

**Clarendon CISD**

**DISTRICT FACULTY HANDBOOK**



**2013-2014**

**Clarendon High School Edition**

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# Employee Handbook Receipt

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Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

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

Employees have the option of receiving the handbook in electronic format or hard copy.

Please indicate your choice by checking the appropriate box below:

- ☐ 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.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to your supervisor.

# Introduction

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

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



# District Information

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## Description of the District

### Demographics Summary

Data from the 2011-2012 AEIS report revealed the following demographic break downs:

African American 10.8%

Hispanic 15.5%

White 69.7%

American Indian .2%

Asian .8% 6) Pacific Islander .6%

Two or More Races 2.4%.

Special Education 10.8%

Economically Disadvantaged 58%

Limited English Proficient (LEP) 1%

At-Risk 31.5%

### Demographics Strengths

Demographic trends have held steady over the past few years, with a slight increase in the Hispanic population. When reviewing currently available performance data Clarendon CISD scored comparatively well in all demographic areas on the STAAR test.

### Demographics Needs

- Continue to find ways to meet the needs of mobile students, especially new students to the district.
- Provide training for staff on working with a much more mobile and culturally diverse student population.
- Overall district student enrollment has been declining for the past three years.

## Mission Statement, Goals, and Objectives

The mission of Clarendon CISD, in partnership with the home and community, is to teach, challenge, and inspire each student to succeed in the global community. (*See Policy AE Exhibit*)

## Board of Trustees

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

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

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

Current board members include:

- Wayne Hardin, President
- Weldon Sears, Vice President
- Jim Shelton, Secretary
- Renee Betts
- Robin Ellis
- Wes Hatley
- Chuck Robertson

The board usually meets at CISD Video Conference Room.. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web site and outside the superintendent's office and each campus office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

## **Administration**

Monty Hysinger, Supt. of Schools  
Gary Jack, Athletic Director  
Larry Jeffers, High School Principal  
John Taylor, Junior High Principal  
Mike Word, Elementary Principal

## **School Calendar**

See District Information at [www.clarendonisd.net](http://www.clarendonisd.net)

## **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 superintendent of schools.

# Employment

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## **Equal Employment Opportunity**

*Policies DAA, DIA*

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

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

## **Employment After Retirement**

*Policy DC*

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

## **Contract and Noncontract Employment**

### *Policy DC series*

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

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

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

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

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

## **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 office of the Superintendent of Schools 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 office of the Superintendent of Schools if you have any questions regarding certification or licensure requirements.

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

*Policy DHE*

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

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

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

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

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

## **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 to training and recertification yearly. Training will be provided by the school nurse, a certified instructor.

## **Reassignments and Transfers**

*Policy DK*

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by May. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found.

## **Workload and Work Schedules**

*Policies DEA, DL*

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

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

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

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Superintendent of Schools.

## **Outside Employment and Tutoring**

*Policy DBD*

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

## **Performance Evaluation**

*Policy DN series*

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

## **Employee Involvement**

*Policies BQA, BQB*

At both the campus and district levels, Clarendon CISD 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.

## **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

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## Salaries, Wages, and Stipends

*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 15.)

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 Superintendent of Schools for more information about the district's pay schedules or their own pay.

## Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. The schedule of pay dates for each school year is the 25<sup>th</sup> of each month or the Friday prior if the 25<sup>th</sup> falls on a weekend or holiday.

## Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. Contact Mary White or Nelda Woodard in the Central 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) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

## **Overtime Compensation**

### *Policy DEA*

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

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

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

## **Travel Expense Reimbursement**

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and Superintendent of Schools must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

## **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 regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week, are not eligible to participate in TRS-ActiveCare.

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

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact Mary White or Nelda Woodard in the Central Office for more information.

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

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

## **Workers' Compensation Insurance**

### *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 the date of employment, effective the first day of employment.

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

All work-related accidents or injuries should be reported immediately to your supervisor. 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*.

## **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 of Schools.

## **Teacher Retirement**

### *Policy DEG*

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

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

# Leaves and Absences

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*Policies DEC, DECA, DECB*

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

Leave must be used in ½ day increments. However, if an employee is taking family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- State sick leave accumulated before the 1995–96 school year.
- State personal leave
- Local leave

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

**Medical Certification.** Any employee who is absent more than five (5) consecutive days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

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

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

## 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 an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

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

**Discretionary.** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor in advance in accordance with administrative regulations. 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.

## 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 ½ 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 two paid local leave days per school year in accordance with administrative regulations. Professional employees shall be assessed the rate of substitute pay for each local day used. Paraprofessional and support staff shall be assessed one-half the rate of substitute pay for each local day used. Local leave shall be noncumulative. Local leave shall be used according to the terms and conditions of state personal leave.

## **Sick Leave Bank (or Pool)**

A sick leave pool is the voluntary donation of state personal leave days by employees for the purpose of assisting a fellow employee who, after exhausting all paid leave, still suffers from a catastrophic illness or injury, or has an immediate family member who has a catastrophic illness or injury.

This pool shall be:

1. Established at the time of request for assistance.
2. Initiated by the Superintendent or designee upon written request.
3. Created from voluntary contributions by employees for a pool for a specific individual.

The following restrictions shall apply to the establishment and use of a sick leave pool:

1. Employees may donate no more than two state personal leave days per school year.
2. An eligible employee may draw from the pool until he or she has used up to 30 days.
3. Five days may be activated at any one time for any specific employee, until the maximum of 30 days is reached.

