

Community Independent School District



2017-2018

Employee Handbook

Revised: August 23, 2017

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Introduction

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

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 non-contract 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. Policy manuals are located on the CISD website at www.Communityisd.org.

Staff Handbook Receipt - The Staff Handbook Receipt can be found in our online personnel records management system (TalentEd Records).

Employee Notification Alert of Policies required for 2017-2018 School Year

Equal employment opportunity, genetic nondiscrimination	Policy DAA
Criminal history and credit reports	Policy DBAA
Conflict of interest	Policy DBD
Employment practices	Policy DC
Term contracts	Policy DCB
Salaries and wages; incentives and stipends	Policy DEA series
Leaves and absences	Policy DEC series
Termination of employment	Policy DF
Termination of, or return to, probationary contract	Policy DFAA series
Termination of term contracts	Policy DFBA series
Hearings before hearing examiner	Policy DFD
Resignation	Policy DFE
Reduction in force	Policy DFF
Reduction in force due to financial exigency	Policy DFFA
Reduction in force due to program change	Policy DFFB
Employee rights and privileges	Policy DG
Employee complaints/grievances	Policy DGBA
Employee standards of conduct	Policy DH
Reports to state board for educator certification	Policy DHB

Searches and alcohol/drug testing	Policy DHE
Employee welfare	Policy DI
Freedom from discrimination, harassment, and retaliation	Policy DIA,FFH,FFI

CISD Mission Statement

In partnership with an engaged community, we will create an uncompromising commitment to excellence by empowering learners in the Brave Nation where success is celebrated and everyone is valued.

CISD Vision

Inspiring students, staff and the community to believe, lead, unite and excel.

Community ISD Core Values

We believe that **success** is non-negotiable.

We provide a **safe** and **caring** learning environment.

We make **decisions** driven by data.

We invest in positive **relationships**.

We value **trust** and expect **honesty**.

We are **transparent** and embrace **accountability**.

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 law and regulations.

The board of trustees is elected by the citizens of the district to represent the community’s commitment to a strong educational program for the district’s children. Trustees are elected at large and serve four year staggered terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Current board members are:

Position	Name	Place
President	Michael Shepard	3
Vice President	Randy McCuiston	7
Secretary	Jeff Pendill	1
Member	Jana Hunter	5
Member	Alicia Young	2
Member	Marc Stanfield	4
Member	Sean Walker	6

Board Meetings

In the event that large attendance is anticipated, the board may meet in an alternative location. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the CISD Administration Office, 611 N. FM 1138, in accordance with law. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two hour notice.

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

Regular Board Meeting Schedule for 2017 – 2018

August 21, 2017	February 19, 2018
September 18, 2017	March 26, 2018
October 16, 2017	April 16, 2018
November 13, 2017	May 21, 2018

December 12, 2017	June 18, 2018
January 16, 2018	July 16, 2018

All Regular Board Meetings will take place at 7:00 p.m. at the Community Independent School District Administration Office, Conference & Technology Center, 611 N. FM 1138, Nevada, Texas, unless otherwise noted on the Posting. Regular and Called Board Meetings are posted in the glass cases located at the entrance of the front door of the above-mentioned address 72 hours in advance. The starting time for Called or Regular Board Meetings may vary, therefore, please come by the administration building and check our posting. When the Monday of a Board Meeting falls on a District holiday or District staff development day, the regularly scheduled meeting is held on the preceding Monday. If you have any questions, please call 972-843-8400.

CISD Expectations

As we continue on our journey for academic excellence, it is imperative for the expectation of all faculty and staff, to be communicated clearly. The items listed below are highlighted from CISD Board Policy DFBB (LOCAL). This is not an exhaustive list. In moving forward, CISD will emphasize the items listed below as non-negotiable and they will be closely monitored. Employees on probationary or term contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in District policies.

1. A significant lack of student progress attributable to the educator.
 - a. The District expectation is for all personnel to ensure the academic success of the children of CISD as measured by student academic and social growth.
2. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
 - a. The District expectation is for all personnel to attend a minimum of 95% of the District required professional development. Furthermore, the District expects all personnel to complete the 30 additional professional development hours, per year, as outlined by the Texas Education Agency.
3. Excessive absences.
 - a. The District expectation is for all personnel to be in attendance a minimum of 95% of their work days.
4. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
 - a. The District expectation is for all personnel to perform proficient or better in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
5. Failure to fulfill duties or responsibilities.

- a. The District expectation is for all personnel to perform their duties at a minimum of proficient to exemplary level as outlined on the T-PESS.
- 6. Incompetency or inefficiency in the performance of duties.
 - a. The District expectation is for all personnel to perform their duties at a minimum of proficient to exemplary level as outlined on the T-PESS.
- 7. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
 - a. The District expectation is for all personnel to maintain a safe and orderly environment at all times.
- 8. Insubordination or failure to comply with official directives.
 - a. The District expectation is for all personnel to comply with all official and administrative directives.
- 9. Failure to meet the District’s standards of professional conduct.
 - a. The District expectation is for all personnel to conduct themselves with utmost professionalism.
- 10. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
 - a. The District expectation is for all personnel to maintain a positive and effective working relationship with all stakeholders. All personnel are required to return all communications within 48 hours.

