

**SHALLOWATER INDEPENDENT SCHOOL DISTRICT
EMPLOYEE HANDBOOK
2009-2010**



SHALLOWATER *"IN A CLASS OF OUR OWN"*

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Introduction

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

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

Employee handbook receipt

Name _____

Campus/department _____

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

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

www.shallowaterisd.net click on Employee Handbook.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and will pick up a copy at Central Office.

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

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

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

Signature

Date

Note: Please sign and date and turn into the Campus Secretary on your campus.

District information

Mission statement

Policy AE

SHALLOWATER INDEPENDENT SCHOOL DISTRICT BELIEFS

WE BELIEVE

1. Every employee of this district is important to the success of our educational goals and objectives.
2. Education is a joint venture that requires the involvement of families, churches, and the community.
3. Communication is essential to student success.
4. Students, parents and educators must be committed to and responsible for working together to promote high expectations and achievement in education; foster; positive moral values, healthy lifestyles, physical well being, and respect for self and others.
5. We must educate all students to reach their highest potential and become life-long learners.
6. We should be innovative in the use of all our resources.

EDUCATION MISSION OF SHALLOWATER ISD

It is the mission of Shallowater ISD to provide equal opportunity for high quality education to all its students. To this end the district will effectively and creatively use its talents, resources, and time to ensure that each student will be challenged to reach his or her highest potential. The ultimate goal of this district is to help students exit this institution with the knowledge, skills and values necessary to be productive citizens with an enriched quality of life.

MISSION STATEMENT OF THE SHALLOWATER ISD TRUSTEES

The mission of the Board of Trustees of the Shallowater ISD is to ensure that the people in and affected by the institution have the opportunity to grow and become productive servants of society. The trustees will delegate operational power, adopt policies, require accountability, evaluate patterns of operation, ensure flexibility and competence. At all times the board will maintain accountability to the taxpayers and residents of the district.

District goals and objectives

1. Shallowater ISD will provide curriculum and instruction to support high student performance for all students.
2. Shallowater will employ and support quality teachers, administrators, and staff.
3. Shallowater ISD will provide a safe, orderly, and caring school environment.
4. Shallowater ISD will support and encourage aligned internal and external partnerships.
5. Shallowater ISD will ensure effective and efficient school operations.

Board of trustees

Policies BA, BD, and BE series

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

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

Current board members include:

Garett Nelson, President
Jay Jones, Vice President
Cliff Hatcher, Secretary
Martin Nowlin, Member
David Blackburn, Member
Camie Davis, Member
Scotty Elston, Member

The board usually meets the second Monday of the month at 7:00 p.m. In the event that large attendance is anticipated, the board may meet at High School Auditorium. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the bulletin board at Central Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

Board meeting schedule for 2009-2010

August 10, 2009
September 14, 2009
October 12, 2009
November 9, 2009
December 14, 2009
January 11, 2010

February 8, 2010
March 8, 2010
April 12, 2010
May 10, 2010
June 14, 2010
July 12, 2010

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:

Elementary Principal, Mary Hughes	832-4531	ext. 2801
Intermediate Principal, Donna Bowles	832-4531	ext. 2601
Middle School Principal, Kenny Border	832-4531	ext. 2402
High School Principal, Tom Johnson	832-4531	ext. 2201

School directory

Elementary – 832-4531 ext. 2800

Intermediate – 832-4531 ext. 2600

Middle School – 832-4531 ext. 2400

High School – 832-4531 ext. 2200

Employment

Equal employment opportunity

Policies DAA, DIA

The Shallowater ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age, or military status should contact Phil Warren, Superintendent.

Employees with questions or concerns about discrimination on the basis of a disability should contact Phil Warren, Superintendent.

Job vacancy announcements

Policy DC

To the extent possible, announcements of job vacancies by position and location are distributed on a regular basis and posted on the districts web-site www.shallowaterisd.net or on the ESC web-site www.esc17.net.

Employment after retirement

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

Contract and noncontract employment

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

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

Probationary contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment if they have not been previously employed by the district. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years, with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term and continuing contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term or continuing contracts after they have successfully completed the probationary period. Teachers employed after that date are employed by term contracts. Campus principals and central office administrators are employed under two-year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and employment policies.

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

Paraprofessional and auxiliary employees. All paraprofessional 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

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

Employees required to have a commercial driver's license. Any employee 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 if their duties include driving.

