



EMPLOYEE HANDBOOK

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DISTRICT INFORMATION

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 improvements to this handbook are welcomed and may be sent to the Human Resources Office.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of district policies. District policies and procedures can change at any time. 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 each campus and the office of Student Services at the Central Administrative Offices and are available for employee review during normal working hours.

BOARD OF TRUSTEES

Policies BA, BAA, BBA, BBB, BBE, BE, BEC, BED

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 curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

District	Board Member	Term
District No. 1	Ms. Virginia Suarez	May 2019 – May 2022
District No. 2	Mrs. Linell Davis	May 2020- - May 2023
District No. 3	Mr. Dan Posey, President	May 2018 – May 2021
District No. 4	Mr. Ronnie Gaines	May 2018 – May 2021
District No. 5	Sandhya Sanghi	May 2018 – May 2021
District No. 6	Mrs. Shannon Gowan	May 2019 – May 2022
District No. 7	Mrs. Shannon Myers	October 2020 – May 2023

The board of trustees is elected by the citizens of the district to ensure a strong educational program for the district's children. Trustees are elected by district and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Trustees usually meet on the 2nd Monday of the month at 6:00 pm. A written notice of regular and special meetings will be posted on the bulletin board in the Administration Building at least 72 hours before the scheduled meeting time, as well as on the district's website (<https://tinyurl.com/tisdboardmeetings>). The written notice will show the date, time, place, and subjects of each meeting. Special meetings may be called

when necessary. In emergencies, a meeting may be held with a one-hour notice as required by the Texas Government Code §551.045.

PROFESSIONAL CALENDAR

All campus related personnel MUST follow the Professional Calendar (<https://tinyurl.com/tisdprofessionalcalendar>) unless they receive prior, written permission from the Assistant Superintendent of Human Resources. The Standard Professional Contract Days may not apply to Support Staff that are not directly related to campus assignments. Non-contract days are determined by the departmental supervisor or the Assistant Superintendent of Human Resources.

The standard expectation is that work calendars for all support staff shall be similar to that of their immediate supervisor unless prior arrangements are made through the immediate supervisor; e.g. clerical and office staff has the same work calendar as their supervisor. Supervisors may approve deviations from the calendar of standard contract days (documented in TimeOff). Realizing there are atypical circumstances that negate the ability to take time away from work during the summer months, consideration for approval of requests for “non-contract days” during the regular school year may be provided through the supervisor. In addition, we realize many of our professionals go well beyond the call of duty, and supervisors have the ability to exert modest flexibility while being reasonable. This may be accomplished by a conference followed by a memo addressing the issue with the appropriate signatures for approval.

PROFESSIONAL CONTRACTS			
Contract Length	Start Date	Restart Date	End Date
226	July 1, 2020	-	June 18, 2021
220	July 7, 2020	-	June 15, 2021
216	July 13, 2020	-	June 15, 2021
212	July 15, 2020	August 26, 2020	June 15, 2021
207	July 20, 2020	August 27, 2020	June 14, 2021
202	July 27, 2020	August 27, 2020	June 14, 2021
197	July 29, 2020	September 1, 2020	June 14, 2021
192	August 3, 2020	September 3, 2020	June 14, 2021
187 Aide	August 6, 2020	September 3, 2020	June 10, 2021
187	August 6, 2020	September 3, 2020	June 10, 2021



Our Vision

To instill the value of learning in each student, and prepare them to be future leaders of society.



Our Mission

To inspire, motivate and empower students to reach their maximum potential.



We Believe...

Students are our first priority.

It is imperative that all students gain the necessary skills to pursue their aspirations.

Students and staff respect the dignity and self-worth of others.

Hard work and commitment are critical to achieving extraordinary results.

Success is possible for every student, and all students deserve a chance to succeed.

All students and staff deserve a safe and supportive environment.

Learning is the shared responsibility of students, staff, families and the community.

Integrity is essential.

TISD CAMPUSES

Meridith-Dunbar Early Childhood Academy (PK)

PH: 215-6700 FAX: 215-6728

1717 East Avenue J

Temple, TX 76501-8499

[Nikki Murphy](#), Principal

Cater Elementary School (K-5)

PH: 215-7444 FAX: 215-7479

4111 Lark Trail

Temple, TX 76502-1247

[Adrian Lopez](#), Principal

Garcia Elementary School (K-5)

PH: 215-6069 FAX: 215-6122

2525 Lavendusky Drive

Temple, TX 76501-4818

[Sandra Reyes](#), Principal

Jefferson Elementary School (K-5)

PH: 215-5500 FAX: 215-5545

2616 N 3rd Street

Temple, TX 76501-1345

[Pam Demny](#), Principal

Kennedy-Powell Elementary School (K-5)

PH: 215-6000 FAX: 215-6032

3707 West Nugent Avenue

Temple, TX 76504-8840

[Dr. Kelly Madden](#), Principal

Raye-Allen Elementary School (K-5)

PH: 215-5802 FAX: 215-5843

5015 South 5th Street

Temple, TX 76502-3700

[Fran Smetana](#), Principal

Scott Elementary School (K-5)

PH: 215-6222 FAX: 215-6251

2301 West Avenue P

Temple, TX 76504-6552

[Chrystal Thomas](#), Principal

Thornton Elementary School (K-5)

PH: 215-5747 FAX: 215-5746

2900 Pin Oak Drive

Temple, TX 76502-2575

[Michelle Moore](#), Principal

Western Hills Elementary School (K-5)

PH: 215-5580 FAX: 215-5624

600 Arapaho Drive

Temple, TX 76504-3724

[Tiffany Vestal](#), Principal

Bonham Middle School (6-8)

PH: 215-6600 FAX: 215-6634

4600 Midway Drive

Temple, TX 76502-1592

[Sandra Atmar](#), Principal

Lamar Middle School (6-8)

PH: 215-6447 FAX: 215-6483

2120 North First Street

Temple, TX 76501-1704

[Yvette Bradford](#), Principal

Travis Middle School (6-8)

PH: 215-6282 FAX: 215-6352

1551 S. 25th Street

Temple, TX 76504-7242

[Tiffany Weiss](#), Principal

Temple High School (9-12)