Employee Work Day

Elementary Staff	Secondary Staff
Starts at 7:15 am	Starts at 7:45 am
Ends at 3:45 pm	Ends at 4:15 pm

Employment

Equal Employment Opportunity

Policy DAA, DIA

The Community ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, 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 on the basis of race, color, religion, sex, including sexual harassment, national origin, age, or military status should contact the Superintendent or the District's Title IX coordinator, Dr. Roosevelt Nivens 611 N. FM 1138, Nevada TX. 75173 (972-843-8400). Employees with questions or concerns about discrimination on the basis of a disability should contact the Executive Director of HR, Alphonso Bates – 611 N. FM 1138 Nevada, TX. 75173 (972-843-8400) or Section 504 coordinator, Natosha Scott. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent or his designee.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on the District's Web site (www.Communityisd.org).

Employment after Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions on a full- or part-time basis without affecting their benefits, according to TRS rules and state law (if retired before 2005). Service retirees, who retire before May 31, may return to work in a Texas public school without a reduction in benefits one full calendar month after the retirement date, provided they meet specific conditions. Retiring employees should consult TRS officials about conditions and restrictions on employment after retirement. Retirees may work in the following capacities without a loss of retirement benefits:

- As a principal or assistant principal or teacher in an acute shortage area on a full time basis, if appropriately certified and following a 12-month break in service. Retirees that retired under early age or disability provisions are excluded.
- As a full-time bus driver (early age and disability retirees excluded).
- As a substitute at no more than the established daily substitute pay rate. (Individuals receiving disability retirement benefits may not work for more than 90 days in a school year.)
- On a half-time or less basis during any month. Half-time employment cannot exceed the lesser of 50 percent of the position's full-time load or 92 hours in a month.

On a full-time basis during a six-month period during a school year, provided that this is their only employment in a Texas public school. Individuals who retire in August may begin employment in October of the school year following their retirement. Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid a disruption of benefits. Working any part of a month counts as a full month.

Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

Shortage areas. Certain retirees may return to work on a full-time basis as a principal or assistant principal or teacher in an acute shortage area without a reduction in their TRS annuity benefits. Acute teaching shortage areas are determined by the School Board based on Commissioner of Education guidelines. When filling acute shortage area positions, the District must give hiring preference to certified applicants who are not retirees. To be eligible:

- Have not been subject to a reduction in benefits for retirement at an early age or retired under disability provisions.
- Have a 12-month continuous break in public school service since retirement and be appropriately certified for the position in the applicable school year.

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

Contract and Non-contract Employment

Policies DC, DCA, DCB, DCC, DCD, DCE

State law requires the District to employ all full-time professional employees in positions requiring a certificate from State Board for Educator Certification (SBEC) and nurses under probationary or term. 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 (Non-Chapter 21 contract). 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, new to a position, and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Probationary contracts may be extended to the extent allowable by law. Former employees who are hired after at least 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 in public schools for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period may 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 or if one of the years was not a full year.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term or successfully completed the probationary period. All new hires are employed by probationary 1-year contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies may be accessed at the District's website (www.Communityisd.org).

Noncertified professional and administrative employees as determined by the General Superintendent. Some employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) may not be employed by contract. For those employees, employment is not for any specified term and may be terminated at any time by either the employee or the District.

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

Certification and Licenses

Policy DBA

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources Department 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 extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Human Resources Department if you have any questions regarding certification or licensure requirements.

Searches and Alcohol and Drug Testing

Policy DHE

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

Employees that are required to have a commercial driver's license. Any employee who is required to have 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 when their duties include driving a commercial motor vehicle.

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

All employees required to have a CDL who 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 Human Resources.

First Aid and CPR Certification

Policy DBA

Head marching band directors, head coaches, and/or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the District or University Interscholastic League (UIL) must maintain and submit to the District proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

Health Safety Training

Policy 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), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Kathy Coleman, District RN or the Athletic Director by the end of the first six weeks.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments may 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. 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 by submitting an application in response to a posted vacancy. Teachers requesting a transfer to another campus before the school year begins must submit their request by June 1 of previous year. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources office and may be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEA,DL

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

Paraprofessional and auxiliary employees. Support employees are employed at will and will be notified 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 (See Board Policy DEA). Failure to follow the CISD Board Policy regarding overtime may result in disciplinary action up to termination of employment.

Notification of Parents Regarding Qualifications

Policy DK, DBA

In schools receiving Title I funds, the District is required by the No Child Left Behind (NCLB) Act of 2001 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 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 also requires that parents be notified if their child is assigned for more than 30 consecutive 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 serving with an emergency permit (including individuals waiting to take the state certification exam) and any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. 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 Human Resources Department.

Outside Employment and Tutoring

Policy DBD

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approval for outside employment will be determined by the superintendent or his designee and based on whether outside employment interferes with the duties of the regular assignment. Teachers are **not** allowed to privately tutor their students for pay, except during the summer months.

Performance Evaluation

Policy DN, DNA, DNB

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, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

Employee Involvement

Policy BQA, BQB

At both the campus and District levels, Community ISD offers opportunities for input in matters that affect employees. 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 non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policy DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a workweek.

Through the employee access center, all employees will have official notice of their pay and work schedules after Board approval for each school year. The paycheck schedule is posted on the CISD website. 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 Office of Human Resources for more information about the District's pay schedules or their own pay.

Automatic Payroll Deposit

Community ISD has chosen Direct Deposit as its payment method. At a cost-savings and immediate availability, this pay method is a win-win for both the employees and school District. It is the responsibility of the employee to provide Payroll with a Direct Deposit Authorization form along with a voided check or savings deposit slip.

If you are unable to obtain a bank account, please contact Payroll as soon as possible to avoid any delays in receiving your pay.