Confidentiality:

All contributions to sick leave pools shall be voluntary and confidential donations. Employees violating this provision shall be considered in violation of District policy and the standards of ethics outlined at DH(EXHIBIT) and shall be subject to disciplinary action in accordance with DH(LOCAL).

The pool shall cease to exist when:

1. The employee returns to work,
2. The employee has used 30 days, or
3. Voluntary donation reaches the two-day maximum contribution and the sick leave pool is exhausted.

Unused sick leave pool days shall revert to donors and shall be divided proportionately among individuals according to the amount contributed. If doing so creates increments smaller than half days, however, unused days shall be transferred to the next sick leave pool that the District establishes.

All decisions regarding the establishment or implementation of the District's sick leave pool may be appealed in accordance with DGBA(LOCAL), beginning with the Superintendent or designee.

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

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

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

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

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

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

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

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

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



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

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

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

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

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

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

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

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

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

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

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

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

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

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

For additional information:

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

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

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

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

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

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

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

## Temporary Disability Leave

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

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

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

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

## Workers' Compensation Benefits

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

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

## Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person 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 may not discharge, discipline, reduce the salary of, or otherwise penalize or discriminate against an employee because of the employee's compliance with a summons to appear as a juror. For each regularly scheduled workday on which a nonsalaried employee serves in any phase of jury service, the District shall pay the employee the employee's normal daily compensation. An employee's accumulated personal leave may not be reduced because of the employee's service in compliance with a summons to appear as a juror. *Education Code 22.006*

## Court Appearances

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. Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

## Military Leave

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each federal fiscal year (October 1–September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the time specified by law to the Superintendent of Schools. In most cases, the length of federal military service cannot exceed five years.

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

# **Employee Relations and Communications**

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## **Employee Recognition and Appreciation**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include meals at the beginning of school, the end of the 1<sup>st</sup> semester and at the end of school.

## **District Communications**

Throughout the school year, the offices of the superintendent and the principals publish newsletters, brochures, fliers, calendars, news releases, FaceBook, Twitter, Alert Now and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

# Complaints and Grievances

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## *Policy DGBA*

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees.

# Employee Conduct and Welfare

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## 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 first learns of the incident.

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

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

#### **Statement of Purpose**

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



## **Professional Standards**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

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

*Policies DH, DIA*

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found at the link listed below:

<http://pol.tasb.org/Policy/Search/406?filter=DIA>

## **Harassment of Students**

*Policies DF, DH, FFG, FFH*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 35 and *Bullying*, page 51 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be found at the links below:

DF(Legal) <http://pol.tasb.org/Policy/Code/406?filter=DF>

FFH(Local) <http://pol.tasb.org/Policy/Code/406?filter=FFH>

## Reporting Suspected Child Abuse

*Policies DF, DG, DH, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

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

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

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

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

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

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an

interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

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

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

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

## **Technology Resources**

### *Policy CQ*

The district's technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

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

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

Employees who are authorized to use the system are required to abide by the provisions of the acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact Melody Hysinger or Micheal Keough.

## **Personal Use of Electronic Media**

### *Policy DH*

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

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

### *Policy DH*

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

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or

nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

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

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

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

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- 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 10:00 p.m. and 8:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:

- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
- Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any 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.

## **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 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) or driving under the influence (DUI) of drugs or alcohol
- Acts constituting abuse or neglect under the SBEC rules

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

## **Alcohol and Drug-Abuse Prevention**

*Policies DH, DI*

Clarendon CISD 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 can be found at the following links:

*DH(Local)*      <http://pol.tasb.org/Policy/Code/406?filter=DH>

*DI(Exhibit)*      <http://pol.tasb.org/Policy/Code/406?filter=DI>

## **Tobacco Use**

*Policies DH, FNCD GKA*

State law prohibits smoking or using tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking 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 include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

## **Conflict of Interest**

### *Policy DBD*

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

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

## **Gifts and Favors**

### *Policy DBD*

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

## **Copyrighted Materials**

### *Policy EFE*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

## **Associations and Political Activities**

### *Policy DGA*

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

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

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

## **Charitable Contributions**

### *Policy DG*

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

## **Safety**

### *Policy CK series*

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

- Observe all safety rules.

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

Employees with questions or concerns relating to safety programs and issues can contact the Superintendent of Schools.

## **Possession of Firearms and Weapons**

*Policies FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a concealed 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. 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 Donley County Sheriff's office 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.

## **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 office of the superintendent or any of the principal's offices 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 on the outside doors of the buildings to be treated. 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 electric means. Pest control information sheets are available from campus principals or facility managers upon request.

# General Procedures

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## Bad Weather Closing

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

Television: KAMR (NBC 4), KVII (Pronews 7), KFDA (News Channel 10)

Radio: KGNC 98.4 FM, KLSR 105.3 Memphis, KEFH 99.3 Clarendon

## Emergencies

*Policies CKC, CKD*

All employees should be familiar with the safety procedures for responding to 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 campus supervisor on an official district purchase requisition form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact your supervisor 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 campus and district office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary.

## **Personnel Records**

### *Policy GBA*

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

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

The choice to not allow public access to this information may be made at any time by submitting a written request to campus and district offices. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

## **Building Use**

### *Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. Campus administrators are responsible for scheduling the use of facilities after school hours for their campus facilities. Contact Monty Hysinger to request to use district school facilities and to obtain information on the fees charged.

# Termination of Employment

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## 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 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the campus principal and/or the superintendent. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the Texas Education Agency* on page 47.