PH: 215-7040 FAX: 215-7232

415 North 31st Street

Temple, TX 76504-2526

[Dr. Jason Mayo](#), Principal

Wheatley Alternative Education Center

PH: 215-5655 FAX: 215-5673

515 East Avenue D

Temple, TX 76501

[Carl Pleasant](#), Principal

Fred Edwards Academy

PH: 215-6944 FAX: 215-6946

300 South 27th Street

Temple, TX 76504

[Tricia Mitchell](#), Principal

ADMINISTRATIVE CENTERS

Administration Building

PH: 215-8473 FAX: 215-6783

401 Santa Fe Way

Temple, TX 76501

Food Service Department

PH: 215-6523 FAX: 215-6532

208 W. Ave. F

Temple, TX 76504

Warehouse

PH: 215-7511 FAX: 215-7515

505 S. 5th St.

Temple, TX 76504

Freeman Heights Technology Offices- FHAO

PH: 215-6823 FAX: 215-6880

300 S. 27th St.

Temple, TX 76504

Maintenance Department

PH: 215-6554 FAX: 899-6990

505 S. 5th St.

Temple, TX 76504

Transportation Department

PH: 215-6969 FAX: 215-6974

919 N. 31st St.

Temple, TX 765

HELPFUL CONTACTS

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

Dr. Bobby Ott, Superintendent - Ext. 6760

Kent Boyd, Assistant Superintendent of Finance and Operations – Ext. 6792

Eric Haugeberg, Assistant Superintendent of Student Services - Ext. 6792

Lisa Adams, Assistant Superintendent of Curriculum & Instruction - Ext. 6823

Joe Palmer, Assistant Superintendent of Human Resources – Ext. 6707

Renota Rogers, Executive Director of Secondary Education – Ext. 6922

Dr. Beth Giniewicz, Executive Director of Elementary Education – Ext. 6855

Kallen Vaden, Chief Financial Officer – Ext. 6772

Christine Parks, Chief of Communications and Community Relations – Ext 6791

Denise Ayres, Director of CTE - Ext. 7072

Patrick Cain, Director of Transportation - Ext. 6969

Amy Hayes, Director of Wellness and Benefits – Ext. 6776

Christian Hernandez, Director of Communications– Ext. 6791

Catrina Lotspeich, Director of Fine Arts - Ext. 7052

Jennie Mathesen, Director of Special Education - Ext. 6844

David McCauley, Senior Director of Staffing - Ext. 6764

Dr. Karen Morgan, Director of Accountability and District Planning- Ext. 6817

Steve Prentiss, Director of Athletic Operations- Ext. 7083

Connie Sisneros, Director of Bilingual - ESL – 6882

Marc Sivak, Chief Technology Officer - Ext. 6834

Scott Stewart, Director of Athletics – Ext. 7093

Ian Vestal, Director of Food Services - Ext. 6523

Donna Ward, Director of Employee Relations – Ext. 6760

Craig Wilson, Director of Digital Learning – Ext. 6818

DAILY WORK SCHEDULE

Campus	Office Hours	Support Staff Non-Exempt*	Professional Staff Exempt*	Beginning/Dismissal Times
Pre-K Program	7:15 am – 3:45 pm	7:00 am – 4:00 pm*	7:30 am – 4:00pm*	7:30 am – 3:00 pm
Elementary Schools	7:15 am – 3:45 pm	7:00 am – 4:00pm*	7:30 am – 4:00pm*	7:35 am - 3:15 pm
Middle Schools	7:25 am – 4:00 pm	7:25 am - 4:05 pm*	7:30 am – 4:00pm*	7:50 am - 3:45 pm
High Schools	7:50 am – 4:20 pm	7:45 am - 4:30 pm*	8:00 am – 4:30pm*	8:20 am - 4:10 pm
Santa Fe Administrative Building/FHTB	8:00 am – 5:00 pm (Mon-Thurs) 8:00 am – 4:30 pm (Fri)	8:00 am - 5:00 pm	8:00 am – 5:00 pm*	

*Campuses may “flex” start and stop times to cover arrival and dismissal while creating an 8-hour workday.

The administration shall determine the distribution of work among members of the staff. The Superintendent and principals shall require each staff member to be on duty before and after regular school hours long enough to plan and carry out individual professional responsibilities. These responsibilities shall include planning, supervision, guidance, instruction, and other routine duties or assignments made by the Superintendent or the principal, such as work related to extracurricular activities, hall duty, and cafeteria duty. All full time, non-exempt employees will be on a 40-hour work week which will be documented through the TrueTime unless employed for fewer hours per week as per job assignment. Ending Time for professional teaching staff should conclude 8.5 hours from the start of the day to allow for a 30-minute duty-free lunch during the 8-hour workday. Teachers are also entitled to 450 minutes of conference time every 10 workdays. These conferences cannot be less than 45 minutes in length or before or after school instruction time.

BLACKOUT DATES FOR DISCRETIONARY LEAVE

Discretionary leave may not be taken on the following key days:

- (1) The day **before** and the day **after** a school holiday. See [TISD School Calendar](#)
- (2) Days scheduled for end-of-semester or end-of-year exams
- (3) Days scheduled for STAAR tests – The TEA Testing Calendar can be found at [STAAR Testing Calendar](#)
- (4) Professional or staff development days.

EQUAL EMPLOYMENT OPPORTUNITY

Policy DAA

The Temple School District does not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, disability, military status, sexual orientation, or gender identity or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Employees with questions or concerns about discrimination on the basis of race, religion, sex, national origin, or age or concerns about discrimination on the basis of a disability should contact the Assistant Superintendent of Human Resources.

JOB VACANCY ANNOUNCEMENTS

Policy DC

To the extent possible, announcements of job vacancies by position and location are posted on our district website (www.tisd.org) under Employment.

EMPLOYMENT AFTER RETIREMENT

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in part-time positions without affecting their benefits. The amount of time a retiree may be employed without losing benefits is governed by TRS rules and laws which may be subject to change. Service retirees who retire before May 31 may begin working in a Texas public school one full calendar month after the retirement date under strict conditions. Retirees may work in the following capacities:

- As a substitute (one who serves on a temporary basis in a position of a current employee, cannot be a vacant position) at no more than the daily substitute pay rate.
- On a half-time or less basis during any month. May also be employed as a substitute, but total time worked in both jobs cannot exceed half-time basis. Half-time employment cannot exceed the lesser of 50 percent of the position's full-time load or pre-determined hours in a month.
- On a full time basis provided there has been a 12-month break in service since retirement. Continuous break is defined as not having worked in any capacity in a school district. Fulltime retirees will be compensated at the current pay scale rate less surcharges for TRS and TRS Care or at the 20 year State base rate for teachers, whichever is higher.
- ***It is the individual retiree's responsibility to know and follow all regulations from TRS (www.trs.texas.gov)***

Temple Independent School District's Flexible Benefits Plan and other insurance benefits may be available for employees who are TRS retirees. To be eligible for TISD benefits, employees must be working 20 hours or more per week and not be temporary or seasonal employees, substitute teachers who are not full time, other substitute employees, or trainees.

Employees can contact the Benefits Office for additional information or contact TRS by calling 800-223-8778 or 512-397-6400. TRS information is also available on the web at www.trs.texas.gov.

RETIREMENT CONTRACTS

Upon hire, a retiree will receive a *Letter of Reasonable Assurance*. Government code 824.602 includes “a requirement that a certified applicant for a position as a classroom teacher who is not a retiree be given preference in hiring.” The terms and conditions of employment are detailed in the contract and employment policies. All retire/rehire teachers employed with TISD will be paid at \$48,204. All new retire/rehire non-teaching employees will be paid based on the current Pay Grade and Pay Step at which they retired minus the TRS 15.2% Surcharge and the TRS Care Surcharge of \$535 per month if applicable.

PART-TIME EMPLOYMENT

State law does not require the district to employ part-time professionals and administrative employees. No contract is provided to employees in these positions. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

CONTRACT AND NONCONTRACT EMPLOYMENT

Policies DC, DCA, DCD, DCE

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

- **Probationary contracts:** All full-time, professional employees employed in positions requiring SBEC certification and nurses who are new to the district receive probationary contracts during their first year of employment. The probationary period for all new employees will be three (3) full school years.
- **Term contracts:** Full-time teachers, professionals and administrators employed in positions requiring SBEC certification and nurses who have successfully completed the probationary period will be employed by a term contract. Campus principals and administrators may be employed under a multiple-year term contract. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a digital copy of their contract through TalentEd. Employment policies are available on each campus.
- **Non-certified professional and administrative employees:** Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a one-year contract that is not subject to the procedures for nonrenewal or termination under the Texas Education Code.
- **Paraprofessional and auxiliary employees:** All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

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 cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on district premises or work sites or used in district business.

EMPLOYEES REQUIRING A COMMERCIAL DRIVER'S LICENSE

The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of commercial motor vehicles. 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 that are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Transportation. This policy complies with state and federal laws or regulations and is subject to change if necessary to act in accordance with changes made to state and federal laws or regulations.

The following conduct constitutes violation of district policy:

- Refusing to submit to a required test for alcohol or controlled substances
- Testing positive for alcohol in a post-accident test
- Testing positive for controlled substances in a post-accident test
- Testing positive for alcohol in a random test
- Testing positive for controlled substances in a random test
- Testing positive for alcohol in a reasonable suspicion test
- Testing positive for controlled substances in a reasonable suspicion test

FIRST AID AND CPR CERTIFICATION

Policy DBA

Head coaches, head directors of band or chief sponsors of an extracurricular activity (including cheerleading) that is sponsored or sanctioned by the district or 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.

Temple ISD will offer first aid and CPR training annually as a part of its regular in-service program. The Athletic Department will identify those persons needing certification or recertification and will maintain files on all personnel required to have this certification.