Payroll deductions

Mandatory deductions on all eligible wages for all full-time employees include TRS Retirement (6.4%), TRS Retirement Insurance (.65%), Federal Income Tax amount is based on number of exemptions on W-4 form and Medicare (1.45%). Temporary and Part-Time employees who are not eligible for TRS membership will participate in a 457 FICA Alternative Plan (7.5%) in lieu of Social Security.

Involuntary deductions such as Student loans, Child Support, Bankruptcy and IRS Levies are processed upon receipt and do not require authorization from the employee. However, employees will be notified of a receipt of such deductions as a payroll courtesy.

Employees may elect to have voluntary payroll deductions. These deductions may be the employee's portion of medical insurance premiums, flex care premiums, annuity contributions, educational savings, professional organization dues, and savings/loan payments through the Credit Union of Texas.

Overtime Compensation

Policy DEAB

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. 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 weekly and is not

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

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) only. It is understood that your salary is for ALL HOURS worked to complete your job functions. Therefore, all hours worked over 40, in one week, will be paid at .5 time. Please note that this is not at 1.5 time or time and a half. It is .5 time which is half time. Example...if your hourly rate is \$10 per hour, you may be compensated for all hours worked over 40 hour at \$5 per hour and not at \$15 per hour. The following applies to all nonexempt employees:

1. Employees can accumulate up to 60 hours of compensatory time per school year.
2. Comp time must be pre-approved by the supervisor before it can be earned.
3. Comp time must be used within 90 days, or shorter time frame, that it is earned.
4. Use of comp time may be at the employee's request with supervisor approval as workload permits.
5. An employee may be required to use comp time before using any other 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. Employees submitting unapproved overtime records may receive disciplinary action.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the Chief Financial Officer 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 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 the Human Resources Department for more information.

Supplemental Insurance Benefits

Policy CRD

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

Cafeteria plan benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., 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 TASB, effective 09-01-2016. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the Human Resource office at (972-843-8400). 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* for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

Policy DEG

All personnel employed on a regular basis for at least one-half of the normal work schedule 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 TRS as soon as possible. Information on the application procedures for TRS benefits are 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 at www.trs.state.tx.us for information on restrictions of employment of retirees in Texas public schools.

Leaves and Absences

Policy DEC, DECA, DECB

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require leaves of absence longer than 5 days should call the Human Resources Department for counseling about leave options, continuation of benefits, and communicating with the District. The employee must receive 5 days prior approval, from their Principal or Supervisor, for discretionary leave.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and

Medical Leave Act will be paid by the District as they were when they were working. Otherwise, the District does not make benefit contributions for employees who are not on active payroll status. Earned comp time must be used before any available paid state and local leave.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Personal and local sick leave is earned on a yearly basis. Leave is available for the employee's use at the beginning of the school year. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Medical Certification. Any employee who is absent more than 3 days because of a personal or family illness must submit a medical certification from a qualified healthcare 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 employers and other entities covered by GINA Title II 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-ActiveCare 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. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of

state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. Personal leave may be used for two purposes: nondiscretionary and discretionary.

Non-discretionary. Leave that is taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and may be used in the same manner as state sick leave.

Discretionary. Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request 5 days in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

State Sick Leave

State Sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in ½ day or full 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.

If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

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 paid local leave days per school year in accordance with administrative regulations and the following:

- Employees in positions normally requiring 10 months of service shall earn 3 paid local leave days.
- Employees in positions normally requiring 11 months of service shall earn 4 paid local leave days.
- Employees in positions normally requiring 12 months of service shall earn 5 paid local

leave days.

- Local leave shall accumulate to a maximum of 30 leave days. Local leave shall be used according to the terms and conditions of state personal leave

Employees shall be charged leave as used even if a substitute is not employed.

Sick Leave Bank

The Community Sick Leave Bank is to provide additional sick leave days to members of the bank in the event of catastrophic illness, surgery, or temporary disability due to an injury. Days may be requested from the bank only after the member has exhausted all accumulated state and local sick leave, personal business, vacation and extended leave days. Employees wishing to join the bank donate 2 days of local leave. Should there be a catastrophic illness or injury of the member, or of a person in the member's immediate family (as defined in the policy), necessitating the need for additional days after all accumulated state and local sick leave, personal, vacation (if applicable) and extended leave days (if applicable) have been used, the member may submit a request for days from the bank. Requests should be made through the principal and human resource office. Forms are available from the human resource office.

Temporary Disability

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. A full-time educator may request to be placed on temporary disability leave or be placed on leave. 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. See Board Policy DGBA Local, for process for filing a grievance.

An employee shall contact the Human Resources Department, when they are ready to return to work, 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.

Family and Medical Leave Act

Employees who have been employed by the District for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between August 1st and July 31st for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition an employee's serious health condition

A husband and wife who are both employed by the District are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The District will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent an employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact the Benefit Office as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified healthcare provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee’s status and intent to return to work
- Medical certification from a qualified healthcare provider at the conclusion of leave of an employee’s ability to return to work.

Family and Medical Leave (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 childbirth;
- 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.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member 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 service members and veterans are distinct from the FMLA definition of “serious health condition”.**

Benefits and Protections.

During FMLA leave, 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 FMLA leave, most employees must be restored to their original or equivalent positions

with equivalent pay, benefits, and other employment terms.

Use of FMLA leave 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.

