.
- 12) Sick leave bank days may not be granted for a period of disability when monies are being paid to the member under the Worker's Compensation Act.
- 13) All unused sick leave bank days in the bank at the end of the fiscal year (June 30) shall be carried over to the beginning of the next fiscal year (July 1).
- 14) An employee who has contributed to the sick leave bank will lose the right to utilize the benefits of the bank by: (a) termination or suspension of employment in the Abernathy ISD; (b) cancellation of sick leave bank membership by the member; (c) being on an approved leave of absence; (d) choosing not to pay back required number of days; or (e) bank is depleted of days.
- 15) Any question or concern regarding the Abernathy ISD Sick Leave Bank that may arise after this plan was created shall be submitted to the Superintendent for a final decision.

(Complete this form and return to the Assistant Business Manager, Laura DeAnda by Friday, September 29, 2017.)

Sick Leave Bank Application

Name: _____ **Date:** _____

Date of Birth: _____ **AISD Campus/Department:** _____

AISD Job Assignment: _____

Number of Local Leave Days Employee Chooses to Donate (2 or 3): _____

I have read the AISD Sick Leave Bank Procedures above and agree to abide by these procedures.

Employee Signature

Date

Maintenance Repair Requests

To: All Employees
From: Superintendent's Office
Date: August, 2017

All requests for maintenance **MUST** go through *Eduphoria* to Bobby Grimsley. In the event of an emergency, you may call 773-8070. **Emergency** repairs will be performed as reported. Non-emergency repairs will be handled in the order requested, unless a special problem exists (i.e. lack of available parts). Your cooperation will be greatly appreciated.

Requests sent via text messaging will not be honored

AISD Technology Resource Guidelines

The Superintendent or designee will oversee the District's technology resources.

The District will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of the resource.

CONSENT REQUIREMENTS

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

No original work created by any District student will be posted in a web page under the District's control unless the District has received written consent from the student's guardian.

No personally identifiable information about a District student will be posted on a web page under the District's control without written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act and District policy.

SYSTEM ACCESS

Access to the District's technology resources will be governed as follows:

1. Students may be granted access to the District's technology resources by their teachers, as appropriate.
2. The District suggests that all passwords be changed periodically.
3. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's technology resources.

DISTRICT RESPONSIBILITIES

The Superintendent or designee will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's technology resources.
2. Ensure that all users of the District's technology resources complete and sign an agreement to abide by District policies and administrative regulations regarding such

use. All such agreements will be maintained on file in the principal's or supervisor's office or on display.

3. Ensure that employees supervising students who use the District's technology resources provide training emphasizing appropriate use.
4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
6. Set limits for data storage within the District's system, as needed.

INDIVIDUAL USER RESPONSIBILITIES

The user is being given access to the District's technology resources. Through this system, the user will be able to communicate with other schools, colleges, organizations, and people around the world through the internet and other electronic information systems/networks. The user will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that the user read the District Policy, administrative regulations, and agreement form and ask questions if help is needed in understanding them. Inappropriate system use will result in the loss of privilege of using the educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that the user may run across some material the user might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be the user's responsibility to follow the rules for appropriate use.

Rules for Appropriate Use

1. The account is to be used mainly for educational purposes, but some limited personal use is permitted as long as that personal use does not involve personal gain.
2. The individual in whose name a system account is issued will be responsible at all times for its proper use. Any generic accounts are the responsibility of the appropriate campus principal/department head and their designee.
3. System users should be mindful that use of school-related electronic mail addresses might 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.

4. Technology resource users must purge electronic mail in accordance with established retention guidelines.

Inappropriate Uses

1. Technology resources may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
2. Downloading or using copyrighted information without permission from the copyright holder.
3. Technology resource users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
4. Students may not distribute personal information about themselves or others by means of the technology resources without the appropriate permission from the student's guardian.
5. Technology resource users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee.
6. Technology resource users may not install any software items without the consent from appropriate administrative, technology staff. Users are responsible for determining whether a program is in the public domain.
7. Users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
8. Technology resource users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. Users may not waste District resources related to the electronic communications system.
10. Users may not gain unauthorized access to resources or information.

Consequences for Inappropriate Use

1. Suspension of access to technology resources.
2. Revocation of the computer system account; or

3. Other disciplinary or legal action, in accordance with the District policies and applicable laws. The user understands that his/her computer use is not private and that the District may monitor the user's activity on the computer system.

The user accepts the District's technology resource policy and administrative regulations and agrees to abide by their provisions. In consideration for the privilege of using the

The District's technology resource system and in consideration for having access to the public networks, the user hereby releases the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from the user's use of, or inability to use the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

VANDALISM PROHIBITED

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

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail or other system users, deliberate interference with the ability or other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

INFORMATION CONTENT / THIRD-PARTY SUPPLIED INFORMATION

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

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

TERMINATION / REVOCATION OF SYSTEM USER ACCOUNT

Termination of any employee's or student's access for violation of District policies or regulations will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

REQUIREMENTS FOR WEB PAGE PUBLICATION

A web page is created under the auspices of the campus principal or administrative department head. A web page can be created by any web page creation software or straight HTML. However, pages must reflect good coding practices and will NOT be published if they do not meet acceptable requirements by Web Development Committee.

Examples:

1. The campus/department's web coordinator's name must be on file with the Web Development Team. This information may be emailed by the principal or department head to the Director of Telecommunications.
2. The site folder/directory structure should be in alignment with the site's home page making the site easy to maintain by the web coordinator.