REASSIGNMENTS AND TRANSFERS

Policy DK

All personnel are subject to assignment and reassignment by the superintendent. Campus reassignments must be approved by the principal at the receiving campus. When reassignments are due to enrollment shifts or program changes, the superintendent has final placement authority. 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).

Employees with the required qualifications for a position may request a transfer to another campus or department. Teachers requesting a transfer to another campus before the school year begins must submit their request before the **2nd Friday in May**. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Assistant Superintendent of Human Resources and must be approved by the receiving supervisor.

WORKLOAD AND WORK SCHEDULES

PROFESSIONAL EMPLOYEES

Professional and administrative employees are exempt from overtime pay and are employed on a 10, 11, 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for employees and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year, and can be found at <https://tinyurl.com/tidschoolcalendar>.

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. Skyward TrueTime timekeeping system is the official, authoritative documentation for daily work attendance (arrival and departure); therefore, all applicable employees must clock in and out as required of their position within the district. Each non-exempt employee has been provided a badge which has his/her employee ID number for purposes of automated time keeping. This badge should be used to clock in and out; or punches may be entered at a time clock keypad by manually entering the ID number; or by logging in to a PC. Employees must “clock in” immediately at the start of their work day **at the assigned work location** and “clock out” immediately **from the assigned work location** at the end of work; this includes lunch breaks, doctor appointments, etc.

An employee found to be clocking in or out for another, or who allows another to do so for him/her will be subject to severe disciplinary action; which may include immediate termination.

Failure to follow the procedures for using TrueTime automated timekeeping system may subject the employee to disciplinary action. Any exceptions (missed punches) should be reported to the Payroll Manager so that they may be entered manually. These exceptions should be kept to a minimum and must be approved by the department director.

NOTIFICATION OF PARENTS REGARDING CERTIFICATION STATUS

Policy DBA, DK

Texas law requires that parents be notified if their child is assigned a teacher for more than 30 consecutive days who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the TEXES exam) or individuals who do not hold 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 may contact [David McCauley](#), Senior Director of Staffing.

PERFORMANCE EVALUATION

Policy DN, DNA, DNB

Evaluation of an employee's job performance should be a continual 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. Teachers may receive a waiver of the formal observation for up to two (2) years if both the appraiser and the teacher agree. 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, Temple ISD offers opportunities for involvement in matters that affect employees. As part of the district's planning and decision-making process, employees may either be asked or elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Office of Curriculum & Instruction.

STAFF DEVELOPMENT

Staff development activities are organized to meet the needs of employees and the district. Staff development is predominantly campus-based, related to achieving campus performance objectives, and developed and approved by district- and campus-level advisory committees. Employees may now enroll for on-line staff development through our website.

COMPENSATION AND BENEFITS

SALARIES, WAGES, AND STIPENDS

Policy DEA

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 non-exempt 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 non-exempt and are paid based on hourly wages or provided compensatory time for each overtime hour worked.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the board. All employees will receive written notice of their pay and work schedules at the start of each school year. Classroom teachers, full-time librarians, full-time counselors, and full-time nurses 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 Human Resources Office for more information about the district's pay schedules or their own pay.

ADVANCED DEGREE POLICY

EDUCATION SALARY FOR MASTER'S DEGREE An annual salary increase of \$1,000 is provided to full time campus-based employees with an earned master's degree from an accredited educational institution in a field related to education or an instructional subject provided that their current position does not require a master's degree. The decision as to whether it is an educational institution that is qualified will be made by the Senior Director of Staffing. All employees must apply for the advanced degree stipend by Tuesday after Labor Day to the Assistant Superintendent of Human Resources. Payment will be included in monthly payroll checks.

- Included are teachers, librarians, nurses and other instructional positions closely related to the campus instruction
- Excluded are principals, counselors, diagnosticians, LSSP's, Facilitators, etc.

EDUCATION SALARY FOR DOCTORAL DEGREE An annual stipend of \$1,500 is provided to full time employees with earned doctoral degrees from an accredited educational institution if their position does not require a doctoral degree. The decision as to whether it is an educational institution that is qualified will be made by the Senior Director of Staffing. A one-time request in by First Day of Instruction, which includes transcripts for the stipend, if not already on file, must be made to the Assistant Superintendent of Human Resources. Payment will be included in monthly payroll checks.

LONGEVITY POLICY

Full-time **professional employees**, who have worked in full-time positions in the Temple Independent School District, qualify for longevity pay after 20 or more continuous years of service. TRS has approved that longevity pay be paid in one lump sum starting in November during the 21st year upon the employee's return to TISD. Prior to 2002-03, continuous years of service were not required to qualify for longevity pay. However, any employee hired during or after the 2002-03 school year must have continuous years. Part-time employees do not receive longevity pay nor do part-time years calculate toward longevity; however, part-time employment will not interrupt continuous service years. Employees are eligible to receive longevity pay in accordance to the following scale based on years **completed**:

- 20-29 years: \$ 1,000
- 30+ years: \$ 2,000

Full-time **auxiliary employees**, who have worked in full-time positions in the Temple Independent School District, qualify for longevity pay after ten (10) or more continuous years of service. TRS has approved that longevity pay be paid in one lump sum starting in November during the eleventh (11th) year upon the employee's return to TISD. Prior to 2002-03, continuous years of service were not required to qualify for longevity pay. However, any employee hired during or after the 2002-03 school year must have continuous years. Part-time employees do not receive longevity pay nor do part-time years calculate toward longevity; however, part-time positions will not interrupt

continuous service years. Employees are eligible to receive longevity pay in accordance to the following scale based on years **completed**:

- 15-19 \$ 500
- 20-29 \$ 1,000
- 30+ \$ 2,000

PAYCHECKS

During the school year, paychecks are made through Direct Deposit. During summer breaks, paychecks not on Direct Deposit will be mailed.

An employee's payroll statement contains detailed information including deductions and withholding information.

- Monthly personnel are paid on the 25th of each month or the Friday before if the 25th falls on a weekend or holiday.
- Auxiliary personnel are paid every other Friday.

AUTOMATIC PAYROLL DEPOSIT (DIRECT DEPOSIT)

The district **requires** that all employees use automatic payroll deposit. Employees shall have their paychecks electronically deposited into an account at any bank. With automatic deposit, an employee's paycheck is immediately available **on the pay date**. All changes must be made in person at the Administration Building.

PAYROLL DEDUCTIONS

Policy CFEA

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income taxes are required for all full-time employees. Medicare tax deductions are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, vision, supplemental insurance plans, 403 (b) accounts and life insurance, group income protection, Texas Tomorrow Fund, and savings and loan payments through Texell Federal Credit Union. Employees may also request payroll deduction for payment of membership dues to professional organizations. These deductions will continue until employee requests they be stopped. Salary deductions are automatically made for unauthorized or excessive personal leave or sick leave.

OVERTIME COMPENSATION

Policy DEA

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 who meet the exempt status do not qualify for overtime compensation the same as nonexempt employees. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. **Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. Failure to comply may lead to termination.** 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. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or compensatory time off. Employees must work more than 40 total hours in a week

to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 am Sunday and ends at 12:00 pm Saturday.

Employees may be compensated for overtime with compensatory time off or direct pay at time-and-a-half rates.

The following applies to all nonexempt employees:

- Time detail sheets will be maintained on all auxiliary and nonexempt employees for the purpose of wage and salary administration.
- Compensatory time cannot carry from one fiscal year to the next
- Compensatory time will be used first when an employee is not at work before local, state or non-duty (vacation) leave
- If an employee is out during one 40-hour work week, the employee cannot work overtime during another work week to cover the shortage of time from the prior week
- Compensatory time that is paid in regular installments is TRS compensable.
- Compensatory time must have prior approval from a supervisor

TRAVEL EXPENSE REIMBURSEMENT

Policy DEE

Travel must be approved by the principal/supervisor for all staff including administrators and directors. Travel must be approved by the superintendent, assistant superintendent, executive director to which that principal/supervisor reports. The superintendent, or his/her designee, will approve all out-of-state travel. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the board of trustees and the Internal Revenue Service. Employees must submit receipts to be reimbursed for expenses other than mileage and meals.