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 healthcare 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. This leave may be recorded in one hour increments and all earned comp time must be used before any state or local days

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

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

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

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

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

Unlawful Acts by Employers: The FMLA makes it unlawful for any employer to: interfere with, retrain, 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

Employees requiring family and medical leave should contact the Human Resource Office for details on eligibility, requirements, and limitations.

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 pre-injury wage.

Assault Leave

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

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

Bereavement (funeral) Leave

Use of employee state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, this is also subject to the approval of the District.

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and certification slip for any compensation they receive.

Other 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.

Military Leave

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

Re-employment 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 online application for reemployment. 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 Benefit Office for details on eligibility, requirements, and limitations.

Employee Relations and Communications

Employee Recognition and Appreciation

Policy DJ

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, and through special events and activities. Recognition and appreciation activities also include service pins and awards ceremony for longevity and teacher of the year as well as employee of the year for departments.

District Communications

Throughout the school year, the Communications Department publishes newsletters, brochures, fliers, calendars, news releases, Facebook postings, Twitter, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the District's policy concerning the process of bringing concerns and complaints is available at: <http://pol.tasb.org/Policy/Code/318?filter=DGBA>

GUIDING PRINCIPLES	
INFORMAL PROCESS	<ul style="list-style-type: none"> ● The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. ● Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
FORMAL PROCESS	<ul style="list-style-type: none"> ● The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. ● Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time. ● The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.
FREEDOM FROM RETALIATION	<ul style="list-style-type: none"> ● Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint. [See DG]
NOTICE TO EMPLOYEES	<ul style="list-style-type: none"> ● The principal of each campus and other supervisory personnel shall inform employees of this policy.
SPECIFIC COMPLAINTS	<p>For more information on how to proceed with complaints regarding:</p> <ol style="list-style-type: none"> 1. Alleged discrimination, including violations of Title IX or Section 504, see DIA(LOCAL) 2. Instructional materials [See EFA] 3. A commissioned peace officer who is an employee of the District, [See CKE]

OTHER REVIEW PROCESSES	<ul style="list-style-type: none"> ● Complaints alleging certain forms of harassment shall be processed in accordance with DIA. ● Complaints arising from any of the following must be addressed through the local and statutory processes indicated below: <ol style="list-style-type: none"> 1. The proposed nonrenewal of a term contract issued under Chapter 21 of the Texas Education Code, in accordance with DFBB.
	<ul style="list-style-type: none"> ● The proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Texas Education Code during the contract term, in accordance with DFAA, DFBA, or DFCA, respectively. ● Policy DGBA shall apply to all other employee complaints.
DEFINITIONS	For purposes of this policy, terms are defined as follows:
COMPLAINT / GRIEVANCE	<p>The terms "complaint" and "grievance" shall have the same meaning. A complaint under this policy may include:</p> <ol style="list-style-type: none"> 1. Grievances concerning an employee's wages, hours, or conditions of work; 2. Specific allegations of unlawful discrimination in employment based on the employee's sex, race, religion, national origin, age, or disability; 3. Specific allegations of unlawful discrimination or retaliation based on the employee's exercise of legally protected rights; or 4. Specific allegations of adverse personnel action based on the employee's good faith report to an appropriate law enforcement authority of a violation of a law by the District or a District employee, i.e., "whistleblower complaints." [See DG] 5. Complaints arising from the dismissal or termination of an at-will employee. [See DCD] <p>Complaints arising from the termination at end of year of the probationary contract of a professional employee. [See DFAA]</p>
FILING	<ul style="list-style-type: none"> ● Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

RESPONSE	<ul style="list-style-type: none"> ● At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U. S. Mail on the deadline and received by the employee or designated representative no more than three days after the response deadline.
DAYS	<ul style="list-style-type: none"> ● "Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero," and all deadlines shall be determined by counting the following day as "day one."
REPRESENTATIVE	<ul style="list-style-type: none"> ● "Representative" means any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process. ● The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel.
WHISTLEBLOWER COMPLAINTS	<ul style="list-style-type: none"> ● Whistleblower complaints shall be filed within the time specified by law. Such complaints shall first be filed in accordance with LEVEL TWO, below. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint. [See DG]
GENERAL PROVISIONS	<ul style="list-style-type: none"> ● Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint. ● When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.
UNTIMELY FILINGS	<ul style="list-style-type: none"> ● All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
COSTS INCURRED	<ul style="list-style-type: none"> ● Each party shall pay its own costs incurred in the course of the complaint.

COMPLAINT FORM	<ul style="list-style-type: none"> ● Complaints under this policy shall be submitted in writing on a form provided by the District. ● Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the employee did not know the documents existed before the Level One conference. ● A complaint form that is incomplete in any material aspect may be dismissed, but may be re-filed with all the requested information if the re-filing is within the designated time for filing a complaint.
LEVEL ONE	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none"> 1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and 2. With the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor. If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One. <ul style="list-style-type: none"> ● If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forwards the complaint form to the appropriate administrator. ● The appropriate administrator shall hold a conference with the employee within ten days after receipt of the written complaint. ● The administrator shall have ten days following the conference to provide the employee a written response.
LEVEL TWO	<ul style="list-style-type: none"> ● If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision. ● The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level One. ● The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. At the conference, the

	<p>Superintendent or designee shall consider only the issues and documents presented at Level One and identified in the Level Two appeal notice. The Superintendent or designee shall have ten days following the conference to provide the employee a written response.</p>
<p>LEVEL THREE</p>	<ul style="list-style-type: none"> ● If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board. ● The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level Two. ● The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. ● The Superintendent or designee shall provide the Board with copies of the complaint form, all responses; all appeal notices, and all written documentation previously submitted by the employee or the administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice. ● The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE] ● The presiding officer may set reasonable time limits and guidelines for the presentation. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels. In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter. ● The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. See *Reports to the Texas Education Agency*.