3. When naming files and folders please avoid cryptic abbreviations so as to be understandable to anyone viewing the information.
4. Folder and file names should not contain capitals, spaces or slashes. Underscores are preferred for separation in names.
5. Unnecessary and excessive folders/directories will not be accepted. A folder should contain no less than 7-10 items.
6. Folders should be used to organize the site. Sites lacking needed folders will not be accepted.
7. A common graphic folder is acceptable for graphics used throughout the web site but for the most part, graphics and photos should be with htm pages. This also facilitates transfer of web site ownership.
8. Pages with unnecessary coding will not be published.
9. For future pages and graphics, please keep file extensions to three letters - examples: htm, jpg, gif, or pdf

All photographs and work must be supported by proper consent forms. A page is edited by a chosen editor (can be web coordinator or someone with editing skills) for grammar and spelling. The page is edited for content in keeping with AISD web standards by the Campus Web Coordinator.

The page must be approved for content, spelling & grammar by the campus principal, administrative department head or their designee. Principals and department heads are responsible for accuracy and appropriateness of information at the campus/department level.

The web page is then given to the District Web Specialist for publication. The web specialist will also proof both copy and code to be sure the pages are in keeping with district practices in regard to content, links, copyright adorns and code viability.

The Executive Director of Communication monitors all AISD affiliate sites and reserves the right to remove inappropriate material.

Both the web coordinator and the principal/department head will be notified when the link is made to the AISD web site.

STUDENT GUIDELINES

Technology is an educational tool, just as books, paper, newspapers and videos are educational tools. The Abernathy Independent School District has set policy:

Below are guidelines for student use of computers, peripherals, local and internet. The individual campus may publish additional details as needed.

The student will:

1. Access technology resources only under the supervision of a teacher.
2. Access only curriculum-related materials for educational use under the direction of a teacher.
3. Not attempt to alter or modify equipment or software.
4. Not copy software.
5. Not download or install software on any Abernathy ISD computer.
6. Not use district resources in any way for personal gain.
7. Obtain permission from a teacher to access district technological resources such as computers, internet, email, printers and servers.
8. Have all flash drives and CD's brought from home approved for use and scanned for viruses by authorized personnel.
9. Use network resources in a manner not disruptive to the use of the network by others.
10. Use any district-supported email account for educational purposes only.
11. Not access or send materials that are abusive, obscene, sexually oriented, harassing, illegal, or damaging to others.
12. Use appropriate language at all times. Avoid swearing, vulgarity, ethnic racial slurs, or obscenities.
13. Keep all passwords private.
14. Not use a false identity when sending/receiving messages.
15. Not access another person's material, information or files without teacher permission.

16. Not register any person or school at internet websites. Avoid revealing personal information about yourself or others.
17. Recognize that network storage areas are not private. Teacher/administrators may preview files and communications to ensure that AISD technology systems are being used responsibly.
18. Not use any server or network administrative software/tools on the AISD network. This includes software/tools such as network packet analyzers, network security discovery tools, and administrative applications.
19. Cite references for all electronic sources of information, using proper citation procedures.

Violation of any of the above may result in disciplinary actions and/or loss of access privileges and consequences for such violations may include:

- Suspension of access
- Revocation of account
- Other disciplinary or legal action in accordance with district policies and relevant state and federal laws.

AIISD EMPLOYEE/VOLUNTEER ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY RESOURCES

Technology is an educational tool, just as books, paper, newspapers and videos are educational tools. The Abernathy Independent School District has set policy to ensure that these assets are used appropriately and for educational purposes. Below are guidelines for employee/volunteer use of computers, peripherals, local and internet. The individual campus may publish additional details as needed.

The AIISD employee/volunteer will:

1. Not attempt to alter or modify equipment or software except for educationally appropriate reasons.
2. Not copy software.
3. Not download or install software on any Abernathy ISD computer.
4. Not use district resources in any way for personal gain.
5. Have all flash drives and CD's brought into the workplace from outside approved for use and scanned for viruses by authorized personnel.
6. Use network resources in a manner not disruptive to the use of the network by others.
7. Not access or send materials that are abusive, obscene, sexually oriented, harassing, illegal, or damaging to others.
8. Use appropriate language at all times. Avoid swearing, vulgarity, ethnic racial slurs, or obscenities.
9. Keep all passwords private.
10. Not use a false identity when sending/receiving messages.
11. Recognize that network storage areas are not private. Authorized administrators may preview files and communications to ensure that AIISD technology systems are being used responsibly.
12. Not use any server or network administrative software/tools on the AIISD network. This includes software/tools such as network packet analyzers, network security discovery tools, and administrative applications.

13. Not use another person's materials, information, or files, with the exception of when teachers and /or administrators monitor student use of technology.
14. Limit personal time on the network to conference periods and never when students are present.
15. Follow all district guidelines on appropriate use of the internet, email, and other network resources.
16. Cite references for all electronic sources of information, using proper citation procedures.

Violation of any of the above may result in disciplinary actions and/or loss of access privileges and consequences for such violations may include:

- Suspension of access
- Revocation of account
- Other disciplinary or legal action in accordance with district policies and relevant state and federal laws.

AISD Employee/Volunteer

Name _____

Campus _____

I understand that my computer is not private and that the District will monitor my activity on the computer system.

I have also read the District's "Employee/Volunteer Acceptable Use Guidelines for Technology Resources" and AISD Board policy and abide by their provisions. I understand that violations of the provisions may result in suspension or revocation of system access, and/or other disciplinary or legal action in accordance with district policies and relevant state and federal laws.

Employee/Volunteer's Signature

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