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 or otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Greg Couch ext. 2151.

First aid, CPR, and AED certification

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to Tyler Dennis.

Reassignments and transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus. 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).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by May 1, 2010. 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 central office and must be approved by the receiving supervisor.

Workload and work schedules

Policies DEA, DL

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

Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students 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.

Notification to parents regarding qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) or individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Doris Scoggin, Assistant Superintendent at ext. 2002.

Outside employment and tutoring

Policy DBD

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

Performance evaluation

Policies DN, DNA, DNB

Evaluation of an employee's job performance is 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. 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

Policies BQA, BQB

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

Staff development

Policy DMA

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

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

Compensation and benefits

Salaries, wages, and stipends

Policies DEA, DEAA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See Overtime Compensation page 14.

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

Employees should contact Rhonda Cox, Business Manager for more information about the district's pay schedules or their own pay.

Annualized compensation

Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly or bimonthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

All professional employees are paid monthly. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed on the payday designated.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

The schedule of pay dates for the 2009-2010 school year follows:

AUGUST	25, 2009	MARCH	25, 2010
SEPTEMBER	25, 2009	APRIL	23, 2010
OCTOBER	23, 2009	MAY	25, 2010
NOVEMBER	24, 2009	JUNE	25, 2009
DECEMBER	18, 2009	JULY	23, 2010
JANUARY	25, 2010	AUGUST	25, 2010
FEBRUARY	25, 2010		

Automatic payroll deposit

Employees can have their paychecks electronically deposited into an account at any designated bank. A notification period of one-month is necessary to activate this service. Contact Donna Hamilton for more information about the automatic payroll deposit service.

Payroll deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS)
- Federal income tax
- Medicare tax (applicable only to employees hired after March 31, 1986)

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; the Texas Tomorrow Constitutional Trust Fund; higher education savings plans; and savings deposits and loan payments through Lubbock County Federal Credit Union. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime compensation

Policy DEA

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. 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 a.m. Sunday and ends at midnight Saturday.

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

Travel expense reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and Business Manager/Superintendent must give approval. ***All travel expenditures need to be turned in 2 weeks prior to departure to central office.*** For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by

the district and the Internal Revenue Service. Employees must submit receipts to be reimbursed for expenses other than mileage.

Health, dental, vision, cancer and life insurance

Policy CRD

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

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

The insurance plan year is from September 1 through August 31. New hires are subject to a 90-day waiting period before the district begins paying for a portion of health insurance premiums through TRS-ActiveCare. An employee may choose to buy the insurance during this period by paying out-of-pocket. Insurance coverage would then begin the first day of the month following the first day of work. Coverage for employees that choose not to buy the insurance would begin on the 91st day of employment. Employees who were contributing members of TRS at the time they were hired are not subject to the 90-day waiting period.

Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Donna Hamilton for more information.

Group health insurance coverage is available to All Employees. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet.

The health insurance plan year is from September through August. New employees must complete enrollment forms within the first 10 days of employment. Current employees can make changes in their insurance coverage only in the event of a change in the family. Employees should contact Donna Hamilton for more information.

Supplemental insurance benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental/vision/life/cancer. Premiums for these programs can be paid by payroll deduction. Employees should contact Donna Hamilton for more information.

Cafeteria plan benefits (Section 125)

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

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

Workers' compensation insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Hibbs Hallmark effective August 2004. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to Donna Hamilton. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' compensation benefits*, page 22 for information on use of paid leave for such absences.

Unemployment compensation insurance

Policy CRF

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

Teacher retirement

Policy DEG

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). For new employees there is a 91-day waiting period before membership in TRS begins. Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify business office as soon as possible. Information on the application procedures for TRS benefits are available Rhonda Cox. 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 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Other benefit programs

Leaves and absences

Policy DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call superintendent's office for information about applicable leave benefits, payments of insurance premiums, and requirements for communicating with the district.

Leave is available for the employee's use at the beginning of the school year. However, state personal and local sick leave is earned on a ½ day per 18 workdays or 1 day per 36 workday's basis. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification leave. Any employee who is absent more than five consecutive workdays because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and – in the case of personal illness—the employee's fitness to return to work.