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

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

1. 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. 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.***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 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 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 District employees, 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 Board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

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

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

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

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

3. Ethical Conduct toward Students

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

- Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.
- 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 electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include:
- The nature, purpose, timing, and amount of the communication;
 - The subject matter of the communication;
 - Whether the communication was made openly or the educator attempted to conceal the communication;
 - Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

Whether the communication was sexually explicit; and

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.

19 TAC 247.2

ACCESS TO POLICY	<ul style="list-style-type: none">● Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District’s administrative offices.● All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]● All District employees shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.● Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]● All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]● All District employees shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.● Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]● All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]
VIOLATIONS OF STANDARDS OF CONDUCT	<ul style="list-style-type: none">● Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]
SAFETY REQUIREMENTS	<ul style="list-style-type: none">● All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

HARASSMENT OR ABUSE	<p>Employees shall not engage in prohibited harassment, including sexual harassment, of:</p> <ol style="list-style-type: none"> 1. Other employees, as defined at DIA. 2. Students, as defined at FFH. [See FFG regarding child abuse and neglect] <ul style="list-style-type: none"> ● While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, or other persons, including Board members, vendors, contractors, volunteers, or parents.
RELATIONSHIPS WITH STUDENTS	<ul style="list-style-type: none"> ● Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]
TOBACCO USE	<ul style="list-style-type: none"> ● Employees shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]
ALCOHOL AND DRUGS	<p>Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:</p> <ol style="list-style-type: none"> 1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate. 2. Alcohol or any alcoholic beverage. 3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation. 4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs. <p><u>An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.</u></p>
EXCEPTIONS	<p>An employee who manufactures, possess, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.</p>
NOTICE	<ul style="list-style-type: none"> ● Each employee shall be given a copy of the District’s notice regarding drug-free schools. [See DI(EXHIBIT)] ● A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

ARRESTS AND CONVICTIONS	<ul style="list-style-type: none"> ● An employee who is arrested for any felony or any offense involving moral turpitude shall report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense shall also report that event to the principal or immediate supervisor within three calendar days of the event.
MORAL TURPITUDE	<p>Moral turpitude includes but is not limited to:</p> <ol style="list-style-type: none"> 1. Dishonesty; fraud; deceit; theft; misrepresentation 2. Deliberate violence; 3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor. 4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; 5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or 6. Acts constituting abuse under the Texas Family Code.
DRESS AND GROOMING	<ul style="list-style-type: none"> ● The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. ● District employees shall act as role models, exemplifying the highest standards of professional appearance to teach community values and proper grooming and hygiene.
WAIVER	<ul style="list-style-type: none"> ● The Superintendent may waive the dress code for District employees when school is not in session. Employees shall be notified by the Superintendent when such a waiver is in effect, defining the parameters of the dress code waiver based on seasonal weather conditions, special events, and the like.
APPROPRIATE ATTIRE	<ul style="list-style-type: none"> ● Professional personnel shall be expected to dress in a manner that projects a professional image for the employee, school, and District. ● Male professionals shall wear a dress shirt, dress slacks, or other appropriate professional clothing with a tie. ● Female professionals shall wear professional dresses and skirts that are not shorter than two inches above the bend of the knee in length, dressy slacks, and or other appropriate professional clothing, from the first day students arrive at school to the last day students depart

	<p>from school. Summer school staff shall be expected to wear appropriate professional clothing (as outlined previously), from the first day students arrive at summer school to the last day students depart from summer school.</p> <ul style="list-style-type: none"> ● Office, clerical, and teacher assistant support personnel shall wear professional attire according to the definition above. ● Other support personnel shall wear attire in accordance with workplace standards. ● The following clothing shall not be considered professional attire pursuant to this policy: jeans, shorts, revealing/provocative shirts and tops, t-shirts, short skirts, capris, spandex or similar tight outfits. Slippers, flip-flops, house shoes, and other similar foot apparel shall not be considered professional attire.
GROOMING	<ul style="list-style-type: none"> ● All employees are expected to exemplify proper grooming standards in a manner that projects an appropriate image for the employee, school, and District. ● Male employees shall keep their hair groomed neatly. Beards and mustaches shall be neatly groomed. Male employees shall not wear earrings or other similar facial jewelry. ● Employees shall not wear on the any jewelry or similar artifacts that are either obscene, distracting, or may cause disruptions to the educational environment. Hats shall not be worn inside. ● Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for teachers in certain grades/subjects (i.e. vocational courses, physical education) or for medical necessities/religions. ● The above standards are meant to promote community values and enhance an orderly educational environment, and shall not infringe on any individual's religious beliefs or protected free speech.
CELLULAR PHONES	<p>The following shall apply to the use of cellular phones in school buildings:</p> <ol style="list-style-type: none"> 1. Teachers may use cellular phones for business calls, including parent contacts, only during planning periods and other off-duty times during the instructional day. 2. Personal calls may not be made or received during class periods. Cellular phones shall remain off during instructional time.
ELECTRONIC RECORDING	<ul style="list-style-type: none"> ● Employees shall not electronically record by audio, video, or other means any conversations or meetings unless each and every person

CONVERSATIONS AND MEETINGS	present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting.
TELEPHONE CONVERSATIONS	<ul style="list-style-type: none"> ● Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded.
OPEN MEETINGS AND OTHER PUBLIC MEETINGS	<ul style="list-style-type: none"> ● These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, Board committee meetings, appeals and grievance hearings, and any other Board-sanctioned meeting recorded in accordance with Board policy.
OFFICIAL INVESTIGATIONS	<ul style="list-style-type: none"> ● These provisions are not intended to limit or restrict electronic recordings invoking authorized investigations conducted by the police department.