**Noncontract Employees.**Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to campus principal and/or 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 Employees

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

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

## 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 29.)

## **Exit Interviews and Procedures**

*Policies DC and CY*

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

## **Reports to Texas Education Agency**

*Policy DF*

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

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

The superintendent is also required to notify TEA when a certified employee resigns and there is reasonable evidence that would support a recommendation to terminate employment because of the conduct listed above.

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

## **Reports Concerning Court-Ordered Withholding**

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

# Student Issues

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## Equal Educational Opportunities

*Policies FB, FFH*

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to Linde Shadle.

## Student Records

*Policy FL*

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

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

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

## Parent and Student Complaints

*Policy FNG*

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

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

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

## **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<sup>®</sup>), 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 student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

## **Bullying**

### *Policy FFI*

All employees are required to report student complaints of bullying to campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students can be found at the link listed below:

*FFI(Local)*    <http://pol.tasb.org/Policy/Code/406?filter=FFI>

## **Hazing**

### *Policy FNCC*

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

## **CHS CAMPUS SPECIFIC INFORMATION**

The school day for all teachers and aides is from 7:30 a.m. to 3:45 p.m. Windows should be closed, blinds adjusted, and lights turned off by the last teacher to use the room during the school day.

Teachers should be in their classrooms by 7:30 and at their doors when the first bell rings at 7:55 each morning and are to stand by their doors during each class break unless they are assigned elsewhere. Students should not be allowed to return to their lockers after the tardy bell has rung. Teachers should, from the beginning, see that students get to their seats and begin work. Please make this a practice in your classroom. Teachers should never leave their class unattended.

All clerical work involving students will be done by the teacher, never by a student. No teacher will ask a student to record grades, fill in report cards, or duplicate material in the Teacher Workroom with the only exception being a teacher aide.

No teacher will send to any class to ask that a student be excused from that class to do work for him/her unless prior arrangements have been made. This rule applies to all classes. Special permission may be obtained from the office should such permission be considered necessary.

### **ABSENCE FROM CLASS**

Teachers are to be in their classroom with their students at all times. Do not leave the classroom unattended unless you have an emergency. When there is an emergency, please contact the principal as soon as possible, so that a replacement can be found.

### **ABSENCE FROM DUTY**

Good attendance by teachers is absolutely imperative to the best learning situation of our students. When you are absent, a substitute cannot take your place.

A teacher must notify Mrs. Ashcraft immediately upon discovery that he/she will not be able to report for duty in order that a satisfactory substitute may be secured. Please notify Mrs. Ashcraft the day before returning to school so the substitute may be informed they will not be needed. Call Mrs. Ashcraft at 3631. You should advise as to lessons planned, where to locate a roster of students, etc.

### **ADMIT SLIPS**

All students must have an admit slip to get and code the absence into class after being absent. If they do not, send him/her to the office. Please sign the slip accordingly. The signed admit slip should be returned to the office the last period of the student's absence. If a teacher suspects that an admit slip has been forged, it should be brought to the attention of the principal immediately.

## **ASSEMBLIES**

All teachers and assistants are required to attend assemblies. Students are not permitted to stay in labs, classrooms, etc., and work on projects, nor may teachers go to the lounge or office or remain in their areas to work during these activities.

## **ATTENDANCE**

Teachers will check roll and tardies each class period, recording all absences on the computer program and sent to the office electronically. Mrs. Ashcraft will prepare a hard copy at the end of each grading period and you will sign and return these forms to Mrs. Ashcraft. Tardy students should report to the office for a tardy slip.

grades, you are urged to be extremely accurate in marking these. Should the office find conflicting reports on a certain student's absence, the office help will check with the faculty members involved to determine the accurate report. You will be notified if a change needs to be made on your sheets. It is the responsibility of each period's teacher to secure the admit slip for the student's absence. If a student does not have a admit slip, that student should be sent to the office. Any absence which is not excused within three days will be recorded as an unexcused absence.

## **AUDIO VISUAL USE**

All videos that are shown should relate to the appropriate subject area. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes.

## **AVERAGING GRADES FOR TRANSFER STUDENTS**

Teachers will receive grades for students transferring from other school districts during the semester. If you fail to receive the necessary grades within a reasonable time after the student enters your class, contact the principal's office.

## **BOOKROOM**

All books must be accounted for from the first day of school until the last. Any books taken from the bookroom, including teacher's editions, must be 'Written on a sheet in the principal's office and verified by the principal or a designee. The same procedure is to be followed when returning books to the bookroom.

### **Rules Relating to Textbooks and the Bookroom:**

1. Sample textbooks or personal items are not to be placed in the bookroom.
2. Make sure that all textbooks have numbers in them.

3. Books and workbooks purchased with local funds are not to be placed in the bookroom. Only State Adopted textbooks are to be in the bookroom.
4. Teachers should see that the pupil's name is clearly written in ink in the space provided on the book label.
5. Book covers are available; be sure that they are used.
6. When you return books to the bookroom, please put them in the correct place.
7. Do not send students to get books or to put up books without your presence.
8. If for any reason a person needs to get into the bookroom, please see Mr. Jeffers or his designee.

## **BUS ARRIVALS AND DEPARTURES**

Under normal conditions, school buses should not arrive at school more than 15 minutes prior to the first bell. Buses should not depart until the driver can properly account for all passengers. Each driver is individually responsible for decisions not to drive on impassable roads or in severe weather.

## **CARE OF THE BUILDINGS AND EQUIPMENT**

We strive to keep our buildings and equipment in good condition. Please try to inspire our students to take pride in our buildings and campus and to keep things orderly. Please watch carefully for any evidence of damage to equipment and notify the principal about students who you observe doing this. Urge students to keep trash off the floors and campus. Do not let students sit on tables or desk tops! Teachers--DO NOT staple, nail, tape, or use substances on the walls which will cause the surface to be defaced.