HEALTH INSURANCE OPTIONS

Temple ISD provides health insurance through TRS-Active Care which offers several affordable PPO and HMO plan options to employees. TISD also contributes a monthly amount towards medical premiums (***rates are subject to change each year***). Eligible employees NOT electing TISD health insurance are eligible to receive a benefit credit of \$500 annually into either a medical or dependent-care flexible spending account or a 457 Retirement Savings Plan. Benefits plan year runs from September 1st through August 31st. Mid-plan year changes are only allowed (for 31 days) if a qualifying event occurs. ***Please go to: www.tisdhr.org under Benefits Department for more information.***

DISTRICT PAID BENEFITS

For eligible employees, the district pays 100% for the following benefits:

- Telehealth for employee and family
- \$10,000 Group Life Insurance
- Blue Cross and Blue Shield (BCBSTX) High Deductible Health Insurance

VOLUNTARY BENEFITS

- Dental
- Vision
- Flexible Spending Account
- Health Savings Account
- Basic and Supplemental Life Insurance Policy (Term and Permanent)
- Hospital Indemnity Plan
- Supplemental Cancer Coverage
- Short-Term and Long-Term Disability
- Employee Assistance Program (EAP)
- Wildcat Wellness Program
- Employee Discount Program
- Holiday Savings (post-tax dollars to save for the holidays – eligible to register in January)
- Catastrophic Leave Bank (eligible to register each September)

For specific rates and details surrounding our current benefit offerings, please visit

<http://www.mybenefitshub.com/templeisd/>

RETIREMENT/INVESTMENT INFORMATION

Federal tax law provides options for public employees to defer some compensation until retirement. Those plans are referred to by their Internal Revenue Code section numbers: 403(b), 403(b)(7), or 457. You are allowed to put an amount you determine, within federal limitations, into a retirement plan, and those amounts are excluded from taxation as personal income until accessed after retirement. It is an excellent way for you to build a retirement fund, reduce current income taxes and defer taxes on the earnings in the plan.

We comply with all state and federal regulations for these plans and have contracted with a third party administrator to accomplish that goal. The TISD Plan Document containing all rules and regulations pertaining to its plan is available in the Benefits Office. Some of those provisions are:

- All employees are eligible to participate in both plans.
- You will not be permitted to contribute more than IRC limitations annually.
- Salary Election Agreements and investments changes are allowed at any time.
- The Age 50+ catch-up is allowed in both plans; 15 year catch-up in the 403b is not allowed.
- Transfers into the plan are permitted for both plans. Transfers out are not permitted.
- Exchanges between vendors authorized under the TISD plan and any other vendor that will sign an information sharing agreement with the employer are permitted.
- Rollovers into the plan are permitted if the rollover is deposited with one of the authorized vendors named under the plan or if TISD has an information sharing agreement with the vendor.
- Rollovers from the plan are permitted.
- Authorized vendors are listed in the Plan Document.
- Loans and hardship distributions are permitted following IRC.
- Contributions to a Roth are allowed in both plans.

The list of approved investment providers is listed on the TPA website at <https://region10rams.org/plans/temple-isd/>.

TEMPLE ISD RULES FOR PROCESSING A 403(b) or 403(b)(7) TAX SHELTERED ANNUITY (TSA)

Solicitation of TSAs on campus or other work sites is strictly prohibited at any time. Unapproved agents, representatives, and brokers are not allowed to distribute materials to campuses, worksites, or through the district's email. TCG may seek Director of Wellness and Benefits or Campus Principal/Department Head's permission, during an off period, see his or her TSA provider agent or representative to complete contracts, withdrawal, or loan papers only. The agent or representative must check in with the principal or department head before seeing the employee. Changes are made online at tcgservices.com or by calling TCG Administrators

All administration of the district's 403(b) Plan will be provided by TCG and all new and existing 403(b) changes will be submitted and handled in coordination between the plan administrator and the district's benefits department. Transfers into our district are allowed, transfers out are not. You must use an approved investment provider. Visit TPA website for a current list. Each agent, representative, or broker of providing companies must hold the proper license or authority to sell 403(b) s or 457.

The agent/representative/broker and provider must follow all district, TRS, and third party administrator rules and provide, with the help of the employee, all required forms.

The district reserves the right to refuse any Salary Reduction Agreement if all required forms and materials are not provided and/or the District's rules are not followed.

All Texas legislation, TRS rules, and Internal Revenue Codes must be adhered to.

WORKERS COMPENSATION INSURANCE – BENEFITS

Policy CRE and Policy DEC (Local)

Effective September 1, 1997, Temple Independent School District was certified by the Texas Workers' Compensation Commission as a self-insured employer providing workers' compensation insurance to protect you in the event of work-related injury or illness. Claims for injuries or illness will be handled by the Benefits Department and the district's current Workers Compensation Carrier. The company abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Benefits Department immediately. The paperwork can be obtained by the campus administrator or the Benefits Department. The completed paperwork must be returned timely to the Benefits Department at which time the claim will then be filed with our carrier (if the employee would like to be medically treated).

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave and/or temporary disability where permitted by state and federal law.

TISD is committed to providing a safe and healthy work environment for all full, part-time, and temporary/contract employees as well as providing a Return to Work Program for employees with work related injuries or illnesses.

Required by Injured Employee:

An injured employee who seeks treatment for a work-related injury or illness must report the injury or illness to his/her supervisor or designee prior to seeing a workers' compensation approved health-care provider. If the employee is unable to report a work-related accident or illness prior to treatment, he/she must report as soon as feasibly possible.

- An injured employee **must** provide the report in writing by means of the district approved Employee Report of Accidental Injury or Illness form. The form must be completed in its entirety. Contact your immediate supervisor or designee, or the Benefits Office for forms.
- A witness and supervisor must complete a form when applicable.
- An employee who is seeking medical care **MUST** seek pre-authorization from the Benefits Department. If in the event of an emergency, please inform the Benefits Department.
- An employee who receives medical care for a work-related injury or illness must report back to his/her supervisor no later than the following workday after the treatment and provide a copy of the DWC-73 form provided to him/her by the treating facility or any other necessary documents that may be provided at the time of treatment.
- Employees are expected to complete recommended treatment and go to all physician and treatment appointments.
- An employee must report to work on the first workday after being released to return to work even if the release is with restrictions. TISD will endeavor to provide work accommodating the restrictions. Employees not reporting to work at that time may be subject to termination for abandonment of his/her job.
- An employee absent because of a job-related injury or illness shall be assigned to Family Medical Leave if eligible and/or Temporary Disability. Leave will begin on the first day of the absence.
- An employee who is unable to work because of the work-related injury or illness and who exhausts all available leave entitlement may be terminated.
- An employee eligible for worker's compensation wage benefits is not eligible for wage benefits the first seven (7) days of leave and will have those days taken from available local sick leave or state personal leave unless otherwise noted by the employee. An employee on student assault leave will not have days taken from local sick leave or state personal leave and will receive regular wages instead of workers' compensation wage benefits.
- An employee receiving worker's compensation wage benefits will not be allowed to receive those benefits and full sick or personal leave pay as well.
- An employee receiving workers' compensation wage benefits who is a member of the Catastrophic Leave Bank is not eligible to receive time from the Bank.
- An employee who returns to work with restrictions is required to follow these restrictions at all times. An employee not following restrictions could be subject to being written up or termination of employment.
- An employee may be required to attend safety training after each accident if safety retraining is appropriate.

TISD provides:

A **Return to Work** Program for employees with work-related injuries or illnesses and will offer work to those employees when at all possible. Employees who refuse to accept an offer of a work assignment that accommodates their restrictions will be terminated for abandonment of their job.

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 Resources Office.

TEACHER RETIREMENT

Policy CRD, DEC

All personnel employed on a regular basis for at least one-half time of the normal work schedule are members of the Texas Teacher Retirement System (TRS). Substitutes pay into Social Security but if they work at least 90 days in one school year they are eligible to purchase creditable service from TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31st, as well as an estimate of their retirement benefits.