Employee Professional Dress Guidelines

The Community ISD Board of Trustees recognizes that teachers and other staff are role models for our students. As educators, our commitment to excellence should be reflected in our appearance. The manner in which teachers and staff present themselves will set an appropriate tone for students and establish the respect given teachers, staff and the school District as a whole.

To this end, all staff members must appear neat, clean and appropriately dressed at all times for a business of professional environment in accordance with the position held by the employee. In general, a business casual style is appropriate for professional and paraprofessional employees.

Unprofessional accessories for all employees

- Jewelry affixed to the nose, tongue, cheek, lip or eyebrow
- Cell phone ear pieces during class times.

Unacceptable attire for females

- Articles of clothing that are ripped, torn or transparent, or that contain holes to expose undergarments and/or skin.
- Low-cut blouses, tops or sweaters with plunging neck-lines.
- **The display of cleavage is unacceptable**
- Shirts, blouses or dresses that do not cover the back, waist or midriff. This includes, but is not limited to, crop tops, tube tops, halters and spaghetti straps less than two inches in width.
- Strapless dresses and tops without jackets
- Shirts, blouses and dresses that have excessive cut outs revealing undergarments.
- Pants type clothing that do not reach below the knee such as skorts and capris.

- Shorts, cut-offs, blue jeans, sweat pants or wind pants
- Sleeveless T-shirts and /or T-shirts that display vulgarities, obscenities, offensive or suggestive prints regarding drugs, alcohol or sex.
- Clothing that is excessively tight fitting.
- Beach shoes, flip-flops, Crocs or slippers (typically flip-flips is footwear in which there is a band between the big toe and the other toes)
- Head coverings worn indoors except for religious reason.
- Denim wear.

Unacceptable attire for males

- Articles of clothing that are ripped, torn, transparent or that contain holes to expose undergarments and/or skin.
- Shorts, cut-offs, blue jeans, sweat pants or wind pants.
- Sagging pants
- Sleeveless T-shirts and /or T-shirts that display vulgarities, obscenities, offensive or suggestive prints regarding drugs, alcohol or sex.
- Beach shoes, flip-flops, Crops or slippers
- Head coverings worn indoor except for religious reasons.
- Denim ear.

***Exception made for physical education or athletic classes.**

Administration and administrative support employees are expected to project a professional image at all times. They are to be dressed and groomed appropriately in accordance with these guidelines.

Determination of the appropriateness of dress shall be left to the discretion of the principal or immediate supervisor. He or She will counsel the individual employee regarding suitable, appropriate, acceptable and professional dress and may ask the employee to change attire or make other accommodations for acceptable dress.

Reasonable accommodations shall be made by their appropriate supervisors for those employees who, because of sincerely held religious belief, cultural heritage or medical reason, request a waiver of a particular part of this guideline for dress and appearance.

Harassment

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 harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal or supervisor is the subject of a complaint, the employee should report the complaint directly to the superintendent.

The District’s policy that includes definitions and procedures for reporting and investigating harassment is reprinted below:

***Note: This policy addresses harassment of District employees. For harassment of students, [See FFH]. For reporting requirements related to child abuse and neglect, [See FFG].**

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion, or age. Employees shall not tolerate harassment of others and shall make reports as required at reporting procedures, in the table below.

SEXUAL HARASSMENT	Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when: <ol style="list-style-type: none"> 1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or 2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.
EXAMPLES	<ul style="list-style-type: none"> ● Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or

	<p>conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.</p>
OTHER PROHIBITED HARASSMENT	<p>Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:</p> <ol style="list-style-type: none"> 1. Has the purpose or effect of unreasonably interfering with the employee's work performance; 2. Creates an intimidating, threatening, hostile, or offensive work environment; or 3. Otherwise adversely affects the employee's employment opportunities.
EXAMPLES	<ul style="list-style-type: none"> ● Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.
REPORTING PROCEDURES	<ul style="list-style-type: none"> ● An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below. ● Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy. ● Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.
TIMELY REPORTING	<ul style="list-style-type: none"> ● Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment. ● A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

DISTRICT OFFICIALS	<ol style="list-style-type: none"> 1. For sexual harassment, the Title IX coordinator. [See DIA (LOCAL)] 2. For all other prohibited harassment, the Superintendent. 3. A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.
NOTIFICATION OF REPORT	Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
INVESTIGATION OF THE REPORT	<ul style="list-style-type: none"> ● The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. ● Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation. ● If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation. ● The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation. ● The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.
CONCLUDING THE INVESTIGATION	<ul style="list-style-type: none"> ● Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation.

	The report shall be filed with the District official overseeing the investigation.
DISTRICT ACTION	<ul style="list-style-type: none"> • If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment. • The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.
APPEAL	<ul style="list-style-type: none"> • A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level. • The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.
RETALIATION PROHIBITED	Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.
RECORDS RETENTION	Retention of records shall be in accordance with DIA (LOCAL).
ACCESS TO POLICY	This policy shall be distributed annually to District employees.