## **CLASS TIME USE**

Teachers will provide meaningful learning activities for the entire class period and students are expected to be in their assigned classes during the entire period. All decisions to alter the regular school routine will be made by the principal.

The administration does not condone the use of Free Periods or Free Days. A teacher who uses them will be viewed as being unable to work on a professional level in planning and teaching for that assigned area.

## **COURSE CREDITS**

Credit for courses will be awarded in accordance with the "Subject Offering and Grade Placements" chart published by TEA. Reference is made to this chart to determine whether or not any credit can be given for one semester of a full year course or if the entire year must be completed before any credit is given.

Full credit will be given in all courses if a student passes both semesters. Credits will be awarded on full year classes if an average is attained by averaging both semesters. We will not give 1/2 credit on full credit courses. It is all or none. The only exception would be the use of summer school for credit recovery.



## **CORRIDOR PASSES**

A student must carry a corridor pass any time he is out of the classroom. The pass should be completely filled out and must be signed by the issuing teacher. If a student goes to another class, the pass must be signed by that teacher, also. Passes shall be kept at an absolute minimum.

## **DISCIPLINE PROCEDURES**

Students are expected to be responsible for their actions at Clarendon High School. If we can reach the goal where students can make positive decisions regarding their behavior, then we have succeeded in one of the most vital areas of education. Student behavior in the classroom is the teacher's responsibility.

1. If a student will not cooperate after the teacher has attempted to correct misbehavior, the principal will do what is necessary to insure that the student conforms to good behavioral standards or the student will be suspended from the classroom.
2. The principal will set guidelines for the student to follow and will use whatever discipline procedures are necessary to correct the student's behavior. If, after these procedures are tried, there is not improvement in the student's behavior, then a recommendation of ISS, suspension or expulsion will be made.
3. Breaking the rules and regulations, such as leaving campus, smoking, truancy, fighting, etc., will be handled by the principal. It is vital to our program that we have your help and support in reporting students who break the rules, regulations, and behavior.
4. As fast as possible, minor problems should be handled by the teacher. However, when a student must be sent to the office he/she must be sent with a discipline sheet. This sheet should contain only the basic information. An entire blow by blow account is not needed. Student will be sent back to the teacher with the sheet signed after appropriate action has been taken. A separate record will be kept in the principal's office.
5. If it is necessary, corporal punishment may be administered by the principal or teacher. If the teacher administers corporal punishment, it should be done out of the view of other students and in the presence of the principal or designee.

A parent's permission for a student to violate the school's policy or his/her approval of the violation after it has occurred does not legalize the action.

**PLEASE NOTE:** Teachers are not to use a paddle as an instrument for fun. At no time are paddles to be used for birthday licks with or without the student's permission. Paddles are to be used only as an instrument of discipline. **ALL PADDLES MUST BE APPROVED BY THE PRINCIPAL AT THE BEGINNING OF THE SCHOOL YEAR.**

## **DISMISSING CLASSES**

Teachers do not have the authority to dismiss a class early. Each student will remain in class working on meaningful class activities for the entire class period. Dismissal times for assemblies or other non-routine activities will be announced by the principal.

## **DRESS CODE**

Teachers are to be dressed as professionals during the school day. Students are likely to emulate the appearance of their teacher. Pride in appearance conveys an unspoken message to the students of the seriousness with which you approach learning. Blue jeans, shorts, and extremely casual clothes are not acceptable (nice, neat. Un-faded dress jeans are acceptable). Exceptions may include P.E. teachers and special school-wide occasions such as the student council "Western Day", etc. Teachers are encouraged to wear school colors on Fridays.

## **FACULTY MEETINGS**

Faculty meetings will be held when necessary, either at lunch, before or after school. Those unable to attend will meet the next school day at a time decided by the principal.

## **FIRE, TORNADO, AND OTHER EMERGENCY DRILLS**

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, Students must follow the direction of the teachers or marshals quickly, quietly, and in an orderly manner.

### **Fire Drills:**

Three (3) blasts leave the building

Two (2) blasts halt

One (1) blast return to building

Fire drills are conducted to train students to leave the building quickly and in an orderly manner and to teach self-control in times of emergency. During a drill, buildings should be vacated immediately by all personnel. Evacuation charts and instructions by teachers will be your guidelines. Remain quiet and do not run through the drill or emergency.

### **Tornado Drill:**

In case of tornado, all students should march calmly and quickly to their shelter areas. Teachers assigned where students are located should insure that students remain quiet and orderly.

Students should sit on the floor, clasp their hands behind their necks, shield their head and neck with their arms, and place their head between their legs.

### **Signals**

Standard Signal: Staccato blasts from town civil defense siren or school bell

## **GRADES**

All grades will be recorded in the grading software. Grades will be kept up to date so that progress reports can be issued at the end of each three weeks. In addition, the grades will be forwarded to the office at the end of each nine weeks for report card purposes.

A hard copy of all grades for each class will be turned into the office at the end of each semester.

## **GRADING**

The following scale is the marking system used in Clarendon High School. The lowest passing grade is 70.

90-100=A

80 -89 = B

70 -79 = C

0 -69 = F

No student may receive a grade higher than 99 for any six weeks unless they have received 100 on all graded assignments for that grading period. Use number grades in your grade book and on grade sheets. Final semester grade will be recorded as a numerical grade. Any grades will be recorded as earned on the grade sheets for the six weeks and Semester test grades will be reported as made. There is no longer a floor of 50 as the lowest grade to be recorded on the report card. Any fraction .5 or higher will be rounded to the next highest point. Progress reports will be sent to parents/guardians at the end of the third week or each six weeks.