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

Personal leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at the rate established in administrative regulations. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

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

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

operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Discretionary leave shall not be allowed on 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 TAKS tests, or professional or staff development days.

Sick leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in ½ day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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:

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

Sick Leave Bank

The purpose of the sick leave bank is to provide additional paid sick leave days to members of the bank, in the event of catastrophic illness or injury which renders the member unable to perform the duties of his or her position and causes a substantial loss of income. If you have any questions contact the administration office at 832-4531.

Sub-dock/extended leave

After all available state and local leave days have been exhausted, a full-time employee shall be granted in a school year a maximum of 10 workdays of extended sick leave to be used for the employee's personal illness or injury, including pregnancy-related illness or injury, or for absences related to the illness or injury of a member of the employee's immediate family.

A written request for extended sick leave must be accompanied by medical certification of the illness or injury.

The average daily rate of pay of a substitute for the employee's position shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.

Local leave

All employees shall earn four workdays of paid local leave per school year in accordance with administrative regulations.

Local leave shall accumulate to a maximum of 10 workdays.

Local leave shall be used according to the terms and conditions of state personal leave.

Family and medical leave (FMLA)—general provisions

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

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

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

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

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

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

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

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or

prevents the qualified family member from participating in school or other daily activities.

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

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

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

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

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

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

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

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

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

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

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

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

Local FMLA provisions

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

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

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

District contact. Employees that require FMLA leave or have questions should contact Donna Hamilton for details on eligibility, requirements, and limitations.

Temporary disability leave

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, central office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. 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.

Workers' compensation benefits

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

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

Assault leave

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

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

Bereavement leave

Jury duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and may 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. 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 reserve component of the United States 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 each federal fiscal year (October 1 – September 30).. In addition, an employee is entitled to use available state and local personal or sick leave during active military service.

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

Continuation of health insurance

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 18 months. Employees should contact superintendent's office for details on eligibility, requirements, and limitations.

Employee relations and communications

Employee recognition and appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities.

District communications

Throughout the school year, the central office 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. They include the following: The *Pride* newspaper contact person is Tim Chambers-Managing Editor at ext. 2156.

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 grievance process. 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 concerning the process of bringing complaints and grievances is located on Policy On Line: www.tasb.org/policy/pol/private/152909/

Employee conduct and welfare

Standards of conduct

Policy DH

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

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

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

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

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

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

1. 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.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

3. Ethical Conduct toward Students

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

Standard 3.2 The educator shall not 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.

Discrimination, harassment, and retaliation

Policies DH, DIA

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is located in DIA (Local) on Policy On Line: www.tasb.org/policy/pol/private/152909/

Harassment of students

Policies DF, DH,FFG,FFH

Sexual and other harassment of students by employees is a form of discrimination and is prohibited by law. Romantic or inappropriate relationships between students and district employees and students are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting suspected child abuse page 39 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is located in DF (Legal) and FFH(Local) on Policy On Line: www.tasb.org/policy/pol/private/152909/

Alcohol-and drug-abuse prevention

Policies DH, DI

Shallowater 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. The district's policy on drug abuse and drug-free schools located in DH (Local) and DI (Exhibit) on Policy On Line: www.tasb.org/policy/pol/private/152909/

Reporting suspected child abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Fraud and financial impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes the following:

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

Conflict of interest

Policies BBFA, DBD

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

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

Gifts and favors

Policy DBD

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

Associations and political activities

Policy DGA

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

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

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

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 superintendent's office 806-832-4531.

Tobacco use

Policies DH, GKA, FNCD

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

Criminal history background checks

Policy DBAA

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

Employee arrests and convictions

Policy DH

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug- or alcohol-related offenses
- Acts constituting abuse or neglect 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 campus/city police immediately.

Visitors in the workplace

Policy GKC

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

Copyrighted materials

Policy EFE

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

Computer use and data management

Policy CQ

The district's electronic communications systems, including its network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

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

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

Employees 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 Stacey Barber.

Shallowater Independent School District
COMPUTER AND TELECOMMUNICATIONS
ACCEPTABLE USE POLICY

1. Introduction

This document formalizes the policy for users of Shallowater ISD's network and access to the Internet via Education Service Center Region 17. All users, including students, teachers, administrators, staff, substitute personnel, and educational organizations are covered by this policy and are expected to be familiar with its provisions.