Fraud and Financial Impropriety

Policy DG, CAA

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, 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 BBFA, DBD

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

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

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the District prior to the award of a contract or authorization of payment. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

Gifts and Favors

Policy DBD

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

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.

Safety

Policy CK

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 accident 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 Human Resource Department at 972-843-8400.

Tobacco Use

Policies DH, FNCD, GKA

Smoking or using tobacco products (including electronic cigarettes) is prohibited 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 the smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor and the superintendent within three (3) 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 of school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

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

Drug-Abuse Prevention

Policies DH, DI

Community I.S.D. is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school related or school-sanctioned activities on or off school property.

Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas

Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee drug use follows:

DI Exhibit A:

Drug-Free Workplace Requirements

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

41 U.S.C. 702(a) (1) (A); 28 TAC 169.2

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations.

41 U.S.C. 702(a) (1) (B); 28 TAC 169.2

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement official for prosecution. [See policies at DH and DHE]

41 U.S.C. 702(a) (1) (A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within ten days of receiving such notice-from the employee or any other source the District shall notify the granting agency of the conviction.

41 U.S.C. 702(a) (1) (D), (EXHIBIT)

Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation

program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

41 U.S.C. 703

[This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702) and notice requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2]

Alcohol and Drug-Abuse Prevention

Policies DH, DI

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

To reference information on alcohol and drug abuse refer to www.Communityisd.org online policy DH (LOCAL) and DI (Exhibit).

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students 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 supervisors or call the **Community I.S.D. School Resource Officer at 972-843-8400** 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.

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

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.

Technology Resources

Policy CQ

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

- Imposes no tangible cost to the District
- Does not unduly burden the District's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance
- Does not violate any agreements signed by the employee
 - Ex: Streaming Service End User License Agreement

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

Employees and students are required to abide by the provisions of the District's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Technology Department.

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.

Bring Your Own Technology (BYOT)

At Community ISD, we use technology as one way of enhancing the mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. These technologies may include, but are not limited to, District-provided equipment as well as personal devices. With these new opportunities come new responsibilities. We want staff to embrace appropriate use of technology so they may enhance the learning experiences in the classroom.

Definition of “Technology” for BYOT

For purposes of BYOT, “Technology” means privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

BYOT Internet Access

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connectable devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time.

BYOT Security and Damages

Responsibility to keep the personal technology secure rests with the individual owner. Community ISD is not liable for any device stolen or damaged on campus. Community ISD can NOT replace or provide financial restitution for any stolen or damaged personal technological device. If any technological device is stolen or damaged, the issue will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your personal technology from others. Additionally, protective cases for technological devices are encouraged.

BYOT Staff Agreement

The use of technology to provide educational material is a privilege. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Staff participating in BYOT must adhere to the Guidelines for Acceptable Use, as well as all Board policies.

Staff Agreement:

- Personal devices may not be used to record, transmit, or post photographic images or video of a person, or persons on campus during school activities and/or hours for non-instructional purposes.
- Personal devices may only be used to access files, applications or internet sites which are relevant to the classroom curriculum.
- The District's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Staff AUP.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP.
- The District has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
- Printing from personal technology will not be possible at school.
- The District is NOT responsible for stolen or damaged personal technological devices.
- The District is NOT responsible for the maintenance or repair of any personal technology.
- The District is NOT responsible for any costs incurred due to use of personal technology.

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, etc). *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 is required to include the student’s parent as a recipient on all text messages.**
- 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 6:00 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 EFE]

- 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.

General Procedures

Bad Weather Closing

Policy CKC

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late to release students early, or to cancel school, District officials will post a notice on the District's website, social media and will notify the radio and television stations. Staff will be notified via the mass communication system.

Emergencies

Policy CKC

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Finance Department on an official District purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact the Business Office 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 Human Resources office and the State Board of Educators Certification (SBEC) office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Human Resources Department. The employee's name on the social security card provided at the time of employment will be the name used. All name changes require a copy of the social security card with the new name.

Personnel Records

Policy DBA, GBA

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

- Address
- Phone number
- Information that reveals whether they have family members
- Emergency contact info

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

Building Use

Policy GKD

Employees who wish to use District facilities after school hours must follow established procedures. The district receptionist is responsible for scheduling the use of facilities after school hours. Contact the district receptionist to request to use school facilities and to obtain information on the fees charged.

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policy DI, CLB

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

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located at the Maintenance Department or posted in the Administration building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

Termination of Employment

Resignations

Policy DFE

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

Principal and Human Resources. Contract employees may resign at any other time in accordance with Board policy. Resignation outside of the penalty free period (within 45 days of the first day of instruction) may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent may notify TEA 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 State Board for Educator Certification.

Non-contract Employees. Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the Campus Principal and/or the Human Resources Department 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.

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

Dismissal or Nonrenewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

Employees on probationary and term contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in District policies. 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 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 whose certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies located via website at www.Communityisd.org.

Dismissal of Non-contract Employees

Policy DCD

Noncontact 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, religion, sex, national origin, disability, military status, any other basis

protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in the handbook when pursuing the grievance

Exit Interviews and Procedures

Policy DC and CY

Exit interview forms will be completed by 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 an Exit Interview form, which is available at www.Communityisd.org 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 State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves, but are not limited to, the following:

- A report criminal history
- Any form of sexual or physical abuse of a minor or any other illegal 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 school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures
- 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 day of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Students

Reporting Suspected Child Abuse

Policies DF, DG, 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.