## **HONOR ROLL**

Clarendon I.S.D. has an "A" Honor Roll which consists of students who have made all A's on their report card and an " A/B " Honor Roll which is made up of students who have made all "A and B" .

## **HOMEWORK**

All assignments must be checked. If the material is important enough to be assigned, it is important enough to be checked. Homework is not mandatory, but a reasonable amount is encouraged if the concepts cannot be practiced during class.

## **IN SCHOOL SUSPENSION**

Clarendon CISD maintains an individualized study center where students with disciplinary problems may be assigned by the principal. The student will be assigned from the regular classroom to the ISS center for a specified number of days. The ISS center will be in the old gym. It is the responsibility of the ISS supervisor to maintain strict classroom discipline and enforce all school district policies and regulations.

When a student is assigned to the center, he/she will attend for the full school day (8:00- 3:30). There he/she will work on assignments made by the regular classroom teacher. The grades from these assignments will be averaged into the student's semester grade. All students report to the Principal's Office to attend ISS.

When a teacher is notified that a student is to be placed in ISS the teacher will prepare assignments for that student and place them in the ISS box in the mail room. If a student is absent on the day of assignment to ISS, the classroom teacher will be notified that the student has been assigned to ISS on the first day that he/she returns to school.

## **RULES GOVERNING IN SCHOOL SUSPENSION**

While rules and regulations of regular school will be adhered to at all times, privileges accorded students in the regular program will not be extended to students assigned to 188. No extracurricular activities or attendance at school functions on the day of 188.

Books and Assignments -Students will report directly to ISS when assigned and:

1. Students are not allowed to talk to each other in ISS. They may talk quietly with the supervisor when asking for help or instructions with the assignments.
2. Students are not allowed to sleep during the class day. They work on assignments or read.
3. Students are not allowed to leave their chairs or desk without permission from the supervisor. They will not be allowed to move about to visit one another.
4. Students will be allowed one supervised break in the morning and one in the afternoon.

Rules for Lunch -All students in ISS will be required to bring a sack lunch or eat a lunch from the cafeteria. Both type of lunches will be eaten in the ISS room. Students will not be allowed to charge lunches in the cafeteria.

Students in ISS will eat lunch between 12:00- 12:30. Students will be given two restroom breaks.

## **IN SCHOOL SUSPENSION -STUDENT ASSIGNMENT FORMAT**

1. Teacher assignment sheets need to be fully detailed to provide proper explanation to both the ISS supervisor and to the student.
2. For ISS to work properly, we must maintain a constant pressure on the students assigned there. This can only be accomplished by having a highly structured environment, a very heavy work load, and lack of privileges. Teachers are the key to the work load which the students have in ISS, so:

**ASSIGNMENTS MUST BE ON TIME**

**ASSIGNMENTS MUST BE FULL AND DETAILED**

**ASSIGNMENTS MUST OVERLOAD THE STUDENT**

**ON TIME:** The assignment must be in the ISS box prior to 7:55 a.m. the morning of assignments to ISS or as soon as possible if the student has had to be placed during the school day.

**FULL AND DETAILED:** Instead of instructing the student to "Read Chapter 5" please tell them to, "Read and OUTLINE Chapter 5". Instead of instructing the student to "Read about a subject" please list specific pages for them to read and outline. Do not assign reading without assigning written work to go with the reading. A complete assignment tells in detail what the assignment is and what is expected from the student on the assignment.

**OVERLOAD THE STUDENT:** The teacher does not know exactly how much work the student can do in the hour he/she has to work on the subject in ISS; therefore, the teacher must make an assignment that will require sufficient time each day of the stay in ISS. The supervisor can determine if the assignment is excessive and tell the student that some of it will have to be done as homework.

**NOTE:** One of the major problems in ISS is students not having sufficient work to keep them busy. When this happens, we lose one of our three disciplinary points.

3. Grading: Grading and the weight of grades from work in ISS is left to the discretion of the teacher. Students need to do quality work for teachers.

4. Returning of Assignments: The ISS supervisor will return all work and assignments at the end of the assigned days in ISS. If additional work or days are added, the teacher will be notified.

5. Books Sent to ISS: Books sent to the ISS center should be labeled with masking tape or other labels so they will not be lost. The label should show the teacher and the subject for which the book is to be used.

## **INCOMPLETE GRADES -END OF SEMESTER**

**1ST SEMESTER** -Teachers will have two weeks to update an incomplete final grade to a numerical grade. UIL participants cannot hold an incomplete grade for more than 5 days and remain eligible. Incomplete grades need to be cleared up within five days of returning from the holidays.

**2ND SEMESTER-** Teachers may not give an incomplete final grade.

## **KEYS**

Each teacher with keys in his/her possession will not enable a person other than a school employee to gain entrance to the high school. No student, parent, or individual outside the school system should ever be given a teacher's keys.

## **LEAVING SCHOOL DURING THE SCHOOL DAY**

Students -Any student who leaves the campus during the school day must check out through the office with a parent or guardian present to sign them out.

Teachers-If a teacher needs to leave the campus during the school day, please see the principal and make arrangements as far in advance as possible. Make your personal appointments as late in the day as possible. Teachers leaving after lunch will be charged for 1/2 day leave. Employees will be charged 1/187th of their salary if they take a personal leave day the day prior to or the day after a holiday.

## **LESSON PLANS**

Lesson plans should include the objectives, instructional activities, resources, and evaluating procedures. It is helpful to include the key words and concepts to be learned.