The Internet is a virtual world connecting millions of computers all over the world and millions of individual subscribers. Access to the Internet will provide students and educators with

- electronic communication,
- information and news services,
- public domain and shareware software of all types,
- discussion groups on a variety of subjects, and
- connections to many libraries, companies, agencies, and businesses.

With connections to computers and people all over the world comes the availability of materials that may not be considered to be of appropriate educational value. On a global network, it is impossible to completely restrict access to controversial materials. It is the responsibility of the student, parent, teacher and administrator to ensure that access to telecommunication networks and computers provided by the school system is not abused and that all users treat one another with respect.

2. Privileges and Background

The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who will access the Internet will be part of a discussion group with educators pertaining to the proper use of the network. Based upon acceptable use of guidelines outlined in this document, the Administrators of Shallowater ISD, including the Technology Coordinator, Principals, and Superintendent will deem what is inappropriate use, and base their decision on the students and their education. Also, system administrators and/or local teachers/administrators may deny user access at any time, as necessary. Users must be in compliance with the rules and regulations of the Shallowater ISD Board of Education Policy ELECTRONIC COMMUNICATION AND DATA MANAGEMENT (located at <http://www.tasb.org/policy/pol/private/152909/>)

Transmission of any material in violation of any U.S. or state law regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutes is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

3. Parental Consent

Students must have written parental consent (Acceptable User Agreement Form) to use this system. A parent may rescind his/her consent in writing at any time, subsequently terminating the student's use of this service.

4. Security

Users who identify a security problem on the system must notify a system administrator. Users must not demonstrate the problem to other users. Users must not use another user's account or give their password to others. Attempts to log into any system as a system administrator will result in cancellation of user privileges and may result in other disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Shallowater ISD provides internet content filtering, but no system can totally filter unacceptable materials. Users assume responsibility for responsible use of the Internet and self-monitoring of materials accessed.

5. User Responsibilities

It is the responsibility of any person using Shallowater ISD's network or Internet to read, understand, and follow these guidelines. In addition, users are expected to exercise reasonable judgment in making decisions about the appropriate use of network and Internet resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from his or her administrator and/or the Technology Department for Shallowater ISD. Use of Shallowater ISD's resources shall constitute acceptance of the terms of these guidelines.

A. Educator Responsibilities

It is the responsibility of educators who are using Shallowater ISD's network devices with students to teach students about safe and responsible use of the Internet and network. Educators are responsible for monitoring students' use of these resources, and to intervene if students are using them inappropriately. Educators should make sure that students understand and abide by the Acceptable Use policy as stated in this document. If an educator has reason to believe that a student is misusing the system, he or she has the right to request that Shallowater ISD access the student's account in order to review the use of Shallowater ISD's network devices by the student. It is also the responsibility of the teacher to report any misuse of the system to his/her administrator and/or the Technology Department.

B. Student Responsibilities

It is the responsibility of students who are using Shallowater ISD's network devices to learn about safe and responsible use of the Internet and network. They are responsible to use these resources appropriately. They must abide by the Acceptable Use Policy as stated in this document. If a student is misusing the system, educators in the district have the right to discontinue his/her use of the system and/or to impose further disciplinary action up to and including suspension or expulsion.

C. Acceptable Uses and Behavior

The purpose of the Internet and school network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work.

1. The use of the Internet must be in support of education and consistent with the educational objectives of the Shallowater ISD Board of Education. Use of other networks or computing resources must comply with the rules appropriate for that network.

Users must also be in compliance with the rules and regulations of the Shallowater ISD Board of Education Policy ELECTRONIC COMMUNICATION AND DATA MANAGEMENT (located at <http://www.tasb.org/policy/pol/private/152909/>)

2. Treat others on the Internet the way you would treat people in person. Shallowater ISD will not tolerate cyber-bullying. Users will not be permitted to send and/or post abusive messages to others. If a student bullies another person while using the Shallowater ISD's Internet and school network, the educators in the district have the right to discontinue his/her use of the system and/or to impose further disciplinary action up to and including suspension or expulsion.
3. Proper codes of conduct in electronic communication must be used. Giving out personal information is inappropriate. When using email, extreme caution must always be taken in revealing any information of a personal nature. Email accounts other than those that belong to shallowaterisd.net will adhere to Shallowater ISD's acceptable use policy if used at school, and must be used primarily for the purpose of education.
4. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
5. Subscriptions to mailing lists and bulletin boards other than those sponsored by educational entities must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff. Mailing lists subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
7. Comply with fair-use laws and other copyright regulations while accessing and utilizing the Internet and other network materials and resources.