Upon retirement under the Teacher Retirement System, employees, excluding temporary and substitute employees, who have ten (10) or more years of continuous employment in the District shall be reimbursed for accrued local sick leave with matching state leave. The total number of paired local/state days may not exceed 45 days, for a combined total of 90 days. Reimbursement for accrued local/state leave shall be paid according to the following rates, but never to exceed the employee's daily rate. These retirees will meet the criteria listed in Policy DEC (Local) including written notice of retirement that must be submitted to the Superintendent in the form of a letter of Resignation/Retirement:

1. No later than 5:00 p.m. on April 1 of the final year of employment for end-of-school year retirees; or
2. No later than 5:00 p.m. on October 15 of the final year of employment for mid-year retirees.

Professional Employees:	Per Day Pay
10-14 years of TISD service	\$ 65 per day
15-19 years of TISD service	\$ 70 per day
20+ years of TISD service	\$ 80 per day
Non-Exempt Employees:	Per Day Pay
10-14 years of TISD service	\$ 50 per day
15-19 years of TISD service	\$ 55 per day
20+ years of TISD service	\$ 65 per day

Employees who cease to be employed by the district without ten (10) or more years of continuous employment in the district shall surrender all accumulated local sick leave, even if later rehired by the district. An exception shall be made for employees who leave the district for the purposes of military service and return to the district within 12 months after their release from active duty. All retirees will receive an appropriate recognition award.

Employees who plan to retire under TRS should notify their supervisor and TRS as soon as possible. Information on the application procedures for TRS benefits is available in the Business Office. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-397-6400. TRS information is also available on the web at www.trs.state.tx.us

OTHER BENEFITS

The district also approves the tuition-free attendance for children of nonresident (not residing in Temple ISD boundaries) employees.

HIPAA PRIVACY RULES

The Health Insurance Portability and Accountability Act (HIPAA) requires Temple ISD staff, group health plan sponsor, our benefits consultant, and the health plan sponsor's contracted organizations to protect the privacy of employees' "protected health information" (PHI). PHI is information that is individually-identifiable and relates to a medical condition, treatment, or payment for health care. PHI includes information on insurance premium payments, claims,

preexisting conditions, subrogation, and coordination of benefits. All PHI is covered, regardless of whether it is oral, on paper, or in electronic form, and PHI may be used or disclosed only as authorized (in writing) by the employee or as permitted by HIPAA. Temple ISD is restricted in the use of PHI both internally and in disclosure of the information to outside entities. Temple ISD is dedicated to maintaining the highest standards of confidentiality with respect to all employees PHI provided to us and committed to ensuring that our handling of personal health information is in compliance with HIPAA and other relevant regulations by:

- Maintaining appropriate physical, procedural and technical security over our offices and information storage facilities to prevent any unauthorized access, disclosure, copying, use or modification of personal health information.
- Keeping personal health information only if it is necessary. When the PHI is no longer required, it will be destroyed to prevent unauthorized parties from gaining access to the information.
- Obtaining an employee’s authorization to use personal health information for any purpose other than payment and health care operations.
- Disclosing only the minimum necessary personal health information of an employee.

Employees that participate in Temple ISD’s health insurance plans have a right to:

- Inspect and obtain a copy of their personal health information.
- Request amendment of their PHI.
- Receive an accounting of disclosures of PHI.
- Request that uses and disclosures of PHI be restricted.

Contact Amy Hayes, *Director of Wellness and Benefits (x6776)* for COBRA or HIPAA related questions.

CONTINUATION OF HEALTH PLAN COVERAGE (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows employees, and their qualified dependents, who lose their health insurance benefits to continue group health benefits for limited periods of time due to voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Employees are required to pay the entire health insurance premiums (which include Temple ISD’s contribution plus an administration fee) for this coverage.

LEAVES AND ABSENCES

Policy DEC

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 long leaves of absence should call *Amy Hayes, Director of Wellness and Benefits* for counseling about leave options, continuation of benefits, and communicating with the district.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Employee 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 on active duty. Otherwise, the district does not make benefit contributions for employees who are not on active payroll status.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Employees who do not report to their supervisor the need for absence or leave prior to or no later than three (3) days after the leave or absence may be subject to disciplinary action for abuse of the leave policy. Any employee who is absent more than three (3) consecutive days because of a personal or

family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness and the reason for the illness. Medical certification may be required due to a questionable pattern of absences or when deemed necessary by the supervisor or superintendent.

A “leave day” for purposes of accumulation, use, or recording shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

Any leave taken for which the leave balance is insufficient will result in a deduction from the employee’s paycheck commensurate with the amount of leave taken. The district shall initiate termination proceedings for any employee who has exhausted all leave benefits, paid, and unpaid, under district policy and who has more than five (5) additional absences after exhaustion of all benefits.

See the appropriate termination policies in the DF series.

Unless the employee requests a different order, available paid state and local leave shall be use in the following order:

1. Local leave
2. State sick leave accumulated prior to the 2018-2019
3. State personal leave

Regardless of the reason for the absences and the availability of leave, the district may determine that the needs of the district require employing someone to fill the position of a person who has been absent from duty for more than 30 days.

STATE PERSONAL LEAVE

Each employee is entitled to five (5) days of state personal leave annually based solely on days of employment not on the number of days that an employee performs work. 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.

There are two types of personal leave: nondiscretionary and discretionary.

Discretionary: Leave that is taken at an employee’s discretion and must be scheduled at least five (5) days in advance. An employee requesting discretionary personal leave shall make the leave request in person and in advance to his/her immediate supervisor or designee. Discretionary personal leave will be granted subject to the following limitations:

- **No more than 5% of campus employees in each job category** will be absent during the same time period due to discretionary leave
- Discretionary leave may not last more than three (3) consecutive work days, with a maximum of five (5) in a semester and 10 in a school year
- Discretionary leave may not be taken on the following key days:
 - The day before a school holiday
 - The day after a school holiday
 - Days scheduled for end-of-semester or end-of-year exams
 - Days scheduled for STAAR/EOC tests
 - Professional or staff development days

Principal/Director will approve/deny all requests for discretionary leave. The supervisor shall consider the employee’s absence history, the effect of the employee’s absence on the educational program, as well as the availability of substitutes before granting leave. Any exception to the discretionary leave procedures must first be approved/denied

by principal/director and final approval/denial shall be made by the superintendent or designee. Employee will automatically be docked his/her daily rate for each discretionary absence taken on a day that has not received final approval from the superintendent or designee and a negative write up will be placed in their personnel folder.

Nondiscretionary: Leave that is taken for personal or immediate family member's illness, family emergency, or a death in the employee's immediate family. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

RELIGIOUS OBSERVANCES

The district shall reasonably accommodate an employee's request to be absent from duty in order to participate in religious observances and practices, so as it does not cause undue hardship on the conduct of district business. Such absence shall be without pay unless applicable paid local leave is available.

LOCAL LEAVE

All full-time employees who work 20 hours or more per week shall be provided five (5) workdays of local leave per school year in accordance with administrative regulations. Local leave shall accumulate without limit and shall be taken with no loss of pay. It shall be used according to the terms and conditions for use of state sick leave accumulated before May 30, 1995. *See State Sick leave below or DEC (Legal)*

For ease of reference, the entire legal and local policy (DEC) concerning leaves and absences is available on-line to employees and to the public at <http://www.tasb.org/policy/opol/private/014909>. If assistance is needed for more information on policies, please contact [Amy Hayes, Director of Wellness and Benefits](#) at 215-6776. Hard copies of these policies are also available at your campus or through your department.