Tie in each day's work with what went before. It is better to master some of the material and do a good job than attempt to cover all the material and fail to be pleased with the outcome.

Your lesson plans need to be thorough enough to be followed by a substitute. Be careful of overloading as well as under loading your students. Properly prepared lesson plans mean a well-managed classroom) and a well-managed classroom has fewer discipline problems.

If you cannot come to school and your lesson plans are not made out, make arrangements to send the assignments to school for the substitute.

Lesson plans are to be kept up to date and available upon request. Lesson plans and any handouts used should be made available during a teacher appraisal. **A COPY OF THE LESSON PLAN SHOULD BE E-MAILED TO THE OFFICE EACH MONDAY.**

## **LIBRARY**

If a class is going to the library, please notify the librarian in advance. Teachers will be responsible for accompanying and supervising their students while in the library . Teachers are reminded that the library is only an extension of their classroom. Library hours will be 7:45-4:00.

## **MAINTENANCE REQUEST FORMS**

Use the maintenance request form to specify any maintenance needed in your room. Fill it out when necessary, and turn it in to the office. We will see to it that it is taken care of promptly.

## **MAKEUP WORK**

The following guidelines will be used in determining whether makeup work should be allowed:

Excused -Student is permitted to do makeup work. This excuse is given when a student has been sick, sickness or death in the immediate family, doctor or dental appointment, religious holidays, or any other absence approved by the principal. For each day of excused absence(s), the student will receive the same number of day(s) to do makeup work.

Unexcused-Makeup work will not be permitted. Unexcused with parent permission-Makeup work will be grades and the highest grade to be received will be a 70. An unexcused absence is given to students who:

The following is taken from the Texas Education Code:

“Districts are reminded that points may not be deducted from a student's grade solely as punishment for tardies, unexcused absences, or other non-academic reasons (discipline problems). For example, a district may not give a student with an unexcused absence a zero for the day missed if other students did not receive a grade for that day. A district may not deduct points from a student's nine weeks or semester grade solely as a punishment for the student's unexcused absence. However, if other students turned in an assignment or received a daily grade on a day when a student has an unexcused absence, then the district can give the student a zero for the work missed.”

## **MATERIALS AND SUPPLIES**

Teachers must submit a requisition for supplies to the principal for his approval in writing. The requisition must be completed fully before the requisition will be approved. Be sure to include such information as the price, catalog number, and the full address of the company from which the item is being ordered. Incomplete requisitions will not be approved.

Please allow the office secretary or principal to issue all teacher supplies from the office and sign authorization sheets.

**CLARENDON CISD WILL NOT BE RESPONSIBLE FOR PAYMENT OF ANY BILL OR INVOICE THAT DOES NOT HAVE A PURCHASE ORDER ON FILE BEFORE THE MERCHANDISE IS ORDERED. THIS INCLUDES ACTIVITY ACCOUNTS.**

## **PERMANENT FILES**

A teacher wishing to examine a permanent file or record of students in his/her class for "legitimate education reasons" may do so in the principal's office. Do not get the file yourself; it will be retrieved for you.

## **PLAN AND PREPARATION PERIOD**

These periods are provided for the teacher to do the necessary paper work that accompanies the instructional program. More than this, it offers a time during the school day for students, parents, and staff members to confer with the teacher without interrupting the regular class session.

Although the teachers may feel free to use a portion of the periods for relaxation and coffee, they should always be available for appointments, and the greater emphasis should be on the purpose intended. If, on rare occasions, it becomes necessary for teachers to leave the campus during these periods, please check-out in the principal's office.

## **PRESS RELEASES**

All releases to the press should be called to the attention of the principal to enable the coordination of the various aspects of the school program. Teachers should make an effort to secure coverage of newsworthy activities or student accomplishments. A basket in the workroom will be made available for those things that are needed to be put in the paper. The local paper will pick these items up each Friday.

## **RECOGNITION PROGRAMS**

School administrators, guidance counselors, class advisors and teachers receive numerous requests for names of students or "nominations" for award and honors. Scholarships and national awards are offered as bait. The primary aim of many of the programs is to compile a listing of names for a directory of "Who's Who" publication which will be sold to the students, or his parents at prices ranging from \$10.00 to \$35.00. The benefit of such publications to students is usually nil. Exploiters will use many techniques to make their programs appear attractive. Teachers should check with the principal before answering any such request.

## **REPORT CARDS**

Clarendon High School will send out report cards after each six weeks grading period to notify parents of their child's progress in each subject. If a student received a grade less than 70 in any subject, the grade notice will request a parent-teacher conference. Forms are available in the office or on your computer.

## **SALESMEN AND VISITORS**

Insurance, book, athletic goods, and other salesmen will not consult with a teacher without the permission of the principal or superintendent. Visitors are not to interfere with class time for any reason. Except in an emergency, teachers will not be called to the phone during class time.

## **SCHOOL CALENDAR**

The school calendar in the principal's office is the official calendar regarding school and community activities. All activity dates need to be cleared through the principal so they may be placed on the calendar. Do not write on the calendar. We must complete all activities two weeks before the end of school. We cannot schedule activities after the two week deadline.

## **SMOKING**

Smoking or any use of any tobacco product will not be permitted on school grounds. In no instance will it be permitted in classroom or on school buses. This applies to all school personnel.



## **STUDENT ERRANDS**

Only when cleared by the principal will teachers send students off campus on errands.