D. Unacceptable Uses and Behavior

The resources available to Shallowater ISD's users are to be used for educational purposes, as noted above. In the interest of helping users understand inappropriate use, the following list clarifies what users should not do:

1. Do not use the Internet to send or display hate mail, chain letters, harassing or discriminatory remarks, or other antisocial communications (cyber bullying).
2. Do not reveal any personal information about yourself or others, including complete name, home address or phone number.
3. Do not use the Internet to access social networking sites (e.g., MySpace, Facebook, etc.) unless instructed to do so as part of an educational endeavor. Blogs, wikis, and other web 2.0 tools are to be used only for educational purposes under the direct supervision of the teacher.
4. Do not download audio or video files unless under the direct supervision of a system administrator.
5. Do not use the Internet in any way that could disrupt the use of the Internet by other users (e.g., downloading huge files during prime time, sending mass email messages, annoying other users, video-streaming for non-educational purposes).
6. Do not use proxy sites or any other means that bypass school filtering devices.
7. Do not intentionally seek information on/obtain copies of, or modify files, other data, or passwords belonging to other users; do not misrepresent other users on the network.
8. Do not install unauthorized software, including shareware and freeware.
9. Do not access or share sexually explicit, obscene, or otherwise inappropriate materials.
10. Do not play games unless specifically authorized by a teacher for instructional purposes.
11. Do not use instant messaging programs (e.g., AOL, MSN).
12. Do not establish network or Internet connections to live communications, including voice and/or video (relay chat) unless specifically authorized by a teacher for instructional purposes.

13. Do not use the network to download entertainment software or other files not related to the mission and objectives of Shallowater ISD for transfer to a user's home computer, personal computer, or other media.
14. Do not allow for-profit institutions to use the Internet or network for commercial activities.
15. Do not use the Internet or network to further any political or religious purpose.
16. Do not gain unauthorized access to computer or telecommunications networks.
17. Do not interfere with the operations of technology resources, including placing a computer virus on any computer system, including the network system.
18. Do not intercept communications intended for other persons.
19. Do not attempt to gain unauthorized access to the network system.
20. Do not log in through another person's account or attempt to access another user's password or files.
21. Do not send defamatory or libelous material concerning a person or group of people .
22. Do not further any illegal act, including infringing on any intellectual property rights.
23. Do not download, upload, or distribute any files, software, or other material that is not specifically related to an educational project.
24. Do not download, upload, or distribute any files, software, or other material in violation of federal copyright laws.
25. Do not transmit any material in violation of any U.S. or state law regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
26. Do not vandalize any technology equipment. Vandalism is defined as any attempt to harm or destroy data of another user or any connections or equipment that are part of the Internet.
27. Do not use the network for personal business.
28. As with any other form of communication, these systems may not be used to transmit or store messages or other data that are inappropriate under existing Shallowater ISD policies, such as those prohibiting sexual harassment. Users may not create, send, or store messages or other data that are considered offensive, contain sexually explicit material, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national origin, or disability of a person or a group of people. Users also may not create, send, or store messages pertaining to dangerous devices such as weaponry or explosive devices. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort.

6. No Expectation of Privacy

Shallowater ISD retains the right to inspect any user's network and computer storage and the files it contains. Shallowater ISD also has the right to give permission to the teachers, the school administrators, and the parents of any student to review the use of Shallowater ISD tools by a student whom they think may be misusing the system. Users are advised that messages in discussion forums, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations. Monitoring software may be used to periodically monitor computers by all users. Use of Shallowater ISD's technology resources constitutes consent for Shallowater ISD staff to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access.

7. Passwords

Each user shall be required to use and maintain a password that was created according to Shallowater ISD's guidelines if a password is provided. This password is to be used to access the Shallowater ISD's computer network and any resources that reside within the network and require password access. The users must take precautions to maintain the secrecy of their password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered the user's password, the user should change the password immediately. Users will be held accountable for all activity that takes place under their password.