STATE SICK LEAVE

State sick leave accumulated prior to May 30, 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in full or half-day increments except in the following situations:

- When coordinated with family and medical leave taken on an intermittent or reduced-schedule basis
- 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. State sick leave may be used for the following reasons only:

- Illness of the employee
- Illness of a member of the employee's immediate family*
- Family emergency
- Death in the employee's immediate family

**(Not to exceed 30 days unless medical certification is provided.)*

**See Policy DEC (Local) for definition of Family.*

EXTENDED LEAVE

An employee who has exhausted all available paid leave (other than catastrophic leave) for the employee's serious health condition shall be granted up to five (5) additional days of absence without pay for personal illness or injury, or illness or injury in the immediate family, and shall be certified by the treating physician.

BEREAVEMENT LEAVE

In case of death in the immediate family, an employee shall be allowed a maximum of three (3) days accumulated local or personal leave for an in-state death and a maximum of five (5) days for an out-of-state death. If an employee does

not have sufficient local or personal leave, the employee shall be permitted the absences with an appropriate deduction or reduction in pay.

CATASTROPHIC LEAVE BANK

Membership

To receive benefits provided by the Catastrophic Leave Bank, a TISD employee must be a member of the Catastrophic Leave Bank. Forms and policy are located at <https://tinyurl.com/tisdcatastrophicleave>.

- To become a member of Catastrophic Leave Bank employees must submit three (3) days of available local leave.
- Employees who wish to join the bank for the new school year must contribute three (3) days prior to September 30, of each year. Employees will be a member until days are used from the bank. The following September after days have been used, three (3) more days must be donated to remain a member of the bank.
- Pre-existing health conditions will not be covered by the bank. A pre-existing condition will be covered for employees reapplying to the bank in September after utilizing days from the bank for that condition.

Purpose and Rules

- The purpose of the Catastrophic Leave Bank is to ensure that its members have adequate sick leave days in the event of a temporary disability or critical illness. This is extended to the emergency care of an immediate dependent family member.
- Employees applying for leave through the bank must submit a request to the Benefits Office along with medical documentation from the treating physician as to the nature of the catastrophic injury or illness.
- The maximum days received by a member shall not exceed 90 days in a scholastic/contract year with a lifetime maximum of 120 work days. All of the employee's available state and local leave days must be exhausted before he/she is eligible to draw from the Catastrophic Leave Bank. Should a member use the leave bank at any time, three (3) additional days of local sick leave must be donated at the beginning of the next scholastic/contract year in order to continue membership in the bank.
- The employee will be responsible for the cost of the use of the Catastrophic Leave Bank. The base substitute daily rate will be deducted from the professional's daily rate. The deduction for the paraprofessional and support staff will be one-half (1/2) the recipient's daily rate or the base pay, whichever is less.
- Absence from duty due to normal pregnancy or routine surgery will not be covered by the Catastrophic Leave Bank.

ADMINISTRATION OF THE CATASTROPHIC LEAVE BANK

- The governing committee will be replaced prior to October 1st every two (2) years by requesting volunteers from Bank members. The volunteers will be rotated annually through the campuses and departments.
- The committee is composed of a total of seven (7) members of THE BANK representing the areas of elementary school, middle school, high school, paraprofessionals, auxiliary, and administration.
- The purpose of the committee is to approve the catastrophic leave bank requests. The Catastrophic Leave Bank Donation form and the Catastrophic Leave Bank Request form are located in the Appendix.

TEMPORARY DISABILITY

The purpose of temporary disability leave is to provide job protection to full-time **certified employees** (those whose positions require a certification) who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Any eligible employee whose position requires certification by the State Board for

Educator Certification (SBEC) or by the District is eligible for temporary disability leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. A full-time educator may voluntarily request to be placed on temporary disability leave or be placed on leave involuntarily.

Employees must request approval for temporary disability leave through the Benefits Department. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimate a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures. Recertification is required at 30-day intervals. Temporary disability leave shall run concurrently with FMLA and/or Worker's Compensation.

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

When an employee is ready to return to work, the Benefits Office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by the treating physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

FAMILY AND MEDICAL LEAVE

Employees who have been employed by the district for at least 12 months and have worked at least 1,250 hours during the previous 12 month period are eligible for family medical leave. The 12-month period shall be measured backward from the date the employee uses the FMLA leave. Eligible employees can take up to twelve (12) weeks of unpaid leave for 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.

For more information regarding the following, please see DEC (LOCAL):

- Concurrent use of Leave;
- Combined Leave for Spouses;
- Intermittent Leave for Child Care;
- Certification of Illness;
- Fitness-For-Duty Certification;
- Teacher Reinstatement.

For additional questions, please see the [Benefits Department](#).

ASSAULT LEAVE

Assault leave provides extended job income and benefits protection to anyone who is injured as the result of a physical assault suffered during the performance of his or her job. 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. Leave due to medical necessity must be certified by a licensed physician. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave or counted against the employee's family and medical leave entitlement. Workers' compensation wage benefits will not be provided along with assault leave wages. This policy complies with state and federal laws or regulations and is subject to change if necessary, to act in accordance with changes made to state and federal laws or regulations. **ALL ASSAULT LEAVE MUST BE REPORTED TO THE BENEFITS DEPARTMENT.**

JURY DUTY

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service when they return and shall be allowed to retain any compensation they receive.

OTHER COURT APPEARANCES

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal discretionary leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

MILITARY LEAVE

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year.

Return to employment after state military leave. Employees who leave the district to enter into active duty with the Texas National Guard or Texas State Guard may return to employment if they are honorably discharged or released within five (5) years. Employees who wish to return to the district will be reemployed in the same position they previously held or reassigned to a position of similar seniority, status, and pay, provided they are still qualified to perform the required duties of the position. Application for reemployment and evidence of honorable discharge or release must be submitted to the Human Resources Office within 90 days of discharge or separation.

Return to employment after federal military leave. Employees who leave the district to enter into the United States uniformed services may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties.

To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Human Resources Office.

Employees who perform service in the uniformed services may elect to continue their health plan coverage for a period not to exceed 18 months. Employees should contact the Human Resources Office for details on eligibility, requirements, and limitations.

EMPLOYEE RELATIONS AND COMMUNICATIONS

EMPLOYEE RECOGNITIONS AND APPRECIATION

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. In May, each campus will hold a recognition event to honor campus award winners, retirees and selections for the Teacher of the Year, Rookie of the Year, and True Blue Employee, as well as service recognitions. District recognition for Teacher of the Year, Administrator of the Year, Rookie of the Year, and True Blue Awards will be awarded at the annual Excellence in Education Event, as well as service awards given at five-year intervals, beginning at year 20.

DISTRICT COMMUNICATIONS

Throughout the school year, the Communications Department publishes newsletters, brochures, fliers, calendars, news releases 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 complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance 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 grievance procedures are exhausted, employees can bring grievances to the board of trustees. For ease of reference, the district's policy DGBA (Local) concerning the process of bringing complaints and grievances may be found at www.tisd.org under the link titled "School Board". Grievance forms may be found in the Appendix.

EMPLOYEE CONDUCT AND WELFARE

STANDARDS OF CONDUCT

Policy DH

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the district.

- Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- When possible, notify their immediate supervisor (at least one hour before regularly scheduled time to report) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Know and comply with department and district procedures and policies.
- 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 shall adhere to the standards of conduct set out in the *Code of Ethics and Standard Practices for Texas Educators*, which is reprinted below:

CODE OF ETHICS AND STAND PRACTICES FOR TEXAS EDUCATORS

Professional responsibility 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.

Professional Ethical Conduct, Practices, and Performance

- Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.
- 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, or other persons or organizations in recognition or appreciation of service.
- Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other applicable 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.

ETHICAL CONDUCT TOWARD PROFESSIONAL COLLEAGUES

- Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.
- 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 under this chapter.

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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
- Standard 3.3 The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.
- Standard 3.5 The educator shall not engage in physical mistreatment of a student.
- 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 student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

SEXUAL HARRASSMENT

Policies DIA, FFH, FFG

Employee-to-employee: Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

Employee-to-student 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. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

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.

These policies (*DIA, FFH, and FFG*) are available on-line to employees at www.tisd.org under the link titled "School Board".