## **STUDENT INJURY OR ILLNESS**

Student illnesses should be reported to the principal's office. The office will refer the student to the nurse's office. If warranted by the severity of the illness, the nurse should contact the student's parents and arrangements made for his transfer home. Under no circumstances should an ill child be left unsupervised.

If a child is injured while under a teacher's supervision, an accident report should be completed as soon as possible and filed in the principal's office. Even seemingly minor injuries should be documented in this manner. Emergency medical help needs to be timely.

## **SUPERVISION OF STUDENTS**

It is the responsibility of every teacher to supervise all students at all times. A teacher or other staff member should never hesitate to suppress unacceptable student behavior in the hallways, at athletic events, or other school activities. Sponsors are to be present and supervise all meetings, work sessions, practices, etc. for those groups assigned by the principal.

The sponsor is to keep students under direct supervision on all activity trips and see that all students take an active part in the activity. Sponsors should also take part in activities designed for sponsors. Children of sponsors are not to be taken on any activity trip unless they are a member of the group or prior permission from the principal has been obtained.

## **STUDENT INFORMATION PACKETS**

Many times it is necessary to distribute or receive information from students. These information packets will be passed out during advisory.

## **TARDIES**

Students should not be allowed into the classroom when tardy without a tardy permit from the office. Students will be assigned a lunch detention for each tardy. The detention will be served the following day. Lateness to detention or failure to attend will be dealt with severely. Occasionally large groups may be tardy (bus breakdown, etc.)

## **TEACHER WORKROOM**

A workroom has been provided for the convenience of the teachers. The workroom area is designed to accommodate teachers during their time free from the classroom. It is a place for relaxation and class preparation. Each teacher should exert an effort to keep this area clean and free from clutter. The refrigerator will be emptied once per six weeks.

Teachers' mailboxes should be checked daily and should not be used for storage. Teachers should prepare storage arrangements in the classrooms being utilized.

## **TEXTBOOKS**

Require students to write their name (in ink) in their books and require that all books be and stay covered. Covers may be obtained in the office. Teachers will have students record information on book cards at the beginning of the year. Students will check textbooks periodically under the teachers' supervision. Please report missing books to the office so that these student's names may be placed on the debt list. Teachers are responsible for signing-out textbooks and returning textbooks at the end of the year. Keep an accurate record of the student's name and book number.

## **TRANSPORTATION**

Students and sponsors are expected to ride the school bus whenever possible to all activities that are sponsored by the school. When a student is not riding a bus, the school is relieved of all responsibility for accident, and all responsibility rests solely with the student and the person he is riding with. A student is not considered a part of the school's activity if he does so, unless he has permission from the school principal and the sponsor.

Parents may take a student home after an activity; however, the parent must contact the sponsor after the activity. A written note or telephone call to secure permission to take the student home will not be sufficient. This procedure will prevent a great deal of misunderstanding and insure the student's safety in getting home from any activity, then the school is relieved of any responsibility toward the student.

## **TUTORIALS**

A period of time each day is to be provided for those students who have one or more failing grades. We will have a tutorial period before school from 7:30 a.m. to 7:55 a.m. Arrangements for times other than this must be made with the individual teacher.

## **UNIVERSITY INTERSCHOLASTIC LEAGUE**

Participation in University Interscholastic League activities shall be encouraged. Professional personnel will be assigned supervision and sponsorship of the various activities and competitions. It is important that teachers begin preparing students for the competitions well in advance. Sponsors' handbooks for the various activities are available from the principal's office.

If a student participates in a school sponsored activity or knows in advance that he/she will miss certain class(es), it is the student's responsibility and the sponsor's responsibility to make sure student assignment sheets are appropriately completed with each teacher's respective signature.

## WEEKLY BULLETIN

We feel the best way to keep teachers and students advised is through a weekly calendar. Each teacher is to read and post the bulletin in his/her class during the week that it is issued. Occasionally, you will find notes to the faculty that would not be read to students. Information for the bulletin will need to be turned in by 8:00 a.m. on Friday morning. These bulletins will be issued through e-mail also. Check your e-mail you're your I-Cal often.

You and members of your organization may put announcements in the bulletin by writing the announcement carefully and correctly and returning it to the office. Any information turned in by a student must be signed by the sponsor. The office is not responsible for writing your announcements for you.

The names of all participants on school sponsored trips must be turned in at least two days before the date of absence. Include time of departure and periods or days students will be absent.

## ITEMS OF EMPHASIS FOR ALL STAFF MEMBERS

1. Read both of the student and teacher handbooks and abide by all of our policies. If you have a question, consult the principal.
2. Any student absent from classes must have an admit slip from the office.  
It is very important that you sign this. The last period teacher must return the admit slip to the office.
3. Students are not to be in the building until 7:55 a.m. except during cold weather.
4. Students will go the basement during cold weather.
5. Money is not to be left overnight in the teaching area. Turn all money in to the office.
6. Have your classes pick up trash and straighten up your area as much as possible.
7. Teachers are not to be late to class and they should not leave their class unattended. If you must leave your room, ask a colleague to cover for you and then notify the office.
8. Students are not to be let out of class unless it is an emergency. Any student who is let out of class must have a pass.
9. When one of your students is assigned to ISS, you will receive an assignment notice. Please get their assignments to the office as soon as possible. Give it to Mrs. Ashcraft.
10. Teachers are not to hold students over and keep them out of another teacher's class unless you have the principal's approval.
11. When the student body meets as a whole for assemblies, etc., you are to be there with the students from your class unless you are assigned somewhere else by the principal.
12. Students caught vandalizing, defacing, or destroying property are to be brought to the office immediately.
13. Keep the students in your classes busy.
14. Be as thrifty as you can when using the copy machine.
15. Students are not to be dismissed early from your class.
16. Students are not to lean back in chairs, sit on tables, or do anything which abuses school furniture.
17. Students are not to be playing games, cards, or any other type of time wasting activity. It is acceptable for them to use math games. etc.