8. Violations /Sanctions

Failure to observe these guidelines may subject users to termination of their Shallowater ISD accounts and/or Internet and network access privileges. Failure to observe guidelines may also result in disciplinary action that may include suspension or expulsion from school.

Shallowater ISD will also advise law enforcement agencies of illegal activities conducted through Shallowater ISD's resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through Shallowater ISD's resources.

9. Disclaimers /Conclusions

- 1) Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- 2) Shallowater ISD will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by your own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- 3) Shallowater ISD makes no warranties (expressed or implied) with regard to any costs or charges incurred as a result of seeing or accepting any information and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- 4) Shallowater ISD denies any responsibility for the accuracy or quality of information obtained through the system.
- 5) Shallowater ISD reserves the right to change its policies and rules at any time.
- 6) All provisions of this agreement are subordinate to local, state and federal statutes.
- 7) This policy is in compliance with state and federal telecommunications rules and regulations.

Network Policies/Miscellaneous Technology Use

CAMERAS

Students may not bring in video equipment or any type of camera during the school day unless it is under the direct supervision of a teacher/administrator for educational use. Students may not reproduce/post pictures or videos of students or educators in an educational setting except under the direct supervision of a teacher/administrator.

CELL PHONES

While students may bring cell phones to allow for after-school communication with parents, cell phones will be turned off during the school day. Cell phones may be used for educational purposes under direct supervision after reading and understanding the Acceptable Use Policy. (e.g. calculators, GPS, videotaping).

CYBER BULLYING

Cyber bullying will not be tolerated. Educators will educate students about responsible behavior, and students will assume responsibility for Internet and network use that demonstrates respect for themselves and others.

DOWNLOADS

In order to ensure equitable access to Internet resources, no audio or videos files will be downloaded except by request and/or with specific district permission.

GAMING

Use of the Internet and network system will be for educational purposes. Games not related to instructional objectives will not be accessed during the school day. Teachers and administrators will be responsible for monitoring Internet and network use and ensuring that access is for the purpose of furthering instructional goals.

LAPTOPS and PERSONAL COMPUTERS

1. STUDENTS

Students are discouraged from bringing personal laptops from home. Shallowater ISD will not be responsible for these devices if they are used at school. Shallowater ISD makes every effort to provide ample technology resources for students and their education. Students using personal network devices while at school, are subject to Shallowater ISD's acceptable use policy while using that device at school.

2. TEACHERS/ADMINISTRATORS

Teachers and administrators with laptops may access the school network if they agree to abide by the terms set forth in the Shallowater ISD Acceptable Use Policy. Teachers/Administrators accessing the district's network with their laptops agree to allow Shallowater ISD access to laptops if necessary, if virus or illegal activity is suspected.

3. SUBSTITUTE STAFF

Substitute staff may NOT bring laptops from home.

4. VENDORS AND OTHER SCHOOL VISITORS

Vendors and other school visitors who wish to use laptops on while in the school environment must seek permission from the administration or the technology department PRIOR to visiting the school. These users also agree to abide by Shallowater ISD's Acceptable Use Policy.

MULTIMEDIA PLAYERS (e.g., IPODs, MP3s, PSPs, other videogame systems)

Students may not bring multimedia players for use during the school day for personal or educational use. Schools will provide multimedia players for educational purposes when needed. Students and teachers wishing to post videography will do so within district guidelines, posting videography to hosting sites only, in order to minimize the impact of video streaming on the school network.

COMPUTER AND TELECOMMUNICATIONS ACCEPTABLE USE POLICY

EMPLOYEE AGREEMENT

When using computers or other technologies that are the property of Shallowater ISD, my obligation is as follows:

1. I understand that SISD computers are to be used only for **educational** purposes, whether on school property or at another location. For that reason, using SISD computers to access the Internet for personal purposes is discouraged. Personal purposes include, but are not limited, to: gaming, banking, planning personal/family travel, personal shopping, or participating in online auctions, gambling, chat groups, etc.
2. I will not install any unauthorized software on SISD computers. Unauthorized software is defined as software outside the legal licensing agreement created by the author of the program.
3. I will not install any software on SISD computers for non-educational/non-business use.
4. I understand that, due to bandwidth and virus issues, the use of an external Instant Messenger service, such as, but not limited to, AOL Instant Messenger, MSN Messenger, Yahoo IM, etc. is prohibited.
5. I will not give, lend, sell, download or copy any software found on SISD computers or retrieved online, unless I have printed permission from the copyright owner or the software license allows it. Additionally, I will not assist others in doing so.
6. I will not use shareware beyond the trial period specified by the program unless I purchase it.
7. I will not use computers to view, create, modify or disseminate obscene, objectionable, violent, pornographic, or illegal material.
8. I will not use computers for commercial or for-profit purposes that include, but are not limited to, gambling, advertising, and solicitation.
9. I will not use computers to send unsolicited, offensive, abusive, obscene, harassing, or other illegal communications.
10. I will not forward chain emails, inappropriate jokes and stories, Internet hoaxes, urban legends, and other non-educational email messages. I will make an effort to validate virus warnings before sending them to other SISD employees.
11. I will not attempt to bypass system security.
12. I will not attempt to bypass any school filtering system.
13. I will not invade the privacy of others by attempting to learn their passwords or by copying, changing, reading, or using their personal files.
14. I understand that the school employees have more privileges (access) to files and folders on the network. Therefore, to protect the confidentiality of student/employee files and records, I will always log off the computer/network when not using it, AND I will not allow students, parents, or unauthorized persons to use my account.

15. I will not download copyrighted materials from the Internet without the permission of the copyright holder. This includes, but is not limited to, music and video files.
16. I understand video and/or audio streaming content requires massive amounts of bandwidth and will slow down the Internet service to the school, district and/or state. Because of this, the use of streaming content should be restricted to educational purposes and downloaded and saved to the computer/file server/content cache engine during non-peak hours whenever possible. Questions about streaming content should be directed to the Department of Technology.
17. I will not add or install any wireless device to a school network without prior permission from the SISD Department of Technology or Information Systems.
18. I will not disable any security and/or antivirus software installed on my computer or the school file server.

NOTE: In order to supervise students using the Internet, staff members must have read the Shallowater ISD Board Policy – ELECTRONIC COMMUNICATION AND DATA MANAGEMENT *Computer and Telecommunications Acceptable Use Policy*.

1. A trained staff member is required to be present and able to provide adequate supervision when any student is using the Internet.
2. All student use of the Internet must be authorized by a SISD educator and must focus on appropriate learning goals and objectives. Non-educational gaming is NOT allowed.
3. All students must have a fully signed MCS Computer and Telecommunications Acceptable Use Policy on file in their schools.
4. Students can access email at school ONLY for valid educational purposes if given permission by an SISD staff member (i.e. communication with a college professor – dual credit teacher, communication with other school organizations such as student councils, clubs, etc).
5. Because of transmission and/or bandwidth problems that occur, no videoconferencing or continuous downloading, such as Internet Radio, is allowed without permission from the Department of Technology.
6. No chat group activities are allowed unless a teacher has a specific curricular need that incorporates chat groups into the lesson plan.
7. If chat groups, wikis and blogs are used with students, they must be monitored closely by the teacher for inappropriate content.
8. Substitute teachers MUST SIGN an acceptable use policy and are not permitted to use the Internet or supervise students using the Internet unless an AUP is on file.
9. Web portals are sites designed to encourage communication between school and home. Use of portals as a primary access point for teachers, students, and home communication is encouraged, provided that the major focus of the site is educational. Sites that actively promote and focus on school fundraising and/or shopping are not permitted. Questions about particular web portals should be addressed to the Department of Technology.

FAILURE TO COMPLY WITH THE ABOVE RULES MAY RESULT IN DISCIPLINARY ACTION

I have read the rules and regulations above. I also understand that any computer, as the property of SISD, is subject to random auditing, for the purpose of determining the presence of unauthorized software, by either SISD or software publishing organizations.

Employee Name (please print)

Employee's Signature: _____

Date: ____/____/____

Note: This form will be kept on file in the school office. Employees not located in schools should submit the signed documents to their Administrator.

CONSEQUENCES of FAILURE TO COMPLY

Failure to comply with the policies as set forth here may result in loss of privileges to use Internet and network computers indefinitely and may also result in further disciplinary action up to and including suspension and expulsion. The Shallowater ISD Board of Education shall ensure implementation of this policy in a method that promotes proper use of the Internet. As needed, each school shall utilize technical assistance that is available from the Shallowater ISD Department of Technology to promote implementation of this policy. Additionally, each school shall establish procedures that promote the proper use of the Internet system. These procedures must be consistent with approved Shallowater ISD Board of Education policies and guidelines.