INAPPROPRIATE SOCIAL RELATIONSHIPS WITH STUDENTS

As a school employee, you are always in the public eye, and our expectation is that you will always observe professional boundaries in your personal relationships with students, including students enrolled in private or public schools. District policy also prohibits you from having “inappropriate social relationships” with students. So there is no confusion or misunderstanding about our standards on this issue, the following interactions or communications with students will generally be considered an “inappropriate social relationship”:

- Communications with students, whether by telephone, email, instant message, Twitter, text message, or any other form of electronic or digital communication at any time, unless the communication is directly related to your assigned duties and responsibilities, e.g., the student’s homework, class or team activity, school club, or other school-sponsored activity;
- Engaging in personal conversations with students about either the student’s or your own personal relationships or problems with spouse, boyfriend, girlfriend, or significant other;
- Taking a student away from school during the school day without obtaining express permission of the student’s parent or the principal;
- Visiting students at their homes when a parent is not present or inviting a student to your home without prior express permission of the student’s parent;
- Giving gifts of a personal nature (clothing, perfume or cologne, jewelry, etc.) to students at school or at any time without the parent’s knowledge and permission; and
- Playing “favorites”, e.g., allowing specific students to get away with conduct that is not permitted from other students.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or e-mail address.

An employee is not subject to provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student’s parent.

The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee’s communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- Electronic communications means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication: however, the employee may be subject to district regulations on personal electronic communications. See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a communication.
- Certified or licensed employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
 - 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 9:00 p.m. and 7:00 a.m., except for special circumstances when communication is necessary. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]

- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

DRESS CODE

Temple ISD employees are expected to model professionalism at all times and to dress in a manner that enhances the district's public image. The public must be able to differentiate between students and school district staff. District employees shall adhere to all dress and grooming policy during regular school hours.

The dress and grooming of school district employees shall be clean and neat and in accordance with any additional standards established by their supervisors and approved by the superintendent. The following guidelines shall be considered as minimum expectations. Supervisors have the authority to require more strenuous dress requirements. All clothing must be clean and neatly ironed or pressed and school district identification badges must be worn at all times.

SHIRTS/BLOUSES - MEN

- Dress shirt, polo shirt or banded collar with button closure; tie preferred but optional
- Shirts shall be tucked in
- May be long or short sleeve
- Must be appropriately sized
- A pullover sweater or sweater vest may be worn over the shirt
- T-shirts are permitted on designated spirit day

SHIRTS/BLOUSES - WOMEN

- Blouses and sweaters must be of sufficient length so that when the arms are raised above the head, there will be no skin or undergarments visible
- Shall be appropriately sized, neither too tight or baggy; spandex is not permitted
- Necklines shall not reveal cleavage
- May be long or short sleeve
- Sleeveless blouses or dresses are permitted unless undergarments are exposed. No tank tops.
- Jackets or sweaters should be worn with shells or tank tops ☒ Backless or strapless blouses are not permitted
- T-shirts are permitted on designated spirit day

PANTS/SLACKS – MEN

- Dress pants, including Docker style, shall be appropriately sized so as not to be too tight or baggy
- Shorts are not permitted
- Denim jeans on designated spirit day
- Warm up/wind suits/sweat pants are not permitted
- No holes, fraying or patches by design or wear

PANTS/SLACKS – WOMEN

- Pants shall be appropriately sized – not too tight, nor baggy, nor revealing undergarments
- Pants shall fit at the waist
- Spandex, shorts, and overalls are not permitted
- Capri/cropped pants are acceptable if no shorter than mid-calf and part of an ensemble
- Denim jeans on designated spirit day
- Warm up/wind suits/sweat pants are not permitted
- No holes, fraying or patches by design or wear
- Ankle length leggings are not permitted under skirts

BELTS – MEN AND WOMEN

- Belts shall be worn if garment has loops

SKIRTS – WOMEN

- Shall be knee length or longer when standing
- Slits shall be no higher than the knee
- Shall fit appropriately – no spandex is permitted
- Dress denim is permitted
- Skorts are not permitted

DRESSES – WOMEN

- Shall be knee length or longer when standing
- Slits shall be no higher than the knee
- Shall fit appropriately – no spandex permitted
- Neckline shall meet the criteria of a blouse
- Backless or strapless dresses are not permitted

SHOES – MEN

- Shall wear polished boots or dress shoes and socks
- Athletic or tennis shoes shall be worn only during outside activity or designated spirit day or work day
- Sandals are not permitted

SHOES – WOMEN

- Athletic or tennis shoes shall be worn only during outside activity or designated spirit day or work day
- Athletic socks are not permitted unless with athletic or tennis shoes (see above)
- Dress shoes, mules, or dress sandals are appropriate; flip flops and crocs are not permitted
- Feet shall be appropriately groomed

HATS/CAPS

- Shall not be worn inside school district buildings

BODY PIERCINGS

- No visible piercings are permitted with the exception of a maximum of two per each earlobe

TATTOOS

- Shall not be visible

FACIAL HAIR – MEN

- Shall be neatly groomed

OTHER

- Cocktail attire is not permitted
- Undergarments shall not be seen through outer clothing
- P.E. - P.E. coaches' attire approved by principal
- Coaches attire shall follow regular dress when classroom setting
- CTE - Standard designated attire may be worn in the CTE facility only.
- Professional dress code shall be adhered to when in the main building for an extended period of time (1 class period or more)
- Mid-calf is defined as half way between the ankle and knee

EXCEPTIONS

- Spirit day attire may include "school" T-shirts/polo shirts, denim jeans, tennis shoes and athletic socks.
- Spirit days will be designated by the campus and not exceed one per week unless designated appropriate by campus principal for special occasions.

"An employee's professional dress should create a sense of confidence in the ability to perform one's job."

DRUG ABUSE PREVENTION

Policies DH, DI

Temple ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. 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. These policies (*DH, DI*) are available on-line to employees at www.tisd.org under the link titled "School Board".

DIETARY SUPPLEMENTS

Policy DH

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.

REPORTING SUSPECTED CHILD ABUSE

Policy DH, FFG, GRA

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

Reports to Child Protective Services can be made to a local office or the Texas Abuse Hotline (800-252-4500).

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. Please note: a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics and prosecution for the commission of a Class B misdemeanor.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. 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 investigator is prohibited.

These policies (*DH, FFG, and GRA*) are available on-line to employees at www.tisd.org under the link titled "School Board".

FRAUD AND FINANCIAL IMPROPRIETY

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, 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, except as otherwise permitted by law or district policy [See DBD]
- 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

This policy (*CAA*) is available on-line to employees at www.tisd.org under the link titled "School Board".

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. This is done by filing an affidavit with Temple ISD. 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.

These policies (*BBFA, DBD*) are available on-line to employees at www.tisd.org under the link titled "School Board".

GIFTS AND FAVORS

Policy DBD

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

This policy (*DBD*) is available on-line to employees at www.tisd.org under the link titled "School Board".

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 accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.

- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact [Amy Hayes, Director of Wellness and Benefits](#) at (254) 215-6776.

UNIVERSAL PRECAUTIONS FOR CARE OF STUDENTS

Temple ISD Health Services

Employees may go to the TISD website www.tisd.org and refer to staff development (blood borne pathogens) for additional information.

- Use gloves (available in nurse's office or first aid area) when the possibility exists of coming in contact with a student's blood or potentially infectious body excretions. Examples: starting IV's, drawing blood, doing CPR, or other emergency procedures, handling soiled linen and waste, doing plumbing repairs.
- Wash your hands after removing gloves (do not wash gloves), and use clean gloves with each student.
- Do not wear gloves or protective clothing when contact with the patient is unlikely to result in exposure to blood or potentially infectious bloody secretions or excretions. Examples: shaking hands, delivering supplies, and medications, holding infants.
- Always dispose of needles and sharps in the containers located in each nurse's office. Do not recap, clip, or bend needles, or throw in the trash.
- Wear gowns, masks and protective eye wear in addition to gloves during procedures where spattering of blood or body fluids may occur.