18. Your children are not to be with you on the days that you work at the school under contract. You cannot perform your duties as a professional person and a parent at the same time without criticism. After school is permissible.
19. Teachers have the authority to correct any student they find misbehaving in or around the building. Just because a student is not assigned to you does not free you from the obligation of controlling that student.
20. Teachers are to be dressed as professionals during the school day. As professional educators we must have a positive attitude about working with students as well as pride in the things we do.

## **CLARENDON HIGH SCHOOL GRADING POLICY**

### **I. GRADE WEIGHTS**

- A. No single activity, test, or assignment (other than a major project such as a research paper) shall count more than 25% of a six weeks or semester grade without prior administrative approval.
- B. The weighting of class assignments will be left to the discretion of the individual teacher. However, students must be made aware of grading policies at the beginning of each semester or nine week period. It will be optional for each teacher to drop a low grade if an appropriate number of grades have been taken.
- C. Special assignments, major labs, projects, reports, etc. will be classified at the time of the assignment as either daily work or major test/assignment as determined by the teacher and communicated to the students.
- D. Semester grades will be calculated by each six weeks grade (2/7 or 28%) and the semester test (1/7 or 14%). If the course is a two term course, the terms will be averaged for a final grade. If a student is exempted from tests, the term average will be determined by the grades accrued during the term. Students will have the option of taking the semester exam even if they are exempt.

### **II. MINIMUM NUMBER OF GRADES**

The minimum number of grades during a six weeks period is the number of weeks plus one. (Example: The grading period is 5 weeks long the student will need to have 6 grades.) If the department decides on a different minimum number, a written policy must be submitted to the building principal for approval.

### **III. SIX WEEKS AND SEMESTER TESTS**

- A. If a minimum number of major tests have been given, six weeks test are optional. When given, they should be assigned to the major test category and receive the appropriate weight. The semester test each semester is mandatory unless exemption status has been attained.
- B. A research paper may be used as up to 2 of the six weeks grades. The students are to be informed of this substitution at the time of the assignment. Semester tests are to be comprehensive and are required in all subject areas. The exceptions will be Physical Education and Band.
- C. All testing at the end of grading periods will be scheduled in order to reduce conflicts. These schedules should be followed to help assure that students will not have an excessive number of major tests on any single day.

### **IV. DAILY WORK**

- A. Daily work consists of the broad spectrum of work including, but not limited to, homework, daily class work, and practice of a concept.
- B. Assignments made prior to an absence are due the day the student returns to school, or at a date agreed to by the teacher.
- C. Assignments should be graded, recorded, and returned within three days of the due date. (Exceptions might include major assignments such as research papers.)
- D. The outlined procedures in the late work policy will be followed for late daily work.

### **V. REPORT CARD GRADES**

- A. A grade of 99 is the highest possible grade recorded for a six weeks period unless the student has maintained a 100 average by receiving 100's on all work completed during that grading period.
- B. For the semester test, the actual grade shall be recorded. If 50% or more of the class fail the exam, the teacher may consider curving the grades or administering the test again after re-teaching efforts.
- C. Six weeks and semester grades will be rounded using the normal mathematical rounding procedure where .5 or above rounds to the next highest whole number.

## **VI. GRADES ON PERMANENT RECORDS**

Grades on permanent records can only be changed by the teacher of record. The only exception would occur if a student could prove bias, injustice, or error to the principal, school board, or court.

## **VII. RETESTING/CORRECTIONS**

Retesting/corrections may occur if a student's score is below 70 or at the discretion of the teacher. After retesting/correction, the maximum score recorded shall be a 70 if the retest/corrections satisfy the requirements set by the teacher.

## **VIII. THREE WEEK NOTICES**

A notice will be mailed to the parents of students experiencing academic difficulties every third week of each grading period prior to mailing of report cards or anytime before or thereafter that the teacher deems necessary. A parent/teacher conference may be conducted in the place of a mailed notice if the conference is documented and turned into the principal's office. Every possible effort will be made to keep parents informed about their student's academic deficiencies.

## **IX. INCOMPLETE**

Incompletes may be given only in the case of a student's failure to satisfactorily complete the requirements of the course due to illness or extenuating circumstances. The student must make up and turn in the requirements by the end of the fifth school day following the end of the grading period. In case of extreme, justifiable circumstances, the five day period may be extended by the building principal.

For extracurricular eligibility purposes, a student with an incomplete grade at the end of a reporting period will be ineligible to compete in extracurricular activities after the seven day grace period. If the incomplete grade remains after 3:30 p.m. at the end of the second week following the grading period, the student will remain ineligible for the normal suspension time as determined by the TEA. If, at any time during that two week period, the incomplete is removed and the student is passing, eligibility will be restored.

## **X. EXTRA WORK**

Extra work may be assigned at the discretion of the teacher to students whose averages are below 70. If a teacher accepts extra work, all of the failing students in that subject must be informed and allowed to complete the extra work. Extra work will not be accepted after the end of the grading period or be assigned to help a student improve his/her grades solely for eligibility purposes.

## **XI. WAIVER**

The building principal may waive individual teacher grading procedures when the procedure is a clear violation of the adopted grading plan and/or results in an unfair situation for a group of students.

Questions concerning policy can be answered at <http://pol.tasb.org/Home/Index/406>

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