Pest control treatment

Policy DI, CLB

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

General procedures

Bad weather closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. The superintendent will notify principals, and support supervisors. Each campus will develop a closing/delay notification system.

When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials:

KJTV 34
KCBD 11
KAMC 28
KLBK 13
KLLL
KCBD 1410

Emergencies

Policy CKC

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings.

Employees should know the location of the extinguishers nearest their place of work and how to use them.

Purchasing procedures

Policy CH

All requests for purchases must be submitted to their supervisor on an official district purchase order (PO) form with the appropriate approval signatures. Final approval signature will be done by the Business Manager/Central Office. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Rhonda Cox for additional information on purchasing procedures.

Name and address changes

It is important that employment records be kept up to date. Employees must notify the superintendent's 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 Donna Hamilton.

Personnel records

Policy GBA

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

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

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

Building use

Policies DGA, GKD

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

Termination of employment

Resignations

Policy DFE

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

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

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

Dismissal or nonrenewal of contract employees

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

Employees on probationary, term, and continuing contracts can be dismissed during the school year or nonrenewed 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 nonrenewal occurs will be provided when a written notice is given to an employee. Information on the time lines and procedures can be found in the DF policies that are provided to employees or in the policy manuals located in central office or on the web www.shallowaterisd.net under policy.

Dismissal of noncontract employees

Policy DCD

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

Exit interviews and procedures

Policy DC

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

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

Reports to the State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC if there is reasonable evidence that the employee's conduct involves the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument securing procedure

Reports concerning court-ordered withholding

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

- Termination of employment not later than the seventh day after the date of termination

- Employee's last known address
- Name and address of the employee's new employer, if known

Student issues

Equal educational opportunities

Policies FB,FFH

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

Questions or concerns about discrimination of students on any of the bases listed above should be directed to superintendent.

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 or attending an institution of postsecondary education)
- School officials with legitimate educational interests

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

Parent and student complaints

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the board of trustees.

Administering medication to students

Policy FFAC

Only designated employees can administer medication to students. A student who must take prescription medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Students can self-administer asthma medications under certain conditions with a written permission form “Authorization for Self-Administration of Asthma Medication” must be kept on file in the nurses/principal’s office. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic drugs

Policy FFAC

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

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

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

Student discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student’s conduct should contact the classroom teacher or campus principal.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student’s parents within 24 hours.

Student attendance

Policy FED

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.

Bulling

Policy FFI

All employees are required to report student complaints of bullying to a teacher, counselor, principal, or other District employee. The district's policy that includes definitions and procedures for reporting and investigating bullying of students is located in FFI (Local) on Policy On Line: www.tasb.org/policy/pol/private/152909/

Hazing

Policy FNCC

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

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 - local
 - medical certification
 - military
 - nondiscretionary
 - personal
 - sick
 - temporary disability
 - workers' compensation
- Leaves and absences

M

Medications
Military leave
Mission statement

N

Name and address changes
No Child Left Behind Act
Nonrenewal

O

Outside employment
Overtime
 compensatory time off
 defined
 pay

P

Parent and student complaints
Parent notification
Paychecks
 deductions
Payroll
 schedule
 statements
Performance evaluation
Personal leave
Personnel records
Pest control treatment
Policy changes
Political activities
Possession of weapons
Psychotropic drugs
Publications
Purchasing procedures

R

Reassignments
Reports to SBEC
Resignations
 contract employees
 noncontract employees
Retirement
 benefits
 employment

S

Safety
Salaries
School

- calendar
- closing
- directory
- Searches
- Sexual harassment
- Sick leave
- Staff development
- Standards of conduct
- Stipends
- Student
 - attendance
 - complaints
 - discipline
 - issues
 - medication
 - records
- Student harassment
- Supplemental insurance

T

- Teacher retirement
- Temporary disability leave
- Termination
 - dismissal during the contract term
 - exit interviews
 - noncontract employees
 - nonrenewal
 - reports
 - reports to SBEC
 - resignations
- Tobacco use
- Transfers
- Travel expense reimbursement
- Tutoring

U

- Unemployment compensation insurance

V

- Visitors

W

- Wages
- Weapons
- Workers' compensation
 - benefits
 - insurance
- Workload