TOBACCO PRODUCTS AND E-CIGARETTE USE

Policies DH, GKA, FNCD

Smoking or using tobacco products is prohibited by law 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 using any form of tobacco while inside the vehicle.** Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

The district recognizes that electronic or vapor cigarettes are not "tobacco"; nonetheless, we believe the use of those devices in the presence of students or while otherwise on school property or at school events may encourage students to experiment with tobacco, cigarettes or other nicotine delivery devices. Thus, employees will not use electronic or vapor "cigarettes" in school buildings or in the presence of students. Employees may use these devices in their own cars on school property, however, during times when they are not otherwise required to be on duty.

EMPLOYEE ARRESTS AND CONVICTIONS

Policy DH

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three (3) calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three (3) days of the conviction. Moral turpitude includes, but is not limited to, the following:

- Dishonesty; fraud; deceit; theft; misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
- Acts constituting abuse under the Texas Family Code.

POSSESSION OF FIREARMS AND WEAPONS

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises 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 Superintendent's Office immediately.

VISITORS IN THE WORKPLACE

Policy CLA, 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 copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed materials, videos, computer data and programs, etc.). Rented video tapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

TECHNOLOGY RESOURCES

Policy CQ

The district's technology resources, including network access to the Internet, are to be used for administrative and instructional purposes only. Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Department of Technology. Acceptable Use Procedures and Policy is reprinted in Appendix.

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 Assistant Superintendent of Finance & Operations Office and is available for inspection during normal business hours.

PEST CONTROL TREATMENT

Policy DI

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally centrally located. Pest control information sheets are available from campus principals or facility managers upon request.

TISD SEVERE WEATHER PROCEDURE

Policy CKC

Delay Start Time / Closed School - before the school day

In the event of severe weather during overnight or early morning hours, the decision to close schools or delay start times will be made no later than 6am on the day in question.

Parents and families may receive notification of severe weather delays/closings in several ways:

- Local media - We will update the following local television and radio stations by 6 am of the status of classes (open/delayed/closed):
 - News 8 (Time Warner Cable)
 - KCEN (Channel 6)
 - KWTX (Channel 10)
 - KXXV (Channel 25)
 - Cumulus Broadcasting (101.7, 103.1, 105.5, 106.3, AM1400)
 - ClearChannel Broadcasting (Waco 100, 95.7, 97.5, 102.5, AM1460)
 - Star 92.9, KBCT 94.5
- School Messenger System - Temple ISD uses an automated call and email system to notify parents in the district database.
- TISD.org - School delay/closings will be posted on the front page of the District website.
- Temple ISD Information Line - a recorded message on the district's information line, at (254)215-6782.

The procedure for making the decision to close schools begins early in the morning when school personnel in each area of the city drive the streets near the neighborhood schools to check road conditions. Personnel confer with the weather bureau, police department, and gas and utility companies about forecasts, road conditions and available energy for heating the buildings. The personnel report the findings to the Superintendent of Schools (or designee) who makes the final decision if a delay or closing is needed.

Classes will not be held if it is determined that buses are unable to operate safely; if electric service at schools is disrupted; or if natural gas to schools is curtailed.

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

Employees must comply with state laws, the Texas Education Code, district policies, and sound business practices. Purchases, charges, or commitments to buy goods or services for the district shall be made following proper procedure and with proper authorization. Persons making unauthorized purchases shall assume full responsibility for all such debts. Employees are not permitted to purchase supplies or equipment for personal use using district funds, even if the employee intends to reimburse the district. Contact the Purchasing Department for specific information on procedures.

NAME AND ADDRESS CHANGES

It is important that employment records be kept up to date. Employees should notify the Human Resources 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 facility office or the Human Resources Office. The Change of Personal Data form can be found at

<https://tinyurl.com/tisdchangeofpersonaldata>.

HUMAN RESOURCE RECORDS

Policy GBA

Most district records, including Human Resources records, are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow public access to or have the following information included in a staff directory by submitting a written request to the Human Resources Office. Employees also may request open access to this information be closed at any time by signing a Prohibit Release of Personal Information Form.

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

BUILDING USE

Policy GKD

The Finance & Operations Office is responsible for scheduling the use of facilities after school hours. Contact this office at (254) 215-6769 to request to use school facilities and to obtain information on the fees charged.

TERMINATION OF EMPLOYMENT

RESIGNATIONS

Policy DFE

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

The superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed.

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

DISMISSAL OR NONRENEWAL OF CONTRACT EMPLOYEES

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

Employees on probationary, term, and continuing 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. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Information on time lines and procedures can be found in the policies that are provided online at www.tisd.org under the link titled "School Board".

EXIT INTERVIEWS AND PROCEDURES

Policy DC

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

All district keys, books, property, and equipment must be returned upon separation from employment to the immediate supervisor. The district may withhold the cost of any unreturned items from the final paycheck.

REPORTS TO THE STATE BOARD OF EDUCATOR CERTIFICATION

Policy DF

The dismissal or resignation of a certified employee will be reported to the State Board of Educator Certification (SBEC) if the superintendent has reasonable cause to believe that:

1. An educator employed by or seeking employment in the district has a criminal record;
2. The educator resigned and reasonable evidence supports a recommendation by the superintendent to terminate the educator based on a determination that the educator engaged in misconduct described in 3(a)-(e), below; or
3. An educator's employment at the district was terminated based on a determination that the educator:
 - a. Abused or otherwise committed an unlawful act with a student or minor;
 - b. Possessed, transferred, sold, or distributed a controlled substance, as defined by Health and Safety Code Chapter 481 or by 21 U.S.C. Section 801 et seq.;
 - d. Illegally transferred, appropriated, or expended funds or other property of the district;
 - e. Attempted by fraudulent or unauthorized means to obtain or alter a professional certificate or license for the purpose of promotion or additional compensation; or
 - f. Committed a criminal offense or any part of a criminal offense on school property or at a school-sponsored event. "Abuse" has the meaning assigned by Family Code 261.001 and includes any sexual conduct involving an educator and a student or minor.

The superintendent must file a report with SBEC not later than the seventh (7th) day after the superintendent first learns about an alleged incident of misconduct described in items 1-3, above. The report must be in writing and in a

form prescribed by SBEC. SBEC shall determine whether to impose sanctions against a superintendent who fails to file a report in violation of this requirement.

The superintendent shall notify the board of the district and the educator of the filing of the report.

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 (7th) day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

STUDENT ISSUES

EQUAL EDUCATIONAL OPPORTUNITES

Policy FB

The Temple ISD does not discriminate on the basis of race, religion, color, 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.

The District's Title IX coordinator is Eric Haugeberg, (254-215-6763), [200 N 23rd Street Temple, TX 76504]. Our ADA Coordinator is Amy Hayes, (254-215-6776), [200 N 23rd Street Temple, TX 76504]. Employees with disabilities may contact the ADA coordinator to initiate interactive reasonable accommodation plans when necessary or appropriate.

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 of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older)
- School officials with legitimate educational interests

Materials that are not considered educational records and do not have to be made available to a parent or student include teachers' personal notes on a student that are shared only with a substitute teacher.

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

PARENT AND STUDENT COMPLAINTS

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved 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 level one response from the principal. If the outcome of the conference with the principal is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may request a level two conference with the Assistant Superintendent for Administration and Student Services. Once all administrative complaint procedures are exhausted, parents and students may appeal for a level three (3) conference to the superintendent or designee and request for the matter to be placed on the agenda of a future board meeting.

ADMINISTERING MEDICATION TO STUDENTS

Policy FFAC

Only designated employees can administer medication to students. A student who must take medicine 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.

PSYCHOTROPIC DRUGS

Policy FFAC

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

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

STUDENT DISCIPLINE

Policy in the FN series and FO series

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Code of Conduct and student handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures 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.

Teachers must file a written report with the principal or other appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. The principal or administrator will send a copy of this report to the student's parents within 24 hours.

STUDENT ATTENDANCE

Policy FEA, FEB, FEC, FEF

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.

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