Reports to Child Protective Services **MUST** be made to the Superintendent **and** 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, report child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

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 agencies. In addition, employees must cooperate with child abuse and neglect investigators.

Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. 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

The district has established a plan for addressing sexual abuse and other 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 otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the campus administrator or to their department supervisor. The District's policy includes definitions and procedures for reporting and investigating bullying for students and is reprinted below:

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

BULLYING PROHIBITED	The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.
DEFINITION	Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that: <ol style="list-style-type: none"> 1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or 2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
EXAMPLES	<ul style="list-style-type: none"> ● Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.
TIMELY REPORTING	<ul style="list-style-type: none"> ● Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.
REPORTING PROCEDURES	<ul style="list-style-type: none"> ● Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing.
NOTICE OF REPORT	<ul style="list-style-type: none"> ● Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee. ● If a report is made orally, the campus principal or designee shall reduce the report to written form.
INVESTIGATION OF REPORT	<ul style="list-style-type: none"> ● The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under the policy instead. ● The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
CONCLUDING THE INVESTIGATION	<ul style="list-style-type: none"> ● Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the campus principal

	<p>or designee shall take additional time if necessary to complete a thorough investigation.</p> <ul style="list-style-type: none"> ● The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Superintendent or designee.
DISTRICT ACTION	<ul style="list-style-type: none"> ● If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the District’s Student Code of Conduct. [For information on student transfers due to bullying, see FDB.] ● The District may take action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of bullying under this policy.
CONFIDENTIALITY	<ul style="list-style-type: none"> ● To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
APPEAL	<ul style="list-style-type: none"> ● A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.
RETENTION	<ul style="list-style-type: none"> ● Retention of records shall be in accordance with CPC (LOCAL).
ACCESS TO POLICY	<ul style="list-style-type: none"> ● Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District’s administrative offices.

Hazing

Policy FNCC, FO

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. 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 discipline person.

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*, and *Bullying*, for additional information.

To reference information on definition of a romantic relationship refer to www.Communityisd.org online policy DF (Local) and text of FFH(Local).

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

	<p>Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG.</p>
	<p>The District prohibits sexual harassment and harassment based on a person’s race, color, gender, national origin, disability, or religion.</p>
	<p>Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.</p>

<p>SEXUAL HARASSMENT BY AN EMPLOYEE</p>	<p>Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal or nonverbal conduct; or other conduct or communication of a sexual nature when:</p> <ol style="list-style-type: none"> 1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or 2. The conduct is so severe, persistent, or pervasive that it: <ol style="list-style-type: none"> a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or b. Creates an intimidating, threatening, hostile, or abusive educational environment. <ul style="list-style-type: none"> ● Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.
<p>BY OTHERS</p>	<p>Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:</p> <ol style="list-style-type: none"> 1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment; 2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or 3. Otherwise adversely affects the student's educational opportunities.
<p>EXAMPLES</p>	<ul style="list-style-type: none"> ● Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. ● Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably constructed as sexual in nature is not sexual harassment.

<p>OTHER PROHIBITED HARASSMENT</p>	<p>Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:</p> <ol style="list-style-type: none"> 1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment; 2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or 3. Otherwise adversely affects the student’s educational opportunities.
<p>EXAMPLES</p>	<ul style="list-style-type: none"> ● Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.
<p>REPORTING PROCEDURES</p>	<ul style="list-style-type: none"> ● Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. ● Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below. ● Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below. ● Reports of known or suspected child abuse or neglect shall be made as required by law. [See FFG]
<p>TIMELY REPORTING</p>	<ul style="list-style-type: none"> ● Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District’s ability to investigate and address the harassment. ● Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from

	reporting harassment directly to one of the District officials below:
DISTRICT OFFICIALS	<ul style="list-style-type: none"> ● For sexual harassment, the Title IX coordinator. [See FB (LOCAL)] ● For all other prohibited harassment, the Superintendent. ● A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be directed to the Board.
NOTIFICATION OF REPORT	<ul style="list-style-type: none"> ● Upon receipt of a report of harassment, a principal shall immediately notify the appropriate District official listed above.
NOTICE TO PARENTS	<ul style="list-style-type: none"> ● The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any students alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.
CONFIDENTIALITY	<ul style="list-style-type: none"> ● To the greatest extent possible, the District shall report the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
INVESTIGATION OF THE REPORT	<ul style="list-style-type: none"> ● The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. ● Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation. ● If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation. ● The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation. ● The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the

	<p>circumstances surrounding the allegations.</p> <ul style="list-style-type: none"> ● The District’s obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.
CONCLUDING THE INVESTIGATION	<ul style="list-style-type: none"> ● Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. ● The investigator <u>shall</u> prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.
DISTRICT ACTION	<ul style="list-style-type: none"> ● If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment. ● The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.
APPEAL	<ul style="list-style-type: none"> ● A student, including a complainant, may appeal through FNG (LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.
RETALIATION PROHIBITED	<ul style="list-style-type: none"> ● Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.
RECORDS RETENTION	<ul style="list-style-type: none"> ● Retention of records shall be in accordance with FB (LOCAL).

Equal Educational Opportunities

Policy FB

The Community I.S.D. does not discriminate on the basis of race, color, religion, national origin,

sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students on the basis of race, color, religion, sex, or national origin should be directed to the superintendent or Director of Human Resources, the District's Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Director of Special Programs.

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 (if 18 or older or emancipated by a court)
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 teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved 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 can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take 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

Policy 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 used 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 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 FDD

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require 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.